

# Vidya Academy of Science & Technology Technical Campus



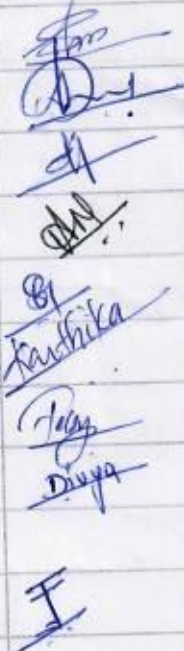

Kilimanoor, Thiruvananthapuram

## Minutes of Internal Quality Assurance Cell Meeting

Date & Time: 15.10.2019, 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. Felsy Felix Piereria, Assistant Professor, EEE Ms. Divya M.K., Assistant Professor, CSE Mr. Swathy S., 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	 sanoj. 15.10.

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6	Local Society Nominee	Sri. M Venugopal Ward Member Panappamkunnu	<i>M. Venugopal</i>
7	Student Nominee	Mr. Anandu M S S7 ME ( 2016 Batch) VAST-TC	<i>Anandhu</i>
8	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Senior Research Fellow Cetronics Technologies Pvt. Ltd.	<i>Harikrishnan R S</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:	<ol style="list-style-type: none"> <li>1. Formation of IQAC</li> <li>2. Objective and functions of IQAC</li> <li>3. IQAC cell location</li> <li>4. IQAC Cell Functioning</li> <li>5. Regularizing the formats</li> <li>6. FDPs</li> </ol>
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Item No.	Description	Discussion/Decision	Action By	Action Date/duration	Remarks/Status of Implementation
1	Formation of IQAC	An Internal Quality Assurance Cell has been formed with Principal as chairperson and Ms. Shilpa das as convener	Chairperson		
2	Objective and Functions of IQAC	Chair Person described the objective and functions of IQAC to all members.	Chairperson	-	Information only
3	IQAC Cell - Location	It is decided to locate the dedicated room for IQAC cell with all required facilities.	Administration Manager & Convener	3rd week of Oct 2019	-
4	IQAC Cell Functioning	Conduct meeting once in three months. In case of urgent requirement meetings can be conducted in between to ensure the progress of academic and administrative activities as per the required standards.	All members	Regular Update Before next meeting	Will be reviewed in next meeting
5	Regularizing the formats	Regularizing the formats for various activities- Timetable, Advisory report, Result analysis template	Convener	3rd week of Oct 2019	As per requirements
6	FDP	It is decided to conduct atleast two FDP before the end of this academic year.	Head of Department-All	End of AY 2019-2020	

Dr. T.Mathavaraj Ravikumar  
PRINCIPAL

Copy to:

All HoDs

PD and AFD – For information

Dr.T.MATHAVARAJ RAVIKUMAR

Principal

Vidya Academy of Science & Technology

Technical Campus

Malakkal.P.O,Killimanoor, Trivandrum-695602

