

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 14.01.2026

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. VICT Chairman's visit on 27.01.2026
4. TMA Chapter
5. ISTE Annual Convention (17 Jan)
6. Unauthorized mobile usage
7. NBA
8. ISO Audit
9. Centre of Excellence
10. Admission activities
11. Student counselling coordination
12. Any other

Attendees:

1. Dr Sunitha C	Principal 
2. Dr. Jeeva K.A	HoD (AIML)
3. Dr. Abhilasha P S	HoD (CE)
4. Dr. Sajay K R	HoD (CSE)
5. Dr. S Swapna Kumar	HoD(ECE)
6. Dr. Mary P Varghese	HoD (EEE)
7. Dr. Rakesh Hari	HoD(ME)
8. Dr. Nisha A B	HoD (AS)
9. Dr. Reji C Joy	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

Status of Decisions in Previous Meeting

1.	Approval of previous minutes and action taken	Committee	Approved
2.	Progress of classes: HoDs informed that the classes are progressing as per plan.	HoDs	
3.	Internal Marks & Attendance : Consolidated S1 internal marks to be shared with the Principal via email, displayed on the notice board, shared through student group email, and optionally through Google Classroom. Faculty members to submit internal marks split-up (Test 1, Test 2, Assignments, etc.) to respective GTs on or before 05 December . Verification of internal marks and checking for discrepancies to be carried out. Students with attendance shortage to be intimated and guided to apply for condonation through the KTU portal. Continuous follow-up required for first-year students.	HoDs, GTs	05.12.2025
4	IPnDP: Submission of IPnDP to be completed by 04.12.2025 . Inclusion of "Additional Qualification" parameter under core competencies for senior faculty members who are yet to complete PhD.	HoDs, faculty members	04.12.2025
5	ADVIKA 2026: Mr. Kiran and Ms. Salkala appointed as ADVIKA2026 Coordinators.	Coordinators	30-31. Jan 2026
6	X'mas celebration: Students' Christmas celebration on 20 December (last working day). Staff Christmas celebration on 19 December (AN).	HoDs	closed
7	Industrial Visit: S8 students permitted to utilize up to seven days , including travel, for Industrial Visit (IV). Updated IV manual for formats are uploaded at college website. IV window is from 01.02.2026 to 20.02.2026	HoDs, GTs	01..02.2026-21.02.2026
8.	CodeTantra follow-up under Industry Ready Program to be done meticulously. C Programming (CodeTantra) to be offered as an add-on course for S2 students of departments other than CE and ME.	HoDs	Progressing
9	Admission activities : Appreciation recorded for faculty efforts in admission activities and Sci-Pi involvement.	Admission convenors	Info
10	T & P: Continuous follow-up of placement activities for S8 students and aptitude training to be ensured.	Placement cell	
11	Any other : 06 December declared as a working day for all staff. Remedial classes for S2; for higher semesters, remedial/supplementary and placement-related activities		Info

	may be conducted.		
2.		HoDs	
<i>Points discussed during the current meeting</i>			
1	Approval of previous minutes and action taken	Committee	Approved
2	Progress of classes: The Principal suggested that HoDs must ensure all scheduled classes are conducted strictly as per the approved timetable. HoDs informed that the classes are progressing as per plan and assured continued monitoring to ensure effective engagement.	HoDs/ Faculty	Ongoing
3	Chairman's Meeting: Prepare departmental updates and extend cooperation	HoDs	27-28 Jan 2026.
4	TMA Chapter: Initiate proposal and implementation of TMA Chapter in classrooms. Motivate S2 students for registration (₹300); ensure target numbers (CSE – 15, Others – 5 each)	HoDs / GTs	Before 22.01.20 26
5	ISTE Annual Convention: As our college has been selected to host the 36th ISTE Kerala Section State Convention & National Seminar. HoDs were instructed to encourage maximum participation of both students and faculty members from their respective departments to ensure the grand success of the event.	HoDs/ Mr. Sarath Babu Ramachand ran	17.01.20 26
6	Unauthorized mobile usage of students: Staff members who are confiscating mobile phones should handover the phone to Principal with a report and the same need to be informed to concerned HoD.	HoDs/GTs	Info
7	NBA: Share departmental NBA budget with NBA Coordinator & consolidate departmental budgets and submit to Principal. As a part of NBA audit ensure the following is completed- website updation, faculty profile	NBA Coordinator s	
8	Center of Excellence Project Proposals (Prefinal year) : HoDs are requested to submit project proposals from prefinal year students, as part of Centre of Excellence (CoE) activities. The same shall be shared by 15 January 2026, for further review and consolidation. Initiate CoE or industry-supported lab in respective domain	HoDs	15.01.20 26

9	ISO Audit: Decided to conduct ISO internal audit on Feb 1st week and recertification audit on 17-18 Feb.	MR-ISO, HoDs, ISO Auditors	14-18 Feb 2026
10	Admission Activities: Promotion activities to be initiated by Departments to ensure publicity as a part of VIBE	HoDs / Faculty	Ongoing
11	Student Counselling : Departments were instructed to work closely with the Student Counsellor for the overall academic and personal development of students. HoDs were requested to plan a joint meeting with departmental staff and the student counsellor at the earliest.	HoDs / Student Counsellor/ Faculty	To be scheduled

The meeting was adjourned at 03.45 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File