

# VEDAVYASA INSTITUTE OF TECHNOLOGY

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

07-09-2023

## Circular

In compliance with the order of Dr S. Sangheetha, 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 2023-24 with the following members.

Chair Person : Dr Sangheetha S Principal

Secretary : Er. Divya K.K. HOD CE

Members : (Faculty) : Dr. Periasamy C HOD ECE

: Prof. Balakrishna Pillai HOD EEE

: Dr. Lijin George HOD ME

: Mr. Sanal Kumar HOD S&H

: Ms. Ranjana C. HOD CSE

: Mr. Narayanan T., Administrative Officer

: Mr. Mohammed Rashique Boys Hostel warden

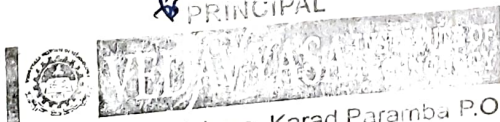
: Smt. Sobha Girls Hostel Warden

Members (Student) : Adithya E. S7 CSE

: Mohammed Salman S7 ME

For any sort of concern kindly contact the above people and email to [vvit@vedavyasa.org](mailto:vvit@vedavyasa.org)

PRINCIPAL



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





## VEDAVYASA INSTITUTE OF TECHNOLOGY

Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077  
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### COLLEGE COUNCIL MEMBERS CONTACT DETAILS

Name of the Committee	College Council 2023-24		
Date of Constitution	: 4 -09-2023		
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	Contact Number and mail id		
Chairman	Dr Sangheetha S	Principal	<i>Sangheethaa@vedavyasa.org</i>
Secretary	Er. Divya KK	HOD ,CE	<i>94 00906939 hodce@vedavyasa.org</i>
Member	Dr.Periyasamy C	HOD ,ECE	<i>9445010909 hodece@vedavyasa.org</i>
Member	Prof.Balakrishnan a Pillai	HOD,EEE	<i>9496172520 hodeeee@vedavyasa.org</i>
Member	Dr.Ligin George	HOD,ME	<i>8903955342 hodme@vedavyasa.org</i>
Member	Mr.Sanal Kumar	HOD,S&H	<i>9946542184 sandhvedavyasa@gmail.com</i>
Member	Ms.Ranjana C	HOD,CSE	<i>9916353330 hodcse@vedavyasa.org</i>
Member	Mr.Narayanan Thannani	Administrative Officer	<i>9946000850 Narayananthannani@gmail.com</i>
Member	Ms.Adithya E	Final year student ,CSE	<i>9207617709 adithyae617709@gmail.com</i>
Member	Mr. Muhammad Salman M	Final year student ,ME	<i>9745466205 Salmanmoosthedan@gmail.com</i>
Member	Mr. Rashique	Boys Hostel Warden	<i>9745131600 Muhammedrashique1995@gmail.com</i>
Member	Ms. Shobana	Girls Hostel Warden	<i>9447456460 Shobana@gmail.com</i>



## VEDAVYASA INSTITUTE OF TECHNOLOGY

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### Constitution of Council for the year 2023-24



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 **College Council 2023-24**  
Date of Constitution **: 4 -09-2023**  
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.Adithya E	Final year student ,CSE
Member	Mr. Muhammad Salman M	Final year student ,ME
Member	Mr. Rashique	Boys Hostel Warden
Member	Ms. Shobana	Girls Hostel Warden

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

  
  
Head, Kakkove, Malappuram Dt, Kerala, 0483-2832157, Mob: 9446565077



Approved by Dr. S. Sangheethaa, Principal.



Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.  
Minutes of HOD meeting -VVIT/HOD/MOM/1/2023-24 Odd sem

