

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 11-01-2023

Venue: Principal's Cabin

Time: 3.00 pm

Agenda:

1. Approval of previous MoM
2. First Internal Exam Analysis
3. Semester Closure-SI
4. ISO Certification visit
5. Decision on disciplinary issues
6. Mathrubumi Federal bank competition "Speak for India" on 16-01-2023
7. Sci-Pi project exhibition cum competition for school students on 19-01-2023
8. Any other

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. K R Jayadevan
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 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
2.	Preparations for ISO External Audit : HoDs reported that preparations are going well.	HoDs, MR/AMR, Coordinators	Visit successfully completed. No NCR. Closed
3.	Series mark entry in ERP- Series mark entry in ERP to be completed on or before 23.12.2022	HoDs	Completed. Closed.
4.	University Matters: Principal updated the latest notification from KTU regarding the MTech first year classes	HoD-CE	closed

5.	Progress of Classes: HoDs reported that the regular classes are progressing well.	HoDs	Ongoing
6.	Any Other	-	No other specific points came for discussions
<i>Points discussed during current the meeting</i>			
1.	Approval of previous MoM	Committee	Approved
2.	Internal Exam Analysis: The students' performance during internal exams were discussed in detail. The performance of students in general is fine, but close monitoring through GTs to continue	HoDs, Principal	Closed. Monitoring needs to continue.
3.	Semester Closure-S1: Classes successfully completed as per schedule.	HoDs	Closed
4.	ISO Certification visit: Principal and the committee congratulated all for successful conduct of the ISO surveillance visit during 6 th and 7 th Jan-23	All	closed
5.	Decision on disciplinary issues: Disciplinary action regarding Mr Sachin T S, first year student has been discussed by the council and decision has been taken accordingly.	Principal, HoDs, Council	Closed
6.	Mathrubumi Federal bank competition "Speak for India" on 16-01-2023: Principal informed about the upcoming intercollegiate event in our campus. The committee extended best wishes for the programme. Mr Anil M, Asst. professor-ECE is given charge to coordinate	Mr Anil M	ongoing
7.	Sci-Pi project exhibition cum competition for school students on 19-01-2023: The committee discussed the upcoming project exhibition in the campus organized by the VIBE and extended all support to the team.	Team VIBE	On going
8.	Any other	-	No other specific points came for discussions

The meeting was adjourned at 04.20 pm.


Dr. Saji C.B
Principal

Distribution list:

- All Attendees
- File