



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/E02

Date: 16.04.2024

CIRCULAR

Sub: IQAC Meeting – Intimation to the member of IQAC

The Internal Quality Assurance Cell (IQAC) meeting is scheduled for 11.00 a.m. on April 24, 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. Finalizing the dates for internal examinations
3. Module/Study planning
4. Academic Audit
5. Any other matters


Director: IQAC


Chairperson

For Kind Information:
Director

Copy to: IQAC, VVIT Office

HoDs

The members concerned.



The following points were discussed:

1. The Director – IQAC welcomed the members and presented the **action taken report** of the previous IQAC meeting (20.01.2024 with Ref. No.: VVII/IQAC/Meeting/2024 /E01/Minutes)

| Sl. No. | Points Discussed | Action To Be Taken |
|---------|--|--|
| 1 | Question Paper setting for internal examinations and Question paper Scrutiny | All faculty are requested to prepare a single set of question paper with proper Blooms level, CO and PI. And submit the question paper to their respective department level internal IQAC team. The mark distribution pattern must be according with the KTU university question paper format. The BL, CO, PI, Marks distribution and format should be thoroughly checked by the department level IQAC team. After the proper verification, the internal IQAC member should add the name of HOD and his own name on the lower portion of the question paper provided. And submit all the question papers in pdf format to coeveda@vedavyasa.org in the prescribed time. |
| 2 | Internal Examinations | The dates for conducting second internal examinations for S2, S4, S6 and S8 shall be on April 19,22,24. The dates for conducting Second internal examinations for S8 shall be on April 18,19 The exam will be conducted under the supervision of Exam cell. Exam cell should publish the circular for second series on 03 rd April 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 | For the final academic audit, 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 Academic Audit by College Level IQAC | Final internal audit by college level IQAC should complete and submit the report on May 2024 |
| 6 | Remedial Classes for Students | Planned to conduct remedial classes for students after the class hours |


Director IQAC




Chairperson