Conducted during Odd semester -Academic Year 2023-24

Meeting Called By	Dr. Sangheetha S.: (Chairperson)
Type of Meeting	HOD's Meeting
Facilitator	Er. Divya K.K.
Mode:Offline/online	Principals Chamber –offline
Date:	12/09/2023 Time: 11.30 a.m - 12.00 p.m
Participants: Er.Divya K.K. HOD CE, Dr. Periasamy C. HOD ECE, Prof. Balakrishna Pillai, HoD EEE, Dr.Lijin George HoD and ME, Mr. Sanal Kumar HoD S&H	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
<b>Academic Related Matters</b>	<ul style="list-style-type: none"> <li>All faculty need to adhere to the module completion dates specified.</li> <li>Module test after completion of every module need to be conducted and must be monitored by respective HoD's</li> </ul>	All faculty
<b>Discipline of Students</b>	<ul style="list-style-type: none"> <li>Squad duty - one faculty from each department should be available at the entrance to monitor the late comers and late comers must be strictly warned and actions to be taken.</li> <li>Those students who needs to go out during class hours in the case of emergency can go only with permission from class advisor and concerned HoD and gate pass can be sanctioned</li> </ul>	All faculty
<b>Planning of departmental activities</b>	<ul style="list-style-type: none"> <li>Department activities to be planned by each department related to professional body associations</li> <li>Deadline for submission of Departmental calendar - 20<sup>th</sup> September, 2023</li> </ul>	HoDs
<b>Planning of College Level Activities</b>	<ul style="list-style-type: none"> <li>College Guild/Council was formed</li> <li>Staff in Charge for college level activities (Overall In-Charge) Mr. Abhiram, AP, ME Dept. Ms. Saranya, AP, S&amp;H Dept.</li> <li>From Each Dept. Ms. Anjusha R. (CE Dept.) Ms. Anjana (CSE Dept.) Mr. Ajay (ME Dept.) Ms. Sreasha (ECE Dept.) Ms. Soumya (EEE Dept.)</li> </ul>	Concerned faculty
<b>Planning of Fresher's Day and Graduation day</b>	<ul style="list-style-type: none"> <li>Fresher's Day - can be planned on 21<sup>st</sup> September, 2023 AN. It should wind up before 4.00 p.m.</li> <li>Graduation and Alumni - can be planned on October 14<sup>th</sup> 2023</li> </ul>	Staff In Charge

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

(HOD-CE) (HOD-ECE) (HOD-EEE) (HOD-S&H) (HOD-ME) (HOD-S&H)

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

**Action Taken Report submitted dated 21/09/2023**

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 12/09/2023

Resolution	Action Taken
<ul style="list-style-type: none"><li>• Portion completion for odd semesters</li></ul>	<ul style="list-style-type: none"><li>• Each department wise HOD's and all staffs should update monthly report and send to principal .</li><li>• HODs must verify the portion completion status from the Course journal and sign it.</li></ul>
<ul style="list-style-type: none"><li>• Unnecessarily leaving the campus</li></ul>	<ul style="list-style-type: none"><li>• Inform the attendance is mandatory for each hour and the student can leave the campus with early permission slip.</li><li>• The slip has to be get from office for genuine reason and permitted by HOD .</li></ul>
<ul style="list-style-type: none"><li>• Question papers must follow IQAC pattern.</li></ul>	<ul style="list-style-type: none"><li>• Each department IQAC members should specify the exam QP pattern to other staffs before the preparation of series exam. .</li></ul>

**Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.**  
**Minutes of HOD meeting -VVIT/HOD/MOM/ 3/2023-24 Odd sem**

*Conducted during Even semester -Academic Year 2023-2024*

Meeting Called By	Dr. Sangheethaa S, Principal Chaired
Type of Meeting	HOD's Meeting
Facilitator	Ms Divya KK,
Mode: Offline/online	Principals Chamber -offline
Date:	19/10/2023 - Time: 10.00am -10:30 am
<i>Participants: Ms.Divya K K HOD, CE: Dr. Ligin George HOD ME, Dr. Periyaswamy, HOD ECE, Prof. Bala Krishna Pilla Prof EEE Dept, Mr Sanal Kumar HOD S&amp;H, Ms Ranjana C ,HOD CSE</i>	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
<b>Academic's</b>	<ul style="list-style-type: none"> <li>• First series marks and result analysis must be submitted within 1 week after completion of exam.</li> <li>• PTA Meeting must be conducted. The result analysis must be presented to the parents.</li> <li>• Weak students' parents must be intimated about the first series exam performance.</li> <li>• Portion completion status of S3 and S1 semester. If any extra hours required, faculty can conduct special class on Saturday.</li> </ul>	Concerned HOD, Staff
<b>Discipline</b>	<ul style="list-style-type: none"> <li>• Late commers are monitored and after 9:10am no attendance should be given.</li> <li>• Switch off fan and light when not in use.</li> <li>• When common programs are conducted in college all students and faculty must be in the venue.</li> </ul>	SFA
<b>Activities</b>	<ul style="list-style-type: none"> <li>• All teachers must be available for Graduation Day. CL is not allowed.</li> <li>• Share the google form in the 2019 and 2018 batch WhatsApp group for Graduation Day registration.</li> </ul>	Concerned HOD, Staff, audit IAT
<b>Department</b>	<ul style="list-style-type: none"> <li>• S7 and S5 cumulative attendance must be displayed in the notice board on the 1st date of each month.</li> </ul>	Concerned HOD, Staff
<b>Staff</b>	<ul style="list-style-type: none"> <li>• Graduation day in charge staff must complete their duties assigned keenly.</li> </ul>	Staff all

