

Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.

Minutes of HOD meeting -VVIT/HOD/MOM/4/2022-23 Even sem

Conducted during Even semester -Academic Year 2022-2023

Meeting Called By	Dr. Raji Rajan Principal: (Chairperson)
Type of Meeting	HOD's Meeting
Facilitator	Dr. Kavitha S. Murugesan
Mode:Offline/online	Principals Chamber –offline
Date:	10/04/2023 Time: 12.10 - 1.00 p.m
Participants: Dr. Kavitha S. Murugesan VP HOD CSE , Dr.Saravanan P. HOD IC CE, Mr.Arjun P AP ME, Dr. Periasamy C. HOD ECE, Prof Balakrishna Pillai HOD EEE, Dr. Lijin George HOD S&H	

The following points were discussed in the meeting:

Suggestion/Matter Raised	Suggestions/Matters Discussed	Actions to be taken by
Conduct of parents meeting	<ul style="list-style-type: none"> Parents meeting for all semesters to be conducted within 10 days after series exam. Offline meeting for parents of students who got less marks below 10 marks Screenshot of the meeting to be shared those conducted online. 	All SFA's
Submission of APC Details	<ul style="list-style-type: none"> APC details taken from app should be submitted every month without fail. Details to be published on the notice board as well to be sent to Principal's email. Cumulative attendance should be ready in CJ 	HOD and All faculty
Module Completion Report	<ul style="list-style-type: none"> Submit the module completion report and Module Test report in google sheet shared until the March month. 	HOD and All faculty
Remedial classes	<ul style="list-style-type: none"> Remedial classes to be conducted for all subjects during their respective remedial hours and library hour. Remedial time table to be prepared for the same. Weak students to be concentrated more by the teacher. Bright students to be given any advanced problem or topic so that they will work on it. Submit by today itself to Principal 	Concerned faculty
NEET Exam/Vacation related	<ul style="list-style-type: none"> Details of S2, S4 & S6 only handling teachers who could avail vacation to be submitted. 	All HoD's

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

HOD ECE
HOD SandH

HOD EEE
HODCE

HOD ME
HOD CSE

Principal
PRINCIPAL



VEDAVYASA INSTITUTE OF TECHNOLOGY

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