



**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS –  
Kilimanoor  
“A Unit of Vidya International Charitable Trust”**

Re-constitution of Internal Quality Assurance Cell –Orders Issued

Order No.VAST TC /GEN/ORD/16/2020

Dt:- 02.11.2020

**IQAC 2020 Team Composition**

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.Divya Madhu, HODi/c,CSE Prof.Bijeesh P, HOD i/c, ME Prof. Subhadevi A.K, HOD,AS Mr. Vijayakumar N, Librarian <b>NBA &amp; KTU Audit</b> Ms. Saritha U.M., Assistant Professor, AS Ms.Aswathy Soman , Assistant Professor, AS Mr. Ajayakumar A.G., Assistant Professor, ME Mr. Dheeraj K.M., Assistant Professor, ME Ms. Anjana N., Assistant Professor, ECE



**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS –  
Kilimanoor  
“A Unit of Vidya International Charitable Trust”**

		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.VigithaVidyadhar, Assistant Professor, AS
		Ms.Liji Ramesan Shanthi, 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)



**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS –  
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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.



  
PRINCIPAL

**Copy to**

1. Director Project ,VAST TC
2. Director Finance, VAST TC
3. Members
4. All HODs
5. Network cell (for upload in site)

Malakkal P.O., Kilimanoor, Thiruvananthapuram, Kerala – 695602.

Tel: +91 470 2649574, 2649234, | Fax : +91 - 470-2649234 | Mob : 9447540982

E-mail : [vasttc@vidyaacademy.ac.in](mailto:vasttc@vidyaacademy.ac.in) | [www.vidyatcklmr.ac.in](http://www.vidyatcklmr.ac.in).



**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS –  
Kilimanoor**  
“A Unit of Vidya International Charitable Trust”

Re-constitution of Internal Quality Assurance Cell –Orders Issued

Order No.VAST TC /GEN/ORD/8/2020

Dt:- 09.07.2020

**IQAC 2020 Team Composition**

Sl. No.	Position	Name and Designation
1	Chair Person	Dr.T.Mathavaraj Ravikumar Principal Vidya Academy of Science and Technology Technical Campus Malakkal P.O, Kilimanoor Thiruvananthapuram-695602
2	Convener	Dr. M.C.John Wislein Professor & HOD Department of EEE VAST-TC
	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 Mr. Hari Prasad T.R, Assistant Professor, CE Ms. Tina J., Assistant Professor, CE
3	Management	Sri. Suresh Lal Finance Director VICT
4	Administrative Officer	Sri. Sanoj K K Manager VAST TC - Kilimanoor 7034611100
5	Local Society Nominee	Sri. M Venugopal Ward Member Panappamkunnu



**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY TECHNICAL CAMPUS –  
Kilimanoor  
“A Unit of Vidya International Charitable Trust”**

6	Student Nominee	Mr. Anandu M S S7 ME ( 2016 Batch) VAST-TC
7	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Associate Software Engineer Earnest and Young, Techno Park
8	Industry	Sri. B.Ramani Ex. Executive Director CDAC, Trivandrum.
9	Professional Body	Prof. Nandan S Student Activity Chair IEEE Kerala Section LBSITW, Poojappura 9446189453



  
PRINCIPAL

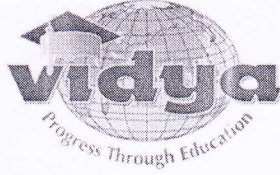
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Kilimanoor  
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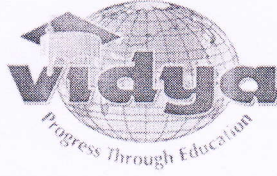
Constitution of Internal Quality Assurance Cell –Orders Issued

Order No.VAST TC /GEN/ORD/50 /2019

Dt:- 20.09.2019

**ORDER  
IQAC 2019 Team Composition**

Sl. No.	Position	Name and Designation
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
	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 Ms. Tina J., Assistant Professor, CE Mr. Swathy S., Assistant Professor, CE
3	Management	Sri. Suresh Lal Finance Director VICT
4	Administrative Officer	Sri. Sanoj K K Office Superintendent VAST TC - Kilimanoor 7034611100
5	Local Society Nominee	Sri. M Venugopal Ward Member Panappamkundu