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

*Sangheetha S*  
HOD S&H

*Ranjana C*  
HOD CSE

*Divya KK*  
HOD ME  
*Dr. Ligin George*  
HOD ECE  
*Prof. Bala Krishna Pilla*  
HOD EEE

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

**Action Taken Report submitted dated 27/10/2023**

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 19/10/2023

Resolution	Action Taken
<ul style="list-style-type: none"><li>• Identification of weak students.</li></ul>	<ul style="list-style-type: none"><li>• Each department wise HOD's and subject staff should identify their subject weak student from the series performance and take necessary steps like individual monitoring/precise explanation more than one time has to be expressively taught.</li></ul>
<ul style="list-style-type: none"><li>• To improve punctuality of students.</li></ul>	<ul style="list-style-type: none"><li>• After 9:00 am 1st hour attendance is closed.</li><li>• All staffs must strictly follow this .</li></ul>
<ul style="list-style-type: none"><li>• Active participation of faculty and other staffs for college level activities.</li></ul>	<ul style="list-style-type: none"><li>• Staff allotted for each program must complete their duties on time and each staff must be involved at the program venue to maintain discipline of students.</li></ul>



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

Minutes of HOD meeting -VVIT/HOD/MOM/ 4/2023-24 Odd sem

*Conducted during Even semester -Academic Year 2023-2024*

Meeting Called By	<i>Dr .Sangheetha S, Principal Chaired</i>
Type of Meeting	<i>HOD's Meeting</i>
Facilitator	<i>Ms Divya KK,</i>
Mode: Offline/online	<i>Principals Chamber -offline</i>
Date:	<i>13/11/2023 - Time: 10.00am -10:30 am</i>
<i>Participants: Ms.Divya K K HOD, CE: Dr. Ligin George HOD ME, Dr. Periyaswamy, HOD ECE, Prof. Bala Krishna Pilla Prof EEE Dept, Mr Sanal Kumar HOD S&amp;H, Ms Ranjana C ,HOD CSE</i>	

The following points were discussed in the meeting:

<i>Suggestion/Matter Raised</i>	<i>Suggestions/Matters Discussed</i>	<i>Actions to be taken by</i>
<i>Academic's</i>	<ul style="list-style-type: none"> <li>• <i>Class committee and course committee reports must be submitted.</i></li> </ul>	<i>Concerned HOD, Staff</i>
<i>Discipline</i>	<ul style="list-style-type: none"> <li>• <i>When common programs are conducted in college all students and faculty must be present in the venue.</i></li> <li>• <i>Discipline committee members must strictly monitor the students and maintain discipline in the venu.</i></li> </ul>	<i>SFA</i>
<i>Activities</i>	<ul style="list-style-type: none"> <li>• <i>Techfest is decided to conduct on November 30<sup>th</sup> 2023.</i></li> <li>• <i>Arts fest is decided to conduct on December 1<sup>st</sup> 2023.</i></li> </ul>	<i>Concerned HOD, Staff audit IAT</i>
<i>Department</i>	<ul style="list-style-type: none"> <li>• <i>All students from each department must actively participate in the tech fest and arts fest.</i></li> <li>• <i>Innovative ideas from respective branches are the focus.</i></li> <li>• <i>The staff must take initiative to support students.</i></li> </ul>	<i>Concerned HOD, Staff</i>
<i>Staff</i>	<ul style="list-style-type: none"> <li>• <i>Technical fest and Arts day in charge staff must complete their duties assigned keenly.</i></li> </ul>	<i>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.*

