



## VEDAVYASA INSTITUTE OF TECHNOLOGY

IQAC meeting		Minutes	
Date: 11 02 2021	Venue: Board room	Time : 2 to 3 15 noon	
Chairperson: Dr Sangheetha S., Principal			
Present: Dr. Kavitha S.M.: Vice Principal & HOD CSE: Ms Shibi B AP CSE, Ms Megha Vijayan AP CE, Mr. Binoy Payoli AP ME, Ms. Sabitha Rani Head ME, Ms. Anjali K AP EEE Ms. Jeyanthi AP S&H, Ms. Megha P AP S&H Ms. Anjusha AP CE, Chandana AP CE.			
Discussion			
<ul style="list-style-type: none"><li>Quality initiatives by IQAC for next semester- Even sem 2020-21</li><li>To prepare AQAR to send to university</li></ul>			
Discussion	Resolution	Action by	Deadline
Improvement of Quality of teachers	1. To publish papers in peer reviewed journals at-least once in a year 2. To attend workshops of duration minimum 3 to 5 based on their field of expertise.	All teachers	Every year
Improving quality of program delivery	1. To give at least one expert talk in minimum 2 subjects	Teachers	Every semester
Quality of infrastructure	Wifi in all departments. Projector in all classrooms	Principal, Management	Within 1 year at least in s7 classes and complete progressively.
Awareness on quality among all staff	Conduct meetings in department to ensure teachers are aware of quality standards	By HoD/IQAC member	Periodically
Action for slow learners	Identify slow learners in early stage and ensure they achieve pass grade. Make compulsory special class during vacation.	All subject teachers	Beginning of semester and end of semester
Study of audit reports reveal that there is no uniformity in the maintenance of documents in the department	To make it uniform by conducting internal audit by IQAC team, within the department	IQAC team	Immediately



