



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	
	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.VigithuVidhyadhar, 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 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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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


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