*Sanal Kumar*  
HOD S&H

*Ranjana*  
HOD CSE  
*Dr. Ligin George*  
HOD ME  
*Dr. Periyaswamy*  
HOD ECE



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

**Action Taken Report submitted dated 22/11/2023**

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 13/11/2023

Resolution	Action Taken
<ul style="list-style-type: none"><li>• Students extra-curricular activities improve freshness.</li></ul>	<ul style="list-style-type: none"><li>• Arts day and Technical fest has decided to be conducted at college.</li></ul>
<ul style="list-style-type: none"><li>• Active participation of faculty and students.</li></ul>	<ul style="list-style-type: none"><li>• From all semesters students can attend various programs given in the schedule.</li><li>• Participation of students mandatory.</li><li>• The duties are arranged and faculty has to do the same work.</li></ul>

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

**Action Taken Report submitted dated 29/11/2023**

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 20/11/2023

Resolution	Action Taken
<ul style="list-style-type: none"><li>• Students has to attend model exam</li></ul>	<ul style="list-style-type: none"><li>• For absentees /improvement in the given series update name at the earliest..</li><li>• Model exam dates announced in class groups..</li></ul>
<ul style="list-style-type: none"><li>• Active participation of faculty and students</li></ul>	<ul style="list-style-type: none"><li>• From all semesters students can attend various programs given in the schedule.</li><li>• Participation of students mandatory.</li><li>• The duties are arranged and faculty has to do the same work.</li><li>• Both students and faculty should participate in the event and set to reach maximum participation from the department.</li></ul>

**Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.**  
**Minutes of HOD meeting -VVIT/HOD/MOM/1/2023-24 Even semester**

*Conducted during Even semester -Academic Year 2023-2024*

Meeting Called By	<i>Dr. Sangheetha S, Principal Chaired</i>
Type of Meeting	<b>HOD's Meeting</b>
Facilitator	<i>Ms Ranjana C,</i>
Mode: Offline/online	<i>Principals Chamber -offline</i>
Date:	<i>25/01/2024 - Time: 3.00 -3:30 pm</i>
<i>Participants: Ms.Divya K K HOD, CE: Dr. Ligin George HOD ME, Dr. Periyaswamy, HOD ECE, Prof. Bala Krishna Pillai Prof EEE Dept, Ms Sreekala HOD in charge S&amp;H, Ms Ranjana C ,HOD CSE.</i>	

The following points were discussed in the meeting:

<i>Suggestion/Matter Raised</i>	<i>Suggestions/Matters Discussed</i>	<i>Actions to be taken by</i>
<i>Academics</i>	<ul style="list-style-type: none"> <li><i>Monthly attendance must be published on noticeboard and in parents' group.</i></li> <li><i>Monthly subject coverage should be mail to Principal.</i></li> </ul>	<i>Concerned HOD, Staff</i>
<i>Students Discipline - Continuous absence</i>	<ul style="list-style-type: none"> <li><i>If a student is continuously absent for more than two days, SFA will inform to the parent and follow-up.</i></li> </ul>	<i>SFA</i>
<i>Timings</i>	<ul style="list-style-type: none"> <li><i>For all students and staff 9.00 AM is the college timings. So all faculty should reach by that time.</i></li> </ul>	<i>Concerned HOD, Staff, audit IAT</i>
<i>Performance Enhancement</i>	<ul style="list-style-type: none"> <li><i>Module Test should be made Mandatory to know the performance of the students.</i></li> <li><i>Lecture Notes by staff is mandatory. HOD must check and sign the notes.</i></li> <li><i>Avoid the usage of "whitener" in Course Diary and registers.</i></li> <li><i>Students should maintain notes in hand. Each subject faculty must provide notes after completion of each module and verify all students are having notes.</i></li> </ul>	<i>Concerned HOD, Staff</i>
<i>Activities</i>	<ul style="list-style-type: none"> <li><i>All activities should be planned preferably a week before with the permission from HoD and Principoal.</i></li> <li><i>Without permission from HoD and principal no meeting should be conducted for any matters.</i></li> </ul>	<i>Staff all</i>
<i>The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.</i>		

