



# VEDAVYASA INSTITUTE OF TECHNOLOGY

Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077  
Affiliated To AICTE, APJAbdul Kalam Kerala Technological University, And Govt. Of India

## Circular

In compliance with the order of Dr S. Sangeetha , Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, an College Academic Council has been formed for the academic year 2024-25 with the following members.

- Chairman : Dr S.Sangeetha , Principal
- Members :
- : Dr Periyaswami ,HOD ECE
  - : Er Divya K K, HOD CE
  - : Prof Balakrishna Pillai, HOD EEE
  - : Mr Lijin George HOD ME
  - : Mr Sanal Kumar HOD S&H
  - : Ms Ranjana C, HOD CSE
  - : Mr Ashik T S, AP ,S&H.Boys hostel Warden
  - : Ms Shobana .Girls Hostel Warden





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

## Details of Committee Members

DESIGNATION IN COMMITTEE	NAME	DESIGNATION
Chairman	Dr S.Sangeethaa	Principal Ph: 9747552961 Mail Id: principal@vvit.org
Member	Er Divya K K	HOD CE Ph: 9400906939 Mail Id: hodce@vedavyasa.com
Member	Dr Periyaswami	HOD ECE Ph: 9445010909 Mail id: hodec@vedavyasa.org
Member	Prof Balakrishna Pillai	HOD EEE Ph: Mail id: hodeee@vedavyasa.org
Member	Dr Ligin George	HOD ME Ph: 7837838483 Mail id: hodme@vedavyasa.org
Member	Ms Ranjana C	HOD CSE Ph: 9916353330 Mail Id: hodcse@vedavyasa.com
Member	Mr Sanal Kumar	HOD, S&H Ph: 9946542184 Mail Id: sanalkumartm1992@gmail.com
Member	Mr Ashik T S	AP, S&H, Boys Hostel Warden 9961927744
Member	Ms Shobana	Hostel Warden, Girls. 9447456460



  
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### Constitution of Council for the year 2024-25

In compliance with the order of Dr S. Sangheethaa, Principal, issuing from the requirement of Academic Regulations of APJ Abdul Kalam Technological University, Kerala, and Approval Process handbook 2018-19 of AICTE, a Committee as detailed below has been reformed.

Name of the Committee	<b>College Council 2024-25</b>
Date of Constitution	<b>: 15 -07-2024</b>
Responsibility of the members	:The responsibility of the college council is to advice and to assist the principal in all academic and administrative matters.
Higher Authority / Management	The Committee will report to the Principal.

Chairman	Dr Sangheethaa S	Principal
Secretary	Er. Divya KK	HOD ,CE
Member	Dr.Periyasamy C	HOD ,ECE
Member	Prof.Balakrishnana Pillai	HOD,EEE
Member	Dr.Ligin George	HOD,ME
Member	Mr.Sanal Kumar	HOD,S&H
Member	Ms.Ranjana C	HOD,CSE
Member	Mr.Narayanan Thannani	Administrative Officer
Member	Ms.Mohammed Hamras	Final year student ,CSE
Member	Mr. Sreya	Final year student ,CE
Member	Mr. Ashik T S	AP,S&H ,Boys Hostel Warden
Member	Ms. Shobana	Girls Hostel Warden

Responsibility of the Council

The Constitution was adopted by the members to achieve the aims and execution of duties.



Approved by Dr. S. Sangheethaa, Principal.

