

**Vedavyasa Institute of Technology, Karad(PO), Malappuram Dt.**  
**Minutes of Academic Council-HOD meeting -VVIT/AC/MOM/03/2022-23 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:	8/02/2023 Time: 12.10 - 1.00 p.m
Participants: Dr. Kavitha S. Murugesan VP, Er.Divya K.K. HOD CE, Dr. Vinoth Kanna HOD 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
Request from students and faculty to Principal	<ul style="list-style-type: none"> <li>Any request from the students must be forwarded through proper means ie., first recommended by SFA, then by HoD and HoD must forward it to Principal</li> </ul>	HoD, SFA
Result Analysis	<ul style="list-style-type: none"> <li>Whenever KTU result is published, pass percentage details must be messaged in whatsapp group immediately</li> <li>Result analysis in VVIT format must be submitted the very next day</li> <li>Results must be updated in app also</li> </ul>	HoD, SFA
Discipline matters	<ul style="list-style-type: none"> <li>Ensure no students are wandering in the corridor during class hours</li> </ul>	All faculty
Academic Calendar	<ul style="list-style-type: none"> <li>Strictly follow the academic calendar for all activities</li> </ul>	All faculty
Conduct of special classes on first and second Saturdays	<ul style="list-style-type: none"> <li>If needed, extra classes can be conducted provided 2 classes must be available after getting the permission from Principal</li> <li>If any classes are missed, Saturdays can be compensated for it</li> </ul>	All faculty
Pending Tuition fee	<ul style="list-style-type: none"> <li>Convey students to clear all pending tuition fee if any</li> </ul>	Hod
Alternative arrangement of classes for teachers taking leave	<ul style="list-style-type: none"> <li>If a faculty is taking leave, alternative arrangement of the classes should be done in both ways, ie., the loss hours of the concerned subject must also be depicted in leave form</li> </ul>	Concerned faculty
Conduct of Remedial classes	<ul style="list-style-type: none"> <li>Remedial classes must be done as remedial itself</li> </ul>	All faculty
Completion of Modules and module completion report	<ul style="list-style-type: none"> <li>All modules must be completed within the specified time period of 10 hours</li> <li>Module completion report must be submitted every 15 days</li> </ul>	HoD
Morning test	<ul style="list-style-type: none"> <li>Morning 10 minutes test must be done by all teachers without fail. Marks to be entered in Google sheet circulated.</li> </ul>	HoD, All Faculty
The above points were discussed and resolved so that the action will be done with immediate effect by all the members present.		

Members Present :

Dr. Kavitha S. Murugesan VP, HOD CSE *S. Ganthi*

Er. Divya K.K. HOD CE *[Signature]*

Dr. Vinoth Kanna HOD ME *[Signature]*

Dr. Periasamy C. HOD ECE *[Signature]*

Prof. Bala Krishna Pillai HOD EEE *[Signature]*

Dr. Lijin George HOD S&H *[Signature]*

*S. Ganthi*  
Vice Principal



*[Signature]*  
PRINCIPAL  
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