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

Minutes of the IQAC Meeting

Date: 01.10.2024 AY 2024–25
Time: 2:00 PM – 3:00 PM No: VAST/IQAC/2024-25/2
Venue: Board Room

Members

Sl.No	Name	Designation / Role	Attendees (Yes/No)
1	Dr. Sunitha C	Principal / IQAC Chairperson	Yes
2	Mr. Suresh Lal	Executive Director, VICT	Yes
3	Adv. P N Unnirajan IPS (Retd.)	Director, Administration, VICT	Yes
4	Er. Lakshminarayanan K	Industry Representative	No
5	Dr. Prathapachandran Nair	Member- ISTE	No
6	Dr. Jeeva K A	Professor & HOD – AIML, IQAC Head & NAAC Coordinator	Yes
7	Dr. Sreedevi A	Associate Professor (AS), IQAC Coordinator	Yes
8	Dr. Mary P Varghese	Professor & Head – EEE, NBA Coordinator	Yes
9	Dr. Sajay K R	Associate Professor (CSE) – ISO Coordinator	Yes
10	Ms. Riya P D	Assistant Professor – AIML	
11	Dr. Anjali P Sasidharan	Assistant Professor – CE	No
12	Dr. Sooraj K Prabha	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	Mr. Shobi T R	President, Velur Grama Panchayath	Yes
19	Ms. Angel Joy	Student S7, CSE — Student Representative	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 Odd Semester 2024–25 examinations.
4. NBA accreditation preparedness update.
5. NAAC accreditation cycle preparedness update.
6. 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/2024-25/1, dated 01.07.2024).	IQAC	01.10.2024
2	Action taken report on decisions from the previous meeting was presented and noted.	IQAC	01.10.2024
3	Instructions were issued to the Chief Superintendent of Exams regarding the conduct of Odd Semester 2024–25 examinations, including scheduling, invigilation, and malpractice-prevention protocols.	Chief Superintendent of Exams / Dept. HODs	15.11.2024
4	Status update on compilation of NBA documentation ahead of upcoming submission timelines.	NBA Coordinator / Dept. HODs	31.10.2024
5	Status update on NAAC accreditation cycle preparedness and documentation requirements.	NAAC Coordinator / Dept. HODs	31.10.2024

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	**IQAC Coordinator**