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6	Student Nominee	Mr. Anandu M S S7 ME ( 2016 Batch) VAST-TC
7	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Senior Research Fellow Cetronics Technologies Pvt. Ltd.
8	Industry	Sri. B.Ramani Ex. Executive Director CDAC, Trivandrum.
9	Professional Body	Prof. Nandan S Student Activity Chair IEEE Kerala Section LBSITW, Poojappura 9446189453



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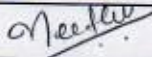

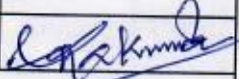
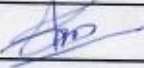




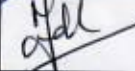
**Vidya Academy of Science & Technology Technical Campus  
Kilimanoor, Thiruvananthapuram**

**Minutes of Internal Quality Assurance Cell Meeting**


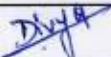
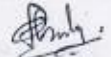




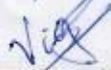
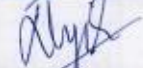
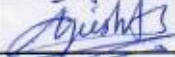


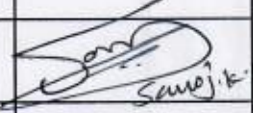
**Date & Time: 30.12.2020, 11.00 AM**

**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	
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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><b>Item No. 3-</b> IQAC team expanded for accreditation works. Teams for NAAC accreditation and NBA accreditations are incorporated with the IQAC.</p> <p><b>Item No. 4-</b> Videos of lab experiments are also included in google classrooms.</p> <p><b>Item No. 5-</b> Department NBA coordinators identified the score gaps in each criteria and identified the remedial measures to improve score.</p> <p><b>Item No. 6-</b> 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><b>Item No. 7-</b> 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





Vidya Academy of Science & Technology Technical Campus  
Kilimanoor, Thiruvananthapuram  
Minutes of IQAC Meeting held on 05.11.2020

Date & Time: 05.11.2020, 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	Prof. Rajesh GR Associate Professor, ECE	
	KTU Audit Coordinator	Ms. Asna S. Asok Assistant Professor, EEE	
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		Prof.Bijeesh P, HODi/c, ME	
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		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	
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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 Panappamkundu	
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. Review of minutes of previous IQAC meeting 3. Reconstitution of IQAC 4. Effectiveness of online classes 5. NBA Accreditation 6. NAAC Accreditation 7. Induction Programme for first year
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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. 4- HoDs listed the programmes to be organized in AY 2020-21. Ms.Tina compiled all activities to be conducted and developed academic calendar for the year 2020-21 and submitted to the Principal</p> <p>Item No. 5- International Webinar series on five different relevant topics conducted from 26th July to 10th August 2020 . topics include Emerging Trends in Electric Vehicle (26/07/2020), Career and Innovation (29/07/2020), Fundamentals of Microsoft Azure Cloud (01/08/2020), Gig Education- The Future of Education (06/08/2020), Machine Learning in NeuroImaging (10/08/2020).</p> <p>Item No. 6- Remedial classes for slow learners are conducted by faculty members and monitored by HoDs.</p> <p>Item No. 7- Students were instructed to do MOOC, Minor, Honour degree courses. Staff advisor collected certificates of MOOC courses.</p> <p>Item No. 8- Committee for the smooth conduction of induction programme constituted and programmes to be conducted are scheduled.</p>			
3	Reconstitution of IQAC	IQAC team reconstituted with new members including members of NAAC and NBA team	Chairperson		
4	Effectiveness of online classes	Online classes are going on and 60% of the portions are completed for all subjects. Notes are uploaded in the google class room well in advance. Quiz questions will be uploaded in the google class room. Recording of Laboratory Experiments are going on and will be circulated to students by this week	HoDs	Regular basis	
5	NBA Accreditation	Discussed to prepare detailed plan for improving score for each department.	NBA Coordinator	November 15	
6	NAAC Accreditation	A team formed for Preliminary study for NAAC accreditation. The team will study the basic requirements for NAAC accreditation. For each criteria their will be a subteam.	NAAC Coordinator	November 15	



