

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 07-06-2023

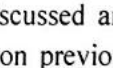
Venue: Principal's Cabin

Time: 3.00 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Discussions on vicennial celebration
4. Academic Auditing
5. Send off meetings to final year students
6. Alumni Scholarships to EEE students (ROOTS)
7. Approval of additional CSE batch
8. Any other

Attendees:

- | | | |
|--------------------------|----------------|---|
| 1. Dr. Saji C.B | Principal |  |
| 2. Dr. Sudha Balagopalan | Dean Academics | |
| 3. Dr. Sunitha C | HoD (AIML) |  |
| 4. Dr. Justine Jose | HoD (CE) | |
| 5. Dr. Ramani Bai | HoD (CSE) | |
| 6. Dr. S Swapna Kumar | HoD (ECE) |  |
| 7. Dr. Mary P Varghese | HoD (EEE) |  |
| 8. Dr. Rakesh Hari | HoD (ME) |  |
| 9. Dr. Jiby Jose | HoD (AS) |  |
| 10. Dr. Reji C Joy | 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 MoM	Committee	Approved
2.	Vicennial Celebrations on 26-06-2023: Principal informed about the proposed vicennial celebrations on 26 th June. Details will be finalized later.	Principal	Info., Ongoing
3.	Discussions on the ongoing aptitude training during 17 th to 19 th for Pre-final years: HoDs expressed satisfaction over the ongoing Aptitude trainings, targeting higher campus placements. The same were completed on 19 th , as per schedule	Placement Director, HoDs	closed
4.	Analysis of S7 results: Principal congratulated HoDs for the reasonably good results of S7. It is decided to continue the follow up to support the	GTs, HoDS	closed

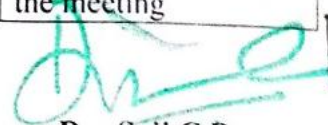
	Respective GTs will extend such supports		
5.	Vacation for staff-Discussions: Principal informed about the 30 day vacation for students and staff members during May-2023. Reopen: 01-06-2023	All	Vacation completed and college reopened as per schedule. closed
6.	Discussions of SF: The SF targeting excellence has been discussed by the committee. Academics & Placements, Industry relations, Social Commitment and Alumni connect are focus areas	All	closed
7.	Ethnic day for final years on 26-04-2023: The committee decided to permit final year students to wear ethnic dresses on 26-04-2023.	All	Ethnic Day celebrated. Closed
8.	College Day celebrations : Principal informed that the college day celebrations will be conducted on 28-04-2023. Ms Ida and MS Anooja will coordinate the function	Ms Ida, Ms Anooja, HoDs	College Day function conducted. Closed
9.	Any other:	-	No other points. Closed

Points discussed during current the meeting

1	Approval of previous MoM	Committee	Approved
2	Discussions on vicennial celebration: Principal informed that Dr B Ashok IAS has agreed to be our Chief Guest on 26-06-2023. Committees are formed for successful conduct	Principal, HoDs, Committee members	26-06-2023
3	Progress of classes: HoDs informed that the classes are progressing as per plan. Internal exams are scheduled from 09-06-2023 to 16-06-2023	HoDs	16-06-2023
4	Academic Auditing: KTU audit is scheduled to start from 19-06-2023. Principal informed HoDs to verify documents and records	Principal, HoDs	ongoing
5	Send off meetings to final year students: The send off meetings dates are finalized. EEE-16 th , ECE and ME- 17 th , CE 23 rd and CSE 24 th . The committee wished all final years the best in life	HoDs	24-06-2023
6	Alumni Scholarships to EEE students (ROOTS): HoD EEE informed that their alumni is sponsoring some more students by offering scholarships. The committee appreciated the efforts for Dean EEE Dept. and Alumni	HoD-EEE	Info.
	Approval of additional batch on CSE: Principal informed about the approval of additional batch of	Principal, HoD-CSE	Info.

7	CSE from AICTE and congratulated everyone for their efforts. KTU and DTE approvals to follow		
8	Any other	-	No other points came for discussions during the meeting

The meeting was adjourned at 04.00 pm.



Dr. Saji C.B
Principal

Distribution list: All Attendees, File