

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

Minutes of IQAC -VVIT/IQAC/MOM/2/2021-22 Odd sem

Conducted during Odd semester -Academic Year 2021-2022

Meeting Called By	<i>Dr S. Sangheethaa, Principal: (Chairperson)</i>
Type of Meeting	IQAC Meeting
Facilitator	<i>Dr Kavitha S. M: Director IQAC</i>
Note-taker	<i>Ms. Shibi B</i>
Mode:Offline	<i>Meeting hall 106</i>
Date:	<i>31/01/2022 Time: 10.30 a.m -11.00 a.m</i>
<i>Participants: Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Divya K K HOD, CE: Mr.Binoy P APME, Ms.Krishna Priya V AP ECE, Mr.Vinoth Kanna AP ME, Ms.Surabhi AP EEE, Ms.Sabitha Rani HOD ME, Dr. Periyaswamy, HOD ECE, Dr.Haseena B A, Ms.Ameefa P K A P CSE.</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>
<i>Pending work of Audit</i>	<ul style="list-style-type: none"> • <i>In accordance with the audit conducted from January 19th to 24th including UG and PG, pending works should be completed.</i> • <i>Internal Audit Team of odd semester 2021-2022 of concerned department should make all pending documents ready for auditing with support of dept staff.</i> • <i>Seminar/Project should follow a common format and submit for audit.</i> 	<i>Concerned HOD, Staff, audit IAT</i>
<i>Finalizing second series dates and portion completion.</i>	<ul style="list-style-type: none"> • <i>As per KTU circular to conduct s3,s5 B.Tech Second Series exams , it is decided to complete the portion by 15th February 2022.</i> • <i>As per KTU circular to conduct s3 M.Tech Second Series exams , it is decided to complete the portion by 15th February 2022.</i> • <i>As per KTU circular to conduct s1 B.Tech Second Series exams , it is decided to complete the portion by 15th February 2022.</i> • <i>As per KTU circular to conduct s1 M.Tech Second Series exams , it is decided to complete the portion by 20th February 2022.</i> 	<i>Concerned HOD, Staff, IQAC</i>
<i>Mode of Series exam</i>	<ul style="list-style-type: none"> • <i>As of now we prefer the mode of series exam in offline.</i> • <i>IQAC format should be followed and accordingly question papers should be submitted.</i> 	<i>Concerned HOD, Staff all</i>

The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.

S. Banik
IQAC Director



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