



VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur
INTERNAL QUALITY ASSURANCE CELL

IQAC MEETING . A.Y 2023-24

Date :16.01.2024

Time : 1.00 PM

Venue: Board Room

Members Attended:-

Sl. No.	Name	Designation	Signature
1	Dr. Saji C. B	Principal, IQAC Chairperson, VAST	
2	Sri. Suresh Lal	Executive Director, VICT	
3	Er. Lakshminarayanan K	General Manager, MD.(Marketing Technical and machine unit), Metal Industries LTD Shornur, SIFL, Athani, Thrissur.	ABSENT
4	Mr. Bobby Peter	Assistant Manager, VAST	ABSENT
5	Dr. Sunitha C	Vice Principal, Professor & HOD-AIML, VAST	
7	Ms. Ponsy Paul	Assistant Professor (CE), Secretary- ISTE	
8	Dr. Sreedevi. A	Associate Professor (AS), IQAC Coordinator	
9	Dr. Mary P Varghese	Associate Professor, HOD (EEE), NBA Coordinator	
10	Dr. Jeeva K A	Associate Professor (ECE), NAAC Coordinator	
11	Mr. Sajay K R	Associate Professor (MCA), ISO Coordinator	
12	Dr. Anjali P Sasidharan	Assistant Professor (CE)	
13	Dr. Sooraj K Prabha	Associate Professor (ME)	
14	Mr. Sivadasan E T	Associate Professor (CSE)	
15	Ms. Honeymol P K	Assistant Professor (ECE)	
16	Ms. Akhila R	Assistant Professor (EEE),	
17	Ms. Siji K B	Assistant Professor (MCA)	
18	Dr. Nisha A B	Associate Professor (AS)	
19	Ms. Angel Joy	Student, 2021-2024 5 Batch (CSE)	

Agenda:

- Timetable
- Semester Plan
- Semester Academic Calendar
- IQAC FDP/Workshops planning
- Conduct of Remedial classes
- ISO/KTU internal/External Audit
- Updates on the preparation for NBA/NAAC Accreditations
- Any other matter

The meeting was started at 1.00 pm. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting.

Sl.No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	Internal Audit was planned to conduct in November	IQAC coordinator & KTU internal audit cell	Audit took place in November
2.	Remedial Classes were conducted	Course handling faculty	completed
<i>Points discussed during the current meeting</i>			
1.	All Heads of Departments completed the subject allocation process and were asked to prepare the timetable for the even semesters. Timetable was finalized by all departments on 18/1/24 .	HODs and Timetable committee	18/1/24
2.	ERP to be Ready for Attendance Entry: 23/01/24	HODs and and Timetable committee	23/01/24
3.	Semester Plan for Even Semester Start Dates: <ul style="list-style-type: none"> • BTech: <ul style="list-style-type: none"> o S8: 22/01/24 o S2, S4, S6: 29/01/24 • MTech: <ul style="list-style-type: none"> o S2: 22/01/24 o S4: 29/01/24 • MCA: <ul style="list-style-type: none"> o S4: 17/01/24 o S2: 01/02/24 	HoDs and GTs	Semester to be started on planned dates
4.	Semester Academic Calendar is to be prepared by third week of January 2024 . On 29/01/24 meeting to be conducted to explain various measures and anticipate each event.	Principal	29/1/24
5.	Admission Committee to be formed	Principal	5/1/24
6.	ISO External Audit Preparation	ISO coordinator	Proposed Dates for Audit are



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			5/1/24,31/1/24 and 7/2/24
7.	NAAC Accreditation : NAAC Accreditation workshop is planned for faculty members in the month of February 2024	IQAC coordinator	February 2024
8.	FDP/Workshops/Conferences to be planned in Departments	HODs	Submission by 17/01/24
9.	Feedback Schedule Preparation: Intermediate Feedbacks: As per norms (mid-semester and end-semester) to be prepared	Principal	From 16/03/2024 onwards

The meeting was adjourned at 2.00 p.m.

Distribution list:

- All Attendees
- File

Dr. Saji C.B
Principal/IQAC Chair Person

Dr. Saji C.B
Principal

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Dr. Sreedevi. A
IQAC Coordinator