



Vidya Academy of Science & Technology Technical Campus
Kilimanoor, Thiruvananthapuram
Minutes of IQAC Meeting held on 22.11.2021

Date & Time: 20.12.2021, 11.00 AM

Venue: Boardroom, VASTTC

Members Attended:

Sl. No.	Position	Name and Designation	Attendance Status	
1	Chair Person	Dr.T.Mathavaraj Ravikumar Principal		
2	Convener	Prof.K. Vijayakumar, HOD,CE		
	NBA Coordinator	Dr,Sanaj, HODi/c,CSE		
	KTU Audit Coordinator	Ms.LijiRamesanShanthy, Assistant Professor, EEE		
	NAAC Coordinator	Prof.Bijeesh P, HODi/c, ME		
		Dr.NeethuRaj, HODi/c,ECE		
		Prof.Subhadevi AK, HOD,AS		
		Mr.Vijayakumar N, Librarian		
		NBA & KTU Audit		
		Ms. Saritha U.M., Assistant Professor, AS		
		Mr. Ajayakumar A.G., Assistant Professor, ME		
		Mr. Dheeraj K.M., Assistant Professor, ME		
		Ms. Anjana N., Assistant Professor, ECE		
		Ms. Sreejitha S.G., Assistant Professor, ECE		
		Ms. Mrudula Murugan, Assistant Professor,EEE		
		Ms. Sajina S., Assistant Professor, EEE		
		Ms. Divya M.K., Assistant Professor, CSE		
		Ms. Athulya Kamalasanan, Assistant Professor, CSE		
		Ms. Swathy krishna V R, Assistant Professor, CE		
		Mr. Hari Prasad T.R, Assistant Professor, CE		
		Ms.Aswothy S, PA to Principal		
		NAAC		
		Mr.Dawn Sivan, Assistant Professor, ECE		
		Ms.VigithaVidhyadhar, Assistant Professor, AS		
		Mr. Ajayakumar A.G., Assistant Professor, ME		
Ms.Beena VR, Assistant Professor, CSE				
Ms.Rini Madhavan Rajeev, Assistant Professor, CE				
3	Management	Er.R.Devarajan Project Director VICT	-	
4	Administrative Manager	Mr. Abith Ganesh Manager(Operation)	-	
5	Local Society Nominee	Ms. Suma Devi Ward Member Panappamkunnu		
6	Student Nominee	Mr. Mohammed Arif S7 ME (2018 Batch)		
7	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Associate Software Engineer Earnest and Young, Techno Park		
8	Industry	Er.AG Hareendralal Director, Anantha Gangah Institute of Engineers, Thiruvananthapuram.		

- Agenda:
1. Approval of agenda
 2. Action taken report of previous IQAC meeting
 3. NAAC peer team visit date postponed
 4. KTU internal audit for odd semester 2021-2022
 5. Session on "Group Tutor System"

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 No. 3 - Due to covid NAAC visit postponed Item No. 4 - Department file verifications completed on 08/12/2021 Item No. 5 - Library files and Administrative files verifications completed on 14/12/2021			
3	NAAC date postponed	Chairperson informed the NAAC peer team visit date change. New date will be informed.	NAAC Coordinator		
4	KTU internal audit for odd semester 2021-2022	Decided to conduct first IAC audit for odd semester 2021-22. IAC members are instructed to give instructions to the newly joined faculty members about the course diary, course file, and auditing details	Ms.LijiRamesanShanthi	January 2022	
5	Session on "Group Tutor System"	Decided to conduct a session on "Group Tutor System" for newly joined faculty members	Students Welfare Committee	January 2022	

Prof.K.Vijayakumar
 IQAC Convener
 Copy to:
 All HoDs
 PD and AFD – For information

