



Vidya Academy of Science & Technology Technical Campus  
Kilimanoor, Thiruvananthapuram  
Minutes of IQAC Meeting held on 14.07.2020

Date & Time: 14.07.2020, 11.00 AM

Venue: Google meet

Members Attended:

Sl. No.	Position	Name and Designation
1	Chair Person	Dr.T.Mathavaraj Ravikumar Principal Vidya Academy of Science and Technology Technical Campus Malakkal P.O, Kilimanoor Thiruvananthapuram-695602
2	Convener	Dr.MC John Wiselin HOD, EEE
3	Members	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. Karthika E.T., Assistant Professor, EEE
		Ms. Dhanya S Lal, Assistant Professor, EEE
		Ms. Divya M.K., Assistant Professor, CSE
		Mr. Hari Prasad T.R, Assistant Professor, CE
Ms. Tina J., Assistant Professor, CE		
4	Management	Sri. Suresh Lal Finance Director VICT
5	Administrative Officer	Sri. Sanoj K K Office Superintendent VAST TC - Kilimanoor 7034611100
6	Local Society Nominee	Sri. M Venugopal Ward Member Panappamkundu
7	Student Nominee	Mr. Anandu M S S7 ME ( 2016 Batch) VAST-TC
8	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Senior Research Fellow Cetronics Technologies Pvt. Ltd.
9	Industry	Sri. B.Ramani Ex. Executive Director CDAC, Trivandrum.
10	Professional Body	Prof. Nandan S Student Activity Chair IEEE Kerala Section LBSITW, Poojappura 9446189453

Agenda:	<ol style="list-style-type: none"><li>1. Approval of agenda</li><li>2. Review of minutes of previous IQAC meeting</li><li>3. Selection of new convener</li><li>4. College academic calendar preparation</li><li>5. International webinar series</li><li>6. Remedial class</li><li>7. MOOC, Minor, Honour degree courses</li><li>8. Induction Program for first year</li></ol>
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Dr.T.MATHAVARAJ RAVIKUMAR  
Principal  
Vidya Academy of Science & Technology  
Technical Campus  
Malakkal.P.O,Kilimanoor,Trivandrum-695602

Sl.No.	Description	Discussion/Decision	Action By	Action Date/duration	Remarks/Status of Implementation
1	Approval of agenda	Approved			
2	Review of minutes of previous IQAC meeting	<p><b>Item No. 3-</b> Each faculty member creates a separate google meet link for each subject and shares the google meet link with HoD. HoDs randomly enter the online class for checking effectiveness.</p> <p><b>Item No. 4-</b> Faculty members created separate google classrooms for each subject. syllabus, course plan, module wise notes, previous question papers are made available in the google classroom. HoDs are also a teacher for all subjects in google classroom.</p> <p><b>Item No. 5-</b> HoDs instructed all department faculty members to attend online webinars and FDPs conducted by various institutions. The certificates of attended programmes must be sent to the department Wednesday news coordinator.</p> <p><b>Item No. 6-</b> Proposal for webinar series on five different topics submitted by EEE Department.</p> <p><b>Item No. 7-</b> Second internal examination conducted in the month of june for a maximum of 25 marks and 1 hour duration</p>			
3	Selection of new chairman	Dr.MC John Wiselin HOD, EEE selected as new chairman of IQAC	Chair person		
4	College academic calendar preparation	Decided to prepare college academic calendar for the academic year 2020-21	Ms. Tina S (AP/CE)		
5	International webinar series	A webinar series on five different relevant topics will be conducted by EEE department	Dr.MC John Wiselin HOD, EEE	26/07/2020 to 10/07/2020	
6	Remedial class	Remedial classes should be conducted for slow learners	Head of Department- All	30/11/2020	
7	MOOC, Minor, Honour degree courses	Encourage advanced learners to undergo Minor and Honour degree courses, Also motivate them to do MOOC courses and make use the lockdown period for improving activity points.	All faculty members	By the end of 2019-20 even semester	



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Dr.T.MATHAVARAJ RAVIKUMAR  
Principal

Vidya Academy of Science & Technology

8	<b>Induction Program for first year</b>	Decided to conduct Induction programme for first year students to engage students through academic and non-academic activities, to improve their skill and self confidence, and to let them know more about our college	Dr. John Wiselin	30/11/2020	Detailed plan and schedule will be forwarded by the coordinator
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**Dr. T.Mathavaraj Ravikumar**  
**PRINCIPAL**

Copy to:  
All HoDs

**PD and AFD – For information**

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**Dr.T.MATHAVARAJ RAVIKUMAR**  
Principal  
**Vidya Academy of Science & Technology**  
**Technical Campus**  
**Malakkal.P.O,Kilimanoor, Trivandrum-695602**



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