Minutes and Action taken report of IQAC

Topic: IQAC Meeting	Date and Time: 13/12/2022, 12.10PM	Venue: Board room

Action Taken report on Previous meeting

Previous meeting date: 8 November 2022

SL No	Details of discussions	Action taken
1	Internal Audit	Conducted as per the schedule.
2	It is proposed to convert every first Saturday is working day for the staff members only to conduct statutory meetings, departmental meeting and IQAC programs.	Yet to complete. Decision from council meeting is pending
3	PA system for all faculty- It is proposed to Bulk purchase PA system for all faculties with subsidy from management.	Ms. Divya B, Staff secretary of VJEC is entrusted to forward the request.
4	It is proposed to Purchase Bulk Photocopying/Scanning machine for Digitization of office files.	Purchased
5	Industry training for students for improving teaching learning process	College implemented new internship policy of KTU for Semester 7 and 8 students. One student from CSE got the benefit.
6	IQAC report of QP Approval- Spaneos to be incorporated with detailed report such as date and time of approvals, rejection Comments, Various quality parameters.	Mr. Akhil, CSE Dept is entrusted to incorporate the suggestions after the consultation with the principal.
7	Lecture Capture System for every classroom	Proposal under consideration. Discussion with the vendor is completed.
8	Motion sensor-based power saving technology on every class room	Sensors purchased and installation pending
9	Encouraged to attend all 8 modules of Technical Teachers training program	Policy to be framed. Dr Jayesh George is entrusted to frame the policy
10	It is advised to use Knimbus Library Platform by all teachers and researchers	Solved

13 December 2022 meeting minutes

SL No	Details of discussions	Target Date	Action	Remarks
1	It is proposed to conduct 30 Hours Add on course for all second, third and fourth year students	10/1/2023	Principals and HoDs	

2	IQAC proposed to audit the internal examination answer scripts of S1 Courses by first year Coordinators.	5/1/2023	First Year Coordinators	
3	It is proposed to remove further quality procedures for cloned question papers	31/1/2023	Mr. Akhil, CSE Dept	After the consultation with Principal
4	Girls Toilet cleaning frequency needs to be improved. Some of the pipes are broken in wash rooms in girl's toilet. Frequent auditing is required	Immediate effect	Mr. Raju, maintenance	