

VIJNAN INSTITUTE OF SCIENCE & TECHNOLOGY (VISAT), ELANJI

Approved by AICTE and Affiliated to MG University, Kottayam & KTU

Mutholapuram PO, Ernakulam Dist. Pin 686665



NOTICE

A meeting of the Internal Quality Assurance cell will be conducted in Seminar Hall at 10:00 AM on January 10th 2020.

All the IQAC members are requested to be present.

Agenda

1. Discussion on reconstituting the Audit Cell with new members..
2. Department Files Completion for internal Audit
3. Any matter permitted by the chair.

All IQAC members are requested to attend:

1. Mr. P.S Subin - Principal in Charge, Registrar
- 2 Mrs Divya Nair - IQAC Coordinator
- 3 Mr. Eldhose Paul - HOD (CSE),AICTE coordinator
- 4 Mr. Rabees U E - HOD (ME)
- 5 Mrs. Shyama M. - HOD(ECE)
6. Mrs.Drishya Babu -HOD(C.E)
7. Mr.Akhil Beshy - HOD(EEE, Basic Science),NSS coordinator
8. Mr. Elvin Kuruvila - Training and Placement Coordinator
- 9 Mr. Ramesh M - KTU Coordinator
10. Mr.Vimal Babu - IEDC coordinator

Principal

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MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance cell was conducted in Seminar Hall at 10:00 AM in the conference hall. The meeting started with a silent prayer.

The following members were present:

1. Mr. P.S Subin 
2. Mrs Divya Nair 
3. Mr. Eldhose Paul 
4. Mr. Rabees U E 
5. Mrs. Shyama M. 
6. Mr.Akhil Beshy 
7. Mrs.Drishya Babu 
8. Mr. Elvin Kuruvila 
9. Mr. Ramesh M 
10. Mr.Vimal Babu 

The coordinator presented the agenda of the meeting discussions, deliberations and decisions taken:

- 1) The Registrar welcomed the members of IQAC.
- 2) The meeting decided for a discussion on the various committees running for IQAC.
- 3) Internal Audit Cell
 - a) The audit cell reconstituted with following department auditors under the IQAC

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Coordinators

1. Asst. Professor Akhil Beshy -EEE Dept.
 2. Asst. Professor Akhil Rifaana-ECE Dept.
 3. Asst. Professor Lakshmy A -CSE Dept.
 4. Asst. Professor Didymose -ME Dept.
 5. Asst. Professor Athira Mohan -CE Dept.
 6. Asst. Professor Anjana-1st year
- 4) All Hod's were directed to ensure that all the department files are updated by the respective department staff.
- 5) The IQAC coordinator delivered the conclusion remarks. The meeting concluded at 01:30 PM.

Action taken Report:

1. A circular was sent to all departments about the newly constituted members of Audit Cell.
2. Hod's were entrusted to look after the completion of files in respective departments.


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NOTICE

A meeting of the Internal Quality Assurance cell will be conducted in Google Meet (<http://meet.google.com/tvw-mtzq-rrs>) at 10:00 AM on May 7th 2020. All the IQAC members are requested to be present.

Agenda

1. Online Class
2. E-audit

All IQAC members are requested to attend:

1. Mr. P.S Subin - Registrar
- 2 Mrs Divya Nair - IQAC Coordinator
- 3 Mr. Eldhose Paul - HOD (CSE),AICTE coordinator
- 4 Mr. Rabees U E - HOD (ME)
- 5 Mrs. Shyama M. - HOD(ECE)
- 6.Mrs.Drishya Babu -HOD(C.E)
7. Mr.Akhil Beshy - HOD(EEE, Basic Science),NSS coordinator
8. Mr. Elvin Kuruvila - Training and Placement Coordinator
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


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MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance cell was conducted online (Google meet) at 10:00 AM. The meeting started with a silent prayer.

