VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara P.O., Thrissur

MINUTES OF THE IQAC MEETING

Date: 01.10.2025

Academic Year: 2025–26

Time: 2:00 PM – 3:00 PM

Meeting No: VAST/IQAC/2025-26/2

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	Director – Administration, VICT	Yes
4	Er. Lakshminarayanan K	Industry Representative	*No*
5	Dr. Pratapachandran Nair	Member – ISTE, Professional Body Rep.	Yes
6	Dr. Shalij P R	Director – Academics	Yes
7	Dr. Jeeva K A	Professor & HOD – AIML, NAAC Coordinator	Yes
8	Dr. Sanaj M.S.	Professor – CSE, IQAC Coordinator	Yes
9	Dr. Latha Dinesh	Professor – EEE, IQAC Co-Coordinator	Yes
10	Dr. Mary P Varghese	Professor & Head – EEE, NBA Advisor	Yes
11	Dr. Joycy K Antony	Assoc. Professor – CSE, NBA Coordinator	Yes
12	Dr. Reji C Joy	Professor & HOD – MCA, CCE Coordinator	Yes
13	Dr. Nisha A B	Professor & HOD – AS & HUM, Admission Convenor	Yes
14	Dr. Rakesh Hari	Professor & HOD – ME, Autonomy Coordinator	Yes

15	Dr. Abhilasha P S	Professor & HOD – CE, ISO Coordinator	Yes
16	Dr. Sajay K R	Professor & HOD – CSE	*No*
17	Dr. Swapnakumar S	Professor & HOD – ECE	Yes
18	Mr. Paul Chakola	Placement Director	Yes
19	Ms. Nisha Varghese	Asst. Professor – CE, Chief Supt. of Exams	Yes
20	Ms. Remya K R	Asst. Professor – CSE, Department Rep.	Yes
21	Dr. Renjish Vijay	Assoc. Professor – ME, Department Rep.	*No*
22	Ms. O Varadha Vijay Menon	S7 AIML, Student Representative	Yes
23	Mr. Ajin Aravind	Alumni Representative	Yes
24	Mr. Shoby T R	Velur Grama Panchayath President, Local Body Rep.	Yes
25	Adv. Pulari Rajeev	PTA Vice President, PTA 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 2025–26 examinations.
4. NBA accreditation preparedness update.
5. NAAC accreditation cycle preparedness update.
6. Documents to be placed before the Governing Body (GB) for approval.
7. 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	**Review of Action Taken Report and minutes of the previous IQAC meeting (Meeting No. VAST/IQAC/2025-26/1, dated 01.07.2025).**	IQAC	01.10.2025
2	**Instructions issued to the Chief Superintendent of Exams regarding the conduct of Odd Semester 2025–26 examinations, including scheduling, invigilation, and malpractice-prevention protocols.**	Chief Superintendent of Exams / Dept. HODs	08.10.2025

	• Finalize and communicate the Odd Semester 2025–26 examination timetable well in advance, ensuring no clashes and adequate preparation time for students. • According to Chief Superintendent of Exams requirements prepare a comprehensive invigilation roster, clearly assigning duties to faculty members and ensuring adequate coverage for all examination halls and shifts. • Implement robust malpractice-prevention measures, including random seating arrangements, thorough checking of candidates and materials, and deployment of flying squads as required. • Orient all invigilators and examination staff on examination regulations, standard operating procedures, and protocols for handling malpractice cases. • Ensure proper coordination between the Examination Cell, departmental coordinators, and administrative staff for timely distribution and collection of question papers, answer scripts, and related documents.		10.10.2025 10.10.2025 10.10.2025 15.10.2025
3	**Status update on compilation of NBA documentation ahead of the accreditation evaluation visit.** • Complete the compilation of all NBA-required documentation, including Self-Assessment Reports (SAR), and supporting evidence, well in advance of the evaluation visit. • Conduct an internal cross-verification of NBA documents by the NBA Coordinator and HODs to identify and rectify gaps, inconsistencies, or missing evidence. • Ensure that all departments maintain updated, organized, and easily retrievable records for efficient access during the accreditation visit. • Establish a clear timeline and responsibility matrix for pending NBA tasks, with periodic progress reviews under the leadership of the NBA Coordinator and IQAC oversight.	NBA Coordinator / Dept. HODs	10.10.2025 15.10.2025 15.10.2025 15.10.2025
4	**Status update on NAAC accreditation cycle preparedness and documentation requirements.**	NAAC Coordinator / Dept. HODs	21.10.2025
5	**IQAC reviewed and finalised documents/proposals to be placed before the Governing Body (GB) for approval at its next meeting.** • Prepare a consolidated agenda note for the Governing Body, clearly listing all documents and proposals recommended by IQAC for approval. • Verify that each proposal is accompanied by requisite background information, justifications, supporting data, and draft resolutions, as applicable. • Ensure alignment of the proposals with institutional policies, statutory norms, accreditation requirements, and ongoing quality improvement initiatives. • Coordinate with concerned departments and sections to incorporate any last-minute revisions or clarifications prior to submission to the GB. • Maintain a documented record of all items forwarded to the Governing Body, along with their status and outcomes, for institutional tracking and future reference.	IQAC	21.10.2025 21.10.2025 21.10.2025 21.10.2025 21.10.2025

	• Follow up on the GB meeting schedule and communicate the finalized agenda to relevant stakeholders in a timely manner.		28.10.2025

The meeting was adjourned at 3:00 PM.

Minutes of the meeting prepared by IQAC Coordinator

Principal	IQAC Coordinator
	