



Vidya Academy of Science & Technology Technical Campus
Killimanoor, Thiruvananthapuram
Accredited by NAAC with 'B++' Grade

Minutes of IQAC Meeting held on 16.03.2023

Date & Time: 16.03.2023, 2.30 PM

Venue: Boardroom, VASTTC

Members Attended:

Sl. No.	Position	Name and Designation	Attendance Status	
1	Chair Person	Dr.T.Mathavaraj Ravikumar, Principal		
2	Advisor	Prof.K.Vijayakumar, IOD, CE		
3	Convener	Dr.K.Sargunan, ASP, CE		
4	IQAC Members	Dr Thilakan H, HoD, ME		
5		Dr.C.Brijilal Ruban, HoD, CSE		
6		Dr.Praveen Rose. T, HoD, EEE		
7		Dr. Jayarenjini N, HoD, ECE		
8		Dr.Jayanthi L.S, HoD, AS		
9		Mr.Sajith Krishnan. R, Assistant Professor. ME		
10		Mr.Naveen B, Assistant Professor, ME		
11		Ms.Indhulekha Jayachandran, Assistant Professor, EEE		
12		Mr.Gokul Krishnan G U, Assistant Professor. EEE	-	
13		Ms.Athulya Kamalasanan, Assistant Professor, CSE	-	
14		Ms.Krishna L, Assistant Professor, CSE		
15		Ms.Fathima Sherin T, Assistant Professor, CE		
16		Ms.Varsha V S, Assistant Professor, CE		
17		Ms.Vigitha Vidyadhar, Assistant Professor, AS		
18		Ms. Krishna Pratibha S R, Assistant Professor, ECE		
19		Ms.Niraja J Shenoy, Assistant Professor, ECE		
20		KTU IAC Coordinator	Ms. Divya M K, Assistant Professor, CSE	
21		Assistant Manager	Mr.Ajith K.C, AO	
22		Local Society Nominee	Mrs.Suma Devi, Ward Member, Panappamkunnu	
23	Students Nominee	Ms.Adheena A.M, IV Year, Civil		
24	Alumni Nominee	Mr.Harikrishnan R.S, Associate Software Engineer, Earnest and Young, Techno Park		
25	Industry Nominee	Er.A.G.Hareendralal, Director, Anantha Gangah Institute of Engineers, Thiruvananthapuram		

- Agenda:
1. Approval of agenda
 2. AQAR 2021-2022 Submission
 3. NBA Accreditation work
 4. KTU audit files updation
 5. Even Semester Internal Audit (Level-1)



IQAC Convener <iqacconvener.vasttc@vidyatcklmr.ac.in>

subject)

message

IQAC Convener <iqacconvener.vasttc@vidyatcklmr.ac.in>

Wed, Mar 15, 2023 at 9:58 AM

"HODs.VASTTC" <hods.vasttc@vidyatcklmr.ac.in>, IQAC Coordinator <iqacconvener.vasttc@vidyatcklmr.ac.in>, IQAC
Coordinator <iqac.vasttc@vidyatcklmr.ac.in>, "Asst. Manager" <assistantmanager.vasttc@vidyatcklmr.ac.in>
Principal Vidya TC Kilimanoor <principal@vidyatcklmr.ac.in>, PA to Principal VASTTC <pa.vasttc@vidyatcklmr.ac.in>

Dear Sir/Madam,

As directed by the principal, IQAC meeting was scheduled on 16.03.2023 at 2:30 PM in the boardroom.

All the HODs, IAC Coordinator, IQAC members, Assistant Manager are asked to attend the meeting without fail.

Agenda:

1. AQAR 2021-2022 Submission
2. NBA Accreditation work progress
3. KTU audit files updation
4. Even Semester Internal Audit (Level-1)
5. Other relevant matters

