VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur

Minutes of the IQAC Meeting

Date: 03.04.2023
Time: 2:00 PM – 3:00 PM
Venue: Board Room

AY 2022–23
No: VAST/IQAC/2022-23/4

Members

Sl.No	Name	Designation / Role	Attendees (Yes/No)
1	Dr. Saji C B	Principal / IQAC Chairperson	Yes
2	Dr. Susath C	Associate Professor, IQAC Coordinator	Yes
3	Dr. C Justine Jose	HoD, CE Dept	No
4	Dr. Ramani Bai V	HoD, CSE Dept	No
5	Dr. S Swapna Kumar	HoD, ECE Dept	Yes
6	Dr. Mary P Varghese	HoD, EEE Dept	Yes
7	Dr. N Ramachandran	HoD, ME Dept	No
8	Mr. Anil Kumar K R	Associate Professor – ME Dept	Yes
9	Dr. Jiby K Jose	HoD, AS Dept	Yes
10	Dr. Jeeva K A	Associate Professor, ECE Dept.	Yes
11	Dr. Deepa Mohan	Associate Professor, CE Dept.	Yes
12	Mrs. Nisha Varghese	Assistant Professor – CE Dept.	Yes
13	Mrs. Sunitha C	Associate Professor, CSE Dept.	Yes
14	Mrs. Shameem S	Assistant Professor, CSE Dept.	Yes
15	Mrs. Divya K V	Assistant Professor, CSE Dept.	No
16	Mr. Amal Ganesh	Assistant Professor, CSE Dept.	No
17	Mrs. Divya Unni	Assistant Professor, ECE Dept.	Yes
18	Mr. Ramesh C R	Assistant Professor, ECE Dept.	No
19	Mr. Rajesh G R	Assistant Professor, ECE Dept.	No
20	Mrs. Neenu Thomas	Assistant Professor, EEE Dept.	Yes
21	Dr. Sooraj K Prabha	Associate Professor – ME Dept	Yes
22	Mr. Vibin Antony	Assistant Professor – ME Dept	No
23	Mrs. Aparna S Balan	Assistant Professor, MCA Dept.	No
24	Mrs. Siji K B	Assistant Professor, MCA	Yes
25	Dr. Sobha A P	Associate Professor, AS Dept.	No
26	Mrs. Sumitha P K	Assistant Professor, AS Dept.	No

Agenda

1. Confirmation of the minutes of the previous IQAC meeting.
2. Action taken report on decisions from the previous meeting.
3. Instructions to the Chief Superintendent of Exams for Even Semester 2022–23 examinations.
4. Discussion on faculty annual self-appraisal and performance review timelines for the academic year.
5. NBA accreditation preparedness update.
6. NAAC accreditation cycle preparedness update.
7. Documents to be placed before the Governing Body (GB) for approval.
8. Other related matters.

The meeting commenced at 2:00 PM. The Coordinator welcomed the IQAC members and briefed the agenda for the meeting.

Discussions and Decisions

Sl.No	Discussions and Decisions	Responsibility	Target Date
1	Confirmation of the minutes of the previous IQAC meeting (Meeting No. VAST/IQAC/2022-23/3, dated 02.01.2023).	IQAC	03.04.2023
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	03.04.2023
3	Instructions were issued to the Chief Superintendent of Exams regarding the conduct of Even Semester 2022–23 examinations.	Chief Superintendent of Exams / Dept. HODs	15.05.2023
4	Faculty annual self-appraisal and performance review timelines for the academic year were discussed and finalised.	Director – Academics / Dept. HODs	31.05.2023
5	Status update on NBA accreditation preparedness and documentation across departments.	NBA Coordinator / Dept. HODs	30.04.2023
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	30.04.2023
7	IQAC reviewed and finalised documents/proposals to be placed before the Governing Body for approval at its next meeting, including matters relating to the institutional strategic framework, KPI-based monitoring, and continued progress toward Academic Autonomy.	IQAC	31.05.2023

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**