

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 23-11-2022

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. NBA visit
3. Internal Examinations
4. University Sports
5. Progress of classes
6. Any other

Attendees:

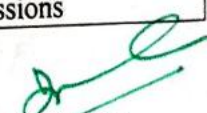
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|--------------------------|----------------|
| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr. Sunitha C | HoD (AIML) |
| 4. Dr. Justine Jose | HoD(CE) |
| 5. Dr. Ramani Bai | HoD (CSE) |
| 6. Dr. S Swapna Kumar | HoD(ECE) |
| 7. Dr. Mary P Varghese | HoD (EEE) |
| 8. Dr. 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.	NBA visit: HoDs their concerns during NBA visit. Principal congratulates HoDs and everyone for their meticulous efforts towards the preparations .	HoDs	NBA visit successfully completed. Closed
3.	Internal Examinations: successfully completed	Chief. Supdt. of Examinations	Info. Closed.
4.	Motivational session for higher studies: It is decided to offer a motivational session on higher studies to the BTech students, with special focus on GATE	Placement Director	Sessions taken by Prof. Paul. Closed.
5.	University Sports: The preparations by students	Phy. Edn.	Ongoing

	under the supervision of Phy. Edn. Staff for the upcoming KTU annual meet is progressing well. Mr Ramesh K V (Phy.Edn.) Conveyed the message that we will be able to continue our excellence during this academic year also.		
<i>Points discussed during current the meeting</i>			
1.	Approval of previous minutes and action taken	Committee	Approved
2.	Internal Exams: The internal examinations for BTech classes to be completed during 12 to 17 Dec.2022	HoDs, Chief Supdt. Examinatins	Ongoing
3.	IVs: To permit students to go for industrial visits, after internal examinations and before 18-12-2022	HoDs	Information
4.	University Sports: The preparations by students under the supervision of Phy. Edn. Staff for the upcoming KTU annual meet is progressing well. Mr Ramesh K V (Phy.Edn.) Conveyed the message that we will be able to continue our excellence during this academic year also.	Phy. Edn.	Ongoing
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

The meeting was adjourned at 03.50 pm.


Dr. Saji C.B
Principal

Distribution list:
-All Attendees
-File