*Ranjana*  
HOD CSE

*LM*  
HOD ME

*DM*  
HOD ECE

*DM*  
HOD S&H

*DM*  
HOD EEE

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

**Action Taken Report submitted dated 2/2/2024**

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 25/01/2024

Resolution	Action Taken
<ul style="list-style-type: none"><li>To publish attendance in department noticeboard</li></ul>	<ul style="list-style-type: none"><li>Each department wise Tutors should update cumulative attendance ever month's 1st day.</li></ul>
<ul style="list-style-type: none"><li>Absentees in the class hours</li></ul>	<ul style="list-style-type: none"><li>Inform the attendance details in the WhatsApp group of parents and more than 1 day absence must be notified by phone call.</li></ul>
<ul style="list-style-type: none"><li>To improve studies and marks in series - Module test is conducted</li></ul>	<ul style="list-style-type: none"><li>After completion of each module the subject faculty must conduct module test and enter marks in course journal</li></ul>
<ul style="list-style-type: none"><li>College level activities/Department wise activities must be planned 1 week before the event.</li></ul>	<ul style="list-style-type: none"><li>All activities must be planned and executed before the peer date.</li><li>Then only the program will be effective to the viewers.</li><li>HOD and the staff coordinators of respective program should take initiative steps for the effective conduct of the program/event.</li></ul>



**Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.**  
**Minutes of HOD meeting -VVIT/HOD/MOM/2/2023-24 Even sem**  
*Conducted during Even semester -Academic Year 2023-2024*

Meeting Called By	Dr. Sangheethaa S, Principal Chaired
Type of Meeting	HOD's Meeting
Facilitator	Ms Ranjana C,
Mode: Offline/online	Principals Chamber -offline
Date:	07/02/2024 - Time: 3.00 -3:30 pm
Participants: Ms.Divya K K HOD, CE: Dr. Ligin George HOD ME, Dr. Periyaswamy, HOD ECE, Prof. Bala Krishna Pillai Prof EEE Dept, Ms Sreekala HOD in charge S&H, Ms Ranjana C ,HOD CSE	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
KTU Inspection	<ul style="list-style-type: none"> <li>There will be KTU inspection in the coming days. The date will be conveyed later.</li> <li>The respective documents for inspection given in Form A and B should be arranged in respective files.</li> <li>All departments must submit Result analysis, Placement and Professional bodies activities files.</li> </ul>	Concerned HOD, Staff
Academic's	<ul style="list-style-type: none"> <li>Supplementary exams are almost over portions for even semester first series must be completed by February last week,</li> </ul>	SFA
IQAC	<ul style="list-style-type: none"> <li>Previous semester all documents are checked and verified by internal auditors</li> </ul>	Concerned HOD, Staff, audit IAT
Department	<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> </ul>	Concerned HOD, Staff
Staff	<ul style="list-style-type: none"> <li>All faculty and students must wear ID card.</li> <li>All staff should be present on the inspection day no CL is allowed.</li> </ul>	Staff all

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

*Sangheethaa S*  
HOD (CE)

*Ranjana C*  
HOD CSE

*Dr. Ligin George*  
HOD ECE

*Dr. Periyaswamy*  
HOD ME

*Ms Sreekala*  
HOD S&H

PRINCIPAL

Vedavyasa Institute of Technology  
 Karad (PO), Malappuram District, PIN - 676 032



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

**Action Taken Report submitted dated 15/2/2024**

Subject: Action Taken report of Proceedings of the Meeting Conducted By the Academic Council  
Committee on 7/02/2024

Resolution	Action Taken
<ul style="list-style-type: none"><li>• KTU Inspection</li></ul>	<ul style="list-style-type: none"><li>• Each department wise HOD's and all staffs should update result analysis as the earliest and all department files must be updated..</li></ul>
<ul style="list-style-type: none"><li>• As supply exams are over the portions must be covered on time.</li></ul>	<ul style="list-style-type: none"><li>• Inform the attendance is mandatory for each hour even though supply exams are running after writing the exam attend the regular class.</li></ul>
<ul style="list-style-type: none"><li>• Punctuality is monitored.</li></ul>	<ul style="list-style-type: none"><li>• Staff is allotted from each department to monitor the regularity of students.</li></ul>





**Principal**  
Vedavyasa Institute of Technology  
Karadparamba, Karad Paramba PO,  
Malappuram District. PIN - 673632