

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 11-10-2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Discussions on Vidya Annual Athletic meet
4. PTA meetings
5. Discussions on submit NAAC SAR
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)  |
| 4. Dr. Abhilasha P S | 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 minutes & action taken	Committee	Approved
2.	Appreciations to Dr Justine Jose (Adjunct Faculty) & Dr. Abhilasha P S (promoted as HoD i/c) on their new roles	info	
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	closed
4.	Graduation Ceremony to be held on 9th September @ 10.30 AM Mr. Levin, CEO, Kerala space park has agreed to	Principal HoD- ECE HoD- MCA	closed

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 to 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	

Points discussed during current the meeting

Any other

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

8	Faculty paper publication from each Department to be enhanced. Topic, title, abstract etc to be ready by November	Principal, HoDs	November 2023
9	Remedial classes to be held for students who have failed in series 1. At least one remedial class to be organised for the students who have failed in series 1	HoDs GTs	Info
10	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