



VEDAVYASA INSTITUTE OF TECHNOLOGY

IQAC meeting VVIT/IQAC/MOM/06/20-21

Minutes

Date: 03 02 2021

Venue: Board room

Time : 11 to 12 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, Mr. Vinoth Khanna AP ME, Ms. Anjali K AP EEE Ms. Jeyanthi AP S&H, Ms. Megha P AP S&H

Discussion

- Allocation of auditors for Eaudit

Discussion	Resolution	Action by	Deadline
E Audit	To assign auditors from each department to check another department with a Faculty from same department	To do auditing	12.02.2021
KTU norms for auditing	To follow	1. All Auditors	While doing auditing
Submission of all soft copy documents	To share all documents in google drive of vvitofficialsheds@gmail.com	Individual teachers	Immediately after updating.
Signatures: 1. <u>S. Banitha</u> 2. <u>S.S.</u> 3. <u>Megha</u> 4. <u>Dr. J.</u> 5. <u>Dr. S.</u> 6. <u>Vinodh</u> 7. <u>Anji</u> 8. <u>Jeyanthi</u> 9. <u>Net</u>			

Approved By:



Dr.S.Sangheetha, Principal



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