
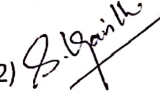
		VEDAVYASA INSTITUTE OF TECHNOLOGY	
		Minutes	
Meeting of IQAC Members		Time 1 to 1:50 pm	
Date: 22 August 2019		Venue: Board Room	
Chairperson: Dr Sangheetha S., Principal			
Present: Dr. Kavitha S.M.: Vice Principal & HOD CSE: Convener		Ms Krishna Priya (ECE)	
(Members) Ms Sruthi M.P (CSE)		Ms Priya N. Gopi (EEE)	
Ms Divya K.K. (HoD) (CE)		Ms Sabitha Rani (ME)	
(Mentor) Dr Jaget Babu (Dean Academics)		Ms Sumisha (S&H)	
<p><u>Discussion:</u> Conduct of Lab. sessions in accordance with KTU regulations was explained in detail and also the evaluation of student work before the end of the lab session. Students must maintain a work record and entries made during the lab session. Students should not make entries in the work record at home.</p> <p><u>Resolution:</u> Evaluation of student lab work must comply with KTU regulations. Marks are 60 + 10, which must be assigned before the lab session ends. The marks should be written down in student work-record and the marks of viva voce should be explicitly shown in the work record. Marks are then to be carried over into the Lab course journal. Again the oral test marks should be shown separately in course journal.</p> <p>To conduct lab sessions in accordance with the rules of KTU. Students need to maintain work-record.</p> <p><u>Responsibility:</u> HoDs should ensure that these three points are put in practice.</p> <p><u>Discussion:</u> Learning through assignment task has to be encouraged as it is a problem-based learning method. In view of irregularities among student that accompany assignment task, take-home assignments will not be encouraged.</p> <p><u>Resolution:</u> Students will have to write assignments as an in-class activity from 3 to 5 pm or from 3 to 4:30 pm.</p> <p><u>Responsibility:</u> HoDs must arrange the in-class assignment activity, making all preparations for the schedule.</p>			

Signatures: 4) 


5) 


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Approved By:


Dr. Sangheetha S., Principal

 **VEDAVYASA INSTITUTE OF TECHNOLOGY**
Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632

