









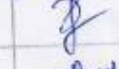
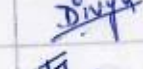


**Vidya Academy of Science & Technology Technical Campus
Kilimanoor, Thiruvananthapuram**

Minutes of Internal Quality Assurance Cell Meeting

Date & Time: 03.01.2020, 11.00 AM

Venue: Board Room, VAST TC

Members Attended:

Sl. No.	Position	Name and Designation	Attendance Status
1	Chair Person	Dr.T.Mathavaraj Ravikumar Principal Vidya Academy of Science and Technology Technical Campus Malakkal P.O, Kilimanoor Thiruvananthapuram-695602	
2	Convener	Ms. Shilpa Das Assistant Professor Department of ECE VAST-TC	
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	
		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	 Sanoj-K-K



6	Local Society Nominee	Sri. M Venugopal Ward Member Panappamkundu	<i>M. Venugopal</i>
7	Student Nominee	Mr. Anandu M S S7 ME (2016 Batch) VAST-TC	<i>Anandu</i>
8	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Senior Research Fellow Cetronics Technologies Pvt. Ltd.	<i>Harikrishnan</i>
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:

1. Approval of agenda
2. Review of minutes of previous IQAC meeting
3. Introduction of CO-PO attainment process
4. Formation of Question Paper Scrutiny Committee
5. Internal exam question paper pattern
6. First internal audit
7. Module coverage and class tests
8. First internal examination
9. Faculty development Programme



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	Item No. 3-Room No. EB512 allocated for IQAC. The room is equipped with one personal computer with a printer, Almarah, Tables etc. The room incharge will be an IQAC coordinator. Item No. 5-Timetable, Question paper, Advisory report, Result analysis template formats created and circulated among HoDs after verification by the Principal Item No. 6- Two FDPs were conducted. KTU sponsored Faculty Development Programme on "Recent Advances in Composite Materials" by Mechanical Engineering Department and Two Days Faculty Development Program on "Design and Simulation of Control Systems and Power Electronic Circuits using MATLAB" by Electrical and Electronics Engineering Department.			
3	Introduction of CO-PO attainment process	It is decided in meeting to give training sessions for OBE. Develop PSOs for each department. Formulate COs for all subjects.	Training sessions for OBE- Mr. Rajesh G R PSOs- HoDs COs- All faculty members	31/01/2020	
4	Formation of Question Paper Scrutiny Committee	The question paper Scrutiny Committee will be formed in each department under Head of the Department and two senior faculty members. The QPSC will ensure the quality of internal examination question papers	Chairman	16/01/2020	
5	Internal exam question paper and Assignment patterns	Discussed about the updation in the question paper and assignment pattern. Include COs and Bloom's Taxonomy level in internal examination question papers and assignment questions	Internal examcell	2019-20 even sem onwards	
6	First internal audit	Decided to conduct internal academic audit from 1/3/2020 to 9/3/2020	Ms. Shilpa Das	09/03/20	
7	Module coverage and class tests	A common monitoring system for periodical checking of module coverage and class test will be shared to all faculty members to ensure that the module coverage is done as in the course plan	Chairman	2019-20 even sem onwards	
8	First internal examination	Decided to conduct first internal examination on last week of february	Internal examcell	29/02/2020	




Dr. T. MATHAVARAJ RAVIKULMAR
 Principal
 Vidya Academy of Science & Technology
 Technical Campus

9	Faculty Development Programme	Decided to organize a faculty development programme for teachers during next month	Convener	10/02/2020
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Dr. T.Mathavaraj Ravikumar

PRINCIPAL

Copy to:

All HoDs

PD and AFD – For information



M. MATHAVARAJ RAVIKUMAR

Principal

Vaishnavi Engineering & Technology

Calicut

Malappuram P.O, Kilimanoor, Trivandrum-695602

