

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 14-09-2022

Venue: Principal's cabin

Time: 3.00 pm

Agenda:

1. Approval of previous MoM
2. DB Day, and Brahmasmriti
3. Academic Calendar
4. Continues mentoring by GTs
5. NBA visit
6. Any other

Attendees:

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

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
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	Closed

3.	DB Day, and Brahmasmriti Function: It is decided to conduct the DB Day programme on 15-09-2022, and Brahmasmriti 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,	All the arrangements are ready. Mr P M Prabhu (Forest and Wildlife Dept. Govt. of Kerala, and Dr N Raghu, Director-CMET are our Chief Guests) 17-09-222
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. Successfully conducted. Closed.

Points discussed during current the meeting

1.	Approval of previous minutes and action taken	Committee	Approved
2.	DB Day and Brahmasmriti: HoDs informed that all arrangements are set for successful conduct of DB day and Brahmasmriti.	HoDs, Staff coordinators	15-09-2022 for DB day and 17-09-2022 for Brahmasmriti
3.	Academic Calendar: The revised academic calendar has been discussed and approved.	Principal, HoDs	Info
4.	Continues mentoring by GTs: The continuous mentoring by GTs has been reported good by the HoDs. Special attention is given to support the students in their academic and personal matters.	HoDs, GTs	Info. Ongoing
5.	NBA visit: Principal informed that the tentative date of visit by NBA expert committee is 18 th to 20 th November, 2022. Further updates will be shared as and when confirmed. HoDs informed that preparations are ongoing as required.	Principal, HoDs, All staff	Info.
6.	Any Other: No other specific points came for dicussions.	Info.	Info. Closed.

The meeting was adjourned at 04.00 pm.



Dr. Saji C.B
Principal

Distribution list:

- All Attendees
- File