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/2024/E01   Date: 16.01.2024

CIRCULAR

Sub: IQAC Meeting – Intimation to the member of IQAC

The Internal Quality Assurance Cell (IQAC) meeting is scheduled for 11.00 a.m. on January 20, 2024, 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. Finalizing the dates for internal examinations
4. Module/Study planning
5. Any other matters

Director IQAC

Chairperson
PRINCIPAL

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

For Kind Information:
Director
Copy to: IQAC, VVIT Office
         HoDs
         The members concerned.

The following points were discussed:

1. The Director – IQAC welcomed the members and presented the **action taken report** of the previous IQAC meeting *(07.11.2023 with Ref. No.: VVIT/IQAC/Meeting/2023-24/E02/Minutes)*

Sl. No.	Points Discussed	Action To Be 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 and Modules	The first internal examination QP and Assignment 1(a) should cover CO1 and CO2 (Mainly First Two Modules). The Second internal examination QP and Assignment 1(b) should cover CO3 and CO4 (Mainly Third and Fourth Modules). The CO's of 5th module should cover through an open book test or Quiz or through Assignment. Consider this marks as Assignment 2 Marks. 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 them file.

4	Internal Examinations	The dates for conducting first internal examinations for S2, S4, S6 and S8 shall be on March 13,14,15. The dates for conducting Second internal examinations for S2, S4, S6 and S8 shall be on April 17,18,19 The exam will be conducted under the supervision of Exam cell. Exam cell should publish the circular for first series examination on 01st March 2024. And for second series on 02nd April 2024.
5	Advisory Committee Meeting	All the advisory committee meeting should be conducted as per the academic calendar and the signed copy of report should be kept in a file
6	Internal Audit Team	For the next even semester, a panel should be constituted for auditing in each department and they should conduct the audit and send the report within proper time
7	Course File Preparations	Mr. Binoy P is instructed to prepare a format for what files should be kept in the hard copy of the course file.
8	Internal Academic Audit by College Level IQAC	Final internal audit by college level IQAC were completed and submitted the report

P.Sgr.

Director IQAC

Chairperson