VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara P.O, Thrissur

Minutes of the IQAC Meeting

Date: 01.04.2024
Time: 2:00 PM – 3:00 PM
Venue: Board Room

AY 2023–24
No: VAST/IQAC/2023-24/4

Members

Sl.No	Name	Designation / Role	Attendees (Yes/No)
1	Dr. Saji C B	Principal / IQAC Chairperson	Yes
2	Mr. Suresh Lal	Executive Director, VICT	Yes
3	Er. Lakshminarayanan K	Industry Representative	Yes
4	Mr. Boby Peter	Assistant Manager, VAST	No
5	Dr. Sunitha C	Vice Principal, Professor – VAST	Yes
6	Ms. Ponsy Paul	Assistant Professor – CE; Secretary – ISTE	No
7	Dr. Sreedevi A	Associate Professor (AS), IQAC Coordinator	Yes
8	Dr. Jeeva K A	Professor & HOD – AIML, NAAC Coordinator	Yes
9	Dr. Mary P Varghese	Professor & Head – EEE, NBA Coordinator	Yes
10	Dr. Sajay K R	Associate Professor (MCA) – ISO Coordinator	No
11	Dr. Anjali P Sasidharan	Assistant Professor – CE	Yes
12	Dr. Sooraj K Prabha	Associate Professor – ME	Yes
13	Mr. Sivadasan E T	Associate Professor – CSE	Yes
14	Ms. Honeymol P K	Assistant Professor – ECE	Yes
15	Ms. Akhila R	Assistant Professor – EEE	Yes
16	Ms. Siji K B	Assistant Professor – MCA	Yes
17	Dr. Nisha A B	Associate Professor – AS & HUM, Admission Convenor	Yes
18	Ms. Angel Joy	Student , CSE — Student Representative	Yes
19	Shri.Shobi T R	President, Velur Grama Panchayath	Yes
20	Mr. Febin Sunny	Alumni Representative	Yes

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 2023–24 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. Action taken report on decisions of the Governing Body (GB) meeting dated 20.03.2024.
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/2023-24/3, dated 02.01.2024).	IQAC	01.04.2024
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	01.04.2024
3	Instructions were issued to the Chief Superintendent of Exams regarding the conduct of Even Semester 2023–24 examinations.	Chief Superintendent of Exams / Dept. HODs	15.05.2024
4	Faculty annual self-appraisal and performance review timelines for the academic year were discussed and finalised.	Director – Academics / Dept. HODs	31.05.2024
5	Status update on NBA accreditation preparedness and documentation across departments.	NBA Coordinator / Dept. HODs	30.04.2024
6	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	30.04.2024
7	IQAC noted the decisions of the Governing Body meeting held on 20.03.2024 and reviewed the action taken thereon, including: restructuring of the Institution Mission into three distinct mission statements effective from AY 2024–25; approval of the Department Vision & Mission for CSE; approval of the revised PEOs for the Department of Civil Engineering; review of PO/PSO attainment status across departments; approval of Green, Energy, and Environment audits; continued monthly monitoring of Strategic Framework KPIs; approval of the 2024–25 performance appraisal plan; evaluation of branch-wise results and placement statistics; and approval of budget for AI & ML / CSE laboratory infrastructure expansion.	IQAC	31.05.2024

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**