

11 DEC 2025

आवक सं./Inward No. 8373

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

आंतरिक गुणता आश्वासन प्रकोष्ठ / Internal Quality Assurance Cell
IQAC/M/2025-09

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

नवंबर / November 12, 2025
समय / Time: 15:30 Hrs

बैठक के कार्यवृत्त / Minutes of the Meeting

Members Present

1. Dr. Nirmala Rachel James
2. Dr. N. Selvaganesan
3. Dr. Sam Noble
4. Dr. Dinesh N. Naik
5. Dr. V. Sennaraj
6. Dr. Chakravarthy P.
7. Dr. Jobin Cyriac
8. Dr. A. M. Ramiya
9. Dr. Lekshmi V. Nair
10. Dr. Shaijumon
11. Dr. Sooraj V. S.
12. Dr. Gomathi N.
13. Dr. Gigy J. Alex
14. Shri. Abdunnasar
15. Smt. Bindya K. R.

Agenda: Review of progress in data collection and compilation for AQAR 2024-2025 across all criteria.

Proceedings and Deliberations

The meeting commenced at 15:30 hrs under the Chairmanship of Dr. Nirmala Rachel James, Committee Chairperson. The following proceedings and deliberations were recorded.

Criterion-wise Review and Updates

Criterion 1 - Curricular Aspects

- Pending information from all departments to be completed.
- Course and syllabus-related data to be updated and compiled.

Criterion 2 - Teaching, Learning & Evaluation

- 2.3.1: Student-centric methods - Supporting documents to be updated.
- 2.5.1: Result Analysis - data from all departments to be compiled and validated.
- 2.3.2: Teacher quality data - qualification, participation, etc., to be checked and updated.
- 2.7.1: It was highlighted that the Student Satisfaction Survey (SSS) must be analysed and updated annually on the institutional website.

Criterion 3 - Research, Innovations & Extension

- Innovation & research-related documents are partially complete; remaining details need to be completed.
- Extension/Outreach activity reports require consolidation.

Criterion 4 – Infrastructure & Learning Resources

- Library part: The data is half-completed; remaining updates will be added.

Criterion 5 – Student Support & Progression

- Most of the data has been updated, with the exception of the verification and uploading of student progression and placement records.

Criterion 6 – Governance, Leadership & Management

- Audit reports and financial documents to be compiled.
- Administrative approval copies and policy documents require updates.
- FDP was conducted.

Criterion 7 – Institutional Values & Best Practices

- Updated proof for practices (E.g., Green practices, gender equity, waste management) to be added.
- Data for 7.1, 7.2, and 7.3 must be finalised.
- Best Practices and Institutional Distinctiveness drafts to be reviewed and finalised.

Key Decisions

1. **The final AQAR 2024–2025 review meeting will be held in the first week of December 2025.**
2. All criteria teams must complete data compilation and arrange supporting documents in an upload-ready format using the provided templates before the final review.
3. The Committee discussed **initiating the administrative audit for the current academic year**. It was noted that the committee members for this audit had already been assigned by the Pro Vice-Chancellor during a previous internal IQAC meeting.
4. It was further emphasized that the process of updating the Course Outcomes (CO), Programme Outcomes (PO), and Programme Specific Outcomes (PSO) must be initiated, ensuring uniformity across all departments, and that the corresponding responsible members have already been identified and recorded in the previous internal IQAC meeting

The meeting concluded with a request to all members to adhere to the timeline and ensure full readiness for the final review in the first week of December 2025.

Prepared by



Dr. Nirmala Rachel James

Verified by



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

Approved by



Chairman (IQAC)

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Prof. Dipankar Banerjee
कुलपति, आईआईएसटी
Vice Chancellor, IIIST

Copy To / प्रेषित:

1. All Members of AQAR, IQAC
एक्यूएआर समिति के सभी सदस्य, आईक्यूएसी