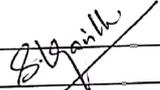


		<b>VEDAVYASA INSTITUTE OF TECHNOLOGY</b>	
Meeting of IQAC Members		Minutes	
Date: 19 August 2019		Time 2:30 to 3:40 pm	
Venue: Board Room			
Chairperson: Dr Sangheethaa S., Principal			
Present: Dr. Kavitha S.M.: Vice Principal & HOD CSE: Convener			
(Members) Ms Sruthi M.P (CSE)		Ms Priya N. Gopi (EEE) Ms Krishna Priya (ECE)	
Ms Divya K.K. (HoD) (CE)		Ms Sabitha Rani (ME) Ms Sumisha (S&H)	
(Mentor) Dr Jaget Babu (Dean Academics)			
In view of the commencement of the academic year a meeting of members of the yet-to-be formed IQAC was set in order that academic standards might be discussed for implementation this year.			
Discussed and resolved			
1) To schedule course and class committee minuted meetings before this weekend			
2) To continue usage of the existing consolidated attendance register.			
3) Each Department has to maintain a tutorial Log book with timely detailed entries.			
4) To maintain course journal for practical courses, log-book of equipment. Lab manual, student work-record are mandatory. Entry of marks to be made in course journal every weekly lab session. Conduct viva voce every lab session.			
5) Course journal must be maintained with entries like details on assignment, syllabus coverage, ICT enabled teaching, internal exam details, syllabus coverage of practical courses,			
6) Conduct faculty evaluation by students.			
7) Conduct of seminar for S7 classes must follow KTU guidelines. Seminar report must first be made, followed by presentation. This order must be maintained. All students must attend the seminar. For evaluation: (1) faculty member in charge (2) faculty nominee of HoD. Marks: Report: 15; Presentation 20; Q & A 15. Maintain course journal entering details of student interaction, selection of seminar-topic, its approval, hand-in of first report, modifications and recommendations, final hand-in of report, presentation, turn-out, Q & A, entry of marks.			
			

Approved By:

  
PRINCIPAL  
Dr Sangheethaa, Principal

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