

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 13-10-2022

Venue: Principal's cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Scholarship Function
3. Attendance SMS of students
4. University Matters
5. Admissions
6. Progress of classes
7. NBA visit

Attendees:

1. Dr. Saji C.B
2. Dr. Sudha Balagopalan
3. Dr. Sunitha C
4. Dr. Justine Jose
5. Dr. Ramani Bai
6. Dr. S Swapna Kumar
7. Dr. Mary P Varghese
8. Dr. Jayadevan K R
9. Dr. Jiby Jose
10. Dr. Reji C Joy

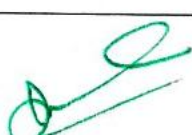
Principal
Dean Academics
HoD (AIML)
HoD (CE)
HoD (CSE)
HoD (ECE)
HoD (EEE)
HoD (ME)
HoD (AS)
HoD (CA)

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 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	The programmes were successfully completed. Closed.
3.	Academic Calendar: The revised academic calendar has been discussed and approved.	Principal, HoDs	Info. Closed
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	NBA visit dates are finalized. Preparations are ongoing.
<i>Points discussed during current the meeting</i>			
1.	Approval of previous minutes and action taken	Committee	Approved
2.	Scholarship Function: Principal conveyed that the date of annual scholarship function is finalized to be organized on 21-10-2022. Dr M Abdul Rahiman, Director-LBS and previous PVC Kerala Technological University has consented to be the chief guest. The committee authorized HoD-CE Department for coordinating the programme.	HoD-CE	21-10-2022
3.	Attendance SMS to parents: HoDs confirmed that the absentees SMS to parents are send on a regular basis. The committee decided that the system be continued as it is good method to keep the parents updated	HoDs	Ongoing
4.	University Matters: Principal updated the latest notification from KTU directing to commence the MTech first year classes from 25-10-2022.	HoD-CE	25-10-222
5.	Admissions: The provisional third allotment list of BTech admissions is published. Principal conveyed that the Govt. quota allotment to the new BTech also is good. The admission procedure is expected to commence after Pooja holidays. Necessary internal arrangements has to be provided or smooth conduct of the admission counselling.	Principal, Admission Convener	Ongoing
6.	Progress of classes: HoDs reported that regular classes are progressing smoothly.	HoDs	Ongoing
7.	NBA accreditation visit	NBA Coordinator, HoDs	

The meeting was adjourned at 03.45 pm.


Dr. Saji C.B
Principal

Distribution list:

- All Attendees
- File