

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 29-08-2022

Venue: Principal's cabin

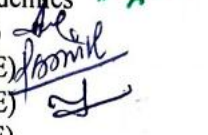
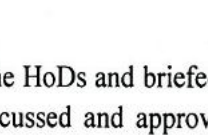
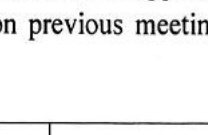
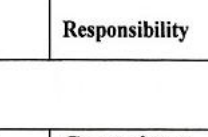
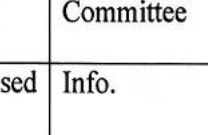
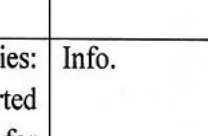
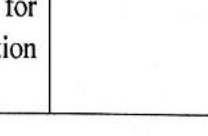
Time: 3.00 pm

Agenda:

1. Approval of previous MoM
2. Commencement of New semester
3. DB Day, and Brahmasmrti
4. Onam Celebrations
5. Any other

Attendees:

1. Dr. Saji C.B
2. Dr. Sudha Balagopalan
3. Dr. Justine Jose
4. Dr. Ramani Bai
5. Dr Mary P Vaghese
6. Dr. N Ramchandran
7. Dr. Jiby Jose
8. Dr. Reji C Joy
9. Dr. S. S. S. Kumar

Principal 
Dean Academics 
HoD(CE) 
HoD (CSE) 
HoD (EEE) 
HoD (ME) 
HoD (AS) 
HoD.(CA) 
HoD (ECE) 

The meeting started at 3.00 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.	Closed
3.	Successful conduct of Graduation Ceremonies: The committee appreciated the wholehearted cooperation from all staff members for successfully organizing the Graduation Ceremonies	Info.	Closed



4.	Any Other: No other specific points came for discussions	Info.	Closed
<i>Points discussed during current the meeting</i>			
1.	Approval of previous minutes and action taken	Committee	Approved
2.	Commencement of Odd Semester : The University has announced the commencement of S3 classes w.e.f. 12-09-2022, S7 classes w.e.f. 13-09-2022, and S5 classes w.e.f. 19-09-2022. HoDs are informed to take all necessary steps	HoDs	Info.
3.	DB Day, and Brahmasmrti Function: It is decided to conduct the DB Day programme on 15-09-2022, and Brahmasmrti on 17-09-2022. HoDs are asked to nominate staff coordinators. Principal confirmed that the Guests for the functions will be finalized by 05-09-2022	Principal, HoDs,	17-09-2022
4.	Onam Celebrations: It is decided to conduct the Onam celebrations this year on 03-09-2022. HoDs are informed to nominate staff coordinators	HoDs	03-09-2022
5.	Any Other: No other specific points came for discussions	Info.	Closed

The meeting was adjourned at 04.00 pm.

Dr. Saji C.B
Principal

Distribution list:
-All Attendees
-File