



VEDAVYASA INSTITUTE OF TECHNOLOGY

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

14-11-2021

Circular

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 AICTE, Academic Council has been formed for the academic year 2021-22 with the following members.

Chair Person : Dr Sangheethaa S Principal

Secretary : Dr. Arun Korath, Vedavyasa Trust

Members : (Faculty) : Dr. Kavitha S. Murugesan Vice Principal

: Dr. Periasamy C HOD ECE

: Prof. Balakrishna Pillai HOD EEE

: Er. Divya K.K. HOD CE

: Er. Sabitha Rani HOD ME

: Dr. Nimmy John HOD S&H

: Ms. Shibi B. AP CSE

: Mr. Binoy P. AP ME

: Mr. Rahul I R AP ECE

: Mr. Jishnu C PET

: Mr. Narayanan T., Administrative Officer

: Mr. Saravanan P. Boys Hostel warden

: Smt. Sobha Girls Hostel Warden

Members (Student) : Raessa Nasrin S7 CE

: Arjun C V S5 CE

For any sort of concern kindly contact the above people and email to vvit@vedavyasa.org

PRINCIPAL



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





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Constitution of Council for the year 2021-22

Name of the Committee **College Council 2021-22**
Date of Constitution : (2.11.21)
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.

Designation	Members		Members Contact Details
Chairperson	Dr Sangeetha S	Principal, VVIT	sangeetha@gmail.com
Secretary	Dr. Arun Korath	Secretary, Vedavyasa Trust	arunkorath@gmail.com 9567593304
Member	Dr. Kavitha S	Vice Principal, & HOD CSE	hodcse@vedavyasa.org 9061212493
Member	Dr. Periyasamy C	HOD, ECE	hod@vedavyasa.org 8248593882
Member	Prof. Balakrishnana Pillai	HOD, EEE	hodee@vedavyasa.org 9496172520
Member	Mrs. Divya KK	HOD, CE	hodce@vedavyasa.org 8248593882
Member	Mrs. Sabitha Rani	HOD in charge, ME	hodme@vedavyasa.org 811919074
Member Student	Mr Jishnu Chelari	Physical Education Student	jishnuchelari@gmail.com
Member Student Rep Male	Mr Arjun CV	S5 CE Student	arjuncv@gmail.com 7736817803
Member Student Rep Female	Ms Rasena Nasrin	S7 CE Student	rasenanasrin@gmail.com 9544792638
Member Selected faculty	Mrs Shibi B	AP, CSE	shibib4@gmail.com 8714174370
Member Selected Faculty	Mr Rahul IR	AP, ECE	rahulir@gmail.com 7907923879
Member Selected faculty	Mr Binoy P	AP, ME	binoypoyili.vedavyasa@gmail.com 9446339929
Special invitee - Boysr	Mr Saravanan	Associate CE	saravanancevit@gmail.com 9786144648
Special invitee GirlsMember	Ms Shobana	Warden Girls Hostel	9447456460



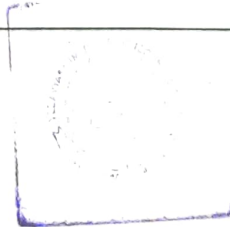
VEDAVYASA INSTITUTE OF TECHNOLOGY
Karadparamba PO, Malappuram Dt, Kerala 673632

COLLEGE COUNCIL (2021-2022)

(As per Government of Kerala: 2020: Kerala Gazette: Vol. IX: No 1769: 5th August 2020)

