






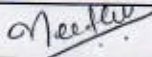

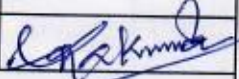
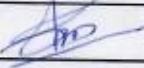





**Vidya Academy of Science & Technology Technical Campus  
Kilimanoor, Thiruvananthapuram**


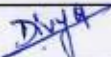
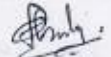






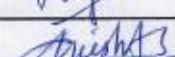


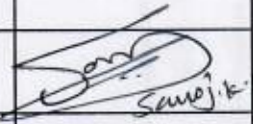
**Minutes of Internal Quality Assurance Cell Meeting**

**Date & Time: 30.12.2020, 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		
2	Convener	Dr.MC John Wiselin HOD, EEE		
	NBA Coordinator	Prof. Rajesh GR Associate Professor, ECE		
	KTU Audit Coordinator	Ms. Asna S. Asok Assistant Professor, EEE		
	NAAC Coordinator	Mr.Aswin M Menon Assistant Professor, ME		
3	Members	Prof.K. Vijayakumar, HOD,CE		
		Dr.NeethuRaj, HODi/c,ECE		
		Ms.DivyaMadhu, HODi/c,CSE		
		Prof.Bijeesh P, HODi/c, ME		
		Prof.Subhadevi AK, HOD,AS		
		Mr. Vijayakumar N, Librarian		
		<b>NBA &amp; KTU Audit</b>		
		Ms. Saritha U.M., Assistant Professor, AS		
		Ms.Aswathy Soman R , 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. Dhanya S Lal, Assistant Professor,EEE	
		Ms. Divya M.K., Assistant Professor, CSE	
		Ms. Athulya Kamalasanan, Assistant Professor, CSE	
		Ms. Anju S., Assistant Professor, CE	
		Mr. Hari Prasad T.R, Assistant Professor, CE	
		Ms.Aswathy S, PA to Principal	
		<b>NAAC</b>	
		Mr.Dawn Sivan, Assistant Professor, ECE	
		Ms.VigithaVidhyadhar, Assistant Professor, AS	
		Ms.LijiRamesanShanthi, Assistant Professor, EEE	
		Mr.Ajeesh AS, 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. Sanoj K K Manager, VASTTC	
5	Local Society Nominee	Sri. M Venugopal Ward Member Panappamkunnu	
6	Student Nominee	Mr. Mohammed Arif S5 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. Confirmation of minutes of previous IQAC meeting  
3. Second internal audit  
4. Effectiveness of online classes  
5. Timetable for contact classes  
6. Class tests  
7. NBA & NAAC Accreditation



  
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>Item No. 3- IQAC team expanded for accreditation works. Teams for NAAC accreditation and NBA accreditations are incorporated with the IQAC.</p> <p>Item No. 4- Videos of lab experiments are also included in google classrooms.</p> <p>Item No. 5- Department NBA coordinators identified the score gaps in each criteria and identified the remedial measures to improve score.</p> <p>Item No. 6- A NAAC core team was formed under the head of Mr.Aswin M Menon and criteria coordinators. For each criteria separate teams were formed. A detailed study of each criteria is conducted and shared with all staff members.</p> <p>Item No. 7- Induction Program for first year students conducted from 11/11/2020 to 27/11/2020. The program was planned to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in engineering, and to let them know more about our college. The syllabus for the induction program was framed as per AICTE and KTU norms. The sessions were conducted through online mode, in Google Meet and in Zoom.</p>			
3	Second internal audit	Decided to conduct internal audit from 5/02/21 to 10/02/21	Ms.Asna S Asok	10/02/21	
4	Effectiveness of online classes	All modules have been completed for all subject in S3,S5 and S7. Online classes for first years are going as per timetable.	HoDs	Regular update	
5	Timetable for contact classes	Decided to prepare special timetables for contact classes	Timetable committee	01/01/2021	Timetable for contact classes set by the department
6	Class tests	Instructed all departments to conduct atleast one class test for each subjects during contact classes	Head of the department	By the end of contact classes	
7	NBA & NAAC Accreditation	Meetings are held periodically for assessing the work progress in	HoDs/NBA/NAAC Department	Periodically	



	<p>departments as well coordinators wise. The NAAC team has decided to visit FISAT in the third week of January for studying in detail about the NAAC accreditation process</p>	coordinators/Auditors	
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**Dr. T.Mathavaraj Ravikumar**

**PRINCIPAL**

**Copy to:**

**All HoDs**

**PD and AFD – For information**

*M*

**DR.T.MATHAVARAJ RAVIKUMAR**  
Principal  
Vidya Academy of Science & Technology  
Technical Campus & Technology  
Kilimanoor, Thrissur-696307

