



## 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 & Mentoring Committee for the year 2022-23

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 2022-23</b>
Date of Constitution	<b>12.09.2022</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	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.



Approved by Dr. S. Sangheethaa, Principal.



14-09-2022

Circular

In compliance with the order of Dr S. Sangheetha, 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 2022-23 with the following members.

Chairman : Dr. Arun Korath Director VVIT

Convenor : Dr Sangheetha S Principal

Members : (Faculty) : Dr. Kavitha S. Murugesan HOD CSE

: Er. Divya K.K. HOD CE

: Dr. Periasami C. HOD ECE

: Mr. Binoy P AP ME

For any sort of concern kindly contact the above people and email to [vvit@vedavyasa.org](mailto:vvit@vedavyasa.org)

*S. Kavitha*

PRINCIPAL



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





VEDAVYASA INSTITUTE OF TECHNOLOGY

Minutes

Planning and Monitoring Committee

Date: 12.09.2022

Venue: Principal Room

Time : 3-4 PM

Chairperson: Dr. Sangheetha S., Principal

Evaluation Members Present:

- Mr. Binoy P-AP ME
- Dr Kavitha S - HOD CSE
- Prof Dr. Perlaamy C - HOD ECE
- Er Divya K K - HOD CIVIL

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 such as conducting Symposium, Guest Lectures, Workshop and National & International Conferences if any to be proposed.	Academic calendar to be organized as needed by the dept programs
Monitoring the academic performance, training and placement of the students	The team accepted the format to be followed
Planning and monitoring for Faculty development	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:

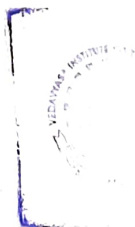
*[Signature]*

*[Signature]*  
HOD CSE  
*[Signature]*  
BINOY P

*[Signature]*  
HOD ECE

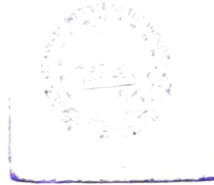
*[Signature]*  
HOD CSE

Dr Sangheetha S., Principal  
 PRINCIPAL



## DETAILS OF MEMBERS

Name	Designation	Mobile No.	Email Id
Dr. Arun Korath	Director, Vedavyasa Trust	9567593304	arunkorath@gmail.com
Dr. Raji Rajan	Principal	9446565077	principalvvt@vedavyasa.org
Dr. Sangheetha S.	Advisor, Vedavyasa	9747552961	sangheetha@gmail.com
Dr. Kavitha S. Murugesan	Vice Principal	9061212493	hodcse@vedavyasa.org
Mrs. Divya K.K.	HoD, CE	9400906939	hodce@vedavyasa.org
Dr. Periasamy C.	HoD, ECE	9445010909	hodece@vedavyasa.org
Mr. Binoy P.	Assoc. Prof., ME	9446339929	binoypoyili.vedavyasa@gmail.com





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### Re-Constitution of Planning & Mentoring Committee for the year 2022-23

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	<b>Planning &amp; Mentoring Committee 2022-23</b>
Date of Constitution	<b>17.10.2022</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. Raji Rajan	Principal
Member	Dr. Sangheetha S.	Advisor, Vedavyasa Trust
Member	Dr. Kavitha S. Murugesan	Vice Principal
Member	Mrs. Divya K.K.	HoD, CE
Member	Dr. Periasamy C.	HoD, ECE
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.

Approved by Dr. Raji Rajan, Principal.



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



## Planning and Monitoring Committee Meeting

Date: 28.10.2022

Meeting called by

Type of Meeting

Chairperson

Note taker

Time: 3:4 PM

Mode: Offline

Dr. Raji Rajan, Principal

Planning and Monitoring Committee Meeting

Dr. Raji Rajan, Principal

Dr. Kavitha Murugesan-HoD CSE

Participation Members

Present:

- Dr. Kavitha Murugesan-HoD CSE
- Dr. Periasamy-HoD ECE
- Mrs. Divya K. K-HoD CE
- Mr. Binoy-AP ME

Agenda

1. Welcome greetings by Prof. Dr. Raji Rajan to all the members.
2. Planning and monitoring of various activities related to the betterment of society through NSS and UBA associations.
3. Planning and Monitoring of various activities related to research and development such as applying for funded projects from government associations and university.
4. Planning of various activities for the improvement for infrastructure of the Institute, modernization of the laboratory and Institute Industry Interaction.
5. Monitoring the academic performance, training and placement of the students.

Discussion

1. Plans regarding the improvements were discussed and checked the ways of implementation.
2. Various schemes for research and development were discussed and different ways of implementing the fund approval were discussed.
3. All the members were informed regarding the facilities feedback to be completed as circulated within 7 days from the date of start.
4. The team accepted the format to be followed.

Resolution

Facilities feedback special team is provided.  
NSS program officer and UBA in charges were allotted to take necessary action for implementing schemes for the improvement of the society.  
Dr. Saravanan was given the in charge for the developemnt of projects for developing funds.

Signatures:

*S. Kavitha*

*Dr. Raji Rajan*

*Dr. Periasamy*

*Dr. Saravanan*

*Dr. Raji Rajan*

PRINCIPAL



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