Regards,

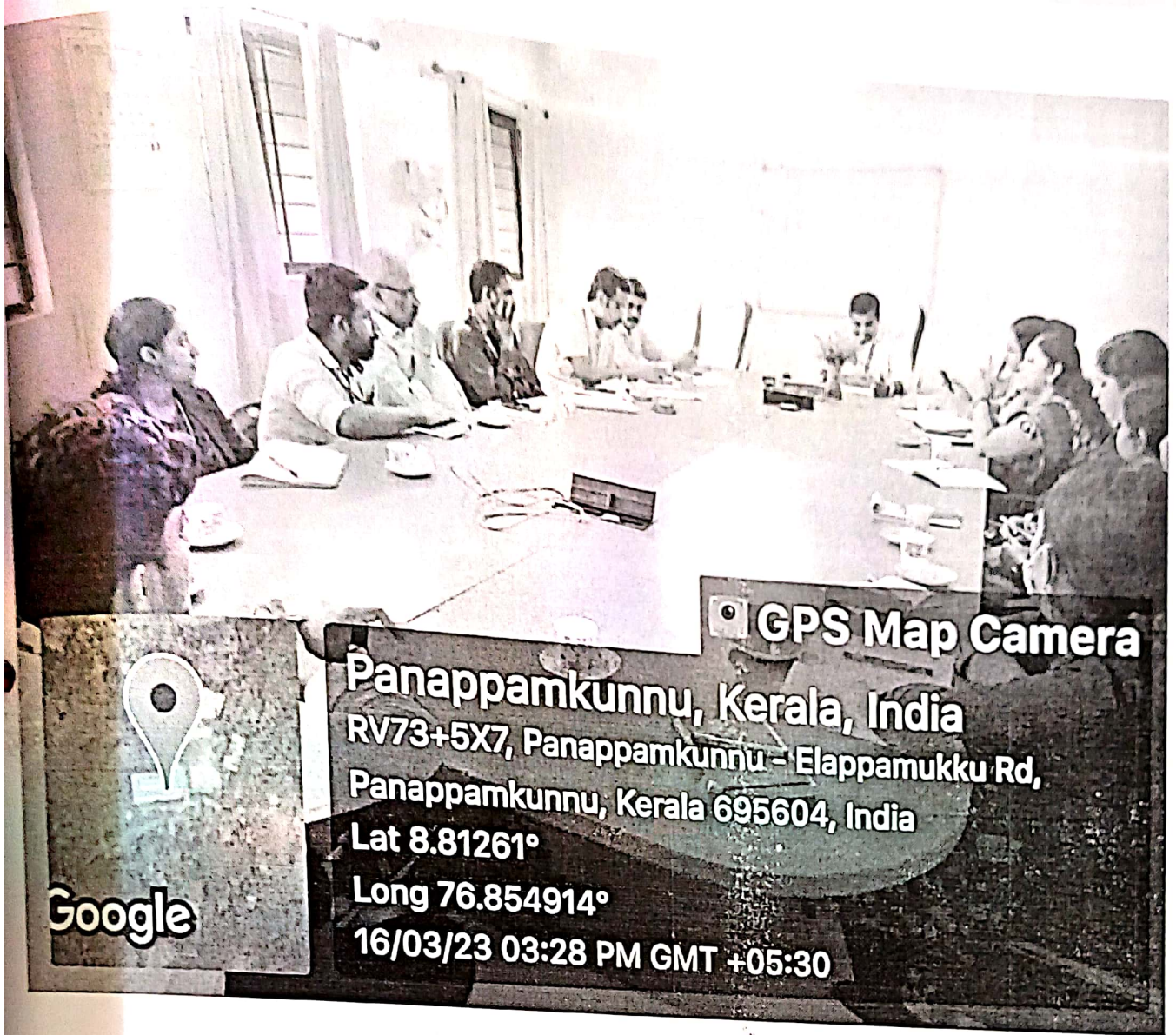
Dr.K.Sargunan,
ASP/Civil,
VASTTC


Thanks and regards



Dr.K.Sargunan
Associate Professor
Department of Civil Engineering
Vidya Academy of Science and Technology Technical Campus,
Malakkal P.O, Kilimanoor,
Thiruvananthapuram-695602, Kerala.
Tel: +91 8526883613





 **GPS Map Camera**

Panappamkunnu, Kerala, India
RV73+5X7, Panappamkunnu - Elappamukku Rd,
Panappamkunnu, Kerala 695604, India


Lat 8.81261°

Long 76.854914°

16/03/23 03:28 PM GMT +05:30





 **GPS Map Camera**

Panappamkunnu, Kerala, India

RV73+5X7, Panappamkunnu - Elappamukku Rd,

Panappamkunnu, Kerala 695604, India

Lat 8.8126°

Long 76.854911°

16/03/23 02:36 PM GMT +05:30



Google

Sl.No.	Description	Discussion/Decision	Action By	Action Date/duration	Remarks/Status of Implementation
1	Approval of agenda	Approved			
2	Action taken report of previous IQAC meeting	Item 4. AQAR submission and final phase of report preparation for A.Y. 2021-2022 was in progress Item 6. IQAC Level-1 internal audit completed and the reports of the same were discussed.	IQAC Convener	Completed	
3	Actions taken by IQAC	The IQAC Coordinator presented the actions taken given by the members during the previous meeting	IQAC Convener and Coordinators	30/03/2023	
4	AQAR submission	Discussions were made about AQAR submission and preparation for A.Y. 2021-2022.			
5	CO-PO attainment calculation	All department IQAC Coordinators were instructed to complete the pending CO-PO assessment sheets for the running semester EVEN as well as for the completed ODD Semester as quick as possible.	All Department Coordinators	Continuous	
6	Publication of students projects in reputed journals	Student's project should be developed based on Industry trends and also project work should be published in reputed journals	All HoDs	Continuous	
7	Research activities by the faculties	All the faculty members are motivated to publish their research article in reputed journals (SCI, Scopus and UGC care). Further management approves the saction of incentives for quality publications in well reputed journals. All faculty members and students were advised to send proposal to obtain grants from various Government and Non-Government agencies.	All the faculty members	Continuous	
8	Even semester: Internal Audits	The IQAC Coordinators, assigned auditors for Internal audit which was completed on 16.02.2023 and 17.02.2023 presented their reports of audit departmentwise. The same was discussed in the forum and the steps to rectify the short/falls were assessed for corrective action and implementation. In connection to this, Level-3 IQAC Internal audit was planned on 18.4.2023 and 19.4.2023.	All Department Coordinators	Continuous	
9	NBA C-1	NBA Criteria-1 Committee heads and team members were instructed to prepare the relevant documents	Committee Heads and Team members	18/04/2023	
10	Common Committee files	Committee convenors/coordinators were insisted to submit the updated committee files for verification	Committee convenors/Coordinators	22/03/2023	

Dr. K.Sargunan, ASP/CIVIL

IQAC Convener

Copy to:

All HoDs

PD and AFD – For Information