

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 12-07-2023

Venue: Principal's Cabin

Time: 3.00 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Discussions on vicennial celebration
4. Academic Auditing
5. Send off meetings to final year students
6. Alumni Scholarships to EEE students (ROOTS)
7. Approval of additional CSE batch
8. Any other

Attendees:

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|--------------------------|----------------|
| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr. Sunitha C | 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 MoM	Committee	Approved
2.	Discussions on Vicennial celebration: Principal informed that Dr B Ashok IAS has agreed to be our Chief Guest on 26-06-2023. Committees are formed for successful conduct	Principal, HoDs, Committee members	Closed
3.	Progress of classes: HoDs informed that the classes are progressing as per plan. Internal exams are scheduled from 09-06-2023 to 16-06-2023	HoDs	Closed

4.	Academic Auditing: KTU audit is scheduled to start from 19-06-2023. Principal informed HoDs to verify documents and records	Principal, HoDs	Closed
5.	Send off meetings to final year students: The send off meetings dates are finalized. EEE-16 th , LCE and ME- 17 th , CE 23 rd and CSE 24 th . The committee wished all final years the best in life	HoDs	Closed
6.	Alumni Scholarships to EEE students (ROOTS): HoD EEE informed that their alumni is sponsoring some more students by offering scholarships. The committee appreciated the efforts for Dean EEE Dept. and Alumni	HoD-EEE	Info.
7.	Approval of additional batch on CSE: Principal informed about the approval of additional batch of CSE from AICTE and congratulated everyone for their efforts. KTU and DTE approvals to follow	Principal, HoD-CSE	Info.
8.	Any other	-	No other points came for discussions during the meeting

Points discussed during current the meeting

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.

The meeting was adjourned at 04.00 pm.



Dr. Saji C.B
Principal

Distribution list: All Attendees, File