

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 10-02-2023

Venue: Principal's Cabin

Time: 2.00 pm

Agenda:

1. Approval of previous MoM
2. Analysis and measures for re- accreditation
3. S1 Model examination on 13-02-2023
4. Closure of S1 BTech classes
5. Scheduling of annual athletic meet on 9th and 10th March-2023
6. Science Fest ION-23 on 15-03-2023
7. Scheduling of Arts Fest (24th and 25th March-23) & Tech Fest (17th and 18th, March-23)
8. MCA and BTech lab examinations
9. 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. Rakesh Hari | HoD (ME) |
| 9. Dr. Jiby Jose | HoD (AS) |
| 10. Dr. Reji C Joy | 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 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 successful conduct of the intercollegiate event in our campus. The committee congratulated Mr Anil M, Asst. professor-ECE for successful coordination	Mr Anil M	Closed
7.	Sci-Pi project exhibition cum competition for school students on 19-01-2023: The committee congratulated VIBE team for successful conduct	Team VIBE	closed
8.	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.	Analysis and measures for re- accreditation: Principal and Hods had detailed discussions in this regard and decided to steps measures for obtaining accreditation at the earliest.	All	Ongoing
3.	S1 Model examination on 13-02-2023: Principal requested everyone to closely monitor the attendance and presence of students during the exam.	HoDs	13-02-2023
4.	Closure of S1 BTech classes: As per notification, S1 Btech classes will be closed 17-02-2023. Principal requested HoDs for respective departments to take further steps	HoDs	ongoing
6.	Scheduling of annual athletic meet on 9th and 10th March-2023: The committee appreciated Mr Ramesh and MS arundathi for successfully conducting the events	Info.	Decision Taken. Closed
7.	Science Fest ION-23 on 15-03-2023: HoD-AS has conveyed about the upcoming science fest. The committee extended all support.	HoD-AS &H	15-03=2023
8	Scheduling of Arts Fest (24th and 25th March-23) & Tech Fest (17th and 18th, March-23): Principal briefed about the programmes and requested involvement from all.	All	17,18,24 and 25 March, 2023
9	MCA and BTech lab examinations: Respective HoDs brifed about the same	HoDs	Info.

The meeting was adjourned
at 4.00 pm.

cc:-All Attendees.
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