

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 09.04.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. Admission activities
4. NASSCOM Digital 101
5. PTA meeting
6. Model exams
7. IPnDP
8. Vacation 2025
9. Result follow up
10. 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. Nisha A B | 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: 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	Info
3	Semester registration: Ensure semester registration is completed at the earliest. HoDs and GTs to maintain constant follow up.	HoDs/ GTs	
4	Individual meeting of HoDs with Chairman during WAM meeting: Discussion between each Head of Department (HoD) and the Chairman, is scheduled to take place during the WAM meeting.	HoDs	Info
5	Display regarding Department achievements to be exhibited at Admission help desk(size 2.5 ft*2ft). Soft copy of the same to be shared with Dr Abhilasha by Thursday (27/3). The display can include placements, MoUs, student achievements etc a. Soft copy of the same to be maintained as a repository. b. A parallel team to be constituted for enhancing next year admission. c. Staff member to be available in the help desk from April 1st onwards. The staff available there should be aware of the ERP registration process. In case of any doubts proper training to be given to them before the same. HODs, kindly ensure.	HoDs, Admission convenors	Info
6	a. Ethnic day for final year students- March 27: Final year boys can wear white dhothis and kurtha while girls can wear either settu mundu or sari. But students are strictly warned not to wear casual clothing such as lungi, bermudas, half pants, etc. on 27.03.2025. b. College day- March 28 : After official function performance by final years followed by a performance of D'addiction dance club is scheduled. Performance by Jazzi Gift will be there as a part of college day.	HoDs, GTs	closed
7	Project expo for final years scheduled on April 2nd. Best student project will be selected from that. Evaluation for the best final year project and mini project will be made during that event. Incentives for best final year project (branch wise) will be awarded based on the norms of college and based on their performance during project expo. Hardware of projects should be kept available for future.	HoDs, Final year GTs	closed
8	Second series test & Model Exam for B Tech second semester – It is decided to conduct second series exam during April 4-11 & model exam for B Tech second semester - 21.04.2025 to 23.04.2025	HoDs, GTs & Examination committee	23.04.2025

Points discussed during the current meeting			
1	Approval of previous MoM	Committee	closed
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	26.04.2025
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	
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	
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	
11	Industry ready program: Plan of Industry ready program focusing placement from 2025 admission onwards to be prepared	HoDs	

The meeting was adjourned at 04.00 pm.



Dr. Sunitha C
Principal

Distribution list: All Attendees, File