

# Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.

## Minutes of IQAC -VVIT/IQAC/MOM/4/2020-21 even sem

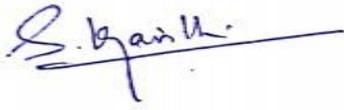
Conducted during even semester -Academic Year 2020-2021 - Pandemic COVID 19 Surge

Meeting Called By	<i>Dr S. Sangheethaa, Principal: (Chairperson)</i>
Type of Meeting	<b>IQAC Meeting</b>
Facilitator	<i>Dr Kavitha S. M: Director IQAC</i>
Note-taker	<i>Ms. Krishna Priya V</i>
Mode:	<i>Online Google Meet Platform</i>
Date:	<i>09/06/2021 Time: 10.00a.m -11 a.m</i>
<i>Online Participants: Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Divya K K HOD, CE: Ms.Amritha K Das and Ms.Anjana TK AP CSE,;Prof.Balakrishna Pillai HOD EEE,Ms.Noofa Syed Asso Prof EEE,Ms.Chandana APCE,Mr.Daniel,Ms.Anjusha V AP CE ,Mr.Kiran Murali APME, Mr.Binoy P APME,Ms.Krishna Priya V APECE,dr.C.Periasamy HOD ECE,Mr.Arjun P APME</i>	

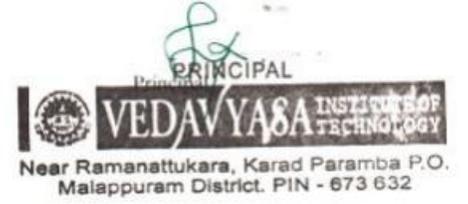
The following points were discussed in the meeting:

<i>Suggestion/Matter Raised</i>	<i>Suggestions/Matters Discussed</i>	<i>Actions to be taken by</i>
<b><i>Finalizing S8 2017 Admn. And M.Tech S4 Internal Marks</i></b>	<ul style="list-style-type: none"> <li><i>As per KTU circular to conduct s8 online University Exams, it is decided to complete the Internal Mark finalization by 16<sup>th</sup> June 2021 after Project Review Process.</i></li> <li><i>Schedule of Project Review with titles to be submitted to vvitOfficialsheads mail by 11<sup>th</sup> June 2021</i></li> <li><i>IQAC will send the common formats to hods mail for Project Evaluation by 10<sup>th</sup> June 2021</i></li> <li><i>M.Tech S4 Project marks and APC will be ready by June 14<sup>th</sup> 2021.</i></li> <li><i>B.Tech APC and All internal marks will be ready by 16<sup>th</sup> June 2021.</i></li> </ul>	<i>Concerned HOD, Staff, IQAC</i>
<b><i>Conduct of e-Audit Next week</i></b>	<ul style="list-style-type: none"> <li><i>In accordance with the Office Order of the Principal, an e-audit is to be conducted from next week from June 18<sup>th</sup> to June 22<sup>nd</sup> including UG and PG.</i></li> <li><i>Internal Audit Team of even semester 2020-2021 of concerned department should make all documents ready for e-auditing with support of dept staff.</i></li> <li><i>Need to give all details in soft copy format</i></li> </ul>	<i>Concerned HOD, Staff, e-audit IAT</i>
<b><i>Main items to be emphasized in the e-audit next week</i></b>	<ul style="list-style-type: none"> <li><i>Minutes of Advisory Committee Meetings conducted online (soft copy)</i></li> <li><i>Course diaries for all courses (soft copy)</i></li> <li><i>List of students affected by connectivity issues and measures taken</i></li> <li><i>Details of course material uploaded</i></li> <li><i>NPTIEL/SWAYAM course materials recommended, Details of MOOC courses taken by UG/PG students.</i></li> <li><i>Conduct of laboratory classes with relevant details</i></li> <li><i>Regular assessment details of laboratory classes if any</i></li> <li><i>Project Group Details</i></li> <li><i>Details of faculty evaluation done online and action taken on it.</i></li> <li><i>Minutes of students' grievances and appeal committee</i></li> </ul>	<i>Concerned HOD, Staff, e-audit IAT</i>

	<p><i>meetings</i></p> <ul style="list-style-type: none"> <li>• <i>S8 final marks to be confirmed in CJ.</i></li> <li>• <i>CJ in specified format as per circulation done by Binoy Sir Model.</i></li> </ul>	
<b><i>Conduct of Series Exam</i></b>	<ul style="list-style-type: none"> <li>• <i>Online mode-Dated from 24<sup>th</sup>, 25<sup>th</sup> and 28<sup>th</sup> June 2021 -FN and AN sessions for B.Tech S2,S4 First series and b.Tech S6 Second Series as per circulars.</i></li> <li>• <i>Common Formats of QP Blooms Level, Other templates will be followed</i></li> <li>• <i>M.Tech First series for S2 will be commenced from June 28<sup>th</sup> 2021 with one exam per day-1 hour 30 marks format.</i></li> </ul>	<i>Concerned HOD, Staff, e-audit IAT</i>
<i>The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.</i>		



Dr S.Kavitha Murugesan IQAC Director



Dr.S.Sangheetha  
Principal