



# 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 vvit/iqac/min/07/2020-21

Present: Dr. Kavitha S.M.: Vice Principal & HODCSE: 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

- E-Audit 2- outcome – Eaudit was conducted from 5<sup>th</sup> February by designated people from IQAC to check all documents related to teaching learning process of ODD semester. The auditors have sent the soft copy of their audit reports with remarks as per KTU format.
- A detailed discussion on the remarks given by auditors for each department was discussed in the meeting. The members agreed to rectify any errors in format to follow uniformity.

Discussion	Resolution	Action by IQAC members	Deadline
E Audit outcome	To follow uniform format if any one follows otherwise	Each department IQAC team to check all formats and inform to follow in uniform manner and submit the soft copies	On or before 17.02.2021
As the contact classes of S3 has just started, the lab documents of S3 were not thoroughly checked by Auditors	To check progress of S3 lab and other labs ( need not check if already checked)	Auditors of all departments, to check the following for all lab courses <ol style="list-style-type: none"><li>1. Internal continuous evaluation format</li><li>2. Sample lab record of a student</li><li>3. Final exam marks/division to comply with regulations or not.</li><li>4. Mark distribution</li><li>5. Exam (internal/external) questions, viva questions, sample scripts.</li><li>6. (any other relevant documents to prove that the lab courses conducted as per KTU regulations)</li></ol>	18.02.2021
Submission of all soft copy documents	Format to be followed Attached as annexure 1	Individual subject teachers to send their documents after rectifying mistakes in format- to hod, hod to combine all files as per the format given and upload to <a href="mailto:vvitofficialsheds@gmail.com">vvitofficialsheds@gmail.com</a> drive.	18.02.2021
Signatures: 1. <u>S. Jeyanthi</u> 2. <u>Shibi</u> 3. <u>Megha</u> 4. <u>Binoy</u> 5. <u>S. Anjali</u> 6. <u>Vinoth</u> 7. <u>Anjali</u> 8. <u>Jeyanthi</u> 9. <u>Megha</u>			

Approved By:



Dr.S.Sangheetha, Principal



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