

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

आंतरिक गुणता आश्वासन प्रकोष्ठ / Internal Quality Assurance Cell

कुलपति का कार्यालय, आईआईएसटी
Office of Vice Chancellor, IIST
07 NOV 2025
आवक सं./Inward No. 8041

IQAC/M/2025-07

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

सितंबर/ October 08, 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
3. Dr. Sam Noble
4. Dr. J. Sheeba Rani
5. Dr. Chris Prema S.
6. Dr. Shaijumon S.
7. Dr. Jobin Cyriac
8. Dr. Gomathi N.
9. Dr. Gigy J. Alex
10. Dr. Ramiya A. M.
11. Dr. Kaushik Mukherjee
12. Dr. C. R. Bijudas
13. Dr. Prathap C.
14. Dr. Devendra Prakash Ghate
15. Dr. L. Gnanappazham
16. Dr. Dinesh N Naik
17. Dr. N. Selvaganesan
18. Dr. Immanuel Raja
19. Dr. K. S. S. Moosath
20. Dr. Harsha Simha M. S.
21. Dr. V. Sennaraj
22. Shri. Abdunnasar
23. Shri. Hariprasad
24. Smt Reny Thomas
25. Smt Bindya K. R.

Agenda

- Review of Criterion-wise Grades obtained for NAAC Second Cycle Accreditation.
- Discussion on Areas of Improvement

Proceedings and Deliberations

The meeting commenced at 15:00 hrs under the Chairmanship of Dr. Kuruvilla Joseph, IQAC Coordinator. The following proceedings and deliberations were recorded:

1. Opening Remarks

The Chairperson extended congratulations to all members of the **IQAC, SSR, AQAR, and Appeal Committees** for their commendable efforts in achieving the **NAAC A++ accreditation** for the Institute. The members deliberated on preparing a comprehensive document and presentation outlining the challenges faced during the NAAC visit and the corrective measures undertaken, to serve as a reference for future accreditation cycles.

2. Institutional Rankings and Accreditation

Members deliberated on the Institute's NIRF ranking and the feasibility of engaging with international ranking frameworks such as **QS (Quacquarelli Symonds)** and **THE (Times Higher Education)** rankings. The need for pursuing NBA accreditation for selected academic programmes was also emphasized. It was decided to reconstitute the NIRF Committee for the upcoming assessment cycle to streamline data management and ensure the timely submission of ranking-related information.

3. Faculty and Staff Development Programs

The IQAC Coordinator reminded members regarding the **upcoming Faculty Development Programs (FDPs)** and **Administrative Development Initiatives** aimed at enhancing academic and institutional quality. Members emphasized the need to increase the frequency of FDPs during both summer and winter sessions.

Recommendations were made to strengthen capacity-building programs and quality improvement initiatives for both faculty and administrative staff.

The following faculty members were identified to **lead the forthcoming FDPs**:

- Dr. J. Sheeba Rani
- Dr. Lekshmi Nair
- Dr. C. R. Bijudas
- Dr. Sam Noble
- Dr. Ramiya A. M.
- Dr. Immanuel Raja

Further, it was **recommended** that a **Management Development Program (MDP)** for administrative staff be initiated under the **Administrative Division** to enhance institutional efficiency.

4. Quality Enhancement and Data Management

Members underscored the importance of establishing a **centralized data collection and management system** to streamline institutional reporting and performance tracking. It was **decided** to **update and integrate** the existing **faculty data portal** and **student portal** for regular updates and submissions.

Additionally, it was **proposed** to **expand the student portal** to include **student achievements, participation records, and recognitions**, ensuring holistic documentation of academic and extracurricular accomplishments.

5. Criterion-wise Discussions

Criterion 1 - Curricular Aspects

-Presentation by **Dr. J. Sheeba Rani**.

Discussions focused on **curriculum enrichment**, **NEP 2020 alignment**, and **continuous quality improvement**. Members reviewed the **appeal process** and noted updates made in the **Re-DVV portal**, particularly concerning the **NPTEL certification data** (actual: 73 certificates; 51 unique courses).

It was proposed to **form a sub-committee** to identify strategies for **continuous curriculum enhancement**; however, the **committee formation is yet to be finalized**.

Criterion 2 - Teaching, Learning, and Evaluation

-Presentation by **Dr. J. Sheeba Rani**.

The **sanctioned faculty strength** data was updated with documentary evidence, resulting in improved performance under this criterion. All **office orders related to faculty appointments** were successfully uploaded to the **Re-DVV portal** for verification and record maintenance.

Criterion 3 - Research, Innovations, and Extension

- Presentation by **Dr. Nirmala Rachel James**.

The **research publication database** was reviewed and updated, contributing to enhanced scores under this criterion. It was decided to **update the Research Policy** and **reconstitute the Research Council (RC)**. The RC shall convene **periodic meetings** and develop a **structured framework** for project documentation and review. The **Dean (R&D) office** shall coordinate with **Smt. Sreeja and Smt. Mahima (CISDG)** to initiate the development of a **Research and Development Project Management Portal**. Emphasis was placed on the **systematic documentation** of project sanction orders, budgets, year-wise financial statements, purchase orders, and completion certificates. The **Seed Money Policy** will be revised to encourage **new faculty members** to apply for projects while enabling **existing faculty** to propose innovative research initiatives.

6. Institutional Documentation and Future Directions

Each **Criterion Committee** shall prepare a **comprehensive report** addressing the following:

- Challenges faced during the NAAC Peer Team Visit
- Corrective measures undertaken
- Suggestions and strategies for future improvement

These reports will collectively form the **"Quality Enhancement Review Document"**, which shall be maintained as part of the **IQAC records** for institutional reference and future planning.

7. Upcoming Meetings

It was decided to convene the **next IQAC Review Meeting on Wednesday, 15th October 2025**, to review progress and deliberate further on criterion-wise improvements.

Key Decisions

1. To prepare a **consolidated document** highlighting the challenges faced during the NAAC visit and the corrective measures implemented.
2. To **update institutional policies**, including **Research, Consultancy, and Curriculum frameworks**.

3. To initiate centralized data integration through a unified institutional portal.
4. To conduct FDPs and MDPs within the current academic year for faculty and administrative staff.
5. To strengthen institutional documentation, ranking processes, and quality enhancement mechanisms for sustained improvement.

Prepared by


Dr. Sam Noble

Verified by


प्रोफ. कुरुविला जोसफ/Dr. Kuruvilla Joseph
Co-ordinator, (IQAC)
आंतरिक गुणता आश्वासन समन्वयक (आई क्यू ए सी)
Internal Quality Assurance Cell (IQAC)
भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान (आईआईएसटी)
Indian Institute of Space Science and Technology (IIST)

Approved by

Chairman (IQAC)

3. To initiate centralized data integration through a unified institutional portal.
4. To conduct FDPs and MDPs within the current academic year for faculty and administrative staff.
5. To strengthen institutional documentation, ranking processes, and quality enhancement mechanisms for sustained improvement.

Prepared by


Dr. Sam Noble

Verified by


प्रोफ. कुरुविला जोसफ/Dr. Kuruvilla Joseph
Co-ordinator, (IQAC)
आंतरिक गुणवत्ता आश्वासन अधिकारी (आई एम एस सी)
Internal Quality Assurance Cell (IQAC)
भारतीय अंतरिक्ष विज्ञान एवं प्रौद्योगिकी संस्थान (आईआईएसटी)
Indian Institute of Space Science and Technology (IIST)

Approved by


07 NOV 2025

Chairman (IQAC)

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