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

Minutes of HOD meeting -VVIT/HOD/MOM/1/2024-25 Odd sem

Conducted during Odd semester -Academic Year 2024-2025

Meeting Called By	Dr. Sangheetha S, Principal Chaired
Type of Meeting	HOD's Meeting
Facilitator	Ms Ranjana C,
Mode: Offline/online	Principals Chamber -offline
Date:	15/07/2024 - Time: 1.30 -2:00 pm
Participants: Ms.Divya K K HOD, CE: Dr. Ligin George HOD ME, Dr. Periyaswamy, HOD ECE, Prof. Bala Krishna Pillai Prof EEE Dept, Mr Sanal S&H, Ms Ranjana C ,HOD CSE	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Deadline	Actions to be taken by
Semester Commencement	<ul style="list-style-type: none"> <li>New semesters S7, S5, and S3 will begin on July 18th.</li> <li>The academic calendar and semester plan must be distributed to all students.</li> <li>Please submit the class timetable to the principal.</li> <li>Common subject hours should be coordinated with other departments to finalize the schedule.</li> </ul>	Department Timetable Coordinator 17/07/2024	Concerned HOD, Staff
Semester fees payment and Attendance	<ul style="list-style-type: none"> <li>Semester fees must be paid at the office by July 23, 2024.</li> <li>All tutors are encouraged to motivate students to excel in their studies this semester.</li> <li>The SFA should oversee the attendance for each respective batch.</li> </ul>	Class Tutors must ensure the semester fees is paid within 23/07/2024	SFA
External Lab Exam Mark entry	<ul style="list-style-type: none"> <li>The dates of external lab marks entry have been entered for all branches. Externals can enter marks.</li> </ul>	The internal lab examiner has to inform the externals to enter the external lab examination marks by 20/07/2024	Concerned HOD, Staff,
Routine to be followed	<ul style="list-style-type: none"> <li>Department HOD and tutor must take care of the regularity of students.</li> <li>Late commers are monitored and warned strictly.</li> <li>All faculty and students must wear ID card.</li> <li>All students must come in proper uniform.</li> </ul>	Immediate	Concerned HOD, Staff
The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.			


  
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Ranjana  
 15/7/24  
 PRINCIPAL

CEE  
 HOD ECE





VEDAVYASA INSTITUTE OF TECHNOLOGY,  
Karadparamba PO, Malappuram Dt-673632

Action Taken Report submitted dated 27/7/2024

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 15/7/2024

Resolution	Action Taken
<ul style="list-style-type: none"><li>• Students must come in proper uniform.</li><li>• Late commers are monitored.</li><li>• Semester fees payment</li></ul>	<ul style="list-style-type: none"><li>• For irregularity strict actions are taken by department.</li><li>• Discipline committee members are monitoring the students daily.</li><li>• Tutors are informed to call parents and inform about the fees dues.</li></ul>

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

## Minutes of HOD meeting -VVIT/HOD/MOM/2/2024-25 Odd sem

Conducted during Odd semester -Academic Year 2024-2025

Meeting Called By	Dr .Sangheethaa S, Principal Chaird
Type of Meeting	HOD's Meeting
Facilitator	Ms Ranjana C ,
Mode: Offline/online	Principals Chamber -offline
Date:	27/08/2024 - Time: 11.50 -12:30 pm
Participants: Ms.Divya K K HOD, CE: Dr. Ligin George HOD ME, Dr. Periyaswamy, HOD ECE, Prof. Bala Krishna Pillai Prof EEE Dept, Mr Sanal S&H,Ms Ranjana C ,HOD CSE	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Deadline	Actions to be taken by
First Series Examination Schedule	<ul style="list-style-type: none"> <li>First Series Exam Schedule:</li> <li>S7: September 4, 2024, to September 6, 2024</li> <li>S5: September 4, 2024, to September 7, 2024</li> <li>S3: September 4, 2024, to September 7, 2024</li> </ul>		Concerned HOD Staff
Subject Portion Completion	<ul style="list-style-type: none"> <li>All concerned tutors should encourage students to study diligently for their exams.</li> <li>The IQAC department member must verify the subject coverage for each allocated semester.</li> <li>The HOD needs to ensure that all course contents are completed.</li> </ul>	The HOD should check the portion completion status within 02/09/2024	SFA
First Series examination Question paper submission	<ul style="list-style-type: none"> <li>Question papers must be submitted at least one week before the exam.</li> <li>After the completion of series exam, result analysis should be submitted to the Principal within one week.</li> </ul>	All subject faculty submit QP to coevedata@vedavyasa.org	Concerned HOD Staff, audit IAT
Routine to be followed	<ul style="list-style-type: none"> <li>Department HOD and tutor must take care of the regularity of students.</li> <li>Late commers are monitored and warned strictly.</li> <li>Proper Uniform</li> <li>All faculty and students must wear ID card.</li> </ul>	Daily this matter has to be checked.	Concerned HOD Staff
The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.			

