



Vidya Academy of Science & Technology Technical Campus
Kilimanoor, Thiruvananthapuram

Minutes of IQAC Meeting held on 07.06.2021

Date & Time: 07.06.2021, 11.00 AM

Venue: Google meet

Members Attended:

Sl. No.	Position	Name and Designation		
1	Chair Person	Dr.T.Mathavaraj Ravikumar Principal		
2	Convener	Dr.MC John Wiselin HOD, EEE		
	NBA Coordinator	Dr,Sanaj, HODi/c,CSE		
	KTU Audit Coordinator	Ms. Asna S. Asok Assistant Professor, EEE		
	NAAC Coordinator	Prof.Bijeesh P, HODi/c, ME		
3	Members	Prof.K. Vijayakumar, HOD,CE		
		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.Aswathy S, PA to Principal		
		NAAC		
		Mr.Dawn Sivan, Assistant Professor, ECE		
		Ms.VigithaVidhyadhar, Assistant Professor, AS		
		Ms.LijiRamesanShanthi, Assistant Professor, EEE		
		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. Sanoj K K Manager, VASTTC

5	Local Society Nominee	Ms. Suma Devi Ward Member Panappamkundu
6	Student Nominee	Mr. Mohammed Arif S6 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. Department programmes
 4. NAAC Self Study Report (SSR)

Sl.No.	Description	Discussion/Decision	Action By	Action Date/duration
1	Approval of agenda	Approved		
2	Action taken report of previous IQAC meeting	<p>Item No. 3- Departments conducted webinars, Papers were published by faculty members, HODs encouraged faculty members for attending FDPs.</p> <p>Item No. 4- Organized NAAC awareness programme for teaching and non-teaching staffs on 17th March 2021- Resource person Dr. S.V.Sudheer, Pro Vice-Chancellor, Sree Narayana Guru Open University</p> <p>Item No. 5- Mentors shared details of NAAC and Student satisfaction survey procedures with students</p> <p>Item No. 6- Internal audit of all matrices completed. IICA submitted on 21/04/2021 and got approval on 06/05/2021.</p>		
3	Department programmes	Decided to conduct more webinars through online platforms and encourage faculties to attend online FDPs	HoDs	By the end of AY 2020-21
4	NAAC Self Study Report (SSR)	Decided to submit SSR before 15/06/2021. SSR team has to upload all documents in NAAC portal on time. HoDs must ensure maximum participation for SSS.	NAAC coordinator, SSR team	15/06/2021

Dr.MC John Wiselin

IQAC Convener

Copy to:

All HoDs

PD and AFD – For information

