

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 27-10-2022

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Preparations for NBA visit
3. Internal Examinations
4. Motivational Session for higher studies
5. University Sports
6. Progress of classes
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. K R Jayadevan
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 minutes and action taken	Committee	Approved
2.	Scholarship Function: Principal conveyed that the date of annual scholarship function is finalized to organized on 21-10-2022. Dr M Abdul Rahiman, Director-LBS and previous PVC Kerala Technological University has consented to be the chief guest. The committee authorized HoD-CE Department for coordinating the programme.	HoD-CE	The function was organized in a grand manner. Closed.
3.	Attendance SMS to parents: HoDs confirmed that the absentees SMS to parents are send on a regular basis. The committee decided that the system be	HoDs	Info. Closed.

	continued as it is good method to keep the parents updated		
4.	University Matters: Principal updated the latest notification from KTU directing to commence the MTech first year classes from 25-10-2022.	HoD-CE	Classes commenced. Closed.
5.	Admissions: The provisional third allotment list of BTech admissions is published. Principal conveyed that the Govt. quota allotment to the new BTech also is good. The admission procedure is expected to commence after Pooja holidays. Necessary internal arrangements has to be provided or smooth conduct of the admission counselling.	Principal, Admission Convener	All arrangements are made, as per plan. Closure of admissions is in progress. The admission team reported that AIML also will have close to 100% admission

Points discussed during current the meeting

1.	Approval of previous minutes and action taken	Committee	Approved
2.	Preparations for NBA visit: HoDs reported that the preparations are going well for the NBA visit.	HoDs, NBA Coordinators	Ongoing
3.	Internal Examinations: The QPs for the scheduled internal examinations (7 th , 8 th and 9 th November) has to be set as per guidelines. The exams are for 2 hours and 50 marks.	Chief. Supdt. of Examinations	03-10-2022
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	31-10-2022
5.	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
6.	Progress of Classes: HoDs reported that the regular classes are progressing well.	HoDs	Ongoing
7.	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