



Vidya Academy of Science & Technology Technical Campus

Kilimanoor, Thiruvananthapuram

Accredited by NAAC with 'B++' Grade

Minutes of IQAC Meeting held on 06.06.2023

Date & Time: 06.06.2023, 12.30 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, HOD, 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.Ajish 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

| Description | | Discussion/Decision | | Action | Remarks/Status of Implementation |
|-------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|-------------------|----------------------------------|
| 1 | Approval of agenda | Approved | Action By | Date/duration | |
| 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 5. CO-PO assessment sheets for the running EVEN semester and past ODD semester were updated in the google drive shared already | 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 | 25/07/2023 | |
| 4 | AQAR submission | Discussions were made about AQAR submission and preparation for A.Y. 2021-2022. | All Department Coordinators | Continuous | |
| 5 | CO-PSO attainment calculation | All department IQAC Coordinators were instructed to complete the CO-PSO mappings for the forthcoming ODD Semester. | All HoDs | 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 | | | |
| 7 | Research activities by the faculties | All the faculty members are encouraged 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 | Internships | All the class advisors are asked to motivate the students to apply for internships with stipends available under AICTE-MoRTH | All the Class advisors | Continuous | |
| 9 | Even semester KTU Internal Audits | The IQAC Coordinators assigned the auditors for KTU Internal audit which was planned on 13.06.2023 and 14.06.2023. The details of documents to be audited were briefed by KTU IAC Coordinator and same was discussed in the forum. | All Department Coordinators | 13.6.23 & 14.6.23 | |
| 10 | Common Committee files | Committee convenors/coordinators were insisted to submit the updated committee files for verification which is planned on 13.6.23 & 14.6.23. | Committee convenors/Coordinators | 13.6.23 & 14.6.23 | |

Dr. K.Sargunan, ASP/CIVIL


IQAC Convener

Copy to:

All HoDs

PD and AFD – For information



 **GPS Map Camera**

Panappamkunnu, Kerala, India

RV73+5X7, Panappamkunnu - Elappamukku Rd,

Panappamkunnu, Kerala 695604, India

Lat 8.812645°

Long 76.854929°

06/06/23 12:57 PM GMT +05:30



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