

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 23-08-2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Discussions on Graduation ceremony
4. Discussions on Brahmasmrithi 2023
5. Discussions on Scholarship Function
6. Induction Programme
7. Strategic Frame Work
8. Any other

Attendees:

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| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr. Sunitha C | Vice Principal & HoD (AIML) |
| 4. Dr. Justine Jose | HoD(CE) |
| 5. Dr. Ramani Bai | HoD (CSE) |
| 6. Dr. S Swapna Kumar | HoD(ECE) |
| 7. Dr Mary P Varghese | HoD (EEE) |
| 8. Dr. Rakesh Hari | HoD(ME) |
| 9. Dr. Jiby Jose | HoD (AS) |
| 10. Dr. Reji C Joy | HoD.(CA) |

The meeting started at 2.30 pm. Principal welcomed the HoDs and briefed the agenda for the meeting. Minutes of the previous meetings were discussed and approved. The committee expressed satisfaction over the actions taken based on previous meeting. Points discussed during the current meeting are briefed below:

Sl. No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	Approval of previous minutes and action taken	Committee	Approved. Closed.
2.	Progress of ongoing sessions: HoDs expressed satisfaction over the progress of the sessions.	Info.	Info. Open
3.	Successful conduct of Vicennial Celebrations: The committee appreciated the wholehearted cooperation from all staff members for successfully organizing the Vicennial Celebrations	Info.	Closed
4.	Any Other: No other specific points came for discussions	Info.	Info.
<i>Points discussed during current the meeting</i>			
1	Approval of previous MoM	Committee	Approved
2	Discussions on Graduation ceremony: Principal informed that Mr. Levin, CEO, Kerala space park has agreed to be our Chief Guest on 09-09-2023.	Principal, ECE & MCA HoDs,	09-09-2023

3	Progress of classes: HoDs informed that the classes are progressing as per plan	members HoDs	On going
4	Brahmasmriti 2023- 13 th year of remembrance of Fr. K R Brahmadhathan (founder Executive Director) on 18-09-2023, Chief Guest -Mr. Pavan Madhusudan- Vice President IMA, Thrissur	Principal CSE HoD, Committee members	18-09-2023
5	Approval of additional batch on CSE: Principal informed about the approval of additional batch of CSE from KTU & DTE.	Principal, HoD-CSE	Info.
6	Discussions on Scholarship function: Principal informed that Mr. Anoop- CEO Kerala start up mission has agreed to be our Chief Guest on 30-09-2023. Committees are formed for successful conduct	Principal HoD- EEE HoD-AS	Info
7	1st year orientation programme for 2023-B Tech students- Orientation programme for 1st year B Tech students will be conducted during September 07- 14,	Principal Dr Sunitha C HoDs Dr Vineetha C P	07-09-2023 to 14.09.2023
	1st year Induction programme for 2023-B Tech students- - Induction programme for 1st year B Tech students will be conducted by VSSC during September 15-21, FN session regular classes and AN- Universal Human Values handled by GTs and Sameeksha team Mr. Alex, Mr. Anil Paul & Ms Akhila. There will be sessions by external experts too.	Principal HoDs Sameeksha Team, GTs	15-09-2023 to 21-09.2023
8	Strategic Frame work implementations: Further implementation on SF will start in September	Principal HoDs	Info
9	Any other	-	No other points came for discussions during the meeting

The meeting was adjourned at 04.00 pm.


Dr. Saji C.B
Principal

Distribution list: All Attendees, File