



Vidya Academy of Science & Technology Technical Campus
Killimanoor, Thiruvananthapuram
Minutes of IQAC Meeting held on 22.11.2021

Date & Time: 22.11.2021, 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.Vigitha Vidhyadhar, 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 Panappamkundu		
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. NAAC peer team visit date postponed
4. Departmental files
5. Library files and Administrative files

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 - Department files were audited and verified by Dr. Sanaj M.S (HoD CSE), Dr. Pravin Rose (HoD EEE) and Mr. Sajith Krishnan (AP ME) and audit report has submitted to IQAC. Item No. 4 & 5 - Common files and criteria files are submitted by respective incharges and it is audited by Prof.K. Vijayakumar (IQAC convener), Ms. Vignitha (AP AS) and Mr. Ajayakumar A G (AP ME) and audit report has submitted to IQAC Item No. 6 - Head of the Departments instructed faculty members to maintain original documents in department itself and handover copies to IQAC.			
3	NAAC date postponed	Chairperson informed the NAAC peer team visit date change. New date confirmed on January 10 and 11. It is decided to conduct more document rectifications and updations until NAAC visit.	NAAC Coordinator	07/01/2022	
4	Departmental files	Decided to conduct final department file verifications to rectify shortcomings reported by the department file auditing team.	Dr. Sanaj M.S., Dr. Pravin Rose and Mr. Sajith Krishnan	28.11.2021	
5	Library files and Administrative files	Decided to conduct an onsite verification of library files and Administrative files.	Mr.Bijeeesh P, Prof.K.Vijayakumar	14/11/2021	

Prof.K.Vijayakumar
IQAC Convener

Copy to:

All HoDs

PD and AFD – For information

