

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 13.03.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Students feedback
4. NAAC
5. Any other

Attendees:

1. Dr. Saji C.B
2. Dr. Sudha Balagopalan
3. Dr. Sunitha C
4. Dr. Justine Jose
5. Dr. Ramani Bai
6. Dr. S Swapna Kumar
7. Dr. Mary P Varghese
8. Dr. Rakesh Hari
9. Dr. Jiby Jose
10. Dr. Reji C Joy

Principal
 Dean Academics
 Vice 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 MoM	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 and engagement	HoDs	Ongoing
3	Internal Exam Analysis: The students' performance during internal exams were discussed in detail. The performance of students in general is fine, but close monitoring through GTs to continue.	HoDs, Principal	Info

4	University Exam Registration begins for B. Tech S2/S4 & S8 from 01-03-2024 GTs to ensure that all students have registered for forthcoming regular exams as well as completed ERP semester registration.	HoDs GTs	closed
5	Remedial classes should be conducted effectively. Plan for conduct of the same need to be shared. GTs to ensure that the green listed students have registered for forthcoming supplementary exams so that they clear the arrears & cumulative pass percentage is increased.	HoDs GTs	Info
6	Attendance Monitoring: Attendance of minor need to be monitored effectively. Subject teacher will be sharing the attendance with GTs. In case a particular student is absent continuously for 3 days the student will be removed from Minor class and he / she will have to attend remedial classes	HoDs GTs	Info
7	NAAC - (National Assessment and Accreditation Council) -Nominated Dr Jeeva K A (Professor- ECE) as Institutional Co-ordinator. A detailed distribution of metrics for NAAC accreditation was completed. Internal audit for criterias 2,4 and 7 was scheduled on 15/2/2024 and remaining on 16/2/2024 for the academic year 2022-23.	HoDs, NAAC- Coordinator Criteria coordinators	Info
8	Tech Fest: Techfest preparations are in full swing	HoDs Ms. Siji K B Mr.Kiran Babu	29.2.2024- 01.3.2024
2.	Any other:	-	No other points. Closed
<i>Points discussed during current the meeting</i>			
1	Approval of previous MoM	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 and engagement	HoDs	
3	Students Feedback : Students' feedback for all semesters will be taken from 16-03-2024 onwards. GTs and HoDs are requested to closely monitor to ensure maximum participation from students for sharing their feedback.	HoDs GTs	16.3.2024-21.3.2024
4	NAAC- NAAC coordinator explained the progress of NAAC related works	Dr Jeeva K A Criteria coordinators	

5	Remedial classes should be conducted effectively . Plan for conduct of the same need to be shared. Attendance Monitoring: Attendance of minor need to be monitored effectively. Subject teacher will be sharing the attendance with GTs. In case a particular student is absent continuously for 3 days the student will be removed from Minor class and he / she will have to attend remedial classes	HoDs GTs	Info
6	Progress of classes: HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class and engagement closing date of the following classes: 2020 B.Tech S8 - 03/05/2024 2021 B.Tech S6 - 09/05/2024 2022 B.Tech S4 -09/05/2024 2023 B.Tech S2 - 09/05/2024 2022 M.Tech S4 - 27/05/2024 2023 M.Tech S2 -30/04/2024 2022 MCA S4 - 23/04/2024 2023 MCA S2 - 08/05/2024	HoDs GTs	Info
7	Any other	-	No other points came for discussions during the meeting

The meeting was adjourned at 04.00 pm.



Dr. Saji C.B

Principal

Distribution list: All Attendees, File