



Vedavyasa Institute of Technology, Karadparamba

Constitution of Academic Council for the Academic Year 2019-20

Whereas Dr S. Sangheethaa, Principal, Vedavyasa Institute of Technology, in exercise of the authority invested with her Office has resolved to constitute The Academic Council of this Institute, all academic matters will be discussed by the members of the Council and implemented for the betterment of the Institute.

Constituted on this day the twenty ninth of July 2019

Members of the Academic Council of Vedavyasa Institute of Technology.

Chairperson: Dr S. Sangheethaa,	Principal	<i>Sy</i>
Dr Kavitha S. Murugesan,	Vice Principal & Head: CSE Dept	<i>S. Ganth.</i>
Dr Jaget Babu N.R.	Dean Academics	<i>Jaget</i>
Dr Periasamy C,	Head: ECE Dept	<i>Per</i>
Prof Balakrishna Pillai,	Head: EEE Dept	<i>B.Pillai</i>
Prof Divya K.K.	Head: CE Dept	<i>Divya</i>
Prof Lathesh K	Head: ME Dept	<i>Lathesh</i>
Dr Nimmy John	Head S&H Dept	<i>Nimmy</i>

Having secured consent of all members, the constitution of the Academic Council is hereby ratified.

*Sy*  
Signature

Dr S Sangheethaa, Principal

Date 29 July 2019

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

**Vedavyasa Institute of Technology**

**Academic Council Meeting – special meeting**

**Minutes of Meeting**

**04.08.2020 1.00pm – 1.30pm**

**Online Zoom Meeting**

Chairperson: Dr. Sangheetha S, Principal

Attendees: Dr Kavitha S. Murugesan, Vice Principal, Dr Jaget Babu N.R. Dean Academics

Shri Lathesh K (ME, HoD), Prof Balakrishnan, (EEE, HoD) Ms Krishna Priya (ECE)

Ms Divya KK (CE HoD), Dr. Periasamy ECE HoD, Ms. Anajali AP EEE

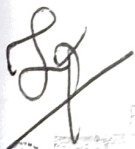
KTU has authorized its affiliated institutes to conduct Final exam for S8 B.Tech ( regular). In this regard Principal called for a special meeting to discuss about the schedule, Question paper scrutiny etc. Following decisions were made in the meeting.

SINo	Description	Responsible person	Deadline	Remarks
1	Schedule of S8 Exam	All HoDs	05.08.2020	11.08.2020 (1 <sup>st</sup> exam) timings 1 to 3.15pm 14.08.2020 timings 2 to 4.15 pm 17.08.2020 1 to 3.15 pm 19.08.2020 timings 1 to 3.15 pm
2	Mode of exam – google meet . recording of exam should be available	Subject teachers/ invigilators	On day of exam	
3	Preparing question paper as per University pattern	Subject teachers	4 days before the schedule of the concerned subject	Subject teachers should send the Question paper in word document to the department committee through mail.
4	Formation of department committee for scrutiny of question paper	HoDs	Immediately	Send the formation to Principal
5	Scrutiny of Question paper. Teachers will make the question paper. Then do self-check with a check-list. Pass QP and check-list to Dept Committee which will pass to Dean, A who will pass to Principal	Teachers making the question paper and do self-check (email to hods)  Department committee (email to jagetb@gmail.com)  Dean Academics (will make check-list or assessment sheet) DA will pass to Principal	8/11, 8pm  9/11, 12 pm	Check-list or self-assessment form will be made ready at the earliest. (The dates here are for the exam of 11/9) For other exams dates can be arrived in a similar manner, and notified.
6	Instructions to students and invigilators	Dean Academics	10/9 9 am 07.08.2020	
7	Survey of facilities available with students for writing online exam	HoDs	10.08.2020	

Format for  
evaluation of  
scanned copy of  
answer sheets

Dean/Principal

06.08.2020



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# VEDAVYASA INSTITUTE OF TECHNOLOGY

Action Taken Report dated 11/08/2020

Committee Name: ACM – HoD's Meeting held on 04/08/2020

1. Schedule of S8 online exam	1. Done
2. Preparation of question papers as per schedule and formation of Dept. Committee for scrutiny of question papers	2. Completed
3. Instructions to students and invigilators	3. Drafts were given
4. Survey of facilities available for writing examination	4. Completed
5. Format for evaluation of answer copy	5. Circulated to all departments

  
Principal

PRINCIPAL  


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