



Vidya Academy of Science & Technology Technical Campus
Kilimanoor, Thiruvananthapuram
Minutes of IQAC Meeting held on 18.01.2022

Date & Time: 18.01.2022, 11.00 AM
Venue: Boardroom, VASTTC
Members Attended:

Sl. No.	Position	Name and Designation	Attendance Status
1	Chair Person	Dr.T.Mathavaraj Ravikumar Principal	
2	Convener	Prof.K.Vijayakumar, HOD,CE	
	NBA Coordinator	Dr.Sanaj, HODi/c,CSE	
	KTU Audit Coordinator	Ms.LijiRamesanShanthi, Assistant Professor, EEE	
	NAAC Coordinator	Prof.Bijeesh P, HODi/c, ME	
		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		
	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. Abith Ganesh Manager(Operation)	
5	Local Society Nominee	Ms. Suma Devi Ward Member Panappamkunnun	
6	Student Nominee	Mr. Mohammed Arif S7 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.	

1. Approval of agenda
2. Action taken report of previous IQAC meeting
3. New date confirmed for NAAC peer team visit
4. NAAC visit arrangements
5. Mock visit

Agenda:

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 No. 3 - NAAC peer team visit date confirmed. Item No. 4 - KTU internal audit started on 13/01/2022 Item No. 5 - Session on "Group Tutor System" conducted on 11/01/2022. Dr. T. Mathavaraj Ravikumar, Principal, VAST TC and Ms. Sreejitha S.G., Convenor, Students Welfare Committee, VAST TC handled the sessions.			
3	New date confirmed for NAAC peer team visit	Chairperson informed the NAAC peer team visit date change. New date fixed on January 31 and February 1.	NAAC Coordinator	31/01/2022 - 01/02/2022	
4	NAAC visit arrangements	Discussions were conducted on various requirements for NAAC peer team visit. Incharges were allotted for various activities	1. Alumni, cultural events - Ms. Anjana, Ms.Sreejitha 2. Discussion with students by peer team - Ms.Sreejitha 3. Discussion with PTA - Mr.Lenin babu 4. Campus arrangements and Transportation and Sports - Mr.Abith, MR.Rakesh, Mr.Arun Prasad, Mr. Ravishankar 5. Peer team arrangements - NAAC committee, Mr.Abith, Mr. Devarajan Pillai, Mr.Chandu, Mr.Rakesh	31/01/2022	
5	Mock visit	It is decided to conduct NAAC mock visit for the final verifications- Departments, Library, Labs, Office, IQAC	Mock visit team- Dr.T.Mathavaraj Ravikumar, Prof.Bijeeesh P, Mr.Dawn sivan	27/01/2022	



Prof.K.Vijayakumar

IQAC Convener

Copy to:

All HoDs

PD and AFD – For information