

## IQAC MEETING - REG.

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

To: IQAC Coordinator <iqacordinator.vasttc@vidyatcklmr.ac.in>

Wed, Sep 20, 2023 at 8:34 PM

"HODs.VASTTC" <hods.vasttc@vidyatcklmr.ac.in>, IQAC Team <iqac.vasttc@vidyatcklmr.ac.in>, <vigitha.v@vidyatcklmr.ac.in>, Sreejitha S G <sreejitha.sg@vidyatcklmr.ac.in>, Sajith Krishnan R <sajith@vidyatcklmr.ac.in>, Vignitha Vidyadhar <arjun.mohanlal@vidyatcklmr.ac.in>, Nirmal M Menon <nirmal.m.menon@vidyatcklmr.ac.in>, Arjun Mohanlal <chandu.cb@vidyatcklmr.ac.in>, S Aswani <s.aswani@vidyatcklmr.ac.in>, "Chandu C.B" <athulya.k@vidyatcklmr.ac.in>, Vindhya Vijayan <vindhya.vijayan@vidyatcklmr.ac.in>, Athulya Kamalasanan <sreelakshmi.m@vidyatcklmr.ac.in>, Sree Lakshmi M

Cc: Principal Vidya TC Killimanoor <principal@vidyatcklmr.ac.in>, PA to Principal VASTTC <pa.vasttc@vidyatcklmr.ac.in>

Dear Sir/Madam,

As directed by the principal, an IQAC meeting was planned tomorrow (21.09.2023) at 12:50 PM in the boardroom. I request all HODs, IQAC Coordinators, IQAC Team members and IAC coordinator to attend the meeting without fail.



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

Minutes of IQAC Meeting held on 21.09.2023

Date & Time: 21.09.2023, 12.50 PM

Venue: Board Room, VASTTC

Members Attended:

Sl. No.	Position	Name and Designation	Attendance Status
1	Chair Person	Dr.T.Mathavaraj Ravikumar, Principal	M
2	Convener	Dr.K.Sargunan, ASP, CE	U
3	IQAC Coordinators	Mr.Sajith Krishnan. R, Assistant Professor, ME	U
4		Ms.Vigitha Vidyadhar, Assistant Professor, AS	U
5	IQAC Members	Dr Thilakan H, HoD, ME	U
6		Dr.C.Brijilal Ruban, HoD, CSE	U
7		Dr.Praveen Rose. T, HoD, EEE	U
8		Dr. Jayarenjini N, HoD, ECE	U
9		Dr.Jayanthi L.S, HoD, AS	U
10		Mr.Vijayakumar N, Librarian	
11		Mr.Naveen B, Assistant Professor, ME	U
12		Mr.Arjun Mohanlal, Assistant Professor, EEE	U
13		Mr.Gokul Krishnan G U, Assistant Professor, EEE	U
14		Ms.Athulya Kamalasanan, Assistant Professor, CSE	U
15		Ms.Vindhya Vijayan, Assistant Professor, CSE	U
16		Ms.Fathima Sherin T, Assistant Professor, CE	U
17		Ms.Varsha V S, Assistant Professor, CE	U
18		Mr.Chandu C B, Assistant Professor, ECE	U
19	Ms.Aswani S, Assistant Professor, ECE	U	
20	Mr.Nirmal M Menon, Assistant Professor, ME	U	
21	Ms.Sree Lakshmi M, Assistant Professor, AS	U	
22	IAC Coordinator	Ms. Sreejitha S G, Assistant Professor, ECE	U
23	Management	Brig.K.S.Shaji, Director, VASTTC	
24	Administrative Officer	Mr.Ajish K.C, Assistant Manager, VASTTC	
25	Local Society Nominee	Mrs.Suma Devi, Ward Member, Panappamkunnu	
26	Students Nominee	Ms.Arsha Lekshmi A S, S7, CSE	
27	Alumni Nominee	Mr.Harikrishnan R.S, (2013 Batch ECE), Associate Software Engineer, Earnest and Young, Techno Park	
28	Industry Nominee	Er.A.G.Hareendralal, Director, Anantha Gangah Institute of Engineers, Thiruvananthapuram	

- Agenda:
1. Approval of agenda
  2. AQAR 2022-2023 Preparation and Submission
  3. NAAC AQAR Criteria Team Allocations
  4. IQAC Internal audit

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 9. Even semester KTU Internal Audits completed and the reports of the same were discussed.			
3	Actions taken by IQAC	The IQAC Coordinator presented the actions taken given by the members during the previous meeting	IQAC Convenor	Completed	
4	AQAR submission	Discussions were made about AQAR submission and preparation for A.Y. 2021-2022.	IQAC Convenor and Coordinators	25/07/2023	
5	CO-PO attainment calculation	All department IQAC Coordinators were reminded to complete the pending CO-PO assessment sheets for the running semester EVEN as well as for the completed ODD Semester if any.	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 sanction 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 External Audits	IAC coordinator briefed the needs of files and documents relevant necessary arrangements to be made towards forthcoming KTU external audit which was scheduled on 18.7.2023.	All Department Coordinators	18.7.2023	
10	Common Committee files	Committee convenors/coordinators were insisted to submit the updated committee files for KTU external audit.	Committee convenors/Coordinators	18.7.2023	

Dr. K.Sargunan, ASP/CIVIL

IQAC Convenor

Copy to:

All HoDs

PD and AFD – For information



Panappamkunnu, Kerala, India

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

695604, India

Lat 8.812732°

Long 76.85472°

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