Vedavyasa College of Arts & Science

APPROVED BY GOVT. OF KERALA & AFFILIATED TO UNIVERSITY OF CALICUT

Constitution of Internal Committee for the Academic Year 2026–27

In accordance with the academic objectives of Vedavyasa Arts and Science College, and in order to ensure effective academic planning, formulation of internal academic policies, coordination of teaching and learning activities, monitoring of academic progress, and continuous improvement in educational quality, the **Internal Committee** is hereby constituted for the Academic Year 2026–27.

The Committee shall facilitate the formulation and implementation of internal academic guidelines, coordinate academic activities, promote innovative teaching and learning practices, monitor academic performance, and support the overall academic development of the institution.

Name of the Committee:	Internal Committee 2026–27
Date of Constitution:	02.06.2026
Responsibility of the Members:	The members of the Internal Committee shall coordinate and monitor academic activities within the institution, formulate internal academic guidelines and procedures, support the preparation and implementation of the academic calendar, review teaching plans and syllabus completion, monitor student attendance and academic progress, coordinate internal examinations and assessment activities, promote innovative teaching methodologies, and facilitate seminars, workshops, and other academic programmes. They shall encourage faculty development, identify academic challenges, recommend measures for academic improvement, maintain relevant records and reports, and contribute to enhancing the quality of teaching, learning, evaluation, and overall institutional academic performance.
Higher Authority	The Internal Committee shall function under the guidance and supervision of the Principal of Vedavyasa Arts and Science College and shall report to the Principal on academic matters, activities, recommendations, and progress.

VEDAVYASA COLLEGE OF ARTS & SCIENCE KARAD PARAMBA P.O

Per

Principal
VEDAVYASA
COLLEGE OF ARTS & SCIECNE
Karad Paramba P.O, Via Ramanattukara
16km from Calicut Railwaystation

Sl. No.	Designation in Committee	Name	Official Designation
1	Chairperson	Dr. HARITHA M K	Principal
2	Convenor	SAI K BHARATH	Vice Principal
3	Member	SWAPBA V P	IQAC Cordinator,HOD Dept of Commerce
4	Member	DEEPTHI P	FYUGP Cordinator
5	Member	BAREERA V	HOD Dept of English
6	Member	AMRUTHA P	HOD Dept of sociology
7	Member	LIJILA P	HOD Dept of Computer Science
8	Member	PRAGEENA P	Librarian
9	Member	SHILPA P	Office Assistant
10	Student Representative	ADARSH P	Student

For **Principal**
Vedavyasa Arts and Science College

Principal
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VEDAVYASA COLLEGE OF ARTS & SCIENCE
KARAD PARAMBA P.O

Minutes

INTERNAL COMMITTEE MEETING

18-09-2026

Meeting of internal committee of Vedavyasa college of arts and science conducted at seminar hall on 18-09-2026

AGENDA

1. **Approval of Internal Examination Question Papers**
    - Scrutiny and approval of the question papers prepared for the Internal Examination.
2. **Fixation of Date for Internal Examination**
    - Discussion and finalisation of the date and schedule for conducting the Internal Examination.

Members presented

Sl. No.	Name	Designation	Signature
1	Sai K Bharath	Vice Principal	
2	Swapna V P	Assistant Professor & HOD Dept. of Commerce	
3	Lijila T P	Assistant Professor & HOD Dept. of Computer Science	
4	Bareera V	Assistant Professor & HOD Dept. of English	
5	Amrutha V	Assistant Professor & HOD Dept. of Sociology	18/9/26
6	Rajitha c	Assistant Professor & HOD Dept. of Malayalam	
7	Sanila T	Assistant Professor & HOD Dept. of Hindi	
8	Prageena P	Librarian	

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DISCUSSION AND DECISIONS

The Internal Committee discussed the arrangements for the forthcoming Internal Examination. All the Heads of Departments (HODs) were instructed to verify the Internal Examination question papers prepared for the **Third Semester and Fifth Semester** and submit the duly verified question papers on **18-09-2026**.

The Committee also discussed and finalised the schedule for conducting the Internal Examination. It was decided to conduct the examination from **01-10-2026 to 09-10-2026**, from **10:00 a.m. to 12:00 noon**.

Decisions Taken

1. All HODs shall verify the Internal Examination question papers for the Third and Fifth Semesters.
2. The duly verified question papers shall be submitted on **18-09-2026**.
3. The Internal Examination shall be conducted from **01-10-2026 to 09-10-2026**.
4. The examination timing shall be **10:00 a.m. to 12:00 noon**.
5. All departments shall make the necessary arrangements for the smooth conduct of the examination.
6. The Committee decided that the conduct of regular classes after the Internal Examination shall be decided by the respective Heads of Departments (HODs), taking into consideration the academic requirements and departmental schedule.

Principal

Vedavyasa College of Arts and Science, Karadparamba

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