

**VIDYAAACADEMY OF SCIENCE & TECHNOLOGY**  
**Thalakkottukara PO; Thrissur**

**Minutes of the HoD Meeting held on 18-04-2023**

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Vicennial Celebrations on 26-06-2023
3. Discussions on the ongoing aptitude training during 17<sup>th</sup> to 19<sup>th</sup> for Pre-final years
4. Analysis of S7 results
5. Discussions of SF
6. Vacation for staff-Discussions
7. Ethnic day for final years on 26-04-2023
8. College Day celebrations on 28-04-2023
9. Any other

Attendees:

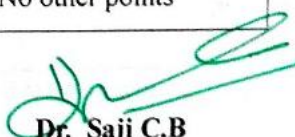
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|--------------------------|----------------|
| 1. Dr. Saji C.B          | Principal      |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr. Sunitha C         | HoD (AIML)     |
| 4. Dr. Justine Jose      | HoD (CE)       |
| 5. Dr. Ramani Bai        | 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.                                             | Progress of classes: The status of progress of classes for BTech, MTech and MCA is reviewed. The committee expressed satisfaction over the progress                                                                                                                                                                                              | Principal, HoDs | Info., Closed                |
| 3.                                             | Semester plans: The regular classes from 16 <sup>th</sup> to 21 <sup>st</sup> March is suspended by KTU for completing the valuations in time. The revisions in semester plans accordingly has to be taken up based on communications from KTU. Principal informed that such revisions will be communicated as soon as that is received from KTU | Principal       | Info., Closed                |

|                                                    |                                                                                                                                                                                                                                                                   |                          |                                    |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------------------------------|
|                                                    | Principal appreciated all for the successful conduct of the programmes.                                                                                                                                                                                           |                          |                                    |
| 5.                                                 | S8 BTech internal exams to be scheduled from 3rd of April. HoDs informed the completion of internal exams as per schedule                                                                                                                                         | HoDs                     | Closed                             |
| 6.                                                 | Semester registrations: Completed as per schedule                                                                                                                                                                                                                 | HoDs/GTs                 | closed                             |
| 7.                                                 | Any other                                                                                                                                                                                                                                                         | -                        | No other specific points discussed |
| <i>Points discussed during current the 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 <sup>th</sup> June. Details will be finalized later.                                                                                                     | Principal                | Info.                              |
| 3                                                  | Discussions on the ongoing aptitude training during 17 <sup>th</sup> to 19 <sup>th</sup> for Pre-final years: HoDs expressed satisfaction over the ongoing Aptitude trainings, targeting higher campus placements. The same will be completed on 19 <sup>th</sup> | Placement Director, HoDs | ongoing                            |
| 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 students who have failed in examinations. Respective GTs will extend such supports                             | GTs, HoDS                | ongoing                            |
| 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                      | Info.                              |
| 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                      | Info                               |
| 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                      | Info.                              |
| 8                                                  | College Day celebrations : Principal informed that the 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  | Info.                              |
| 9                                                  | Any other:                                                                                                                                                                                                                                                        | -                        | No other points                    |

The meeting was adjourned at 03.40 pm.

  
Dr. Saji C.B  
Principal

Distribution list: All Attendees, File