

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

2752/VAST/ADMN/PA/Vol.9-1

01.06.2022

Minutes of the HoDs' Meeting held on 01.06.2022

Venue: Principals cabin

Attendees:

1. Dr Saji C.B
2. Dr Justine Jose C
3. Dr Ramani Bai V
4. Dr Jeeva K A
5. Dr Mary P Varghese
6. Dr N Ramachandran
7. Mr. Anilkumar K R
8. Dr Jiby Jose
9. Dr Reji C Joy
10. Dr. S. Suresh Kumar

Principal
HoD(CE)
HoD(CSE)
Asso Professor(ECE)
HoD (EEE)
HoD(ME)
HoD (PE)
HoD (AS&H)
HoD (MCA)
HoD (ECE)

The meeting was 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. Points discussed are briefed below:

Sl. No	Description and Decision	RESPONSIBILITY
I.	Closure of S8 classes: As the regular classes for S8 2018 Admission are concluding on 04/06/2022, the following decisions are taken. 1. Closure of the semester-04/06/2022 2. Publication of Internal Mark & Attendance- 04/06/2022 3. Submission of duly submitted condonation applications if any to Principals office – 06/06/2022 4. Submission of finalized internal & attendance duly signed by the subject Teacher, Group Tutor , HoD & Principal- 08/06/2022 5. Principal informed that all subject teachers should personally verify and signed the marks awarded. Utmost care should be taken during verifying the correction of internal marks and attendance entry.	information
II.	Progress of Ongoing classes: HoDs conveyed that classes are progressing as per the Academic plan.	HoDs, Faculty members
I.	Publication of Internal Examinations & Conduct of PTA meetings, S2 Result: It is decided to publish the mark of 1 st internal examination latest by 08/06/2022 along with the entry of the same in ERP. The Parent Teacher meeting has to be completed (offline) by 17/6/2022.	HoDs, GTs

IV	KTU Audit, ISO Audit & NBA preparations: HoDs conveyed that the documentation for the upcoming KTU/ISO/ NBA audits are getting prepared as per plan. Preparation for NBA accreditation is also progressing.	HoDs, Co-ordinators
V	Discussion on Discipline & other matters: Priority measures has to be taken for continuous improvement of students discipline & attendance. It is decided to further monitor the attendance of students in the class. Timely sending of the attendance & SMS and correction of the parents mobile numbers need to be ensured.	HoDs, GTs, Teaching staff
VI	Discussion – Farewell Day & College Day: It is decided to organize the farewell day on 03.06.2022 and college day on 04.06.2022. Colour dress is permitted for final year students on both the days. 04.06.2022 is also permitted as “ethnic day” for final year.	All HoDs
VII	Convocation: The tentative dates for convocation was finalized as 23.07.2022 and 25.07.2022. CE & CSE departments will jointly co-ordinate the function on 23.07.2022(for 2020 and 2021 pass out batches) and ECE and ME departments will jointly co-ordinate the function on 25.07.2022(2022 pass out).	HoD –CE& CSE HoD ECE & ME

The meeting concluded at 4.00 pm


Dr. Saji C.B
Principal

Distribution list:

1. HoDs