



VEDAVYASA INSTITUTE OF TECHNOLOGY

Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077
Affiliated To AICTE, APJAbdul Kalam Kerala Technological University, And Govt. Of India

Constitution of Planning & Monitoring Committee for the year 2023-24

In compliance with 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	Planning & Monitoring Committee 2023-24
Date of Constitution	04.09.2023
Responsibility of the members	It shall be the duty of the planning and monitoring 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. Sangheetha S.	Principal
Member	Mrs. Divya K.K.	HoD, CE
Member	Dr. Periasamy C.	HoD, ECE
Member	Dr. Lijin George	HoD, ME
Member	Ms. Anjusha R.	Asst. Prof., CE
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. Sangheetha S., Principal.

PRINCIPAL
Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632



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Kakkave, Malappuram Dt, Kerala, 0483 2832157, Moh: 9446542211
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07-09-2023

Circular

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 AICTE, Planning and Monitoring Committee has been formed for the academic year 2023-24 with the following members.

Chairman : Dr. Arun Korath Director VVIT

Convenor : Dr Sangheetha S Principal

Members : (Faculty) : Er. Divya K.K. HOD CE

: Dr. Periasami C HOD ECE

: Dr. Lijin George HOD ME

: Mr. Binoy P AP ME

: Ms. Anjusha R AP CE

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For any sort of concern kindly contact the above people and email to vvit@vedavyasa.org

PRINCIPAL



Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632



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DETAILS OF MEMBERS

Name	Designation	Mobile No.	Email Id
Dr. Arun Korath	Director, Vedavyasa Trust	9567593304	arunkorath@gmail.com
Dr. Sangheethaa S.	Principal	9446565077	sangheethaa@gmail.com
Mrs. Divya K.K.	HoD, CE	9400906939	hodce@vedavyasa.org
Dr. Periasamy C.	HoD, ECE	9445010909	hodece@vedavyasa.org
Dr. Lijin George	HoD, ME	8903955342	hodme@vedavyasa.org
Ms. Anjusha R.	Asst. Prof., CE	9497496486	anju.avani@gmail.com
Mr. Binoy P.	Assoc. Prof., ME	9446339929	binoypoyili.vedavyasa@gmail.com



Planning and Monitoring Committee Meeting

Date: 07.09.2023	Time : 3-4 PM	Mode: Offline
Meeting called by	Dr Sangheethaa S, Principal	
Type of Meeting	Planning and Monitoring Committee Meeting	
Chairperson	Dr Sangheethaa S, Principal	
Note-taker	Mrs.Divya K. K-HoD CE	
Evaluation Members Present:	<ul style="list-style-type: none"> Dr.Lijin George-HoD ME Dr.Periasamy-Hod CSE Mrs.Divya K. K-HoD CE Mr. Binoy -AP ME Ms.Anjusha R-AP CE 	
Agenda	<ol style="list-style-type: none"> 1.Welcome greetings by Prof. Dr. Sangheethaa S to all the members. 2.Planning for the improvement for infrastructure of the institute, modernization of the laboratory and Institute Industry Interaction. 3.Planning and Monitoring of various activities related to department such as conducting Symposium, Guest Lectures, Workshop and National & International Conferences if any to be proposed. 4.Monitoring the academic performance, training and placement of the students. 5.Planning and Monitoring for faculty development. 	
Discussion	<ol style="list-style-type: none"> 1.All the members were informed regarding the facilities feedback to be completed as circulated within 7 days from the date of start. 2.All members agreed and submitted their new requirements as per semester course plan and IIC academic chapter schedule. 3.Academic calendar to be organized as needed by the dept programs. 4.The team accepted the format to be followed. 5. 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	<p>Facilities feedback special team is provided.</p> <p>Placement officer to take more efforts since offline interview opportunities are more.</p> <p>Professional body activities for workshops to be done have to be assigned to each staff.</p>	
Signatures:		