

Minutes of the Meeting of Academic Council of KTU

Dated: 30-07-18, 10 am at VVIT Principal's Chamber

Agenda

1. Discussion on Regulation, draft Curriculum and Syllabus
2. Discussion on draft Academic Calendar
3. Discussion on orientation programs for new admission
4. Discussion on various committees or clubs

Chaired by: Principal Dr.S.Sangheetha

Members Present:

1. HOD CE - *Renya* Mr. Renya
2. HOD EEE - *Prof. Balakrishna Pillai* Prof. Balakrishna Pillai
3. HOD CSE - *S. Baitha* Dr. S. Baitha
4. HOD ECE - *Uma* Dr. C. Penarany
5. HOD Mech - *Sajan* Mr. Sajan M.
6. HOD S&H - *San* Ms. Sanishe. S.

Points Discussed:

An orientation program for new admissions to be held on 1.8.2018

Commencement of Classes for B.Tech : August 2nd, 2018

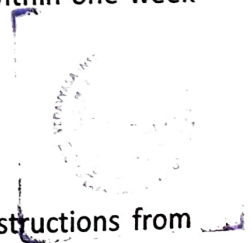
No. of working days in	August	: 15
	September	: 18
	October	: 20
	November	: 19
Proposed dates for Test 1	September 17 th	, 2018
Proposed dates for Test 2	October 29 th	, 2018
Proposed dates for End Semester Exam	December 11 th	, 2018

- a. Internal Tests will be of 2/3hrs duration and no class cancellation on these days for B.Tech and for M.Tech the duration will be of 1 Hour for 20 marks.
- b. End Semester Examinations will be conducted as per KTU norms.
- c. It is also recommended to publish the internal marks one week after last exam.
- d. It is also recommended to conduct class wise PTA meeting within one week of last exam.

Other points discussed.

Common core subjects for S1,S3 batches were decided.

1. Present system of valuation and question papers setting as per instructions from KTU



2. Pass minimum for PG course and B.Tech Degree were discussed as per norms
3. Grade card format will be given by KTU. Monthly/Series report sheet to be framed for each class students.
4. For each M.Tech course, there should be an evaluation committee in each department
5. Research methodology is common to all M.Tech Courses, where among the four modules, 2 modules may be made common to all the departments and the other 2 modules according to the department.
6. Similar Programs should have common syllabus for each subject with same code
7. The other committee/clubs to be constituted as per KTU guide lines for the smooth and disciplined functioning of the college.
8. Academic calendar has 72 working days as outlined below:
9. It is decided to conduct Orientation program for new admission on the day of commencement of classes, i.e. **August 1st, 2018 for B.Tech Students and August 8th for M.Tech Students.**

The meeting came to an end at 12.30pm.



VVII

Action Taken Report:

Date: Dec 2018

Meeting referred to: Meeting of Hods

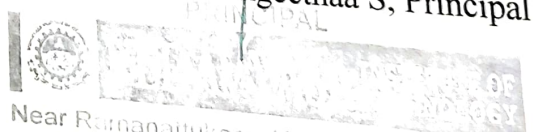
Date of the Meeting: 30-7- 2018

Item

Action

- 1) Orientation Programme for fresh students was held on 1-8-2018.
- 2) The first test will be held on 17-11-2018, and the second on 29-10-2018. The duration of each B.Tech test will be 2 hours, and 1 hour for M.Tech.
- 3) Students were shown the internal evaluation marks a week after the close of the semester.
- 4) PTA meeting for each class was held after the last test.
- 5) Evaluation sheet was prepared for each class to show monthly progress.
- 6) M.Tech evaluation committee was formed for thesis and seminar evaluation.
- 7) Syllabus of Research Methodology was designed with two common modules for all disciplines and two discipline-specific modules.
- 8) The following committees and clubs have been formed for the academic year:

Signature: Dr Sangeetha S, Principal


Near Ramanattukara, Karad Paramba P.O.
Malappuram District. PIN - 673 632


Vedavyasa Institute of Technology

Minutes of HOD meeting (13/08/2018)

Sl.No	Topic of discussion	Action to be taken by / Remarks
1	Onam Celebrations – on 17 th August -Friday	Staff Coordinators from each department. CSE – Ms.Ginnu George , Ms.Renyanath Civil – Mr. Fayis , Ms.Midhusha ME - Mr.Sajan, Mr.Babeesh ECE – Mr.Rahul EEE - Ms.Anjali
2	Fresher's Party – on September 1 st (3 rd and 4 th hours only)	Conducted by S5 and S3 students to S1S2 students
3	Attendance Software	Teachers to promote existing students to next level and create database of new students in Excel file.
4	Series Test – on 17, 18, 18 September	Each day two exams. Timings for Series test 9 am to 10 am – Revision 10 am to 12 pm – Exam1 12 pm to 12.40 lunch break 12.40 pm to 2 pm revision 2 pm to 4 pm Exam2
5	Question paper pattern for series test	Total : 60 marks 2 Hrs duration Part A : 4 questions x 5 marks each (2 + 3 pattern) - 20 marks Part B : 4 questions x 5 marks each (short answer type) – 20 marks Part C : 2 questions x 10 marks each (either or choice based questions total 4 questions to be taken) – 20 marks
6	Updating lesson plan and attendance regularly	HoDs should show the progress of lesson plan on weekly basis to the Pricipal.
7	Registration of students to the final exam will be done, only if the students secure pass marks in both the series tests.	Tutors/HoDs to inform the students.
8	NSS camp – will be held for 4 days in October 2018	NSS Coordinator to make arrangements.
9	Preparing the students for series exam	Special classes will be conducted from september 10 to 15. September 1 st is a working day with Tuesday's timetable.

Actions are taken as per the deadline




PRINCIPAL
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