



Vidya Academy of Science & Technology Technical Campus

Kilimanoor, Thiruvananthapuram

Accredited by NAAC with 'B++' Grade

Minutes of IQAC Meeting held on 29.09.2022

Date & Time: 29.09.2022, 12.00 PM

Venue: Boardroom, VASTTC

Members Attended:

| Sl. No. | Position | Name and Designation | Attendance Status |
|--|-----------------------|--|-------------------|
| 1 | Chair Person | Dr.T.Mathavaraj Ravikumar Principal | |
| 2 | Advisor | Prof.K.Vijayakumar, HOD, CE | |
| 3 | Convener | Dr.K.Sargunan, ASP, CE | |
| 4 | IQAC Members | Dr.Neethu Raj, HoD, ECE | |
| | | Mr.Bijeesh, HoD i/c, ME | |
| | | Dr.Praveen Rose. T, HoD, EEE | |
| | | Dr.C.Brijilal Ruban, HoD, CSE | |
| | | Dr.Jayanthi L.S, HoD, AS | |
| | | Mr.Vijayakumar. N, Librarian | |
| | | Mr.Sajith Krishnan. R, Assistant Professor, ME | |
| | | Ms.Indhulekha Jayachandran, Assistant Professor, EEE | |
| | | Ms.Sreejithr. S G, Assistant Professor, ECE | |
| | | Ms.Vigitha Vidyadhar, Assistant Professor, AS | |
| | | Mr.Gokul Krishnan G U, Assistant Professor, EEE | |
| | | Ms.Athulya Kamalasanan, Assistant Professor, CSE | |
| | | Mr.Chandhu C B, Assistant Professor, ECE | |
| | | Ms.Naveen B, Assistant Professor, ME | |
| Ms.Fathima Sherin T, Assistant Professor, CE | | | |
| Ms.Varsha V S, Assistant Professor, CE | | | |
| Ms.Krishna L, Assistant Professor, CSE | | | |
| 5 | KTU IQAC Coordinator | Ms. Divya M K, Assistant Professor, CSE | |
| 6 | Assistant Manager | Mr.Ajjeesh K.C, AO | |
| 7 | Local Society Nominee | Mrs.Suma Devi, Ward Member, Pannappankunnu | |
| 8 | Students Nominee | Ms.Adheena A.M, IV Year, Civil | |
| 9 | Alumni Nominee | Mr.Harikrishnan K.S, Associate Software Engineer, Earnest and Young, Techno Park | |
| 10 | Industry Nominee | Er.A.G.Harcendratil, Director, Anantila Gangah Institute of Engineers, Thiruvananthapuram | |

- Agenda:
1. Approval of agenda
 2. KTU internal audit
 3. AQAR 2021-2022 Submission
 4. NBA Accreditation work

| Sl.No. | Description | Discussion/Decision | Action By | Action Date/duration | Remarks/Status of Implementation |
|--------|---|---|---|----------------------|----------------------------------|
| 1 | Approval of agenda | Approved | | | |
| 2 | Action taken report of previous IQAC meeting | Item 3 & 4. KTU external and internal audit completed | | | |
| 3 | Reconstitution of IQAC | IQAC members are re-constituted and new members are introduced to the committee members by the Chairperson. | Convenor | -- | |
| 4 | Actions taken by IQAC | The IQAC Coordinator presented the actions taken given by the members during the previous meeting and the report of the first quarter (June 2022 to August 2022) of the Academic Year 2022-2023. | IQAC Convenor | Completed | |
| 5 | AQAR submission | Discussions were made about AQAR submission and preparation for A. Y. 2021-2022. | IQAC Convenor and Coordinators | 06/11/2022 | |
| 6 | Scholarship distribution function | The College Management and stakeholders congratulated the Principal, HoDs, Convenors, Coordinators and faculty members for successful conduction of the scholarship distribution function on 17.09.2022 and Graduation ceremonies on 23.09.2022 & 24.09.2022. | All members of Institute | Completed | |
| 7 | Publication of students projects in reputed journals | Student's project should be developed based on Industry trends and also project work should be published in reputed journals | All HoDs | Continuous | |
| 8 | College Academic Calender | Discussed about academic schedule preparation for forthcoming semester | Ms.Ansha Shakheer, CSE | 10/10/2022 | |
| 9 | Meetings of all Statutory and Non-Statutory Committees | All the Statutory and Non-Statutory Committees Conveners should conduct at least one meeting in a month. The Committee should review last meeting minutes and resolutions taken. | Statutory and Non-Statutory Committees Conveners and HoDs | Continuous | |
| 10 | Programes of all Statutory and Non-Statutory Committees | The Statutory and Non-Statutory Committees Conveners and HoDs are informed to prepare monthly tentative event schedule and get approval from Principal and submit the same to IQAC. | Statutory and Non-Statutory Committees Conveners and HoDs | Continuous | |

