

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 15-03-2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Semester plans
4. Arrangements for Techfests and Arts fest
5. Semester registrations
6. S8 BTech internal exams to be scheduled from 3rd of April
7. Any other

Attendees:

1. Dr. Saji C.B
2. Dr. Sudha Balagopalan
3. Dr. Sunitha C
4. Dr. Justine Jose
5. Dr. Ramani Bai
6. Dr. S Swapna Kumar
7. Dr. Mary P Varghese
8. Dr. Rakesh Hari
9. Dr. Jiby Jose
10. Dr. Reji C Joy

Principal 

Dean Academics

HoD (AIML) 

HoD(CE)

HoD (CSE)

HoD(ECE) 

HoD (EEE)

HoD(ME) 

HoD (AS)

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:

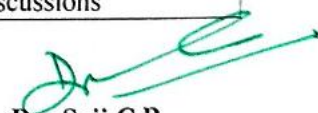
Sl. No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	Approval of previous MoM	Committee	Approved
2.	Analysis and measures for re- accreditation: Principal and Hods had detailed discussions in this regard and decided to steps measures for obtaining accreditation at the earliest.	All	Ongoing
3.	S1 Model examination on 13-02-2023: HoDs expressed satisfaction over the successful conduct and closure of the semester including model examination.	HoDs	Closed
4.	Closure of S1 BTech classes: As per notification, S1 Btech classes will be closed 17-02-2023. The semester classes were completed as per schedule	HoDs	Closed
5.	Scheduling of annual athletic meet on 9th and 10th March-2023: The annual athletic meet was conducted successfully. The committee	Info.	Closed.

	appreciated all involved for the same.	HoD-AS &H	closed
6.	Science Fest AION-23 on 15-03-2023: AION-23 was conducted successfully. The committee appreciated all involved for the same.		
7.	Scheduling of Arts Fest (24th and 25th March-23) & Tech Fest (17th and 18th, March-23): HoDs informed that all arrangements are at the final stages for Tech Fest. Practices are ongoing for Arts Fest parallelly	All	17,18,24 and 25 March, 2023
8.	MCA and BTech lab examinations: Successfully completed, as reported by respective HoDs	HoDs	Closed
9.	Any other	-	No other specific points came for discussions

Points discussed during current the meeting

1.	Approval of previous MoM	Committee	Approved
2.	Progress of classes: The status of progress of classes for BTech, MTech and MCA is reviewed. The committee expressed satisfaction over the progress	Principal, HoDs	ongoing
3	Semester plans: The regular classes from 16 th to 21 st March is suspended by KTU for completing the valuations in time. The revisions in semester plans accordingly has to be taken up based on communications from KTU. Principal informed that such revisions will be communicated as soon as that is received from KTU	Principal	Info.
4	Arrangements for Techfests and Arts fest: HoDs informed that the arrangements and progress are in track. Principal informed all to have special attention to ensure smooth conduct, without issues of students' indiscipline	All	17 th , 18 th , 24 th and 25 th March 2023
5	S8 BTech internal exams to be scheduled from 3rd of April: HoDs briefed about the progress of classes and confirmed that the internal exams could be conducted as per schedule	HoDs	03-04-2023
6	Semester registrations: Principal informed that few more students have not completed their semester registration process in ERP. HoDs assured to take steps through GTs	HoDs/GTs	Info.
7	Any other	-	No other specific points came for discussions

The meeting was adjourned at 03.40 pm.


Dr. Saji C.B
Principal

Distribution list:
-All Attendee
-File