



**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 NBA & KTU Audit 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



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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
		Mr. Hari Prasad T.R, Assistant Professor, CE
		Ms.Aswathy S, PA to Principal
		NAAC
		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)



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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 | www.vidyatcklmr.ac.in.



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“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 –
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“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




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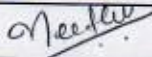

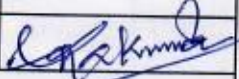
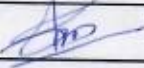





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Kilimanoor, Thiruvananthapuram**


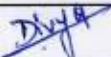
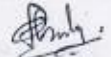




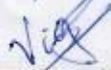
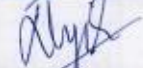
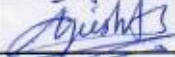


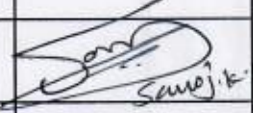
Minutes of Internal Quality Assurance Cell Meeting

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		
		NBA & KTU Audit		
		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	
		NAAC	
		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

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All HoDs

PD and AFD – For information

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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	
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		Ms. Sreejitha S.G., Assistant Professor, ECE	
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		Ms. Divya M.K., Assistant Professor, CSE	
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		Ms. Anju S., Assistant Professor, CE	
		Mr. Hari Prasad T.R., Assistant Professor, CE	
		Ms.Aswathy S, PA to Principal	
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Ms.Rini Madhavan Rajeev, Assistant Professor, CE			
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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**

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All HoDs**

PD and AFD – For information

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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
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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">1. Approval of agenda2. Review of minutes of previous IQAC meeting3. Selection of new convener4. College academic calendar preparation5. International webinar series6. Remedial class7. MOOC, Minor, Honour degree courses8. Induction Program for first year
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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- 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>Item No. 4- 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>Item No. 5- 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>Item No. 6- Proposal for webinar series on five different topics submitted by EEE Department.</p> <p>Item No. 7- 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	



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Principal

Vidya Academy of Science & Technology

8	Induction Program for first year	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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