



VIT/ADN/IQAC/2022/CIR/1

Date: 03/03/2022

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 10.03.2022, Tuesday by 6.00 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 Coordinator

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- IQAC

VIT/ADN/IQAC/2022/MOM/01

Academic Year: 2021-22		Date: 10-3-2022	
Name of Facilitator: IQAC Coordinator		Time: 6.00 pm	
Meeting Type: Scheduled		Venue: Google meet:meet.google.com/ais-zors-zjb	
Name of the Attendees	Sign	Name of the Attendees	Sign
Wing Cdr. Pramod Nair, Director		Eldhose K Paul, HoD CSE	
Prof. Subin P S, Registrar		Mr. Stephin Baby (Industrialist)	
Prof. Bindu Alias, Dean-Academics		Miss Diya Jose (Alumini)	
Sheeja Bhaskar, HoD SH		Timi, HoD CE	
Elvin Kuruvilla, TPO		Shyama M, HoD ECE	
Rabees U E, HoD ME		Dr. Eby Thomas Thachil (Academecian)	
Akhil Beshy, HoD EEE		Dr. Anoop K. J Principal	
Timi, HoD CE			
AGENDA			
1. Discussion on previous minutes of meeting		2. Committees	
3. ISO :EOMS Implementation		4. Question Paper Scrutiny	
5. UHV FDP & FDP on Effective communication.		6. Department Vision, Mission, PEOs, and PSOs	
7. DAB		8. Counselling For students	
9. Internal audit		10 Any other matters	
DISCUSSIONS & SUGGESTIONS			
1.	The members went through the minutes of the previous meeting and expressed their acceptance.		
2.	Discussed on importance of various Committees with respect to NAAC and ISO requirements.		




3.	The importance of committees were discussed.	
4.	Discussed regarding the Industrial Visits for all even semester students.	
5.	The ISO work status of all the departments were analysed, format finalisation was done.	
6.	Discussed of Planning FDP on Effective Communication.	
7.	Discussed about conduct of events for students in various Innovative Technologies	
8.	Discussed about the commencement of Universal Human Values Courses and the participation of the faculties for the courses.	
9.	Discussed about reconstituting DAB.	
10.	Discussed to create Department Vision, Mission, PEOs, and PSOs.	
11.	Internal audit was planned for S1, S3, S5, and S7.	
DECISIONS		
1.		
1.	The minutes of the previous meeting were approved by the members.	
2.	The corrigendum of committee members were shared and the HoDs were asked to inform if any changes are required.	
3.	HoD s have finalised the Department Vision, Mission, PSOs and PEOs.	
4.	All the departments were asked to submit the ISO files on the given date of submission. It was planned to conduct a class on accreditation by the Principal to faculties.	
5.	All the departments were asked to submit the ISO files on the given date of submission. It was planned to conduct a class on accreditation by the Principal to faculties.	
ACTION TAKEN		



VISAT ENGINEERING COLLEGE

MANAGED BY UNISIS GROUP OF COMPANIES

1.	Internal audit for s1,s3,s5,s7 and s2,S4,S6 ,S8 conducted on April 25th,26th,27 th 2022.	
2.	FDP on Effective communication conducted on April 1 st 2022 by IQAC.	
 Principal(Sign)		



VIT/ADN/IQAC/2022/CIR/2

Date: 10/05/2022

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 17.05.2022, Tuesday 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


IQAC Coordinator

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- IQAC

VIT/ADN/IQAC/2022/MOM/02

Academic Year: 2021-22		Date: 17-05-2022	
Name of Facilitator: Principal		Time: 5.00 pm	
Meeting Type: Scheduled		Online Meeting: Google Meet	
Name of the Attendees	Sign	Name of the Attendees	Sign
Wing Cdr. Pramod Nair, Director		Akhil Beshy, HoD EEE	
Dr. Anoop K.J, Principal		Shyama M, HoD ECE	
Prof. Subin P S, Registrar		Timi Thomas, HoD CE	
Sheeja Bhaskar, HoD SH		Eldhose K Paul, HoD CSE	
Elvin Kuruvilla, TPO		Mr. Stephin Baby (Industrialist)	
Divya Nair, IQAC Coordinator		Mr. M P Joseph (Panchayat Member)	
Rabees U E, HoD ME		Akhil Beshy, HoD EEE	
Dr. Eby Thomas Thachil		Mrs. Bindhu Elias (Dean Academics)	
AGENDA			
1. Discussion on previous minutes of meeting		2. PTA Executive Committee	
3. Toastmasters Club		4. KTU Audit	
5. FDP		6. Night Class	
7. PARAKH		8. Remedial Classes	
9. Any other matters		10. CMS	
DISCUSSIONS & SUGGESTIONS			
1.	The members went through the minutes of the previous meeting and expressed their acceptance.		




2.	Discussed regarding formation of PTA Executive Committee	
3.	Discussed about the formation of Toastmasters Club unit for teaching staffs.	
4.	Discussed about the audit status of internal audit conducted for odd semester and pre-audit for s2, s4, s6.	
5.	Discussed regarding providing a session on OBE for teaching staffs.	
6.	Discussed regarding FDP on Teacher Effectiveness.	
7.	Discussed regarding the status of Night classes going for the hostler students.	
8.	HoDs were asked of the status of Parakh Assignment status.	
9.	Discussed various strategies to improve the results.	
10.	Discussed about the status of ERP software developed for managing various college activities.	
 Sign(Principal)		
ACTIONS TAKEN		
1.	PTA Executive Committee is formed.	
2.	A Session on OBE was conducted on 27 th May 2022.	
3.	A toastmaster club will be conducting a session for staff on tentative date 10/6/2022	
4.	Internal Audit to be conducted for S2,S,S6 on 25-5-2022 to 27-05-2022	
5.	FDP Session conducted on 25 th May 2022 on Teacher effectiveness.	
6.	College ERP Software will be ready for use	
7.	Suggestions for improving results passed and forwarded to College Executive Council.	



