

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

Minutes of IQAC -VVIT/IQAC/MOM/5/2020-21 even sem

Conducted during even semester -Academic Year 2020-2021

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| Meeting Called By | Dr S. Sangheethaa, Principal: (Chairperson) |
| Type of Meeting | IQAC Meeting VVIT/IQAC/MOM/5/2021 |
| Facilitator | Dr Kavitha S. M: Director IQAC |
| Note-taker | Ms. Krisina Priya V |
| Mode: | Offline @ Principal's office |
| Date: | 20.07.2021 from 12 30 pm to 1 30 pm VVIT/IQAC/MOM/5/2021 |
| Attendees: Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Chandana AP, CE: Priya Gopi EEE,,Mr.Daniel,AP CE ,Mr.Binoy P AP ME,Ms.Athulya AP ECE,Sabitha Rani Head& APME | |

The following points were discussed in the meeting:

| Suggestion/Matter Raised | Discussion | Action by |
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| Survey forms for NBA-Survey by Parents, teachers, students and Management, industry | All the survey forms are checked by all them members of IQAC- suggestions were given and it is to be included in the forms. Forms are sent to hods@vedavyasa.org | Dr Jaget Babu |
| Maintenance of IQAC diary IIIC diary Department meetings diary Placement Cell diary Professional body activities & other activities diary | <ul style="list-style-type: none"> • CSE Department to maintain the activities/meetings /events by IQAC • To be maintained by ECE Department • To maintain a diary to mark meetings conducted at departments • To maintain a diary of events by placement & continuing education cell • Each department to maintain a diary of activities/meetings in a index page- + UBA activities + UHV activities etc | Dr Kavitha Dr Periasami Concerned HODs SELH Department HoDs & Prof bod. incharges & other incharges |
| Auditing of S8 exam related documents | Checklist given by Mr. Binoy, Auditors to use the checklist and check all the required documents, its order, signature etc. | Auditors appointed for this semester. - deadline to check documents- 24.07.2021. HoDs/Subject incharges to submit all documents online/offline to the concerned auditor. |
| S6 & s8 complete auditing of documents- audit 2 | To check the CJs, minutes of meetings and other related parameters of S6 & s8 | Auditors by next week, Subject incharges to submit all necessary documents online/offline to the auditor. |

S. Kavitha
IQAC Director



[Signature]
Principal

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