



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/E02

Date: 07.11.2023

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 November 14, 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 Internal Academic Audit and Action plan
3. Any other matters


Director IQAC

For Kind Information:

Director

Copy to: IQAC, VVIT Office

HoDs

The members concerned.




Chairperson
PRINCIPAL



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 (19.09.2023 with Ref. No.: VVIT/IQAC/Meeting/2022-23 E01/Minutes)

Sl. No.	Points Discussed	Action To Be Taken/Discussions
1	First Internal Audit by College Level IQAC	First internal audit by college level IQAC were completed and submitted the report on 10 th November 2023.
2	Internal Audit Report Analysis	<ol style="list-style-type: none"> 1. CSE Dept. – All the documents were checked and verified 2. CE Dept. – All the documents were checked and verified 3. EEE Dept. – All the documents were checked and verified 4. ECE Dept. – All the documents were checked and verified 5. ME Dept. – All the documents were checked and verified 6. DSH Dept. – All the documents were checked and verified <p>As per the report, it is found that some files in the google drive is incomplete for some departments. They are strictly instructed to complete it within three days and show them to their respective auditors. Auditors are instructed to send the final report after the verification within four days.</p>
3	Course/Class and Advisory Committee Meeting	All are instructed to conduct the Course/Class and Advisory Committee Meeting on proper time as per the academic calendar.


Director IQAC




Chairperson


Near Ramanattukal
Malappuram

Action taken report for IQAC Meeting held on 14/11/2023

Sl. No.	Points Discussed	Action Taken
1	First Internal Audit by College Level IQAC	First internal audit by college level IQAC were completed and submitted the report.
2	Internal Audit Report Analysis	All the departments have uploaded all the required files in google drive and shown it to the auditors and the auditors have sent the final report within deadline


Director IQAC




Chairperson


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