

Vedavyasa Institute of Technology

VVIT	IQAC Meeting		VVIT/IQAC/MOM/ 12/2020-21
Date: 17 09 2021	Time: 10 to 10:45 pm	Location: office of Principal	
Meeting Called By	Dr S. Sangheethaa, Principal: (Chairperson)		
Type of Meeting	KTU has sent a mail related to the documents to be maintained for E-Audit to be inline with NBA Accreditation. A meeting was called to discuss about this		
Facilitator	Dr Kavitha S. M: Director IQAC		
Note-taker	Dr Kavitha S. M: Director IQAC		
Attendees	Dr S. Kavitha M, Vice Principal & Director IQAC: Mr Daniel Auditor CE Department, Ms.Sabitha Rani APME, Ms Jeyanthi S&H AP, Prof. Balakrishnan Prof, EEE		
Agenda	To discuss the documents to be maintained for audit by KTU.		
Discussion	Resolution	Action by	Deadline
Audit documents Mail from KTU already shared to all Hods	To maintain documents mentioned as per KTU mail by all Departments	HoDs, Subject teachers	Immediately
Second audit of s2 & s4	To be ready with all relevant documents	Auditors	To start immediately after second internal exams
Feedback/course end survey/ Exit survey forms-	To share to all Dept members through whatsapp	Dr Sangheethaa- parents feedback form & Exit survey Dr Kavitha - Course end survey	Immediately
To collect feedbacks from students using the shared forms	To pass the soft copy to all students, parents and collect feedback	Subject Teachers/ Tutors/ HoDs	Immediately- last date to complete 30.09.2021
Timetable of S7	All HoDs to publish it in IQAC group to check uniformity	HoDs	Before 25.09.2021

Principal

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