The following members were present:

1. Mr. P.S Subin 
2. Mrs Divya Nair 
3. Mr. Eldhose Paul 
4. Mr. Rabees U E 
5. Mrs. Shyama M. 
6. Mr. Akhil Beshy 
7. Mrs. Drishya Babu 
8. Mr. Elvin Kuruvila 
9. Mr. Ramesh M 
10. Mr. Vimal Babu 

The coordinator presented the agenda of the meeting discussions, deliberations and decisions taken:

- 1) The Registrar welcomed the members of IQAC.

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- 2) As due to Pandemic Covid 19 Govt. have advised to stop conduct of offline classes, the IQAC have directed all staff members to take classes in online mode.
- 3) It was decided by IQAC for smooth conduct of teaching –learning process, staff have to be advised to create Google classrooms for courses and conduct classes.
- 4) Hod's were advised to ensure the monitoring of online classes and also staff have to share all learning materials, assignments, tutorials and conduct evaluation through Google classroom without diluting the teaching learning process.
- 5) Hod's have to ensure that students are attending the online classes regularly and staffs are taking class based on the schedule
- 5) The above decision is to be implemented with immediate effect.
- 6) KTU coordinator delivered the conclusion remarks. The meeting concluded at 01:00 PM

Action take report:-

1. All teachers were asked to create Google classrooms and switch to online mode of teaching
2. HoD's were entrusted to ensure that the classes are conducted properly and attendance is taken regularly.
3. HoD's were entrusted to ensure that the students are attending the class regularly and staff are following the online schedule to conduct classes.

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NOTICE

A meeting of the Internal Quality Assurance cell will be conducted in Google Meet (<http://meet.google.com/rgm-epni-fsm>) at 10:00 AM on September 12th 2020. All the IQAC members are requested to be present.

Agenda

1. Discussion on External E-audit conduct.
2. Discussion on the working of the various committees.

All IQAC members are requested to attend:

1. Mr. P.S Subin - Registrar , Principal in charge
- 2 Mrs Divya Nair - IQAC Coordinator
- 3 Mr. Eldhose Paul - HOD (CSE),AICTE coordinator
- 4 Mr. Rabees U E - HOD (ME)
- 5 Mrs. Shyama M. - HOD(ECE)
- 6.Mrs.Drishya Babu -HOD(C.E)
7. Mr.Akhil Beshy - HOD(EEE, Basic Science),NSS coordinator
8. Mr. Elvin Kuruvila - Training and Placement Coordinator
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MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance cell was conducted in Google meet at 10:00 AM .
The meeting started with a silent prayer.

The following members were present:

1. Mr. P.S Subin 
2. Mrs Divya Nair 
3. Mr. Eldhose Paul 
4. Mr. Rabees U E 
5. Mrs. Shyama M. 
6. Mr.Akhil Beshy 
7. Mrs.Drishya Babu 
8. Mr. Elvin Kuruvila 
9. Mr. Ramesh M 
10. Mr.Vimal Babu 

The coordinator presented the agenda of the meeting discussions, deliberations and decisions taken:

- 1) Registrar welcomed the members of IQAC.
- 2) As classes are in online mode, 1st e-audit was planned by KTU to be conducted between 27/10/20 and 4/11/20

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- 3) All department coordinators are hereby directed to ensure that staff upload all necessary documents in the Google classroom.
- 4) All staff have to create an activity report of classes conducted, schedule, screenshot etc.
- 5) HoD's have to verify the staff's documents in online mode itself.
- 6) The meeting decided for a discussion on the various committees running for IQAC.
- 7) All KTU related Committee heads were directed to update the reports of respective committees to the IQAC Coordinator.
- 8) The IQAC coordinator delivered the conclusion remarks. The meeting concluded at 01:00 PM.

Action taken Report

1. All staff were directed to create activity reports of classes conducted, schedule, attendance screenshot etc. for audit purposes.
2. HoD's were entrusted to verify the documents in online mode.
3. All committee reports were collected by IQAC for verification.


Principal