

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 03.03.2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. Industrial visit
4. Arts festival
5. NASSCOM Digital 101 course
6. Placement Activities
7. Attendance monitoring
8. Series exam
9. Discipline
10. Any other

Attendees:

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

Principal & HoD (CSE)
 HoD (AIML)
 HoD (CE)
 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: Ensure that remedial classes are conducted effectively. HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class engagement.	HoDs/GTs	
3	Industrial visit: Ensure that students are completing semester registration at the earliest (before IV) a. Regarding IV approval certain points are to be highlighted to students. a. Final approval at last minute will not be entertained. b. Approval is to be obtained at least 2 working days before the scheduled date of IV c. Faculty members accompanying for IV should meet the Principal prior to the start of IV d. An online parents meeting to be held on the previous day of IV. e. Fire works in any form will not be permitted at any circumstances. In case of such an event the IV will remain cancelled f. Students are not permitted to leave the campus before 6 AM for IV.	HoDs/GTs	closed
4	Advika-2025- Regarding arts practice strict monitoring is to be done. a. In case students are practicing for arts by bunking classes convey that the item will remain cancelled. . b. Ensure that students are attending classes by conducting random checks at classes. c. In case of first year students those who are participating in group events may be permitted to leave the classes at 3.15 PM in case the students have a permission letter signed by the parent. GTs may share the list of such students to subject teachers in advance	Advika convenors- Mr. Sangeeth K K & Ms. Salkala K S	
5	Placement activities: 1) Placement training to be conducted effectively. Proper follow up is to be ensured so that students are equipped for cracking placement drives 2) 15 papers are being uploaded in Moodle. GTs should ensure that students are motivated to do these papers. 3) Coding skills also needs to be enhanced. Leetcode & Hacker rank may be utilised for improving coding skills. 4) Infosys placement drive scheduled on 17& 19. Feb 2025 5) TCS drive will happen most probably in the month of March. 6) Ensure that at least all the eligible students (students up to 3/4 back papers) are completing all the 15 papers in Moodle latest by 28th February. Detailed plan(Dept specific for eg 5 papers before 15.02.2025, next 5 papers before 20.03.2025, next 5	HoDs, GTS, Placement cell	Progres sing

	before 28.03.2025 etc) may be circulated among students and the same to be strictly monitored. 7) 8 papers are being uploaded in Moodle for 26 pass out batch. Ensure proper follow up Courses on Oracle academy are available. Department may identify a suitable course from the list of Oracle courses (matching with KTU subjects in a particular semester) and the students may be instructed to submit assignment in that particular Oracle academy course. The proof for same may be uploaded in Google classroom as a part their KTU subject assignment. 8) Since the IT companies are becoming more stringent in their recruitment process students need to be equipped well so that they can grab an opportunity. Students should be capable of advanced tool usages in their particular domain 9)An oracle conference is happening on March 15 @ Kochi HoDs may collect feed back from Placement officer regarding the latest requirements of industry so that the same may be utilised for conduct of add on courses. Faculty training may be organised with the help of our alumni who are working in AI related area so that we become more equipped in latest trends/ requirements in AI. Training of pre-final years to be enhanced so that they become more employable.		
6	Any other: Department advisory board and Assessment Committee meetings are to be held at regular intervals ISO auditors training will be conducted Status of NASSCOM to be collected from students. GTs to share a Google sheet among students and collect the status. International conference to be held. Tentatively in July	HoDs, SI GTs	
1	Approval of previous MoM		
2	Progress of classes:. HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration, syllabus coverage & remedial classes.	HoDs /GTs	
3	Semester registration: Ensure semester registration is completed at the earliest. HoDs and GTs to maintain constant follow up.	HoDs/ GTs	
4	Result Improvement: HoDs to give specific result improvement strategies specifically tailored for each batch by Friday. There will be individual meeting with HoDs to discuss the same. Those	HoDs	

Name and Signature

	strategies should be measurable and need to be monitored quantitatively.		
5	College website: The dept. website need to be updated especially in the context of admission season. Faculty profile also to be updated.	Dept. website coordinator	
6	Discipline: Discipline need to be improved. HoDs ensure that faculty members enter the classes before the prayer during 1st hour. All hours should be strictly engaged. Don't leave the classes before break. Staff members should also remain standing during the prayer time. They can monitor the students by remaining in corridor. Staff members are advised to reach the college before 9 AM unless in emergency cases.	HoDs, All staff	
7	Opening meeting of IQAC members was conducted in view of internal audit. Strict instructions were given to conduct the audit strictly and effectively. Also avoid to conduct the the audit in last day last slot. Deficiencies during each audit to be communicated to HoD. As per the suggestions from IQAC Coordinator, in case a follow up audit is to be done the files should be submitted to the concerned auditor at their place	IQAC coordinator	
8	Tentative dates for events : a. Second Series - 17th March-22nd March for S4&S6. 19th March to 22nd March for S8 b. Ethnic day for final years- 27th March c. College day- 28th(to be finalized) March AN. Co-ordinator - Dr. Jeeva d. Farewell for final years- 5th April	HoDs, Dr. Jeeva GTs	
9	Any other: Ensure leave approval is done on regular basis especially towards the end of a month. NAAC appeal meeting was held on 04.03.2025. We are waiting for the result.		

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File