Name	Designation	Role in GC
Dr.S.Sangheethaa,	Principal, VVIT	Chair Person
Dr.Arun Korath	Secretary, Vedavyasa Trust	Secretary
Dr Kavitha S	Vice Principal , HOD CSE Department	Member
Dr. Periasami C	HOD, ECE Department	Member
Prof. Balakrishnan M. Pilla	HOD EEE Department	Member
Mrs. Divya KK	HOD CE Department	Member
Dr. Nimmi Soney	HOD S&H Department	Member
Mrs. Sabitha Rani	HOD-in-charge ME Department	Member
Mr. Jishnu Chelari	Physical Education Teacher	Member
Mr. Arjun CV	S5 CE Student –	Member-Student Representative-Male
Ms. Raeesa Nasrin	S7 CE Student –	Member-Student Representative-Female
Mrs. Shibi B	AP, CSE	Member-Selected Faculty Member
Mr. Rahul IR	AP, ECE	Member-Selected Faculty Member
Mr. Binoy P	AP, ME	Member-Selected Faculty Member
Mr. Saravanan	Asso.Professor CE	Special invitee -Boys Hostel Warden
Ms. Shobana	Warden Girls Hostel	Special invitee -Girls Hostel Warden

Formed this day 12.11.2021



Dr. Sangheethaa S

Principal



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

COLLEGE COUNCIL

In view of affiliation with University, the Institution is bound to form a 'College Council'. Students and faculty members that constitute the College Council shall advise and offer suggestions to the Principal or Director on all matters pertaining to the Institution. The Institution shall constitute College Council no later than six months from the date these statutes are made effective. The Institute shall notify the University of the constitution of College Council.

(I)	Constitution of College Council	
	(1)	The Council shall consist of the following members:
	(i)	Chairperson: Head of Institution (Director), or Principal, or Professor charged with responsibilities of Director or Principal.
	(ii)	Heads of Departments or Professor charged with responsibilities of the Department.
	(iii)	Teacher in charge of Physical Education.
	(iv)	College Union Chairman or General Secretary, or Representative of students.
	(v)	Woman member of College Union or Representative of girl-students
	(vi)	Three elected faculty members one of which must be a woman faculty member.
	(vii)	Special invitees: (a) Faculty member who deals with the subject of discussion of the Council (b) Faculty member(s) in charge of boys' and girls' hostels when hostel matter is the subject of discussion of the Council. (Special invitees have no right to vote. Nor can they make up the required quorum for meetings)
	(2)	A Secretary must be elected from the members of the Council. If for any reason, the Secretary be absent from any meetings, the Chairperson can nominate one from the Heads of Departments.
	(3)	The Secretary must convene meetings in consultation with the Chairperson. Replacement of the Secretary is possible on a 'two-thirds majority'.
	(4)	The Syndicate shall decide the rules, responsibilities, authority, duties, continuance, quorum, programme of meeting and so forth of the College Council formed for the academic needs of Departments.
(II)	Quorum and Programme of Meeting	
	(1)	Quorum: The minimum number of members for a meeting should two-thirds of the total number of members. Every resolution of the meeting should be endorsed by the majority of members attending a meeting.
	(2)	The College Council should meet once every month.
	(3)	Meetings can also be held on an emergency basis. In such cases, according to the judgement and instruction of the Chairperson, the Secretary should inform all members of the emergency meeting. The quorum may not be fulfilled for such emergency meetings. However, the resolutions from emergency meetings should be intimated to all members and their endorsement must be sought. The Secretary has to make the agenda of emergency meetings and sent to all members two days before the emergency meeting.
	(4)	At meetings, topics outside the agenda arising from emergency, can be discussed with the permission of the Chairperson. Resolutions issuing from such topic-

