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

Minutes of IQAC -VVIT/IQAC/MOM/2/2022-23 Odd sem

*Conducted during Even semester -Academic Year 2021-2022*

| Meeting Called By | Dr Raji Rajan Principal: (Chairperson) |
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| Type of Meeting | IQAC Meeting |
| Facilitator | Dr Kavitha S. M: Director IQAC |
| Note-taker | Dr.Vinoth Kanna I |
| Mode:Offline | Meeting Room |
| Date: | 04/11/2022 Time: 2.30p.m -3.30 pm |
| Participants: Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Divya K K HOD, CE: Ms.Krishna Priya V AP ECE, Dr.Vinoth Kanna AP HOD ME,Dr. PeriyaswamyHOD ECE, Ms.Neethu S&H,Dr.Somi S HOD S&H,Ms.Megha O AP CE,Ms.Noofa AP EEE,Mr.Saravanan AP CE | | |

The following points were discussed in the meeting:

| Suggestion/Matter Raised | Suggestions/Matters Discussed | Actions to be taken by |
| --- | --- | --- |
| **First series Exam S3,S5,S7** | * As per KTU circular S3,S5,S7 B.Tech First Series exams to be conducted before 11th November 2022. * One exams per day to be conducted for 50 marks each except for 11th November. * Question paper should contain CO1,CO2,CO3 as per university pattern. * IQAC to scrutinize the question paper as per format. * 2.5 to 3 modules to be completed. * Dept of Mech will be incharge for conducting Internal Series Exam1 * Dr.Vinoth Kanna I will be Inter Series Exam Coordinator. | Concerned HOD, Staff,  audit IAT |
| **Auditors Role in internal Audit.** | * The following Auditors will provide a report after checking the concerned departments along with written report signed by towards smooth functioning of B.Tech External audit.  | * Mr.Vinoth Kanna | Dept of CSE | | --- | --- | | * Ms. Megha O | Dept of ECE | | * Mr.Binoy | Dept of EEE | | * Ms.Krishpriya V | Dept of Mech | | * Ms.Noofa | Dept of CE |  * Internal Audit to be done from 7.11.2022 to 10/11/2022 * Final report will be submitted on 15.11.2022 by auditors along with IQAC FB. * M.Tech External audit will be done by Mr.Saravanan and Ms.Soumya | Concerned HOD, IQAC DEPT STAFF,Lab Staff,Lab Assistants  IQAC Auditors |
| **Placement Drive** | * Activities to be initiated by Mr.Sujikumar.All HODs could support in the same. | Concerned HOD, Staff all |
| **Chairperson for various Common Course Committee** | * Decided and circulated in separate circular from IQAC | SFA, |
| The above points were discussed and resolved so that the action will be done with immediate effect by all the members present. | | |

IQAC Director Principal