



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

Minutes of IQAC Meeting held on 15.02.2023

Date & Time: 15.02.2023, 12.50 PM

Venue: Boardroom, VASTTC

Members Attended:

Sl. No.	Position	Name and Designation	Attendance Status
1	Convener	Dr.K.Sargunan, ASP, CE	
2	IQAC Members	Mr.Sajith Krishnan. R, Assistant Professor, ME	
3		Ms.Naveen B, Assistant Professor, ME	
4		Ms.Indhulekha Jayachandran, Assistant Professor, EEE	
5		Mr.Gokul Krishnan G U, Assistant Professor, EEE	
6		Ms.Athulya Kamalasanan, Assistant Professor, CSE	
7		Ms.Krishna L, Assistant Professor, CSE	
8		Ms.Fathima Sherin T, Assistant Professor, CE	
9		Ms.Varsha V S, Assistant Professor, CE	
10		Ms.Vigitha Vidyadhar, Assistant Professor, AS	
11		Ms. Krishna Pratibha S R, Assistant Professor, ECE	
12		Ms.Niraja J Shenoy, Assistant Professor, ECE	
13	KTU IAC Coordinator	Ms. Divya M K, Assistant Professor, CSE	

1. Approval of agenda
2. AQAR 2021-2022 Submission
3. NBA Accreditation work
4. KTU audit files updation
5. Even Semester 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 6. A separate google drive link was shared to collect CO-PO assessment sheets department wise	IQAC Convenor	Completed	
3	Actions taken by IQAC	The IQAC Coordinator presented the actions taken given by the members during the previous meeting	IQAC Convenor and Coordinators	20/02/2023	
4	AQAR submission	Discussions were made about AQAR submission and preparation for A.Y. 2021-2022.	All Department Coordinators	Continuous	
5	CO-PO and CO-PSO mapping	All department coordinators were instructed to share the past and present semester copies of CO-PO assessment sheets in the google drive link shared	All Department Coordinators	Continuous	
6	CO-PO attainment calculation	All department coordinators were instructed to complete the first level entry of CO-PO assessment sheets for the running semester (Even) and this will be verified during Level-1 audit which is scheduled on 16.2.2023 to 17.2.2023	All Department Coordinators	Continuous	
7	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	
8	Research activities by the faculties	All the faculty members are motivated to publish their research article in reputed journals (SCI, Scopus and UGC care) 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	
9	Even semester Internal Audits (Level-1 to Level-6)	All the IQAC coordinators are asked to follow the internal audit schedule to cross verify the documents which includes Course files (Lab & Theory), Course diary, Class advisors files, Department IQAC files etc. and the report of the same should be submitted to IQAC after completion of corrective actions by respective department HoD's.	All Department Coordinators	Continuous	

Dr. K.Sargunan, ASP/CIVIL

IQAC Convenor

Copy to:

All HoDs

PD and AFD – For information

Department IQAC coordinators Meeting @ 12.50pm today: Venue: Board Room Reg.  
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Convener <iqacconvener.vasttc@vidyatcklmr.ac.in>

Wed, Feb 15, 2023 at 10:45 AM

IQAC Team <iqac.vasttc@vidyatcklmr.ac.in>, Divya M K <divya.mk@vidyatcklmr.ac.in>, IQAC Coordinator  
<coordinator.vasttc@vidyatcklmr.ac.in>

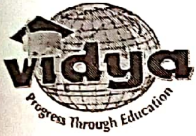
Principal Vidya TC Kilimanoor <principal@vidyatcklmr.ac.in>, PA to Principal VASTTC <pa.vasttc@vidyatcklmr.ac.in>,  
"s.VASTTC" <hods.vasttc@vidyatcklmr.ac.in>

Madam,

IQAC internal meeting is scheduled today (15.02.2023) at 12:50 pm in the boardroom, All the department IQAC  
coordinators and the IAC Coordinator are asked to attend.

Agenda: Even Semester Level 1 audit

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