



VEDAVYASA INSTITUTE OF TECHNOLOGY
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Affiliated to AICTE, APJ Abdul Kalam Technological University Kerala and Govt. Of India.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

VVIT/IQAC/Meeting/2023-24/E01

Date: 14.09.2023

CIRCULAR

Sub: IQAC Meeting – Intimation to the member of IQAC

The Internal Quality Assurance Cell (IQAC) meeting is scheduled for 02.00 p.m. on September 22, 2023, in the principal office. All the members are requested to attend the meeting. The agenda for the meeting is as follows:

AGENDA:

1. Review of action taken in the items mentioned the previous meeting minutes.
2. Review of Academic Audit and Action plan
3. Selection of chairman for class/course committee meetings
4. Selection of auditors for each department for the internal audits
5. Finalizing the dates for internal examinations
6. Any other matters


Director IQAC

For Kind Information:

Director

Copy to: IQAC, VVIT Office

HoDs

The members concerned.




Chairperson



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

The following points were discussed:

1. The Director – IQAC welcomed the members and presented the **action taken report** of the previous IQAC meeting (23.09.2023 with Ref. No.: VVIT/IQAC/Meeting/2022-23/E03/Minutes)

Sl. No.	Points Discussed	Action Taken
1	Question Paper setting for internal examinations	All faculty are requested to prepare a single set of question paper with proper Blooms level, CO and PI. And submit the question paper to their respective department level internal IQAC team. The mark distribution pattern must be according with the KTU university question paper format.
2	Question paper Scrutiny	The BL, CO, PI, Marks distribution and format should be thoroughly checked by the department level IQAC team. After the proper verification, the internal IQAC member should add the name of HOD and his own name on the lower portion of the question paper provided. And submit all the question papers in pdf format to coeveda@vedavyasa.org in the prescribed time.
3	Covering CO's	The first internal examination QP and Assignment 1 should cover CO1, CO2 and CO3. The Second internal examination QP and Assignment 2 should cover CO3, CO4 and CO5. If a subject has more than 5 CO's, half of them should be covered in the first internal examination and half in the second examination. There will be an IQAC approval form for each question papers. Faculties should fill and submit this along with submitting the question paper to the department. The internal IQAC team should check it thoroughly and sign it and keep in their file.
4	S2 Academic Audit	The academic audit of the S2 Semester should be completed and submit the report on 27 th September 2023.
5	Internal Examinations	The dates for conducting first internal examinations for S5 and S7 shall be on October 11,12,13 and for S3 and S1 shall be on October 26,27,30 . The dates for conducting Second internal examinations for S5 and S7 shall be on November 28,29,30 and for S3 and S1 shall be on December 13,14,15 The exam will be conducted under the supervision of Exam cell. Exam cell should publish the circular for first series examination on 29 th September 2023.

6	Course/Class and Advisory Committee Meeting	All the course, class and advisory committee meeting should be conducted as per the academic calendar and the signed copy of report should be kept in a file
7	Internal Audit Team	A panel should be constituted for auditing in each department an they should conduct the audit and send the report within proper time
8	Course File Preparations	All the departments should start a Google drive now itself and upload the important files to it for the upcoming external auditing in January 2024 Mr. Binoy P is instructed to prepare a format for what files should be kept in the hard copy of the course file and what files should be uploaded to Google drive
9	First Internal Audit by College Level IQAC	First internal audit by college level IQAC should be completed and submit the report on 6 th November 2023.


Director IQAC




Chairperson


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