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

Minutes of IQAC -VVIT/IQAC/MOM/2/2021-22 0dd sem

Conducted during 0dd 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.KrishnaPriya V*
Mode:Offline	*Meeting hall 106*
Date:	*14/01/2022 Time: 12.00 noon -1.00 p.m*
Participants: Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Divya K K HOD, CE: Mr.Binoy P APME,Ms.Krishna Priya V AP ECE, Mr.Vinoth Kanna AP ME,Ms.Surabhi AP EEE,Ms.Sabitha Rani HOD ME,Mr.Saravanakumar Asso.Prof CE.	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
Finalizing S7 2018 Admn.	• As per KTU circular to conduct s7 Series exams , it is decided to complete the Internal Mark finalization by 18th January 2022 after Seminar and Project Review Process. • Schedule of Lab exam to be submitted to vvitOfficialsheads mail • IQAC will send the common formats to hods mail for Seminar Evaluation by 17th Jan 2022 • B.Tech APC and All internal marks will be ready by 18th Jan 2022.	Concerned HOD, Staff, IQAC
Conduct of Audit Next week	• In accordance with the Office Order of the Principal, an audit is to be conducted from next week from January 19th to 24th including UG and PG. • Internal Audit Team of odd semester 2021-2022 of concerned department should make all documents ready for auditing with support of dept staff. • Need to give all details in hard copy format as required by APJKTU	Concerned HOD, Staff, audit IAT
Main items to be emphasized in the audit next week	• Minutes of Advisory Committee Meetings conducted • Course diaries for all courses • Details of course material uploaded • NPTEL/SWAYAM course materials recommended, Details of MOOC courses taken by UG/PG students. • Conduct of laboratory classes with relevant details • Regular assessment details of laboratory classes if any • Project Group Details • Details of faculty evaluation done and action taken on it. • Minutes of students' grievances and appeal committee meetings • S7 final marks to be confirmed in CJ. • CJ in specified format as per circulation done by Binoy Sir Model. • Department file to be produced • Tutors file to be ready without redundancy and the same is circulated in HODs mail	Concerned HOD, Staff, audit IAT

	• Dr.Haseena BA will be i.auditor for CE dept.	
Series Exam documents	• Common Formats of QP Blooms Level, Other templates be filed for future reference and audit • M.Tech S1 and S3 First series along with B.Tech S1,S3,S5 first series to be completion evaluation by 17th and submission of analysis on 17th January to officialhead mail	Concerned HOD, Staff, audit IAT
PO's of M.Tech regarding	• The PO's of M.Tech Programme to be finalized as per message by PG Coordinator Mr.SaravanaKumar by all PG Depts . • Three points are already framed. • One more to be added by each dept.	Concerned HOD, Staff, audit IAT,PAC

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

IQAC Director

Principal
PRINCIPAL
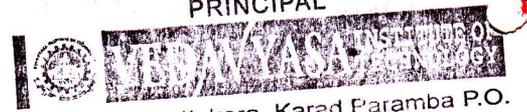
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