		discussion must be submitted to the next meeting for approval and that meeting should consider the resolutions for or against sanction.
	(5)	The Secretary should record the minutes of meetings, and the minutes, signed by the Presiding Officer, should be read at the close of the meeting.
	(6)	If during the span of the College Council, the Student Union is re-constituted, then the student members form the new student union will replace the previous ones.
(III)	Term of the College Council	
		The term of the College Council shall be two years from its formation. Before the term of the Council comes to an end, the Chairperson should launch the necessary steps for the formation of a new College Council. If, for any reason, the new College Council cannot be formed, then the term of the existing College Council will run for another six months or will end with the formation of a new College Council, whichever happens first. Two months before the end of the term, the Principal/Director/ Professor in Charge shall initiate adequate steps to form the next College Council.
(IV)	College Council: Authority, Responsibility, Duty.	
	(1)	The Council has the authority to empower individuals or bodies to examine, investigate the following areas, and to formulate action plan and recommendations
	(i)	Academics, and research subjects
	(ii)	Discipline in the Institute, hostels and Institute precincts
	(iii)	Ragging
	(iv)	Crimes against women, and socially and economically backward groups.
	(2)	To discuss and form opinions on such matters as academic research areas, financial areas, examinations or tests and curriculum matters and other pertinent topics as they affect students, teachers and technical staff.
	(3)	To make recommendations on term-appointments on rotation basis to such positions as examination cell convener, teachers charged with college union responsibilities and other related bodies, hostel warden, deputy chief warden and so forth.
	(4)	The chairperson has the responsibility to implement College Council Resolutions without any change in them as a matter of normal course. Where resolutions are under complaint or dispute, the chairperson can use authority to implement them and in the subsequent meeting the chairperson has to offer an explanation for implementing such resolutions.

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

College Council Meeting- VVIT/PrI/CC/ __/2021-22

Conducted during Odd semester -Academic Year 2021-2022

Meeting Called By	Dr S. Sangheethaa, Principal: (Chairperson)
Type of Meeting	College Council Meeting
Facilitator	Dr Kavitha S. M: VP
Note-taker	Ms. Shibi B
Mode: Offline/online	Meeting hall 106
Date:	31/01/2022 Time: 10.00 a.m -10.30 a.m
Participants: Dr S. Kavitha M, Vice Principal ; 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																		
Finalizing second series dates and portion completion.	<ul style="list-style-type: none"> • 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. <table border="1" style="width: 100%; margin-top: 10px; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">2nd Series Dates</th> <th style="text-align: center;">2nd Series results publishing date</th> </tr> </thead> <tbody> <tr> <td>S1 B.Tech</td> <td style="text-align: center;">21,22,23 feb,2022</td> <td style="text-align: center;">28th feb,2022</td> </tr> <tr> <td>S3 B.Tech</td> <td style="text-align: center;">16,17,18 feb,2022</td> <td style="text-align: center;">23rd feb 2022</td> </tr> <tr> <td>S5 B.Tech</td> <td style="text-align: center;">16,17,18 feb,2022</td> <td style="text-align: center;">23rd feb 2022</td> </tr> <tr> <td>S1 M.Tech</td> <td style="text-align: center;">21,22,23 feb,2022</td> <td style="text-align: center;">28th feb,2022</td> </tr> <tr> <td>S3 M.Tech</td> <td style="text-align: center;">16,17,18 feb,2022</td> <td style="text-align: center;">23rd feb 2022</td> </tr> </tbody> </table>		2 nd Series Dates	2 nd Series results publishing date	S1 B.Tech	21,22,23 feb,2022	28 th feb,2022	S3 B.Tech	16,17,18 feb,2022	23 rd feb 2022	S5 B.Tech	16,17,18 feb,2022	23 rd feb 2022	S1 M.Tech	21,22,23 feb,2022	28 th feb,2022	S3 M.Tech	16,17,18 feb,2022	23 rd feb 2022	Concerned HOD, Staff
	2 nd Series Dates	2 nd Series results publishing date																		
S1 B.Tech	21,22,23 feb,2022	28 th feb,2022																		
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S1 M.Tech	21,22,23 feb,2022	28 th feb,2022																		
S3 M.Tech	16,17,18 feb,2022	23 rd feb 2022																		
Pending work of Audit	<ul style="list-style-type: none"> • 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. 	Concerned HOD, Staff, audit IAT																		
Events in January for Newsletter.	<ul style="list-style-type: none"> • Each department events should be submitted today itself to VVIT Heads Officials. • Ms. Anjusha CE should prepare newsletter and forward it to Ms. Sruthi P CSE. 	Concerned HOD, Ms. Anjusha CE, Ms. Sruthi P CSE																		
Monthly report submission	<ul style="list-style-type: none"> • Format of monthly report is already circulated in HOD's mail, all are expected to submit the same. 	Concerned HOD																		
Mode of Series exam	<ul style="list-style-type: none"> • As of now we prefer the mode of series exam in offline. 	Concerned HOD, Staff all																		
Course/Class committee	<ul style="list-style-type: none"> • 2nd Course/Class committee report to 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.																				

