

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 27-07-2022

Venue: Principal's cabin

Time: 3.00 pm

Agenda:

1. Approval of previous minutes
2. Progress of ongoing sessions
3. Successful Conduct of Graduation Ceremonies
4. NoC for BTech AIML course

Attendees:

- | | |
|--------------------------|-----------------------------------|
| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics <i>[Signature]</i> |
| 3. Dr. Justine Jose | HoD(CE) |
| 4. Dr. Ramani Bai | HoD (CSE) <i>[Signature]</i> |
| 5. Dr Mary P Vaghese | HoD (EEE) <i>[Signature]</i> |
| 6. Dr. Rakesh Hari | HoD(ME) <i>[Signature]</i> |
| 7. Dr. Jiby Jose | HoD (AS) <i>[Signature]</i> |
| 8. Dr. Reji C Joy | HoD (CA) <i>[Signature]</i> |
| 9. Dr. S. Sreepa Kumar | HoD(ECE) <i>[Signature]</i> |

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.	Graduation Ceremonies: The Graduation Ceremonies of 2020, 2021 and 2022 batches could not be conducted due to the Covid-19 restrictions. Now since the situation has improved, the committee suggested to conduct the same on 23 rd (2020 and 221 passout batches) and 25 th July (2022 passout batch). It is decided that the Principal will follow with the availability of Chief Guests for the function. Dr Mohanan Kunnumal-VC, Kerala University of Health Sciences, Sri S D Shibulal, o-Founder: Infosys and Dr Saji Gopinath (VC- Kerala University of Digital Science, Innovation and Technology could be possible Chief Guests. HoDs to nominate staff coordinators.	Principal, HoDs, Staff Coordinators	The Graduation Ceremonies were conducted successfully. The committee appreciated the quality conduct of the ceremonies. Closed.

4.	NBA Progress: NBA office has not yet confirmed the dates of visit. The dates will be communicated to all, once confirmed.	Principal	Info. Open
5.	Follow up on internal examinations: The respective HoDs informed that the students were updated about their marks scored and GTs have interacted with the students and gave feedbacks	HoDs, GTs	Closed
6.	Any Other: No other specific points came for discussions	Info.	Closed.
<i>Points discussed during the current 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 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.	Info.

The meeting was adjourned at 04.00 pm.



Dr. Saji C.B
Principal

Distribution list:

- All Attendees
- File