

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 online in google meet (<http://meet.google.com/ofp-dmtm-uzze>) at 10:00 AM on January 31st 2021. All the IQAC members are requested to be present.

Agenda

1. 2nd 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
- 9 Mr. Ramesh M - KTU Coordinator
10. Mr.Vimal Babu - IEDC coordinator



Principal

VIJNAN INSTITUTE OF SCIENCE & TECHNOLOGY (VISAT), ELANJI

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MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance cell was conducted in online in google meet (<http://meet.google.com/ofp-dmtn-uze>)l 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) The second internal KTU E-audit to be conducted by and the reports to be forwards to the Principal by 12 th February 2021.

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- 3) The second audit should give write up of following points
 - a) Student feedback on Online classes by first semester students.
 - b) Conduction and evaluation of Practical classes
 - c) Student response on contact classes.

Action taken Report:

1. Prepared and circulated schedule of 2nd E-audit and the list of auditors among the members.
2. The write up for points discussed was prepared and submitted to IQAC .


Principal

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NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 16.09.2021, Thursday by 2.00 PM in Google Meet. All members of the IQAC are requested to attend.

Agenda for the meeting

1. Discussion on previous minutes and action taken report
2. KTU NBA File System
3. ISO :EOMS Implementation
4. Results
5. Add On Courses
6. Internal Audit
7. Innovative Technologies
8. Student Needs
11. Career Skill Training
12. Any Other Matters

Principal

Copy to-

1. Director
2. Principal file
3. Registrar
4. Dean (Academics)
5. All HoD's CE, CSE, ECE, EEE, ME
6. All IQAC members

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Minutes of Meeting- IOAC

The Online Meeting of the Internal Quality Assurance Cell was conducted on 16-09-2021 at 2:00 PM (meet.google.com/boa-izcg-riv).

The following members were present:

1. Wing Cdr.Pramod Nair, Director 
2. Prof. Dr. Binoy Alias Mattamana 
3. Prof. Subin P.S, Registrar 
4. Sheeja Bhaskar, HoD SH 
5. Rabees U E, HoD ME 
6. Akhil Beshy, HoD EEE 
7. Shyama M, HoD ECE 
8. Drishya Babu HOD CE 
9. Dr.Eby Thomas Thachil(Director) 
10. Athira Mohan,Asst.Prof CE 
11. Eldhose K Paul, HoD CSE 
12. Mrs.Bindhu Elias ,(Dean Academics) 
13. Anjana G,Member,Asst.Prof ECE 
14. Dona Thomas,Asst.Prof ME 
15. Mr.Stephin Baby(Industrialist) 
16. Miss. Diya Jose(ALUMNI) 
17. Mr. M P Joseph(Panchayth Ward Member) 

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

- 1) Registrar welcomed the members of IQAC.
- 2) Discussed regarding initiating NBA File system preparation based on an order from KTU.

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- 3) HoDs were asked to organise KTU Sponsored FDPs in college.
- 4) Discussed regarding putting a proposal for EOMS Implementation in the institution.
- 5) Discussed regarding the training programs to be given for current final years.
- 6) Discussed regarding the grievances of Road Transport.
- 7) Discussed with the industrialists regarding new technologies and training to be given to students.
- 8) Discussed to encourage students for Internship.

Action taken Report:

- 1) Initiated finalisation of formats of KTU-NBA system.
- 2) HoDs were asked to give proposals for FDP, National conference and International Conference.
- 3) The College Event Calendar Preparation Proposal started and HODS were asked to start planning the Department event for the coming academic year.
- 4) Quotations for ISO: EOMS were taken.
- 5) The Placement Officer began to collect proposals from various agencies offering training programs for students.
- 6) Hods were advised to do internships in well equipped organisations.
- 7) For the current semester Course file preparation was started for S7.
- 8) ISO Implementation finalised, commenced from 7th Feb 2022.
- 9) Planned to give some Add ON courses and internship training to students.
- 10) An Expert talk was conducted for students on BlockChain Technology


Sign(Principal)



VIT/ADN/IQAC/2023/CIR/3

Date: 15/12/2021

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 15.12.2021, Wednesday by 7.00 PM in Google Meet. All members of the IQAC are requested to attend.

