



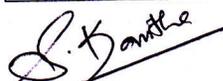
Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.

Minutes of IQAC -VVIT/IQAC/MOM/ _ /2021-22 odd sem

Conducted during odd semester -Academic Year 2021-2022

Meeting Called By	Dr S. Sangheetha, Principal: (Chairperson)
Type of Meeting	IQAC Meeting No. VVIT/PRL/KTUAJUDIT/IQAC/MOM/2021-22/01
Facilitator	Dr Kavitha S. M: Director IQAC
Note-taker	Mr Binoy Asso Professor, ME
Mode:	Offline- Principal's Office
Date:	27/10/2021 from 10.30 am to 12.30 pm
Attendees: Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Divya K K HOD, CE: Aameefa AP CSE,; Mrs. Haseena BA Associate Professor, EEE, Mr. Daniel AP CE ,Mr. Binoy P AP ME, Dr. C. Periasamy HOD ECE, Mr Vinoth Khanna AP ME , Ms. Neethu R, AP S&H (in place of Megha P)	

Agenda	Suggestions/Matters Discussed / Resolutions	Actions to be taken by	Deadline
Finalizing the new CJ format to use from 2021-22 academic year onwards	<ul style="list-style-type: none">Members gave various suggestions, and all new format will be prepared and once again verified by IQAC and circulated to all teachers	Mr. Binoy	29.10.2021
Tutor file contents	<ul style="list-style-type: none">As per Annexure 1	All Tutors to follow	Immediately
Department file	<ul style="list-style-type: none">As per Annexure 2	All Departments to follow	immediately
Mentor File	<ul style="list-style-type: none">As per Annexure 3	Hod's	Immediately
Adding of new members	Mrs Aameefa instead of Mrs Amrutha Ms Surabhi instead of Ms Priya	Ms Surabhi was absent for the meeting- she should be informed by Dr Haseena about her responsibilities	immediately
New question paper format discussion	To include % of marks for Cos and % of level of questions	By all subject teachers while giving series test question papers	From new academic year series tests onwards.
The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.			


IQAC Director



Encl: Annexure 1 & 2, 3


Principal

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