

# VEDAVYASA INSTITUTE OF TECHNOLOGY

Kakkave, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077  
Affiliated to AICTE, APJ Abdul Kalam Kerala Technological University, And Govt. Of India

## Constitution of Planning & Monitoring Committee for the year 2021-22

In compliance with the order of Dr S. Sangheethaa, Principal, Issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval Process handbook 2018-19 of AICTE, a Committee as detailed below has been reformed.

Name of the Committee	<b>Planning &amp; Monitoring Committee 2021-22</b>
Date of Constitution	<b>07.09.2021</b>
Responsibility of the members	It shall be the duty of the planning and mentoring committee to develop and update mentoring process and procedures, organise meetings as and when required.
Higher Authority / Management	The Committee will report to the Principal

Designation in Committee	Name	Designation
Chairman	Dr. Arun Korath	Director, Vedavyasa Trust
Convenor	Dr. Sangheethaa S.	Principal
Member	Dr. Kavitha S. Murugesan	Vice Principal
Member	Mrs. Divya K.K.	HoD, CE
Member	Dr. Periasamy C.	HoD, ECE
Member	Dr. Nimmy John	HOD S&H
Member	Mr. Binoy P.	Assoc. Prof., ME

Responsibility of the Cell

- To implement steps for helping high performing employees develop their leadership abilities and teaching new workers about the company and the expectations of management.
- To assist employees in meeting their career goals by honing new capabilities and to build productive relationships among co-workers.
- To Assess training needs, analyze gaps in knowledge, skill, or practice, Write SMART learning objectives, planning and implementing learning activities and evaluating outcomes.

The Constitution was adopted by the members to achieve the aims and execution of duties.

  
PRINCIPAL

  
Approved by Dr. S. Sangheethaa, Principal.  
Near Ramanattukara, Karad Paramba P.O,  
Malappuram District. PIN - 673 632







## VEDAVYASA INSTITUTE OF TECHNOLOGY

Planning and Monitoring Committee

Minutes

Date 07.09.2021

Venue: Principal Room

Time : 3-4 PM

Chairperson: Dr. Sangheetha S., Principal

Evaluation Members Present:

Dr Kavitha S – HOD CSE, Prof Dr.Periasamy C – HOD ECE, Er Divya K K – HOD Civil.Prof.Balakrishna Pillai HOD EEE, Mr.Binoy P-AP ME07,Dr.Nimmy John HOD S&H

### Agenda

### Discussion

Welcome greetings by Prof. Dr. Sangheetha S. to all the members

All the members were informed regarding the facilities feedback to be completed as circulated within 7 days from the date of start.

Planning for the improvement of infrastructure of the Institute, modernization of the laboratory and Institute Industry Interaction etc.

All members agreed and submitted their new requirements as per semester course plan and IIC academic chapter schedule

Planning and monitoring of various activities related to department UBA, ENSAV, Professional Bodies, Magazine work, NSS online

Academic calendar to be organized as needed by the dept programs by Binoy Sir

Monitoring the academic performance, training and placement of the students

The team accepted the format to be followed

Faculty development Program mandatory for all faculty.

Mandatory scheme of minimum 3 days FDP to be attended by each faculty and the same can be utilized as FDP at VVIT for other team of faculty and students benefits.

### Resolution:

Facilities feedback special team is provided

Placement officer to take more efforts since offline interview opportunities are more.

Professional body activities for workshops to be done have to be assigned to each staff.

Signatures:

Dr Sangheetha S., Principal



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