कुलपति का कार्यालय, आईआईएसटी
Office of Vice Chancellor, IIST
21 OCT 2025
अंतर्वाह सं /Inward No. 7882

भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान
Indian Institute of Space Science & Technology

आंतरिक गुणता आश्वासन प्रकोष्ठ / Internal Quality Assurance Cell

IQAC/M/2025-06

स्थान: परिषद कक्ष, प्रशासनिक ब्लॉक
Venue: Council Hall, Administrative Block

सितंबर/ September 29, 2025
समय / Time: 14:00 Hrs

बैठक के कार्यवृत्त

Did we formally inform. Chairman.. Chancellor. -2 if not please do so

Members Present

1. **Dr. Kuruvilla Joseph, IQAC Coordinat**
2. Dr. Nirmala Rachel James
3. Dr. Sam Noble
4. Dr. Chris Prema S
5. Dr. Shaijumon S
6. Dr. Jobin Cyriac
7. Dr. Gomathi N
8. Dr. Gigy J. Alex
9. Dr. V. Sennaraj
10. Shri. Abdunnasar
11. Shri. Hariprasad

Agenda

- Review of the NAAC visit and identification of areas for quality enhancement.
- Discussion on criterion-wise improvement measures for institutional development.
- Review of ongoing initiatives and follow-up on data collection and documentation.

Proceedings and Deliberations

The meeting commenced at **14:00 hrs** under the chairmanship of **Dr. Kuruvilla Joseph, IQAC Coordinator**.

NAAC Ranking

The members reviewed the outcome of the recent NAAC Peer Team visit and expressed satisfaction over the Institute being awarded the prestigious **A++ grade,** with the Chairperson appreciating the collective efforts of all members and stakeholders that contributed to this notable achievement.

Criterion-wise Review

The committee deliberated on the marks awarded under each SSR criterion and identified areas requiring further enhancement, particularly in documentation, outreach activities, and the strengthening of data-driven processes. It was decided that a comprehensive analysis of each criterion would be conducted in the upcoming meeting.

It was resolved to convene a follow-up meeting in the second week of October to deliberate exclusively on NAAC SSR criterion-wise improvements, with members agreeing to prepare detailed inputs and observations from their respective domains for the discussion.

Intimation of NAAC Accreditation

It was recommended that the Institute's achievement of an **A++ grade** be formally announced through publication on the Institute's official website and by incorporating the ranking in the Institute's letterhead and other official communications.

Ongoing Initiatives

The progress of ongoing initiatives related to quality assurance, data collection, and documentation was reviewed. The members emphasized timely completion and accuracy of data submission for the forthcoming AQAR preparation.

Key Decisions

1. To acknowledge and record appreciation for the collective efforts leading to the Institute securing an **A++ grade in NAAC accreditation**.
2. To publicize the NAAC ranking on the Institute's website and letterhead.
3. To continue strengthening data collection, documentation, and quality initiatives in preparation for the AQAR.
4. To convene the next IQAC meeting in the **second week of October 2025** for a detailed review of criterion-wise performance and action plan.

The Chairperson thanked all members for their active participation and constructive suggestions. The meeting concluded with the assurance of continued commitment towards institutional quality enhancement.

Prepared by

Dr. Sam Noble

Coordinator, IQAC

Verified by

Dr. Kuruvilla Joseph
समन्वयक/Coordinator
आंतरिक गुणता आश्वासन प्रकोष्ठ (आई क्यू ए सी)
Internal Quality Assurance Cell (IQAC)
भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान (आईआईएसटी)
Indian Institute of Space Science and Technology(II

Approved by

21 OCT 2025

Chairman (IQAC)

प्रोफ. दिपांकर
Prof. Dipankar Banerjee
कुलपति, आईआईएसटी
Vice Chancellor, IIST

Copy To / प्रेषित:

1. All Members of SSR, IQAC
   एसएसआर समिति के सभी सदस्य, आईक्यूएसी

Office of Vice Chancellor, IIST
7 OCT 2025
आवक सं./Inward No. 7785

भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान
Indian Institute of Space Science & Technology

आंतरिक गुणता आश्वासन प्रकोष्ठ / Internal Quality Assurance Cell

IQAC/M/2025-05

स्थान: परिषद कक्ष, प्रशासनिक ब्लॉक
Venue: Council Hall, Administrative Block

सितंबर/ September 22, 2025
समय / Time: 15:00. Hrs

बैठक के कार्यवृत्त / Minutes of the Meeting

Members Present

1. **Dr. Kuruvilla Joseph, IQAC Coordinator**
2. Dr. Nirmala Rachel James, Committee Chairperson
3. Dr. J. Sheeba Rani, Co-Chairperson
4. Dr. Sam Noble, Convenor
5. Dr. Chris Prema S
6. Dr. Ashok Kumar
7. Dr. Jobin Cyriac
8. Dr. Anand Narayanan
9. Dr. Reny Thomas
10. Dr. Gigy J. Alex
11. Dr. Dinesh N. Naik
12. Dr. Ramiya A. M.
13. Shri. Abdunnasar
14. Dr. Deepu
15. Dr. V. Sennaraj
16. Dr. Kaushik Mukherjee
17. Dr. L. Gnanappazham
18. Dr. V. S. Sooraj

Agenda

- Review of data collection and status of criteria for submission of Annual Quality Assurance Report (AQAR) 2024–2025.

