

Vedavyasa Institute of Technology

VVIT		IQAC Meeting		VVIT/IQAC/MOM/11 /2020-21	
Date: 10 .08.2021		Time: 11 to 12:00 pm		Location: office of Principal	
Meeting Called By		Dr S. Sangheethaa, Principal: (Chairperson)			
Type of Meeting		Regular meeting of the academic year			
Facilitator		Dr Kavitha S. M: Director IQAC			
Note-taker		Mrs. Krishnapriya			
Attendees		Dr S. Kavitha M, Vice Principal & Director IQAC: Ms.Divya K K HOD, CE, Mr Daniel Auditor CE Department, Mr. Binoy P Auditor ME Department, APCS; Ms.Sabitha Rani APME, Ms.Krishna Priya V APECE, Ms Megha P S&H AP, Dr Haseena Asso Prof, EEE			
Agenda		To discuss audit outcome of S6 & s8. Survey forms Second series test for s2 and s4 Enhancing publications by teachers Workshop on Examination reforms by IQAC KTU FDP New format of CJs Feedback Audit of S2 S4			
Discussion		Resolution		Action by	Deadline
Auditors did auditing of S6 and s8 documents in July end. The reports were submitted by them in August. The main concern was the uniformity compliance by the department.		Department IQAC should check the course journals for uniform format- defaulters should be reported to the Principal.		IQAC Department Team	Immediately as per the audit reports remarks
Survey forms – to get feedback from parents of passed out students		To prepare a simple to used feedback form		Dr Haseena	18.08.2021
Checking of Series test 2 QP		To prepare a schedule of submission by Department IQAC, submission by teachers etc		Mr Binoy	01.09.2021
Paper publications / Patent Mooc Courses certifications		All teachers and PG students to publish papers in reputed journals and do minimum MOOC/NPTEL certification courses		Every teacher	Each year/Sem
Workshop on Examination reforms		To inform all teachers to attend		HoDs	Immediately Date of workshop – 12.08.2021



FDP funded by KTU	To invite colleagues from other colleges to attend the FDP	All teachers	Once brochure is ready by Dr Kavitha Date of FDP : 02,03,04 Sep 2021
New format for CJs	New format is circulated to all HoDs Remark can be informed through reply mail	All HoDs	Mr Binoy to finalize the format after receiving the remarks from HoDs
Faculty activities file auditing	Auditing need to be done to check whether copy of certificates of FDP attended by teachers are available in the file.	Mr Daniel - to check in CE dept Mr. Vinoth in ME department Dr sangheethaa in other 4 departments	13.08.2021
S4 s2 auditing	After series test 2- test 2 dates are 18,20,22 September.	Auditors	22.09.2021
First feedback from S2 & s4	Collect feedback from s2 and s4 students on classes	HoDs	Immediately action take report on 15.08.2021)
S6 s8 second feedback-	Action taken report to be submitted	HoDs	Immediately

Principal (Date)
PRINCIPAL



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