Vice Principal



Principal

VEDAVYASA INSTITUTE OF TECHNOLOGY

Action Taken Report dated 15/02/2022

Committee Name: ACM - HoD's Meeting held on 31/01/2022

1. Finalization of second series dates and position completion	1. Dates informed to students and parents
2. Pending works of audit	2. Completed
3. Monthly report submission	3. Submitted
4. class/ course committee	4. Report submitted


Principal

PRINCIPAL



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



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

College Council Meeting- VVIT/PrI/CC/ ___ / 2021-22

Conducted during Odd semester -Academic Year 2021-2022

Meeting Called By	<i>Dr S. Sangheethaa, Principal: (Chairperson)</i>
Type of Meeting	College Council Meeting
Facilitator	<i>Dr Kavitha S. M: VP</i>
Mode:Offline/online	<i>Principals Chamber –offline</i>
Date:	<i>18/02/2022 Time: 12.00 -12.30 p.m</i>
<i>Participants: Dr S. Kavitha M, Vice Principal ; Ms.Divya K K HOD, CE: Ms.Sabitha Rani HOD ME,Dr. Periyaswamy,HOD ECE,Prof Bala Krishnan HOD EEE,Nimmi S&H Dept.</i>	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
Finalizing second series marks and Practical internal exams .	<ul style="list-style-type: none"> • <i>As per KTV circular s3,s5 B.Tech ,S3 M.Tech Second Series exams marks to be published by 22nd February 2022 .</i> • <i>As per KTV circular to conduct s3 s5 B.Tech Practical Exams internal and to be completed by March 4th 2022</i> 	<i>Concerned HOD, Staff</i>
Malpractice in Internal Exam	<ul style="list-style-type: none"> • <i>As per DAC and HODs suggestion, an Imposition by the student in the concerned subject to write the Question and answers for 3 times in presence of the subject faculty concerned.</i> • <i>The overall Result analysis of the series exam for other subjects will be kept WH for the student.</i> • <i>If done repeatedly, to be informed to parents regarding the same behavior and further action will be taken as per DAC.</i> 	<i>Concerned HOD, Staff,DAC.</i>
Lab Audit	<ul style="list-style-type: none"> • <i>The lab documents will be checked by Auditors for the forthcoming External Lab exams either 28th February 2022 or 2nd March 2022.</i> • <i>Internal Audit Team of each dept with the concerned faculty in-charge of lab to keep all documents verified by that time and should make all pending documents ready for auditing with support of dept staff.</i> 	<i>Concerned HOD, Staff, audit IAT</i>
Model Exam Time table	<ul style="list-style-type: none"> • <i>Each department will prepare and submit the Model exam Timetable as per University norms to VVIT Heads Officials so that the exam will be completed by March 2nd 2022.</i> 	<i>Concerned HOD</i>
S8 class	<ul style="list-style-type: none"> • <i>S8 classes for 2018 Admn Students starts on 28th February 2022 officially.</i> • <i>The Instruction day starts on 2nd March 2022.</i> 	<i>Concerned HOD</i>
Collection of Tuition Fee	<ul style="list-style-type: none"> • <i>Every student will be directed to pay the even semester fee within 10 working days from the commencement of the semester.(for example for S8 students, they have to complete the payment by 14th March 2022 else they will be marked absent and not allowed for class or marked absence during that period even in Project hours if allowed also. This is to be strictly followed by the SFA and HODs concerned. A circular will be given from office to the concerned S8 students by 25th February 2022 and defaulters will be called from office for the first time on 14th March 2022.</i> 	<i>Concerned HOD, Staff all</i>
Course/Class committee	<ul style="list-style-type: none"> • <i>2nd Course/Class committee report to be submitted.</i> 	<i>Concerned HOD,Staff all</i>

The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.