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|----|--|---|--|------------|--|
| 11 | Guest lectures by Alumni | Alumni Association should be active. Convener shall use Alumni resources effectively to deliver guest lectures and for other activities. | Alumini Cell Convener | Continuous | |
| 12 | Conduct of Guest lecturers / Seminars / Conferences by departments | All HoDs and Coordinators of professional bodies should conduct Guest lecturers / Seminars / Conferences in emerging areas | All HoDs and Coordinators of professional bodies | Continuous | |
| 13 | Research activities by the faculties | All the faculty members are encouraged to publish their research article in reputed journals (SCI, Scopus and UGC care) All PhDs are instructed to send proposal to obtain grants from various Government and Non-Government agencies. | All the faculty members | Continuous | |
| 14 | CO-PO and CO-PSO mapping | All the department coordinators are instructed to speed up the process of mapping of course outcomes (CO) in correlation with program outcomes (PO) and program specific outcomes (PSO) for the ongoing semester. | All Department Coordinators | Continuous | |
| 15 | CO-PO attainment calculation | Course outcomes (CO) and Program outcomes (PO) attainment levels for the previous semester in the academic year 2021-2022 should be calculated and observations on targeted and achieved levels should be reported to IQAC. | All Department Coordinators | Continuous | |
| 16 | Common format for all academic and non academic activities | HoDs and Conveners are instructed to follow format provided by Principal office for preparation of curricular and other event details related to curricular and co-curricular activities. | All HoDs and Conveners | Continuous | |
| 17 | Blood donation by NSS | Extension Activities Blood donation drive was organized in Collaboration with RCC Trivandrum on 13.9.2022 under NSS | NSS Coordinator | Continuous | |
| 18 | Conduct of all academic and Non academic activities according to SOPs | All the faculty members and students should follows the SOPs and Standards | All the faculty members and Students | Continuous | |
| 19 | KTU External Audit | KTU external audit is scheduled between 15/11/2022 and 24/11/2022. To make the appropriate arrangements, the IAC coordinator was given instructions. | KTU IQAC Coordinator | 02/11/2022 | |

Dr. K.Sargunan, ASP/CIVIL

IQAC Convener

Copy to:

All HoDs

PD and AFD – For information



IQAC Convener <iqacconvener.vasttc@vidyatcklmr.ac.in>

IQAC pre-discussion meeting – Reg.

1 message

Wed, Sep 28, 2022 at 2:25 PM

IQAC Convener <iqacconvener.vasttc@vidyatcklmr.ac.in>

To: Sajith Krishnan R <sajith@vidyatcklmr.ac.in>, Sreejitha S G <sreejitha.sg@vidyatcklmr.ac.in>, Vigitha Vidyadhar <vigitha.v@vidyatcklmr.ac.in>, Divya M K <divya.mk@vidyatcklmr.ac.in>, Divya MK <divya@vidyatcklmr.ac.in>
Cc: Principal Vidya TC Kilimanoor <principal@vidyatcklmr.ac.in>, HOD CE VASTTC <hodce.vasttc@vidyatcklmr.ac.in>

Dear IQAC Coordinators,
As directed by the principal, a meeting was scheduled for today at 3:00 PM in the boardroom to review the forthcoming IQAC meeting's agenda.
All are asked to attend the meeting.

