

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 22.05.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Remedial classes
3. Graduation Day &
4. Scholarship function
5. Induction programme for 1st year students
6. Silver jubilee day (VICT day), DB day & Brahmasmrithi
7. Add on course for 1st year students
8. Time Table
9. 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, 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	NAASCOM Digital 101 exam :completion status to be updated by first year GTs	HoDs/ GTs	
5	PTA meeting: PTA executive committee meeting & PTA scholarship interview scheduled on 26th April 2025.	PTA office bearers	26.4.2025
6	IPnDP - Half yearly review to be done. Staff members to update the odd semester results, feedback, status of arrear clearance, paper publication status, completion of MOOC course etc. Proof for the same also to be uploaded. In case there is a deficiency in any of the item the HoD should follow up to ensure a positive impact during the next review period.	HoDs	Info
7	Student Feedback :- HoDs can download the feedback of their staff directly from ERP. Target of feedback is 80% for individual subject (to remain in meet category) Feedback of a particular subject implies the average of feedback 1 and feedback 2. As per IPnDP KPI 80% feedback is to be ensured. HODs need to take remedial actions for low feedback and the same to be documented.	HoDs	Info
8	Vacation 2025- Vacation slots for the eligible vacation staff are as shown below: Slot 1: April 21 to May 20 (both days inclusive) Slot 2: May 21 to June 19 (both days inclusive) Points to be noted while availing vacation. a. Staff members who have completed one year of service at Vidya are eligible for vacation. b. Faculty members engaging 1st year classes, First year GTs and MCA staff can avail slot 2. d. Admission coordinators can avail slot 1 if possible. e. HODs ensure that almost equal slots (slot 1 & slot 2) to be maintained in the Department. Including faculty and lab staff f. Duty adjustments during vacation to be done with the staff members belonging to same slot.	HoDs, Vacation staff	21.04.2025 to 19.06.2025
9	Result follow up: a) For B Tech 2024 admission, ensure that all the students who have secured a pass in S1 should secure a pass in S2 also. Performance of students (who passed in S1 or with 1 or 2 arrears) in series 1 & series 2 of S2 to be monitored and in case of any anomaly the individual GT should take proper steps to ensure that the student clears semester 2 exams. GT should keep a close follow up of his/her 20 students b) Proper follow up of supplementary status (faculty wise) should be ensured properly. It should include the list of students having supplementary for the subjects the faculty has taught, status of exam registration and the actions for clearing the supplementary to be updated. Green listed students to be monitored strictly.	HoDs, GTs	
10	S2 model exams -21 st and 23 rd April(subjects to be decided Dept wise)	HoDs, Exam cell	Closed

11	Industry ready program: Plan of Industry ready program focusing placement from 2025 admission onwards to be prepared	HoDs	
<i>Points discussed during the current meeting</i>			
1	Approval of previous minutes and action taken	Committee	Approved
2.	Remedial classes: All HoDs are hereby informed that the details of Remedial Classes conducted/to be conducted must be compiled and submitted to the Principal at the earliest.		
3.	Graduation Ceremony function 2020- 25 : Principal informed that Dr. Vinu Thomas – Dean Academics, KTU has agreed to be our chief guest for Graduation day celebration on 28.06.2025. ME & CSE departments will be the organizing committees. Transfer Certificate, Conduct Certificate, and all relevant certificates will be distributed to students on the same day.	ME HoD/ CSE HoD	28.06.2025
4.	Discussions on Scholarship function: Principal informed that scholarship function will be scheduled on 19.07.2025. Committees are formed for the successful conduct of the program. (AIML & EEE Depts)	AIML HoD & EEE HoD	19.07.2025
5.	Induction Programme for First Year Students: An Induction Programme for First Year Students will be conducted from 1st August to 14th August 2025. Organizing committees Applied Science and Civil Engineering Depts.	AS D& CE D	01.08.2025 to 14.08.2025
6	The Silver Jubilee Day (VICT-Day, DB-Day, and Bramsamrithi): Will be celebrated on 17th August 2025, organized by the ECE and MCA Departments.	ECE & MCA	17.08.2025
7	Add on courses for 1 st year students: First Year students will be offered add-on courses focusing on Problem Solving Skills in the first semester and Communication Skills in the second semester. Session for students : A two-hour session on 'Google Gemini – AI' focusing on Generative AI and KIT familiarization will be conducted on 2nd June 2025, and is open to students from all branches.	HoDs, Dr. Reji C Joy	
8	Time Table Committee: All departments are hereby requested to complete all necessary procedures related to the preparation of the timetable, including ERP entry, before the commencement of classes . Timely compliance is essential to ensure a smooth start to the academic schedule.	HoD, TT committee	
9	Any other: No other points came for discussions during the meeting		

The meeting was adjourned at 04.00 pm.

Sd/-



Dr. Sunitha C
Principal

Distribution list: All Attendees, File