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Dr.T.MATHAVARAJ RAVIKUMAR  
Principal

Vidya Academy of Science & Technology

7	Induction programme for first year	Decided to conduct Induction programme for first year students from 11th Nov to 27th Nov 2020.	Convener	November 11th to 27th	
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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  
Malakkal.P.O,Kilimanoor, Trivandrum-695602



Dr. T. MATHAVARAJ RAVIKUMAR  
Principal



Vidya Academy of Science & Technology Technical Campus  
Kilimanoor, Thiruvananthapuram  
Minutes of IQAC Meeting held on 14.07.2020

Date & Time: 14.07.2020, 11.00 AM

Venue: Google meet

Members Attended:

Sl. No.	Position	Name and Designation
1	Chair Person	Dr.T.Mathavaraj Ravikumar Principal Vidya Academy of Science and Technology Technical Campus Malakkal P.O, Kilimanoor Thiruvananthapuram-695602
2	Convener	Dr.MC John Wiselin HOD, EEE
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
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8	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Senior Research Fellow Cetronics Technologies Pvt. Ltd.
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. Approval of agenda</li><li>2. Review of minutes of previous IQAC meeting</li><li>3. Selection of new convener</li><li>4. College academic calendar preparation</li><li>5. International webinar series</li><li>6. Remedial class</li><li>7. MOOC, Minor, Honour degree courses</li><li>8. Induction Program for first year</li></ol>
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*M*  
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><b>Item No. 3-</b> Each faculty member creates a separate google meet link for each subject and shares the google meet link with HoD. HoDs randomly enter the online class for checking effectiveness.</p> <p><b>Item No. 4-</b> Faculty members created separate google classrooms for each subject. syllabus, course plan, module wise notes, previous question papers are made available in the google classroom. HoDs are also a teacher for all subjects in google classroom.</p> <p><b>Item No. 5-</b> HoDs instructed all department faculty members to attend online webinars and FDPs conducted by various institutions. The certificates of attended programmes must be sent to the department Wednesday news coordinator.</p> <p><b>Item No. 6-</b> Proposal for webinar series on five different topics submitted by EEE Department.</p> <p><b>Item No. 7-</b> Second internal examination conducted in the month of june for a maximum of 25 marks and 1 hour duration</p>			
3	Selection of new chairman	Dr.MC John Wiselin HOD, EEE selected as new chairman of IQAC	Chair person		
4	College academic calendar preparation	Decided to prepare college academic calendar for the academic year 2020-21	Ms. Tina S (AP/CE)		
5	International webinar series	A webinar series on five different relevant topics will be conducted by EEE department	Dr.MC John Wiselin HOD, EEE	26/07/2020 to 10/07/2020	
6	Remedial class	Remedial classes should be conducted for slow learners	Head of Department- All	30/11/2020	
7	MOOC, Minor, Honour degree courses	Encourage advanced learners to undergo Minor and Honour degree courses, Also motivate them to do MOOC courses and make use the lockdown period for improving activity points.	All faculty members	By the end of 2019-20 even semester	



Dr.T.MATHAVARAJ RAVIKUMAR

Principal

Vidya Academy of Science & Technology

8	<b>Induction Program for first year</b>	Decided to conduct Induction programme for first year students to engage students through academic and non-academic activities, to improve their skill and self confidence, and to let them know more about our college	Dr. John Wiselin	30/11/2020	Detailed plan and schedule will be forwarded by the coordinator
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**Dr. T.Mathavaraj Ravikumar**  
**PRINCIPAL**

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**Dr.T.MATHAVARAJ RAVIKUMAR**  
Principal  
**Vidya Academy of Science & Technology**  
**Technical Campus**  
**Malakkal.P.O,Kilimanoor, Trivandrum-695602**



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Vidya Academy of Science & Technology Technical Campus  
Kilimanoor, Thiruvananthapuram  
Minutes of IOAC Meeting held on 08.04.2020

