

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 21-12-2022

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Series mark entry in ERP
3. internal mark entry in Result updating sheet-
4. Progress of classes
5. ISO Audit
6. 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. K R Jayadevan | 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 minutes and action taken	Committee	Approved
2.	Internal Examinations:	Chief. Supdt. of Examinations	Complete as per schedule. Closed.
3.	IVs of students	HoDs	The IVswer sucefully completed. Closed
4.	University Sports: Progressing well	Phy. Edn.	The Sports events are ongoing s per plan.
5.	Progress of classes; HoDs expressed satisfaction over the pogress	HoDs, Staff members	Ongoing
6.	Any Other: No other points specific points were discused	Info.	closed

<i>Points discussed during current the meeting</i>		
	Committee	Approved
1. Approval of previous minutes and action taken	HoDs, MR/AMR,	06-01-2023- 07.01.2023
2. Preparations for ISO External Audit : HoDs reported that preparations are going well.		23-12-2022
3. Series mark entry in ERP- Series mark entry in ERP to be completed on or before 23.12.2022	HoDs	
4. University Matters: Principal updated the latest notification from KTU	HoDs	Info.
6. Progress of Classes: HoDs reported that the regular classes are progressing as per plan. S3, S5 and S7 classes will be completed by first week of Jan. 2023, as per KTU schedule	HoDs	Ongoing
7. Any Other	-	No other specific points came for discussions

The meeting was adjourned at 04.10 pm.


Dr. Saji C.B
Principal

Distribution list:

- All Attendees
- File

- **Result analysis:** There will be a separate meeting for result analysis with concerned teachers, HODs and Principal. The dates will be informed later.