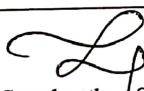


Ref: VVIT/BN/IQAC/MOM/3/2020-21

VVIT		IQAC Meeting		Location: office of Principal
Date: 3 October 2020	Time: 1 to 2 pm			
Meeting Called By	Dr Sangheetha S, Principal: (Chairperson)			
Type of Meeting	Regular- online			
Facilitator	Dr Kavitha S. M: Director IQAC			
Note-taker	Ms. Divya KK Head CE			
Attendees	Dr S. Kavitha M, Vice Principal & Director IQAC Ms. Divya K K, HOD CE: Dr Periasami, ECE: Ms. Sabitha, ME: Ms. Anjali K EEE: Dr. Nimmi S&H HoD			
Agenda				
1. Discussion of E-Audit outcome				
Discussion	Resolution	Responsibility	Deadline	
Advisory meetings	A presentation on the importance of such meetings, and the methods to achieve the goal will be presented to all FA and SFAs	Adviser Dr. Jaget Babu	31.10.2020	
Course delivery	Periodically verify all course diaries to check entries made or not	IQAC Department team	Every week	
Internal Assessment Details	Make the attempt to shift to test understanding and require collaboration. Consider course project. Check quality of Assignments	Subject Teachers IQAC Department Team		
Test	<p>Question papers of series tests should reach IQAC atleast 1 week before the exam date.</p> <p>Question paper should have a code Sample code: CS3B1 interpretation: CS shows programme (computer science) 3 shows semester B shows slot or name of course 1 represents test Number.</p> <p>Scrutiny of Question paper : A scrutiny document (every department , semester specific) should be prepared after verifying each Question paper. A neat sample QP should be attached to scrutiny document, that shows everything (name of Institute, table of textual infor, max marks time and other pertinent info) Remarks like the following need to be added as remarks in the scrutiny document.</p>	Subject teachers IQAC Team		

	conforms to sample QP; only 1.5 modules covered; questions are tough; marks are different from sample QP, format is the same as sample QP add a mix of difficult and easy qns etc marks must be..... etc. and other relevant details		
Course material uploaded	Upload quality materials, hand written simple notes by teachers preferable. Video of class/ screen recording should also be uploaded.	Subject teachers IQAC Team	
NPTEL /SWAYAM Course material recommended.	Course diary should have a page which shows NPTEL videos/courses recommended y teachers for that particular subject	Subject teachers	immediately
Laboratory class / Project/ Design Project	Start lab/project classes by including them in schedule. Assessment should also start, check VLAB or take video of experiments	Subject teachers	Immediately
Faculty evaluation Action taken on it	Submit new set of questions for second evaluation	IQAC Director	Immediately
Details of MOOC courses taken by UG/PG students	Encourage students to enroll	FA/SFA	Immediately
Grievances and appeals	Conduct biweekly meeting with students to enquire grievances	FA/SFA & HoDs	Immediately.


 Dr. Sangheetha S
 Chairperson, IQAC, Principal



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