Proceedings and Deliberations

The meeting commenced at 03:00 PM under the chairmanship of **Dr. Kuruvilla Joseph**. The members deliberated on the status of each criterion for AQAR preparation. The following observations and decisions were recorded:

Criterion-wise Review

- **Criterion 1 - Curriculum Aspects:** Data collection has commenced
- **Criterion 2 - Teaching - Learning and Evaluation:** Data collection has not yet started. Members were advised to initiate the process at the earliest. The members mentioned the need for publishing PO, CO, and PSO for all the academic programs in a uniform format on the website.
- **Criterion 3 - Research, Innovations and Extension:** Data collection has not yet commenced. Publication data will be obtained from the Library, and project funding details from the Accounts Division.
- **Criterion 4 -Infrastructure and Learning Resources:** Library-related data is almost completed. IT-related details are pending and shall be collected shortly. As the audit statement is not yet finalized, certain account-related data is still to be prepared.

- **Criterion 5 - Student Support and Progression:** Data collection pertaining to academic activities, as well as student placement details from the Placement Cell, is presently in progress..
- **Criterion 6 - Governance, Leadership and Management:** It was resolved that the Administrative audit and Academic audit should be conducted using a uniform template. Inclusion of external experts is recommended.
- **Criterion 7 - Institutional Values and Best Practices:** Green Audit, Gender Audit, and Energy Audit have to be carried out at the earliest. It was suggested that the ongoing activities of SSPACE and student initiatives in the Technical clubs, like the Astronomy Club, Rocketry Club, and Robotics Club, may be incorporated as part of the institution's best practices.

Key Suggestions and Directions

The members emphasized that the Web committee shall ensure that the curriculum uploaded on the website, which is presently available in multiple formats, is standardized into a uniform format, including all requisite details of Course Outcomes (CO), Program Outcomes (PO), and Program Specific Outcomes (PSO).

For the **Dean (R&D) Office**, it was suggested that a continual process be evolved for systematically documenting details of all the research projects. The details to be maintained include sanction orders, funds sanctioned and received (year-wise), progress reports, year-wise utilization certificates, manpower trained, publications and patents arising from the projects and the major outcomes.

The members further noted the difficulty in repeatedly approaching individual faculty members for data, and therefore stressed the establishment of a **Centralized data collection system.** In addition, members pointed out the urgent requirement of updating both the **IQAC digital data portal** and the **Institute website**.

Faculty members were also reminded of the necessity to update their **IRINS profiles**, including records of awards and recognitions. Finally, it was agreed that a **time-bound submission mechanism** must be formalized to ensure uniformity, accuracy, and timeliness in data compilation across all departments.

Coordinators for Specific Tasks

To ensure systematic progress on the above directions, coordinators were identified as follows:

1. **Faculty Portal and IRINS Data Updation**
   (To facilitate faculty updates on Portal and IRINS with inclusion of co-authorship details, statistics, author IDs, and related information.)
   - Dr. Anand Narayanan
   - Dr. Kaushik Mukherjee
   - Dr. L. Gnanappazham
   - Shri. Abdunnasar

2. **Administrative Audit (Format Development and Related Activities)**
   (To prepare formats and ensure coordination of administrative audits across administrative divisions.)
   - Dr. J. Sheeba Rani
   - Dr. Nirmala Rachel James
   - Dr. Gigy J. Alex
   - Dr. Ramiya A. M.
   - Ms. Reny Thomas

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3. **Project Portal (Template Development under Dean R&D)**
   (To develop the required template and coordinate data entry for the institutional project portal.)
   - Dr. V. S. Sooraj

4. **Uniform Format for CO, PO, and PSO (for Syllabus Upload and Data Integration)**
   (To create and standardise the common format for Programme Outcomes, Course Outcomes, and Programme Specific Outcomes to be uploaded.)
   - Dr. Sam Noble
   - Dr. Chris Prema S
   - Dr. Dinesh N. Naik
   - Dr. V. S. Sooraj

Conclusion

The Chair emphasized the importance of timely and accurate data submission for AQAR 2024–2025. All departments and concerned offices were directed to adhere to timelines and adopt centralized systems to ensure uniformity and compliance.

It was decided that a review meeting will be scheduled in the first or second week of October 2025, and the exact date will be intimated shortly. The meeting concluded with thanks to all members for their active participation and contributions.

Prepared by
Committee Chairperson 29/09/2025

Verified by
Co-ordinator, (IQAC)

D. Banerjee
7 OCT 2025

Approved by
Chairman (IQAC)

प्रोफ. दिपांकर बनर्जी
Prof. Dipankar Banerjee
कुलपति, आईआईएसटी
Vice Chancellor, IIST

Copy To / प्रेषित:

1. All Members of the AQAR Committee, IQAC
   सभी सदस्य, आईक्यूएसी
2. All Deans
   सभी डीन