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	Dr S. Sangheethaa, Principal: (Chairperson)
Type of Meeting	IQAC Meeting VV IT\IQAC\mom\09\2020-21
Facilitator	Dr Kavitha S. M: Director IQAC
Note-taker	Ms.KrishnaPriya V
Mode:	Online Google Meet Platform
Date:	09/06/2021 Time: 10.00a.m -11 a.m

Online Participants: Dr S. Kavitha M, Vice Principal ; Director IQAC: 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

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
Finalizing S8 2017 Admn. And M.Tech S4 Internal Marks	• As per KTU circular to conduct s8 online University Exams, it is decided to complete the Internal Mark finalization by 16th June 2021 after Project Review Process. • Schedule of Project Review with titles to be submitted to vvitOfficialsheads mail by 11th June 2021 • IQAC will send the common formats to hods mail for Project Evaluation by 10th June 2021 • M.Tech S4 Project marks and APC will be ready by June 14th 2021. • B.Tech APC and All internal marks will be ready by 16th June 2021.	Concerned HOD, Staff, IQAC
Conduct of e-Audit Next week	• In accordance with the Office Order of the Principal, an e-audit is to be conducted from next week from June 18th to June 22nd including UG and PG. • Internal Audit Team of even semester 2020-2021 of concerned department should make all documents ready for e-auditing with support of dept staff. • Need to give all details in soft copy format	Concerned HOD, Staff, e-audit IAT
Main items to be emphasized in the e-audit next week	• Minutes of Advisory Committee Meetings conducted online (soft copy) • Course diaries for all courses (soft copy) • List of students affected by connectivity issues and measures taken • Details of course material uploaded • NPTEL/SWAYAM course materials recommended, Details of MOOC courses taken by UG/PG students. • Conduct of laboratory classes with relevant details • Regular assessment details of laboratory classes if any • Project Group Details • Details of faculty evaluation done online and action taken on it. • Minutes of students' grievances and appeal committee meetings	Concerned HOD, Staff, e-audit IAT