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

Minutes of IQAC -VVIT/IQAC/MOM/2/2021-22 0dd sem

*Conducted during 0dd semester -Academic Year 2021-2022*

| Meeting Called By | Dr S. Sangheethaa, Principal: (Chairperson) |
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| Type of Meeting | IQAC Meeting |
| Facilitator |  Dr Kavitha S. M: Director IQAC |
| Note-taker | Ms.Shibi B |
| Mode:Offline | Meeting hall 106  |
| Date: | 31/01/2022 Time: 10.30 a.m -11.00 a.m |
| Participants: Dr S. Kavitha M, Vice Principal ; Director IQAC: Ms.Divya K K HOD, CE: Mr.Binoy P APME,Ms.Krishna Priya V AP ECE, Mr.Vinoth Kanna AP ME,Ms.Surabhi AP EEE,Ms.Sabitha Rani HOD ME,Dr. Periyaswamy,HOD ECE,Dr.Haseena B A,Ms.Ameefa P K A P CSE. |

The following points were discussed in the meeting:

| Suggestion/Matter Raised  | Suggestions/Matters Discussed | Actions to be taken by |
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| **Pending work of Audit**  | * In accordance with the audit conducted from January 19th to 24th including UG and PG,pending works should be completed.
* Internal Audit Team of odd semester 2021-2022 of concerned department should make all pending documents ready for auditing with support of dept staff.
* Seminar/Project should follow a common format and submit for audit.
 | Concerned HOD, Staff,audit IAT |
| **Finalizing second series dates and portion completion.** | * As per KTU circular to conduct s3,s5 B.Tech Second Series exams , it is decided to complete the portion by 15th February 2022.
* As per KTU circular to conduct s3 M.Tech Second Series exams , it is decided to complete the portion by 15th February 2022.
* As per KTU circular to conduct s1 B.Tech Second Series exams , it is decided to complete the portion by 15th February 2022.
* As per KTU circular to conduct s1 M.Tech Second Series exams , it is decided to complete the portion by 20th February 2022.
 | Concerned HOD, Staff,IQAC |
| **Mode of Series exam** | * As of now we prefer the mode of series exam in offline.
* IQAC format should be followed and accordingly question papers should be submitted .
 | Concerned HOD, Staff all |
| 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