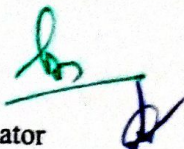
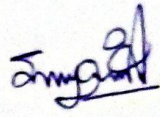
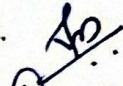

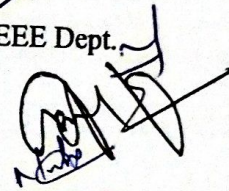


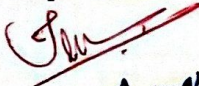
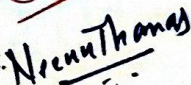
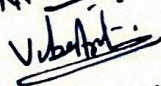
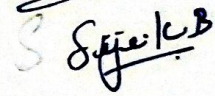

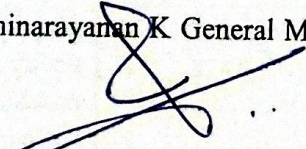


# VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O, Thrissur  
Minutes of the IQAC meeting

Date : 30.04.2023  
Time : 3.00 – 4.30 p.m  
Platform : Google meet

Attendees : -

1. Dr. Saji C.B Principal/IQAC Chair Person 
2. Dr. Susanth C Associate Professor/IQAC co-ordinator
3. Dr. Sreedevi A Assistant Professor/IQAC co co-ordinator 
4. Dr. Anjaly Sasidharan, Assistant Professor CE Dept.
5. Ms. Shameem S, Asst. Professor, CSE Dept. 
6. Ms. Divya Unni, Asst. Professor, ECE Dept 
7. Dr. Mary P Varghese, Asso. Professor & HoD, EEE Dept. 
8. Mr. Anilkumar K R, Asso. Professor ME Dept. 
9. Ms. Nisha Varghese, Asst. Professor, CE Dept. 
10. Dr. Jeeva K.A, Asso. Prof, ECE Dept. 
11. Ms. Neenu Thomas, Asst. Prof, EEE Dept. 
12. Dr. Vibin Antony P, Asst. Prof ME Dept. 
13. Ms. Siji K B, Asst. Professor MCA Dept. 
14. Sri. Suresh Lal, Finance Director VICT
15. Mr. Boby Peter, Manager
16. Ms. Angel Joy, CSE 2021 Admission 
17. Mr. Febin Sunny 2005-2009 ECE Batch Asst Professor , Sreepathy Engg College Vavannoor
18. Er. Lakshminarayanan K General Manager, (Marketing Technical and machine unit), SIFL, Athani, Thrissur. 
19. Dr. P. Pratapachandran Nair, Former Joint Director of Technical Education



**Agenda :**

1. Placement training.
2. Series test-1 for S2 batches.
3. Remedial Classes.
4. Student-tutor interaction
5. Feedback
6. KTU/ISO/NBA internal audit and
7. Other academic-related matters.

The meeting was started at 3.00 p.m. Co-ordinator welcomed IQAC members and briefed the agenda for the meeting. Co-ordinator briefed the importance of the KTU external audit and the NBA expert committee visit. A detailed analysis of the first KTU external audit was done. Explained the external auditors' comments and about the corrective actions taken before the second KTU external audit.

Sl.No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	Discussed the second KTU external audit reports and about the remedial actions taken.	KTU dept. Co-ordinators / Faculty members.	30.01.2023. Discussed and verified the remedial actions taken.
2.	S4 and S2 time table and workload calculation.	Time table committee	01.02.2023. Prepared the time table and workload before the said date.
3.	Result analysis for the previous semesters	Group tutors / Subject Teachers	Took all the result analysis immediately after the publication of the results
<i>Points discussed during the current meeting</i>			
1.	Placement training.	Placement officer/Group Tutor	It is decided to bring more companies to campus placement and include maximum number of students.
2.	Series test-1 for S2 batches.	Group tutors/Subject Teachers	09.06.2023. Asked the subject teachers to prepare common question paper for the common courses.
3.	Remedial classes	Group tutors / HoD'S/ Subject Teachers	26.06.2023. It is decided to start the remedial classes for weak students immediately after the publication of results.
4.	Student Feedback	HoD's/Group Tutors	07.06.2023. It is decided to take the student feed back on or before 07.06.2023.

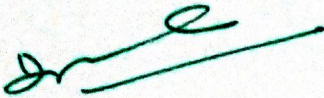


5.	KTU/NBA/ISO Internal audit	KTU/NBA/ISO co-ordinators / Internal auditors	16.06.2023. It is decided to conduct an internal audit on or before 16.06.2023
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The meeting was adjourned at 4.00 p.m.

**Distribution list:**

- All Attendees
- File



Dr. Saji C.B  
Principal/IQAC Chair Person



Dr. Susanth C  
IQAC Co-ordinator