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 |
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| * 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 AssistantsIQAC 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