

IQAC Meeting		
VVIT	Date: 24 Feb 2020	Time: 3 to 4:15 pm
	Location: office of Principal	
Meeting Called By	Dr S. Sangheethaa, Principal: (Chairperson)	
Type of Meeting	IQAC, mandatory meeting	
Facilitator	Dr Kavitha S. M: Director IQAC	
Note-taker	Dr Jaget Babu N.R. Dean Academics	
Attendees	Dr S. Kavitha M, Vice Principal & Director IQAC Ms.Divya K K HOD, CE, Ms. Krishnapriya ECE, Ms. Sabitha ME, Ms. Anjali EEE, Ms. Sumisha ,S&H.	
Agenda	<p>Observance of open-book examination by IQAC members</p> <p>Draft of Quality Assurance Report (QAR) which is to be submitted to KTU next month</p> <p>Craft a good format for Practical Lab report in view of external examiner attending end semester Practical examination next semester.</p> <p>Check of quality of test question paper, and marks awarded for lab performance</p> <p>Internal and external communication.</p> <p>Report of work of Attendance Monitoring Committee</p>	
Discussion	<p>QAR: The members gave their input to the making of QAR, which the Dean Academics will put together to make the second quarterly QAR, for the period: Dec second week of 2019 to March second week of 2020.</p> <p>The need for a meaningful and uniform lab report format for practical courses was discussed and seen as essential particularly in the context of the manner of end semester practical examination being shifted from 'internal exam' to 'external university exam'.</p> <p>As concerns the current delivery of practical courses, Dr Sangeethaa, Principal and Chairperson, reiterated the need to conclude all work, including marking, at the end of the lab. session. To realize this, students may make the template of the lab report and fill in minor details in the work record at home before coming to the lab.</p> <p>IQAC will check the quality of test question paper and craft a uniform format for the question paper.</p> <p>Attendance Monitoring Committee will hand in a report of its activity, this week. The observation about students of second semester was that there have been many with attendance deficit. Such as these who can produce 'medical certificate' must hand in before 28 Feb 2020.</p> <p>Faculty members should record attendance in the Course Journal when students attend a co-curricular activity on the campus.</p> <p>The question paper of open-book examination needs specification like Bloom's Taxonomy, course objectives. The question papers must be filed. Conduct of open-book examination must be quite formal. This manner of conduct will be observed by IAQC members.</p>	

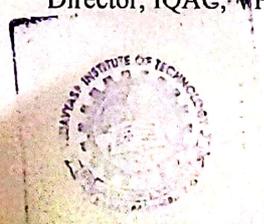
	<p>During the days of conduct of test papers, March 2, 3, 4, new teachers can attend orientation sessions of Dean Academics.</p> <p>It has been observed that communication among staff and to those outside has been free and easy. This is not encouraged as difficulties could arise. As a rule, it is only the Principal who should send communications to faculty members. The Vice Principal, with the knowledge and consent of the Principal can also do the same. Faculty members should not send communications among themselves. Faculty members can send approved brochures to other faculty members. Communications outside the Institute should be made only by the Principal or with the express consent of the Principal, by the authorized faculty members.</p> <p>It is preferred that topics presented at the Tech Talk be selected from recent developments.</p>
Resolutions	<p>To start making the QAR—by Dean Academics.</p> <p>To craft several formats of lab work report—by Dean Academics with input from faculty members.</p> <p>To complete weekly practical course sessions at its conclusion—by all faculty members delivering practical lab. courses.</p> <p>To check the quality of test question papers, and to make a uniform format for question paper—by IQAC</p> <p>To hand in a report of activity of Attendance Monitoring Committee—by a member of the committee, (Dean Academics)</p> <p>To report to The Principal receipt of medical certificates handed in by S2 students with attendance deficit—Dr Nimmy John, S & H HoD (28/2)</p> <p>To enter log of student attendance when students attend co-curricular activity on the campus.</p> <p>To observe conduct of open-book examination—by IQAC members.</p> <p>To schedule orientation class for faculty members during the days of test 1—by Dean Academics.</p> <p>Internal communications are to be made by the Principal alone. The Vice Principal can also send internal communications with the knowledge and consent of the Principal. External communication is invested with the Principal. Those authorized by the Principal can send external communications.</p> <p>To ensure that topics at the Tech Talk must spring from recent developments.</p>

Jagat Babu

Dr Jagat Babu
Dean Academics

S. Kavitha

Dr Kavitha S.M
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Chairperson, IQAC

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