



# 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/2025/ODDE01

Date: 11.07.2025

### CIRCULAR

#### Sub: IQAC Meeting – Intimation to the member of IQAC

The Internal Quality Assurance Cell (IQAC) meeting is scheduled for 03.00 p.m. on July 17, 2025, 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. Planning academics for the odd semester
4. Selection of auditors for each department for the internal audits
5. Any other matters

  
Director IQAC

  
Chairperson

For Kind Information:

Director

Copy to: IQAC, VVIT Office

HoDs

The members concerned.



PRINCIPAL  
  
VEDAVYASA INSTITUTE OF TECHNOLOGY  
Near Ramanattukara, Karad Paramba. P.O.  
Malappuram District, PIN. 673 632



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

VVIT/IQAC/Meeting/2025/E01ODD/Minutes

Date: 17.07.2025

The IQAC meeting was held on 17.07.2025 – 03.00 pm at Principal office.

### Members Present

Sl. No.	Name	Designation/ Address	Role of IQAC	Signature
1	Er. Divya K.K.	HoD, CE	Faculty Member	
2	Mr. Binoy P	Asso. Prof. – Mech	Director IQAC	
3	Dr. Lijin George	HoD, ME	Faculty Member	
4	Ms. Saranya	HoD, S&H	Faculty Member	
5	Ms. Sreekala	HoD, ECE	Faculty Member	
6	Ms. Thushara	HoD, CSE	Faculty Member	
7	Ms. Swathi Ratna	Asst. Prof. – Civil	Faculty Member	
8	Ms. Viji	Asst. Prof. – EEE	Faculty Member	
9	Ms. Aswani	Asst. Prof. – CSE	Faculty Member	
10	Mr. Sruthi	Asst. Prof. – ECE	Faculty Member	



**The following points were discussed:**

1. The Director – IQAC welcomed the members and presented the **action taken report** of the previous IQAC meeting (24.04.2025 with Ref. No.: VVIT/IQAC/Meeting/2025/E02EVEN/Minutes)

Sl. No.	Points Discussed	Action To Be Taken
1	Academic Calendar and Semester Plans	Mr. Binoy P is instructed to prepare Academic calendar for the upcoming odd semester as based on KTU academic calendar and also prepare semester plans for all semesters.
2	Even Semester Academic Audit	The academic audit of the even Semester should be completed and submit the report on 25 <sup>th</sup> July 2025.
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	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 Examinations	The dates for conducting first internal examinations for S3,S5 and S7 shall be on August 21,22,23 and for S1 shall be on October 14,15,16 . The dates for conducting Second internal examinations for S3,S5 and S7 shall be on October 13,14,15 and for S1 shall be on November 27,28,29.  The exam will be conducted under the supervision of Exam cell. Exam cell should publish the circular for first series examination on 06 <sup>th</sup> August 2025.
6	Covering Modules	The first internal examination QP and Assignment 1 should cover Modules 1 and 2. The Second internal examination QP and Assignment 2 should cover Modules 3 and 4 Complete the 5 <sup>th</sup> Module by giving Assignment or Quiz or by Open book test (For S5 and S7 only).
7	Remedial Classes	Conduct the remedial Classes in a proper way. Do revision of modules in remedial classes.

  
Director IQAC

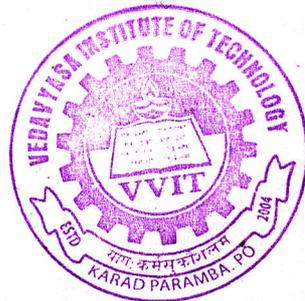


  
Chairperson

**Action taken report for IQAC Meeting held on  
17/07/2025**

Sl. No.	Points Discussed	Action Taken
1	Academic Calendar and Semester Plans	Mr. Binoy P Prepared Academic calendar for the upcoming odd semester as based on KTU academic calendar and also prepared semester plans for all semesters.
2	Even Semester Academic Audit	The academic audit of the even Semester was completed.
3	Remedial Classes	All the teachers were Conducting the remedial Classes in a proper way.

  
Director IQAC



  
Chairperson

PRINCIPAL

