



**VEDAVYASA INSTITUTE OF TECHNOLOGY**  
Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077  
Affiliated to AICTE, APJ Abdul Kalam Technological University Kerala and Govt. Of India.

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

*VVIT/IQAC/Meeting/2024/E04*

*Date: 07.10.2024*

**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 October 10, 2024, in the principal office. All the members are requested to attend the meeting. The agenda for the meeting is as follows:

**AGENDA:**

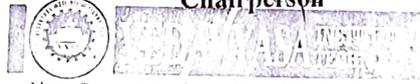
1. Review of action taken in the items mentioned the previous meeting minutes.
2. Finalizing the dates for internal examinations
3. Module/Study planning
4. Academic Audit
5. Any other matters

  
**Director IQAC**

For Kind Information:  
Director  
Copy to: IQAC, VVIT Office

*HoDs  
The members concerned.*



  
**Chairperson**  
  
Near Ramanattukara, Karad Paramba,  
Malappuram District, PIN. 673 632

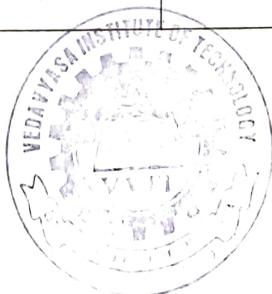


**The following points were discussed:**

1. The Director – IQAC welcomed the members and presented the action taken report of the previous IQAC meeting (17.07.2024 with Ref. No.: VVIT/IQAC/Meeting/2024 /E03/Minutes)

Sl. No.	Points Discussed	Action To Be Taken
1	Question Paper setting for internal examinations and Question paper Scrutiny	All faculties 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. 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 <a href="mailto:coeveda@vedavyasa.org">coeveda@vedavyasa.org</a> in the prescribed time.
2	Internal Examinations	The dates for conducting second internal examinations for S3, S5, S7 shall be on October 21,22,23. The dates for conducting Second internal examinations for S1 shall be on November 01,02,04  The exam will be conducted under the supervision of Exam cell. Exam cell should publish the circular for second series on 14 <sup>th</sup> October 2024.
3	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
4	Internal Audit Team	For the final academic audit, a panel should be constituted for auditing in each department and they should conduct the audit and send the report within proper time
5	Internal Academic Audit by College Level IQAC	Final internal audit by college level IQAC should complete and submit the report on November 2024
6	Remedial Classes for Students	Planned to conduct remedial classes for students

  
Director IQAC



  
Chairperson  
PRINCIPAL  
  
New Bannattokas, Kuvempu, Malappuram District, Kerala