Agenda for the meeting

1. Discussion on previous minutes and action taken report
2. KTU NBA File System
3. ISO :EOMS Implementation
4. Results
5. Add On Courses
6. Internal Audit
7. Innovative Technologies
8. Student Needs
11. Career Skill Training
12. Any Other Matters



IQAC

Copy to-

1. Director
2. Principal file
3. Registrar
4. Dean (Academics)
5. All HoD's CE, CSE, ECE, EEE, ME
6. All IQAC members




Minutes of Meeting- IOAC


VIT/ADN/IQAC/2021/MOM/03

Academic Year: 2021-22		Date: 15-12-2021	
Name of Facilitator: IQAC Coordinator		Time: 2.00 pm	
Meeting Type: Scheduled		Online Meeting:meet.google.com/boa-izcg-riv	
Name of the Attendees	Sign	Name of the Attendees	Sign
Prof. Dr. Binoy Alias Mattamana		Athira Mohan,Asst.Prof CE	
Wing Cdr. Pramod Nair, Director		Eldhose K Paul, HoD CSE	
Prof. Subin P S, Registrar		Mrs.Bindhu Elias ,(Dean Academics)	
Sheeja Bhaskar, HoD SH		Anjana G,Member,Asst.Prof ECE	
Rabees U E, HoD ME		Dona Thomas,Asst.Prof ME	
Akhil Beshy, HoD EEE		Mr.Stephin Baby(Industrialist)	
Shyama M, HoD ECE		Miss. Diya Jose(ALUMNI)	
Drishya Babu HOD CE		Mr. M P Joseph(Panchayth Ward Member)	
Dr.Eby Thomas Thachil(Director)			
AGENDA			
1. Discussion On Previous Minutes Of Meeting.		2. KTU NBA File System	
3. ISO :EOMS Implementation		4. Results	
5. Add On Courses		6. Internal Audit	
7. Innovative Technologies		8. Student Needs	
9. Career Skill Training		10. Any Other Matters	
DISCUSSIONS & SUGGESTIONS			
1.	The members went through the minutes of the previous meeting and expressed their acceptance.		



2.	Discussed regarding initiating NBA File system preparation based on an order from KTU.	
3.	Discussed about the finalisation of ISO Consultants for EOMS Implementation.	
4.	Discussed the plan to improve the results of students.	
5.	Discussed about the selecting ADD-ON- Courses for the upcoming batch of students.	
6.	Discussed regarding the conduct of Internal Audit for the Current Semester.	
7.	Discussed about various innovative technologies that can be introduced to the students.	
8.	Discussed regarding the students' needs listed by the student representatives of cells like Cafeteria, etc.	
9.	Discussed about various career skill based training courses that can be provided to students.	
		 Sign(Principal)
DECISIONS		
1.	The minutes of the previous meeting were approved by the members.	
2.	It was decided and instructed to department audit coordinators to initiate the format finalisation of the NBA File system proposed by KTU.	
3.	ISO coordinator was instructed to complete the procedures for finalisation of ISO Consultants.	
4.	HoD'S were asked to prepare a strategic plan to improve the students' results.	



5.	ADD on Course selection for various branches was to be prepared and submitted by HoD's to the Principal.	
6.	Department coordinators of IQAC were asked to do completion of files for internal Audit.	
7.	HoD's were asked to give a list of various workshops or seminars that can be given to students.	
8.	It was decided to give a detailed report of student needs raised by the representatives to the management.	
9.	It was decided to find various resource persons to conduct the career and skill based training.	
ACTION TAKEN REPORT		
1.	Initiated finalisation of formats of NBA system.	
2.	ISO Implementation finalised, commenced from 7 th Feb 2022.	
3.	Hod's prepared a strategic plan for result improvement and it was circulated to staff to follow to improve the results of students.	
4.	For the current semester Course file preparation was started for S7.	
5.	Placement Officer began to collect proposals from various agencies offering training programs for students	
6.	Add ON courses and internship training companies were identified.	
		 Principal(Sign)