



# 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/2024/E05

Date: 02.12.2024

### 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 December 03, 2024, 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 even semester
4. Selection of auditors for each department for the internal audits
5. Any other matters

  
Director IQAC

For Kind Information:  
Director  
Copy to: IQAC, VVIT Office  
HoDs  
The members concerned.



  
Chairperson

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



The following points were discussed:

- The Director IQAC welcomed the members and presented the **action taken report** of the previous IQAC meeting (10.10.2024 with Ref No. VVIT IQAC Meeting/2024/E04/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 Even semester as based on KTU academic calendar and also prepare semester plans for all semesters.
2	Odd Semester Academic Audit	The academic audit of the odd Semester should be completed and submit the report on 30 <sup>th</sup> December 2024.
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 S4,S6 and S8 shall be on February 06,07,08 and for S2 shall be on March 01,03,04. The dates for conducting Second internal examinations for S4,S6 and S8 shall be on March 20,21,22 and for S2 shall be on April 11,15,16 The exam will be conducted under the supervision of Exam cell. Exam cell should publish the circular for first series examination on 17 <sup>th</sup> January 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.
7	Remedial Classes	Conduct the remedial Classes in a proper way. Do not do revision of modules in remedial classes.



  
Director IQAC

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