

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

आंतरिक गुणता आश्वासन प्रकोष्ठ / Internal Quality Assurance Cell

IQAC/M/2025-08

स्थान: एयरोस्पेस कॉन्फ्रेंस कक्ष, प्रशासनिक ब्लॉक
Venue: Aerospace Conference Hall

अक्टूबर/ October 15, 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. P. R. Sinha
9. Dr. Gomathi N.
10. Dr. Gigy J. Alex
11. Dr. Ramiya A. M.
12. Dr. Kaushik Mukherjee
13. Dr. Anindya Dasgupta
14. Dr. Prathap C.
15. Dr. L. Gnanappazham
16. Dr. Lekshmi V. Nair
17. Dr. N. Selvaganesan
18. Dr. Sooraj V. S.
19. Dr. Harsha Simha M. S.
20. Dr. V. Sennaraj
21. Shri. Abdunnasar
22. Shri. Hariprasad
23. Smt Bindya K. R.

Agenda: Focused discussion on challenges faced and solutions identified under each criterion during the NAAC visit, covering key issues observed, corrective measures implemented, and strategies proposed for sustained quality enhancement.

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, and the review of criteria 1-4 was undertaken, as detailed below.

Criterion I – Curricular Aspects

- Members reviewed the status of curriculum revision and noted that for most programs, the major update occurred few years ago.
- Departments were advised to ensure that the updated syllabus and curriculum are uploaded to the website.

Criterion II – Teaching, Learning, and Evaluation

- Departments were reminded to maintain comprehensive documentation for:
 - Mentor-mentee interactions (Metric 2.2.2)
 - Records of FDPs, workshops, and other faculty development activities⁴
- For Learning Outcomes (Metrics 2.6.1 & 2.6.2), the committee recommended:
 - Strengthening documentation and assessment mechanisms
 - Conducting periodic internal evaluations for continuous improvement
- The Student Satisfaction Survey (SSS) should be conducted annually. The SSS for the years 2023-24 and 2024-25 must be compiled, analyzed, and uploaded promptly, along with supporting documents.

Criterion III – Research, Innovations, and Extension

- The institute's research policy requires updating and approval from the competent authority; responsibility for this process should be clearly assigned.
- Departments must maintain detailed records of seed money utilization and submit new proposals for the upcoming academic year.
- Documentation for publications, patents, and research recognitions must be consolidated, must be consolidated, ensuring consistency and proper verification ACROSS ALL RECORDS
- Extension and consultancy activities should be documented systematically with reports and photographs.

Criterion IV – Infrastructure and Learning Resources

- All infrastructure-related (including laboratories, classrooms, and IT facilities) details pertaining to the department should be made available in the department office.
- For Library and E-resources (Metric 4.2.1):
 - User feedback and digital access records should be collected and maintained.
- The committee suggested creating an institutional maintenance policy for implementation.
- The expenditure heads under this policy should align with the budget document.

Note: The review of Criteria 5, 6, and 7 will be addressed in the next meeting.

Key Discussions and Action Points

All Criteria Coordinators and department representatives are requested to submit the following, along with verified data:

1. Challenges faced during the preparation of the **SSR** and NAAC-related activities, including the NAAC Peer Team Visit
2. Suggestions for process improvements, focusing on:
 - o Data collection and Compilation for various institute-level purposes
 - o Strengthening interdepartmental coordination

These inputs will be consolidated and presented during the next review meeting to streamline workflow and enhance preparedness for upcoming NAAC processes.

Prepared by



Dr. Sam Noble

Verified by



प्रोफ. कुरुविला जोसेफ/Dr. Kuruvilla Joseph
Co-ordinator, (IQAC) Coordinator

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Indian Institute of Space Science and Technology(IIST)

Approved by



Chairman (IQAC)

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

Copy To / प्रेषित:

All Members of SSR and AQAR, IQAC

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