

Vedavyasa Institute of Technology, Karad (PO), Malappuram Dt.
 Minutes of HOD meeting - VVIT/HOD/MOM/1/2023-24 Odd sem
 Conducted during Odd semester - Academic Year 2023-24

Meeting Called By	Dr. Sangheetha S.: (Chairperson)
Type of Meeting	HOD's Meeting
Facilitator	Er. Divya K.K.
Mode: Offline/online	Principals Chamber –offline
Date:	12/09/2023 Time: 11.30 a.m - 12.00 p.m
Participants: Er. Divya K.K. HOD CE, Dr. Periasamy C. HOD ECE, Prof. Balakrishna Pillai, HoD EEE, Dr. Lijin George HoD and ME, Mr. Sanal Kumar HoD S&H	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
Academic Related Matters	<ul style="list-style-type: none"> All faculty need to adhere to the module completion dates specified. Module test after completion of every module need to be conducted and must be monitored by respective HoD's 	All faculty
Discipline of Students	<ul style="list-style-type: none"> Squad duty - one faculty from each department should be available at the entrance to monitor the late comers and late comers must be strictly warned and actions to be taken. Those students who needs to go out during class hours in the case of emergency can go only with permission from class advisor and concerned HoD and gate pass can be sanctioned 	All faculty
Planning of departmental activities	<ul style="list-style-type: none"> Department activities to be planned by each department related to professional body associations Deadline for submission of Departmental calendar - 20th September, 2023 	HoDs
Planning of College Level Activities	<ul style="list-style-type: none"> College Guild/Council was formed Staff in Charge for college level activities (Overall In-Charge) Mr. Abhiram, AP, ME Dept. Ms. Saranya, AP, S&H Dept. From Each Dept. Ms. Anjusha R. (CE Dept.) Ms. Anjana (CSE Dept.) Mr. Ajay (ME Dept.) Ms. Sreesha (ECE Dept.) Ms. Soumya (EEE Dept.) 	Concerned faculty
Planning of Fresher's Day and Graduation day	<ul style="list-style-type: none"> Fresher's Day - can be planned on 21st September, 2023 AN. It should wind up before 4.00 p.m. Graduation and Alumni - can be planned on October 14th, 2023 	Staff In Charge

The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.

(Handwritten signatures and initials)
 HOD (CE) HOD (ECE) HOD (ME) HOD (S&H)