VISAT ENGINEERING COLLEGE

MANAGED BY UNISIS GROUP OF COMPANIES

8.	Staff have been notified to update all programs specific documents.	
		 Principal(Sign)



VIT/ADN/IQAC/2022/CIR/3

Date: 16/09/2022

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 23.09.2022, Thursday by 6.00 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. NAAC
3. Infrastructure Development
4. Admissions
5. Results
6. FDP
7. Placements
8. Student Orientation Programs
11. MOOC Courses
12. Internal Audit
13. Department Strategic Plan
14. Committee Policy


IQAC Coordinator

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- IQAC

VIT/ADN/IQAC/2022/MOM/03

Academic Year: 2022-23		Date: 23-9-2022	
Name of Facilitator: IQAC Coordinator		Time: 6.00 pm	
Meeting Type: Scheduled		Online Meeting,meet-.google.com/mhw-zpzh-uyb	
Name of the Attendees	Sign	Name of the Attendees	Sign
Wing Cdr. Pramod Nair, Director		Dr. Anoop K J, Principal	
Prof. Subin P S, Registrar		Shyama M, HoD ECE	
Prof. Bindu Alias, Dean- Academics		Timi, HoD CE	
Sheeja Bhaskar, HoD SH		Lt. Dr. Subhash T D, Dean (Research)	
Elvin Kuruvilla, TPO		Akhil Beshy, HoD EEE	
Divya Nair, IQAC Coordinator		Mr. Stephin Baby (Industrialist)	
Ramesh M, HoD ME		Miss. Diya Jose (ALUMNI)	
Dr. Eby Thomas Thachil, Academician			
AGENDA			
1. Discussion on previous minutes of meeting		2. Committees	
3. ISO :EOMS Implementation		4. Question Paper Scrutiny Revision	
5. PTA		6. Department Vision, Mission, PEOs, and PSOs	
7. REMEDIAL HOUR		8. Minor	
9. PLACEMENTS		10. Question bank	
11. Research		12. Professional society	
13. International Conference		14. NCC	
15. Internal Audit		16. Uniforms	
17. IEEE		18. Any other matters	





DISCUSSIONS & SUGGESTIONS		
1.	The members went through the minutes of the previous meeting and expressed their acceptance.	
2	The action taken report of the previous meeting has been updated.	
3.	Discussed the importance of various Committees with respect to NAAC and ISO requirements.	
4.	The importance of committees were discussed.	
5.	Discussed regarding revising of question paper scrutiny rubrics.	
6	Discussed regarding ISO work status of all the departments and corrections were notified.	
7.	Discussed regarding forming of PTA Executive committee in the college	
8.	Discussed regarding finalisation of PSO,PEOs and Department vision of some departments.	
9.	Discussed regarding conducting Remedial hour in 5 th hour everyday subject wise for improvement of Results.	
10.	Discussed to take the list of students opting Minor Course.	
11.	Discussed to improve the placement activities.	
12.	Discussed regarding preparation of Solved Question Bank Module-wise to distribute among students.	
13	Discussed regarding improving the publications in each department.	
14	Discussed to start a professional body society in each department.	
15	Discussed regarding the conduct of international conference in institution	



16	Discussed regarding opening the NCC Wing in our institution.	
17.	Discussed regarding the conduct of Pre audit for s3,s5,s7.	
18.	Discussed regarding the implementing Uniforms for students.	
DECISIONS		
1.	The minutes of the previous meeting were approved by the members.	
2.	The corrigendum of committee members were shared and the HoDs were asked to inform if any changes are required.	
3.	All the departments were asked to submit the ISO files on the given date of submission.	
4.	Question Paper Scrutiny revision will be finalised.	
5.	PTA Executive committee was formed and S & H HOD Sheeja Bhaskar was given charge for the same.	
6.	It has been decided that remedial hours are implemented in all classes in the 5 th hour of the regular time table.	
7.	Internal pre audit audit planned for S3,S5,S7 on October 16,17,18 .	
8.	It has been decided to start minor course in ECE for cse and mechanical students	
9.	It has been decided to improve placements by giving more placement training sessions.	
10	It has decided that all staff need to prepare 5 modules, solve the question bank and distribute among students.	



11	It has been decided to start IEEE photonics Society student chapters to be formed.	
12	It has been decided to give the details of Professional society each department needs to start.	
13	International conference planned to be conducted in April 23 ,2002	
14	The NCC wing will be opened soon in the institution.	
15	Uniform to be implemented for second years and first year from the academic year 2022-2023	
16	It has been decided to start IEEE photonics Society student chapters to be formed.	
		 Principal(Sign)

ACTIONS TAKEN		
1	The PTA Executive Committee formed on 8 th November 2022	
2	Uniform for 2 nd year implemented, first years students measurement taken	
3	NCC Wing started in VISAT, inaugurated on 11th November 2022.	
4	Internal Pre audit conducted on October 17,18,19 th October 2022	
5	IEEE students wing 9 chapters started.	
		 Principal(Sign)