 PRINCIPAL
 Vedavyasa Institute of Technology
 Karad, Paramba P.O.

VEDAVYASA INSTITUTE OF TECHNOLOGY

Action Taken Report dated 28/2/22

Committee Name: ACM - HoD's Meeting held on 18/2/22

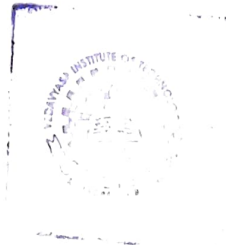
1. Finalization of second series marks and Practical internal exams	1. Completed
2. Malpractice in Internal Exam	2. Implemented by DAC Team
3. Lab Audit	3. To be completed by 2nd March 22.
4. Sg class & Collection of tuition fee	4. Time table etc. prepared. Tuition fee - notice - send to parents.


Principal

PRINCIPAL



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



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

Minutes of HOD meeting -VVIT/HOD/MOM/3/2021-22 Even sem

Conducted during Even semester -Academic Year 2021-2022

Meeting Called By	Dr. S. Sangheetha, Principal: (Chairperson)
Type of Meeting	HOD's Meeting
Facilitator	Dr Kavitha S. M: VP
Mode:Offline/online	Principals Chamber -offline
Date:	04/04/2022 Time: 12.00 -1.00 p.m
Participants: Dr S. Kavitha M, Vice Principal ; Ms.Divya K K HOD, CE: Mr Vinoth Kannan HOD ME, Dr. Periyaswamy, HOD ECE, Prof Bala Krishnan HOD EEE, Ms. Babitha K AP S&H Dept, Dr. Nimmi John HOD S&H .	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
Finalizing First series internal exam dates	<ul style="list-style-type: none"> As per KTU circular S8 B.Tech First Series exams to be conducted on 11th and 12th of April 2022 . Two exams per day to be conducted for 50 marks each. 	Concerned HOD, Staff
Lab Audit	<ul style="list-style-type: none"> The lab documents, equipments will be checked by Auditors for the forthcoming External Lab exams . Internal Audit Team of each dept with the concerned faculty in-charge of lab to keep all documents verified by that time and should make all pending documents ready for auditing with support of dept staff on or before 7th April 2022. Any issues found to be rectified as early as possible. All Lab Assistants to be available and be aware external lab exams. In some labs Lab assistants are taking leave without prior permission. 	Concerned HOD, Staff, audit IAT
Time table preparation	<ul style="list-style-type: none"> Time table to be prepared for s2,s4,s6 classes by allocating an hour for Placement/Library. S8 time table to be slightly changed by allocating one hour for placement/library. 	Concerned HOD
Commencement of classes	<ul style="list-style-type: none"> Even semester classes for S6 to be started form 11/4/2022, S4 from 21/4/2022, and S2 from 18/4/2022. Handling the common subjects were discussed. 	Concerned HOD
Collection of Tuition Fee	<ul style="list-style-type: none"> Every student will be directed to pay the even semester fee within 10 working days from the commencement of the semester.(for example for S6 students, they have to complete the payment by 21st April 2022 else they will be marked absent and not allowed for class or marked absence during that period even in Project hours if allowed also. This is to be strictly followed by the SFA and HODs concerned. A circular will be given from office to the concerned students . 	Concerned HOD, Staff all
Course/Class committee	<ul style="list-style-type: none"> 1st Course/Class committee reports to be submitted as per schedule. 	Concerned HOD, Staff all
Veda Vyasa App	<ul style="list-style-type: none"> Veda Vyasa App to be effectively used for marking attendance. Any problems to be noted in google form shared with all HOD's. 	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.		