Regards

Dr.K.Sargunan,
ASP/Civil,
VASTTC



IQAC Convener <iqacconvener.vasttc@vidyatcklmr.ac.in>

IQAC MEETING ON 29.09.2022

1 message

Wed, Sep 28, 2022 at 5:21 PM

IQAC Convener <iqacconvener.vasttc@vidyatcklmr.ac.in>

To: "HODs.VASTTC" <hods.vasttc@vidyatcklmr.ac.in>, IQAC Team <iqac.vasttc@vidyatcklmr.ac.in>

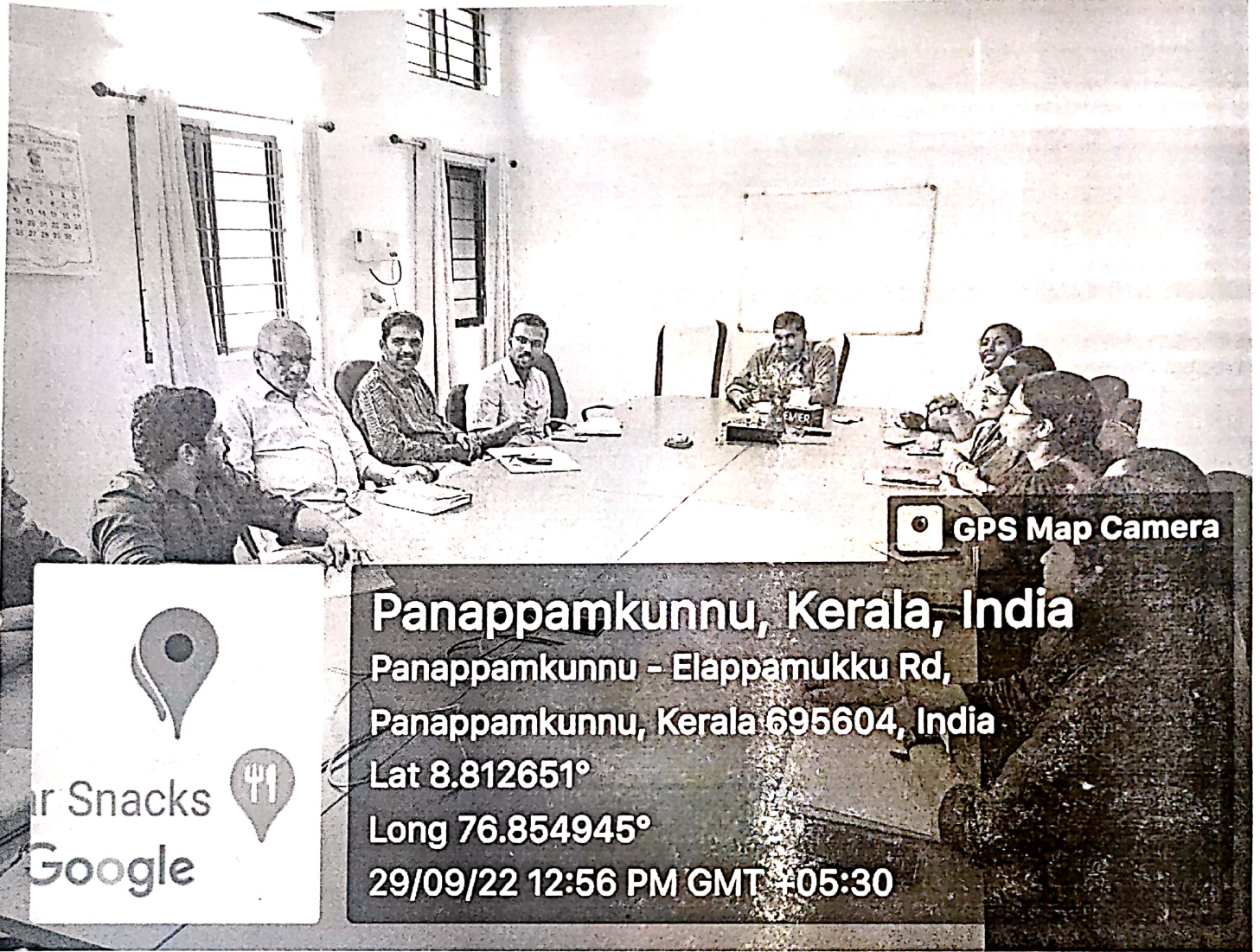
Cc: Principal Vidya TC Kilimanoor <principal@vidyatcklmr.ac.in>

Dear All,

As directed by the principal, IQAC meeting was scheduled on 29.09.2022 at 12:00 PM in the boardroom.
All the HODs, IAC Coordinator and IQAC members asked to attend the meeting without fail.

Regards,

Dr.K.Sargunan,
ASP/Civil,
VASTTC



 GPS Map Camera


Near Snacks
Google 

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