



Vidya Academy of Science & Technology Technical Campus

Kilimanoor, Thiruvananthapuram

Minutes of IQAC Meeting held on 09.09.2021

Date & Time: 09.09.2021, 11.00 AM

Venue: Boardroom, VASTTC

Members Attended:

Sl. No.	Position	Name and Designation	Attendance Status	
1	Chair Person	Dr.T.Mathavaraj Ravikumara Principal		
2	Convener	Dr.MC John Wiselin HOD, EEE	-	
	NBA Coordinator	Dr.Sanaj, HODi/c,CSE		
	KTU Audit Coordinator	Ms. Asna S. Asok Assistant Professor, EEE	-	
	NAAC Coordinator	Prof.Bijeesh P, HODi/c, ME		
3	Members	Prof.K.Vijayakumar, HOD,CE		
		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		
Ms.LijiRamesanShanthi, Assistant Professor, EEE				
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 S6 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. Departmental files
4. Common files
5. Criteria wise files
6. General Comments

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- conducted a webinar on "Automotive Electrification" on 9th August 2021 from 10 am to 11.30 am. The speaker of the event was Dr.C.S. Nanda Kumar, Robert Bosch Engineering and Business Solutions Pvt. Ltd., CHIL, SEZ Unit Coimbatore Item No. 4- Successfully submitted SSR and DVV clarifications. NAAC prequalified on 08/09/2021.			
3	Departmental files	It is decided to conduct NAAC internal audit team visits in all departments for Department files verifications	HoDs	30/09/2021	
4	Common files	Common files - VSSC, Self-Appraisal, Internal and external examination, Graduation ceremony, Induction programme, NSS, HR policy, Sports Library, Scholarship, Placement, Arts, Club files, Best Practice, Discipline committee, Alumni files, Office files (transportation, accounts, hostel, canteen, CMS, staff and students details etc) should be submitted to NAAC room by respective incharges for verifications	Respective incharges	30/09/2021	
5	Criteria wise files	All the quantitative matrix files should be submitted before 25/09/2021 and qualitative matrices files before 30/09/2021 for verification	Criteria Incharges Criteria 1- Ms. Liji Rameshan Santhi Criteria 2- Ms. Divya M K Criteria 3- Ms. Rini Madhavan Rajeev Criteria 4- Ms. Lekshmi Priya Criteria 5- Mr. Vipin Gopan Criteria 6- Ms. Sreejitha S G Criteria 7- Ms. Asna A S	25/09/2021 30/09/2021	
6	General Comments	The original documents should be maintained in respective departments and copies should be submitted to NAAC Team.	All HoDs		



Dr.MC John Wiselin
IQAC Convener
Copy to:
All HoDs
PD and AFD – For information