



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">1. Approval of agenda2. Review of minutes of previous IQAC meeting3. Discussion on effectiveness of online classes4. Discussion on uploading online study materials5. Participation in webinars and FDPs6. International webinar series7. Second internal examination
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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
PRINCIPAL

Copy to:
All HoDs

PD and AFD – For information



Dr. T.MATHAVARAJ RAVIKUMAR
Principal

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