S. Banik



Principal
 PRINCIPAL
 Near Remanattukara, Karad Paramba P.O
 Malappuram District. PIN - 673 632

Vedavyasa Institute of Technology

Action Taken Report dated 24/4/2022

Committee Name : ACM-HOD's meeting held on 4/4/2022

Action taken by	Dates/Remarks
① Finalised first series internal exam dates	Conducted & Completed Sr. on 11 th & 12 th April
① Kale Audit Completed	By 18 th April 2022
① Time table work done	Submitted by all HOD's
① Course/Class Committee meeting done	As Per KTU plan Completed
① Updated Vedavyasa App Input.	All faculty starting update their inputs time to time



[Signature]

PRINCIPAL



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

Vedavyasa Institute of Technology

College Council Meeting

Conducted during Even semester Academic Year 2021-22

Meeting Called by: Dr. S. Sangheethaa, Principal (Charge)
 Title of Meeting: College Council Meeting
 Facilitator: Dr. Kartha S. M. VP
 Mode: Offline online
 Date: 14.05.2022 Time: 2.00-3.00 p.m
 Participants: Dr. S. Kavitha W. Vice Principal ; Ms. Divya K K HOD, CE: Mr Vinodh Karim HOD WE Dr. Perumal HOD
EE: Prof. Siba Krishna HOD EEE Dr. Nimmi John HOD SBH, Shibi B AP CSE

The following points were discussed in the meeting:

Suggestion/Matter/Issue	Suggestions/Points/Discussion	Remarks/Action/Support
Finalizing of First semester internal exam dates	<ul style="list-style-type: none"> As per UGC circular St. M. Jack First Semster exams to be conducted before 2nd May 2022. Exam begins per day to be conducted for 2 hours each for 2 hours duration. 	Concerned HOD, Staff
Faculty Data Updates	<ul style="list-style-type: none"> All faculty were requested to complete their profile with a minimum 25% app. 	Concerned HOD, Staff
Improvement in University Results	<ul style="list-style-type: none"> The current set results of 2021 term is not as expected hence all staff to motivate the students to the forthcoming exam with various types of exercises as per University pattern and practice the same during Remedial classes. Explanation from staff with doubts etc would. Final year students who are interested in special classes will be handled for ST/ST subjects to improve their academic results. 	Concerned HOD, Staff
Parents meeting	<ul style="list-style-type: none"> Before semster exam it would be better to give video guide to online meeting with parents to inform the current status of students, Attendance and Progress. 	Concerned HOD, Staff
Collection of Tuition Fee	<ul style="list-style-type: none"> Every student will be directed to pay the even amount by within 10 working days from the commencement of the semester. A circular already given from office to the concerned students but still lagging. All staff are expected to inform to concerned parents regarding the same. 	Concerned HOD, Staff
Course/Class committee	<ul style="list-style-type: none"> 1st Course/Class committee reports to be submitted as per schedule. 	Concerned HOD, Staff
Faculty on On-Duty	<ul style="list-style-type: none"> All faculty are expected to take only one day for receiving bundles and one day for returning bundles to Camp so as to limit their absence due to OD. (since altering of duty is not smoothly happening if done for more than 2 working days) 	Concerned HOD, Staff
Record Workbook	<ul style="list-style-type: none"> All students are expected to purchase lab record book from Stores for their concerned practical work. Staff to promote only that records. 	Concerned HOD, Staff and all students
Veda Vyasa App	<ul style="list-style-type: none"> Veda Vyasa App to be effectively used for marking attendance. Any problems to be noted in google form shared with all HOD's. 	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.

(Handwritten signatures and dates)

Vedavyasa Institute of Technology

Action Taken Report dated 20/5/2022

Committee Name: ACM - HOD's meeting held on 4/5/2022

- Finalizing PG First series internal exam dates
- Faculty Data Updates
- Improvement in University Exam Results
- Parents meeting
- Collection of Tuition Fee
- Course/Class committee
- Faculty on On-Duty
- Veda Vyasa App

Completed on 15/5/2022
TT published.

Done is LMS app.

Action taken Discussed with
HOD's in Dept.

Finalised to be done by
June 1st weekly.

Informed to Defaulters
parents.

Done as per KTU plan.

Informed to all staff
Concerned with Immediate
effect.

Updated as per requirements.

P. Ganitha