

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 07.08.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Action plan for green listed students
4. Remedial classes
5. 1st series exam
6. Training & Placement
7. Any other

Attendees:

1. Dr Sunitha C
2. Dr. Jeeva K.A
3. Dr. Abhilasha P S
4. Dr. Sajay K R
5. Dr. S Swapna Kumar
6. Dr. Mary P Varghese
7. Dr. Rakesh Hari
8. Dr. Nisha A B
9. Dr. Reji C Joy

Principal
 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.	Progress of classes: HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class engagements	HoDs	
3.	IQAC committee : IQAC committee formulated in new format as per AICTE & UGC norms. The committee list to be shared soon. Dr Sanaj of CSE & Dr Latha	Dr Sanaj &	

	Dinesh of EEE will be leading IQAC from this academic year onwards	Dr Latha Dinesh	
4.	Action plan of green listed students: Action plan of green listed students to be shared immediately (in case of non compliance of any batch). Ensure that personal interactions has happened with the student and parent. In case of students the interaction to be held in offline mode and in case of parents it could be conducted via online/ phone/ offline mode	HoDs/GTs	
5.	Add-on, Internship : Details of add on, internship to be completed in the Google sheet shared from Principal office. Modifications if any required in the add on plan of S7 to be re-shared. Ensure that the activities conducted are documented. For example in case resume writing is planned for a week ensure that by the end of the day student is uploading the resume to a dedicated drive Specific plans to be shared instead of general plan. Better to provide more hands-on sessions.	HoDs	closed
6	NBA: . Dr Joycy , Associate Professor, CSE Department is nominated as NBA co - coordinator. Mail regarding the updates of NBA criteria to be shared	NBA coordinator	
7	Training & Placement: Opportunities for training program for final year students (TVS for all branches and Texel for ME, EEE and CE) shared. These are paid programs and it offers good opportunities in placement. The same need to be communicated with final year students and response in this regard to be collected and to be intimated to Principal by Friday(25/7/2025)	T& P cell, HoDs ME, EEE, CE.	
8	Any other : No other points		
9			

Points discussed during the current 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	Induction program for first year students : Induction program for 1 st year students is scheduled to be held from 11th-26th August, of which orientation will be on 11th August	CE & AS depts.	11.8.2025- 26.08.2025
4	Detailed action plan for green listed students to be shared soon. GTs have conducted discussions with green listed students and their parents; needs for securing full pass have been collected. A detailed action plan to be shared soon.		

5	A detailed action plan for remedial classes: The following information to be shared soon a. Details of subject for which remedial classes will be held b. Date and time of conduct of remedial classes c. Faculty member who will be handling the classes d. No & Name list of targetted students who will be attending the same e. Detailed TT for the remedial classes	HoDs/ GTs	
6	Series 1 for S3,S5 and S7 scheduled to be held on 20,21,22,23 Aug 2025 (not for S7- Since SOTI drive planned on that day), 25& 26. 1. GTs and HoDs should convey the importance of series test in classes. In case a student is absent for an exam he/ she should submit a request letter which is should be approved by subject teacher, GT and HoD and the GT should file the request in the GT file. In case of medical grounds the request should also include the medical certificate 2. Results of series test should be published within 5 days of exam 3. QPs should be set following the University QP paper pattern & the paper valuation to be done strictly and the pass percentage will be set as 50 percentage for the series exam	HoDs,GTs	
7.	1) Details of training program -. The training program includes a common topic on Data Analytics (could be done by all branches) and certain topics relevant for ECE, EEE and ME branches. GTs and HoDs should identify the list of interested students and the same should be passed on by Monday. TVS shared the details, and the training program includes fees . It will be beneficial for the students as it offers a direct placement. The TVS will have an initial selection process before the training program. 2) Another firm Texal is offering a 2 month internship program for students in core branches. This is free of cost. The details will be shared soon	HoDs, T & P cell	
8	Any other : No other points		

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File