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*Ranjana*  
27/8/24

*Principal*

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*Per*

*Dr*



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**Action Taken Report submitted dated 5/9/2024**

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 27/8/2024

Resolution	Action Taken
<ul style="list-style-type: none"><li>• First Series Exam Scheduled.</li></ul>	<ul style="list-style-type: none"><li>• The respective department should prepare the <sup>Exam</sup> timetable and forward to Principal, Parents group &amp; Students.</li></ul>
<ul style="list-style-type: none"><li>• Portion completion details</li></ul>	<ul style="list-style-type: none"><li>• IQAC member &amp; Dept HOD should <del>ensure</del> the completion of portions by the faculty.</li></ul>
<ul style="list-style-type: none"><li>• Students has to attend the series exams without fail.</li></ul>	<ul style="list-style-type: none"><li>• Any leave / absent the student must inform the respective class tutor.</li></ul>



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

Minutes of HOD meeting -VVIT/HOD/MOM/3/2024-25 Odd sem

Conducted during Odd semester -Academic Year 2024-2025

Meeting Called By	Dr. Sangheetha S, Principal Chaird
Type of Meeting	HOD's Meeting
Facilitator	Ms Ranjana C,
Mode: Offline/online	Principals Chamber -offline
Date:	10/09/2024 - Time: 1.30 pm-2:00 pm
Participants: Ms.Divya K K HOD, CE: Dr. Ligin George HOD ME, Dr. Periyaswamy, HOD ECE, Ms Soumya KK, AP EEE Dept, Mr Sanal S&H, Ms Ranjana C ,HOD CSE	

The following points were discussed in the meeting:

Suggestion/ Matter Raised	Suggestions/Matters Discussed	Deadline	Actions to be taken by
First series internals and consolidate attendance	<ul style="list-style-type: none"> <li>The first series internal marks and consolidated attendance submit to Principal on 12 Sep 2024.</li> </ul>	SFA should submit consolidated attendance and internals on 12/09/2024	Concerned HOD, All Staff
Student Performan ce	<ul style="list-style-type: none"> <li>Tutors should encourage and support struggling students to improve their performance in the upcoming series of exams.</li> </ul>	Immediate action	SFA
Onam Program	<ul style="list-style-type: none"> <li>SFA members are responsible for collecting contributions for the Onam program.</li> <li>During events, SFA and Discipline Committee members should supervise students to ensure they adhere to the college's disciplinary standards.</li> <li>The Onam program is scheduled for September 13, 2024.</li> <li>During the Onam program, all students must uphold the college's discipline.</li> <li>All faculty members are expected to be present at the college during the event.</li> </ul>	The tutor must collect the Onam contribution from all the students and give to program coordinator before 22/09/2024	
Routine to be followed	<ul style="list-style-type: none"> <li>The Department Head and tutors must ensure that students maintain regular attendance.</li> <li>Late arrivals will be monitored and given strict warnings.</li> <li>All individuals should be neatly dressed and maintain proper uniform standards.</li> <li>All faculty members and students are required to always wear their ID cards.</li> </ul>	Immediate action	Concerned HOD, Staff
The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.			

Ranjana  
10/9/24

~~10/9/24~~

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Karadparamba PO, Malappuram Dt-673632

Action Taken Report submitted dated 28/9/2024

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council Committee on 10/9/2024

Resolution	Action Taken
<ul style="list-style-type: none"><li>Series consolidated marks submission</li><li>Result analysis / Publish the series marks.</li><li>Active participation of faculty and students for onam program</li></ul>	<ul style="list-style-type: none"><li>The consolidated marks has to be submitted within 1 week to the Principal.</li><li>Concern Dept HOD &amp; tutor must conduct PTA and inform parents &amp; students about their performance.</li><li>Participation of students mandatory.</li><li>The duties are arranged and faculty has to do the same work.</li></ul>

  
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