

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 06-09-2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Discussions on Graduation ceremony
4. Discussions on Brahmasmrithi 2023
5. Discussions on Scholarship Function
6. Maintain discipline in the campus
7. Induction Programme
8. Spoken tutorial
9. Strategic Frame Work
10. Any other

Attendees:

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| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr Sunitha C | Vice Principal & HoD (AIML) <i>Sub</i> |
| 4. Dr. Justine Jose C | HoD (CE) |
| 5. Dr. Ramani Bai | HoD (CSE) |
| 6. Dr. S Swapna Kumar | HoD (ECE) <i>3</i> |
| 7. Dr Mary P Varghese | HoD (EEE) <i>2</i> |
| 8. Dr. Rakesh Hari | HoD (ME) <i>2</i> |
| 9. Dr. Jiby Jose | HoD (AS) <i>2</i> |
| 10. Dr. Reji C Joy | HoD (CA) <i>2</i> |

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 & action taken	Committee	Approved
2.	Discussions on Graduation ceremony: Principal informed that Mr. Levin, CEO, Kerala space park has agreed to be our Chief Guest on 09-09-2023. Committees are formed for successful conduct	Principal, ECE & MCA HoDs,	09-09-2023
3.	Progress of classes: HoDs informed that the classes are progressing as per plan	HoDs	On going
4.	Brahmasmrithi 2023- 13 th year of remembrance of Er. K R Brahmadhathan -(founder Executive Director) on 18-09-2023.Chief Guest -Mr. Pavan	Principal CSE HoD, Committee	18-09-2023

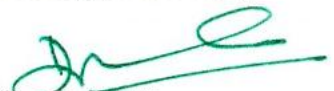
	Madhusudan- Vice President IMA, Thrissur	members	
5.	Approval of additional batch on CSE: Principal informed about the approval of additional batch of CSE from KTU & DTE.	Principal, HoD-CSE	Info.
6.	Discussions on Scholarship function: Principal informed that Mr. Anoop- CEO Kerala start up mission has agreed to be our Chief Guest on 30-09-2023. Committees are formed for successful conduct	Principal HoD- EEE HoD- AS	30.9.2023
7.	1st year orientation programme for 2023-B Tech students- Orientation programme for 1st year B Tech students will be conducted during September 07- 14.	Principal Dr Sunitha C Dr Vineetha C P HoDs	07-09-2023 14.09.2023
8.	1st year Induction programme for 2023-B Tech students- Induction programme for 1st year B Tech students will be conducted by VSSC during September 15-21. FN session regular classes and AN- Universal Human Values handled by GTs and Sameeksha team Mr. Alex, Mr. Anil Paul & Ms Akhila. There will be sessions by external experts too.	Principal HoDs Sameeksha T eam, GTs	15-09-2023 to 21-09.2023
9.	Strategic Frame work implementations: Further implementation on SF will start in September	Principal HoDs	
10.	Any other	-	No other points came for discussions during the meeting

Points discussed during current the meeting

1	Approval of previous MoM	Committee	Approved
2	Appreciations to Dr Justine Jose (Adjunct Faculty) & Dr. Abhilasha P S (promoted as HoD i/c) on their new roles		09-09-2023
3	1st year Induction programme for 2023-B Tech students Mr. Anto Michael, (Deputy Secretary, Govt. of Kerala, Director, Self Improvement Hub) will be the chief guest	HoDs, VSSC	On going
4	Graduation Ceremony to be held on 9th September @ 10.30 AM Mr. Levin, CEO, Kerala space park has agreed to be our Chief Guest	Principal HoD- ECE HoD- MCA Committee members	09-09-2023
5	Scholarship function on 30 th September 2023 Mr. Anoop- CEO Kerala start up mission will be the Chief Guest	Principal, HoD-EEE HoD- AS	30.09.2023.

6	In order to ensure discipline in the campus, discipline team will be allocated for regular monitoring of students in academic block, main gate, canteen, cafeteria etc from 07.09.2023 onwards.	Principal Vice Principal All HoDs Discipline Committee All staff	On going
7	Spoken tutorial to be offered for all students. Students should take at least one course during this sem. GTs and HoDs to ensure close follow up and ensure completion. Students can attend the course via their online login from their smartphone/ PC from their home. Suitable course for a batch to be identified from the list of courses by GT/ HoD. The exam will be conducted in the college. No exam fee for students.	Principal HoDS GTs	Info
8	Strategic Frame work implementations: Meeting for implementation on SF is going on	Principal HoDs	Info
9	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