

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 20.11.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. Faculty Development Programme
4. Remedial Classes
5. Series exam & Model exam
6. Pre-qualifier
7. IPnDP
8. Any other

Attendees:

- | | |
|------------------------|-----------------------|
| 1. Dr Sunitha C | Principal & HoD (CSE) |
| 2. Dr. Jeeva K.A | HoD (AIML) |
| 3. Dr. Abhilasha P S | HoD (CE) |
| 4. Dr. S Swapna Kumar | HoD (ECE) |
| 5. Dr. Mary P Varghese | HoD (EEE) |
| 6. Dr. Rakesh Hari | HoD (ME) |
| 7. Dr. Jiby Jose | HoD (AS) |
| 8. 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
<i>Status of Decisions in Previous Meeting</i>			
1.	Approval of previous minutes and action taken	Committee	Approved
2	Progress of classes: Since the lab exams will be over by Nov 18/19 ensure that the schedule is	HoDs, GTs	Info

	shared with Chairman and a copy is given in exam cell and is updated in Dept file. Ensure that remedial classes of S1 are conducted effectively. GTs to share the list of supplementary students with the list of subjects in which they have supplementary. (even sem and S1 subject)		
3	NAAC Peer team visit - Principal congratulated all for the tremendous efforts, wonderful coordination and the synergy exhibited to present the respective Departments and the institution to the NAAC peer team in the best possible way.	NAAC coordinators, HoDS, all staff	Visit completed
4	Syllabus coverage: Ensure syllabus coverage is strictly adherent to the dates as per Academic calendar. In case variations, subject teachers should engage extra hours and ensure syllabus coverage.	HoDs, GTs	Info
5	Series Test: The second series examinations for B Tech S4, S6 & S8 classes are to be conducted from 24-10-2024 to 28.10.2024 Ensure syllabus coverage is strictly adherent to the dates as per Academic calendar. In case variations, subject teachers should engage extra hours and ensure syllabus coverage.	HoDs, GT	Closed
6	Ensure all students have completed Suraksha registration	HoDs & GTs	Info
7	Tentative dates for the activities during even sem: 1) Sports day tentative date*- Dec 16 AN and 17 full day 2) Association day- Jan last week 3) Series 1(higher sem) - Feb 1st week	HoDs/ GTs	Info
8	Pre-qualifier- All HoDs must share the pre qualifier before January 1 st week	HoDs	
9	Any other During subject allocation category A & B subjects to be allotted initially. Category C to be allotted finally. Health & Wellness will be handled by Physical Education Department from next semester	HoDs, Time Table committee	No other points came for discussions during the meeting
1	Approval of previous MoM		
2	Progress of classes:. Ensure that remedial classes of S1 are conducted effectively. Remedial classes could be conducted on 30 th of November. 9. Special TT for 23 rd and schedule of remedial	HoDs, GTs	

	classes for 30 th to be shared.GTs to share the list of supplementary students with the list of subjects in which they have supplementary. (even sem and S1 subjects to be listed separately).		
3	Faculty Development Programs- FDPs to be planned by all Departments. Ensure that clash is avoided while scheduling the FDPs	HoDs	Jan 2025
4	Syllabus coverage: Ensure syllabus coverage is strictly adherent to the dates as per Academic calendar. In case variations, subject teachers should engage extra hours and ensure syllabus coverage.	HoDs, GTs	Info
5	Series Test & Model exams: The second series examinations for S1 classes are to be conducted during 2 nd to 6 th December 2024. Model exam to be scheduled on Dec 10,13,16. Ensure syllabus coverage is strictly adherent to the dates as per Academic calendar. In case variations, subject teachers should engage extra hours and ensure syllabus coverage.	HoDs, GT	2 nd to 6 th December 2024. Dec 10,13,16.
6	Ensure all students have completed Suraksha registration	HoDs & GTs	Info
7	Tentative dates for the activities during even sem: 1) Feb 14-15 - Arts 2) Feb 16-28- IV window 3) Series 2(higher sem) - March 3rd week	HoDs/ GTs	Info
8	Pre-qualifier- All HoDs must share the pre qualifier before January 1 st week	HoDs	
9	IPnDP- The IPnDP of all department is ready in ERP. All HoDs ensure the details are entered as per the guidelines and submit on or before 13.12.2024	HoDs	13.12.2024
10	Any other		No other points came for discussions during the meeting

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File