

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur
Minutes of the IQAC/ IAC meeting

Date : 22.09.2020

Time : 6 – 7 p.m

Platform : Google meet

Attendees :-

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| 1. Dr. Saji C.B | Principal/IQAC Chair Person |
| 2. Dr. Susanth C | Associate Professor/IQAC co-ordinator |
| 3. Dr. Deepa Mohan | Associate Professor, CE Dept. |
| 4. Mrs. Nisha Varghese | Asst.Professor, CE Dept. |
| 5. Mrs. Sunitha C | Associate Professor, CS Dept. |
| 6. Mrs. Shameem S | Asst.Professor, CS Dept. |
| 7. Mrs. Divya K V | Asst.Professor, CS Dept. |
| 8. Mr. Amal Ganesh | Asst.Professor, CS Dept. |
| 9. Mrs. Divya Unni | Asst.Professor, ECE Dept. |
| 10. Mr. Ramesh C.R | Asst.Professor, ECE Dept. |
| 11. Mr. Rakesh V.S | Asst.Professor, ECE Dept. |
| 12. Mrs. Neenu Thomas | Asst.Professor, EEE Dept. |
| 13. Dr. Sooraj Prabha | Associate Professor, ME Dept. |
| 14. Mr. Vibin Antony | Asst.Professor, ME Dept. |
| 15. Mr. Rajesh N.P | Associate Professor, ME Dept. |
| 16. Mrs. Aparna S Balan | Asst.Professor, MCA |
| 17. Mrs. Siji K.B | Asst.Professor, MCA |
| 18. Ms. Divya Radhakrishnan | Asst.Professor, AS Dept. |
| 19. Dr. Sobha A.P | Associate Professor, AS Dept. |
| 20. Mrs. Sumitha P.K | Asst.Professor, AS Dept. |

Agenda :

1. KTU Internal audit
2. Other related matters

The meeting was started at 6.00 p.m. Co-ordinator welcomed IAC members and briefed the agenda for the meeting. The new format for auditing was presented by the Co-ordinator. The schedule of the auditing was also discussed.

Discussions and Decisions

| Sl.No | Discussions and Decisions | Responsibility | Target Date |
|--------------|---|---|--------------------|
| 1. | The first internal academic audit is scheduled to be conducted during 26-29, September 2020 | KTU dept. Co-ordinators / Faculty members. | 29-09-2020 |
| 2. | Discussed about the quality assessment of the online teaching materials. | KTU dept. Co-ordinators / Scrutiny committee. | ongoing |
| 3. | Discussed about the present KTU audit format and decided to follow the same. | KTU dept. Co-ordinators | 23-09-2020 |
| 4. | Preparations for NBA accreditation applications need to be started and completed for ECE Department | HoD-ECE, NBA Institution coordinator | 30-06-2021 |
| 5. | IQAC expressed satisfaction over the good placements to the 2020 | Placement Head and Team | Info. |

The meeting was adjourned at 7.00 p.m.

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Dr. Saji C.B
Principal/IQAC Chair Person

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Dr. Susanth C
IQAC Co-ordinator