Date & Time: 08.04.2020, 11.00 AM

Venue: Google meet

Members Attended:

Sl. No.	Position	Name and Designation
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 Mr. Hari Prasad T.R, 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 7034611100
6	Local Society Nominee	Sri. M Venugopal Ward Member Panappamkundu
7	Student Nominee	Mr. Anandu M S S7 ME ( 2016 Batch) VAST-TC
8	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Senior Research Fellow Cetronics Technologies Pvt. Ltd.
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. Approval of agenda</li><li>2. Review of minutes of previous IQAC meeting</li><li>3. Discussion on effectiveness of online classes</li><li>4. Discussion on uploading online study materials</li><li>5. Participation in webinars and FDPs</li><li>6. International webinar series</li><li>7. Second internal examination</li></ol>
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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- Training session conducted by Mr.Rajesh G R for department coordinators. Individual departments prepared PSOs verified by principal. COs for all subjects in the 2019-20 even semester is prepared and verified by the Head of Departments.</p> <p>Item No. 4- A three member QPSC formed in each department with HoDs and two senior faculty members. A checklist is circulated in each department for scrutiny of question papers.</p> <p>Item No. 5- Updated formats of internal examination question papers and assignments including COs and Bloom's Taxonomy level is created and circulated to all faculty members by Internal examination cell.</p> <p>Item No. 6- First internal academic audit completed on 09/03/2020 and report has been submitted to the Principal.</p> <p>Item No. 7- A google sheet circulated among all faculty members for monitoring of module coverage status and class test count.</p> <p>Item No. 8- First internal examination conducted between 27/02/2020-29/02/2020.</p> <p>Item No. 9- Conducted Faculty Development Programme on "Teaching and research methods" for teachers on 08/02/2020.</p>			
3	Discussion on effectiveness of online classes	Discussion on strategies for conducting online class and assignment	Head of Department-All		
4	Discussion on uploading online study materials	Decided to upload the study materials in google class room	All faculty members	28/04/2020	
5	Participation in webinars and FDPs	Faculty members are instructed to attend online webinars and FDPs conducted by various institutions	All faculty members	By the end of 2019-20 even semester	
6	International webinar series	Decided to organize international webinar series on emerging trends in engineering field	Head of Department-All	By the end of 2019-20 even semester	
7	Second internal examination	Second internal examination will be conducted in online mode for a maximum marks of 25 for a duration of 1 hr	All faculty members	30/06/2020	

Dr. T.Mathavaraj Ravikumar  
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Principal

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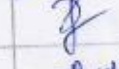
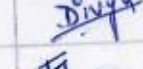


**Vidya Academy of Science & Technology Technical Campus  
Kilimanoor, Thiruvananthapuram**

**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>Anandhu</i>
8	Alumni	Mr. Harikrishnan R S (2013 Batch ECE) Senior Research Fellow Cetronics Technologies Pvt. Ltd.	<i>RS</i> <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	<p>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.</p> <p>Item No. 5-Timetable, Question paper, Advisory report, Result analysis template formats created and circulated among HoDs after verification by the Principal</p> <p>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.</p>			
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.	<p>Training sessions for OBE- Mr. Rajesh G R</p> <p>PSOs- HoDs</p> <p>COs- All faculty members</p>	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 RAVIKUMMAR**  
 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

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M. MATHAVARAJ RAVIKUMAR

Principal

via AFD - For information & Technology

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# Vidya Academy of Science & Technology Technical Campus



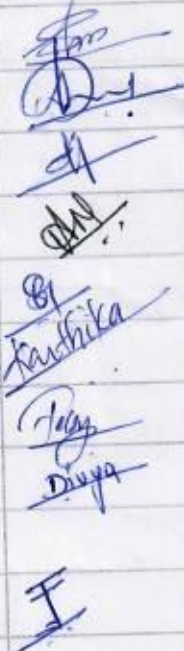

Kilimanoor, Thiruvananthapuram

## 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

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Dr. T.MATHAVARAJ RAVIKUMAR  
Principal

Vidya Academy of Science & Technology  
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