

Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.

Minutes of IQAC -VVIT/IQAC/MOM/3/2021-22 Even sem

Conducted during Even semester -Academic Year 2021-2022

Meeting Called By	Dr S. Sangheethaa, Principal: (Chairperson)
Type of Meeting	IQAC Meeting
Facilitator	Dr Kavitha S. M: Director IQAC
Note-taker	Ms. Anjana. P
Mode:Offline	Meeting hall 005
Date:	04/04/2022 Time: 1.00p.m -1.30 pm
<p><i>Participants:</i> Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Divya K K HOD, CE: Ms.Krishna Priya V AP ECE, Mr.Vinoth Kanna AP HOD ME ,Dr. Periyaswamy HOD ECE, Prof.Balakrishnan HOD EEE, Ms. Megha p AP S&H.</p>	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by										
First series Exam S8	<ul style="list-style-type: none"> • As per KTU circular S8 B.Tech First Series exams to be conducted on 11th and 12th of April 2022 . • Two exams per day to be conducted for 50 marks each. • Question paper should contain CO1,CO2,CO3 as per university pattern. • IQAC to scrutinize the question paper as per format. • 2.5 to 3 modules to be completed. 	Concerned HOD, Staff, audit IAT										
Auditors Role in Lab Audit.	<ul style="list-style-type: none"> • The following Auditors will provide a report after checking the concerned departments along with written report signed by concerned faculty and lab assistants towards smooth functioning of External lab exams. <table border="1" style="width: 100%; margin-left: 20px;"> <tr> <td>• Mr.Vinoth Kannan</td> <td>Dept of CSE</td> </tr> <tr> <td>• Ms. Surabhi/Mr.Kiran</td> <td>Dept of CE</td> </tr> <tr> <td>• Mr.Binoy</td> <td>Dept of ECE</td> </tr> <tr> <td>• Mr.Daniel</td> <td>Dept of EEE</td> </tr> <tr> <td>• Mr.Daniel</td> <td>Dept of ME</td> </tr> </table>	• Mr.Vinoth Kannan	Dept of CSE	• Ms. Surabhi/Mr.Kiran	Dept of CE	• Mr.Binoy	Dept of ECE	• Mr.Daniel	Dept of EEE	• Mr.Daniel	Dept of ME	Concerned HOD, Lab Staff, Lab Assistants IQAC Auditors
• Mr.Vinoth Kannan	Dept of CSE											
• Ms. Surabhi/Mr.Kiran	Dept of CE											
• Mr.Binoy	Dept of ECE											
• Mr.Daniel	Dept of EEE											
• Mr.Daniel	Dept of ME											
Mode of Series exam	<ul style="list-style-type: none"> • As of now we prefer the mode of series exam in offline. • IQAC format should be followed and accordingly question papers should be submitted . 	Concerned HOD, Staff all										
CJ of common Subjects	<ul style="list-style-type: none"> • COI-S4 will be handled by Mr.Narayanan, CJ maintained by Mr.Nimesh 	SFA, Ms.Megha, Mr. Nimesh										

The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.

S. Sangheethaa
IQAC Director



S. Sangheethaa
Principal



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