

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 13.12.2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Discussions on Remedial classes
4. Discussions on University examination
5. Any other

Attendees:

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| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr. Sunitha C | Vice Principal & HoD (AIML) |
| 4. Dr. Abhilasha P S | HoD(CE) |
| 5. Dr. Ramani Bai | HoD (CSE) |
| 6. Dr. S Swapna Kumar | HoD(ECE) |
| 7. Dr Mary P Varghese | HoD (EEE) |
| 8. Dr. Rakesh Hari | HoD(ME) |
| 9. Dr. Jiby Jose | HoD (AS) |
| 10. 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 & action taken	Committee	Approved
2.	Progress of classes: HoDs informed that the classes are progressing as per plan	HoDs	closed
3.	Change in class time: HODs should strictly monitor the engagement of classes. Ensure that the last hour is engaged upto 4.00 pm/4.10 pm	HoDs	Info
4.	Sports overall championship celebration on 24th during lunch interval.	HoDs	closed

5.	Detailed analysis of D-G students which includes student wise analysis for failing subjects - to be completed by 25 th November	HoDs	Info
6.	HODs need to ensure that appropriate weightage is given to paper publications in IPnDP for those faculty assigned to publish papers. If not, prepare the list of faculty for whom the IPnDP to be reverted back by 27 th November. Accordingly ERP team will open IPnDP form for required faculty by 28 th November.	HoDs	Info
7.	Any other : No other points came for discussions during the meeting	Info	Info
<i>Points discussed during current the meeting</i>			
1	Approval of previous MoM	Committee	Approved
2	Progress of classes: HoDs informed that the classes will be completed as per academic plan	HoDs	On going
3	Remedial classes need to be planned during vacation either in online / offline session. In case offline sessions are planned bus requirement need to be provided. Ensure at least one interaction for every subject with students is planned during vacation to keep them in track	HoDs	Ongoing
4	Identified faculty for paper publication should communicate the paper to the journal/ conference latest by January end .	HoDs	Info
5	Ensure that invigilators are vigilant during University/ model/ series exam. In case a student is not behaving properly during exams (attempt to copy, sleepy etc) invigilators should alert the students and make them sit properly	HoDs	Info
6	Any Other: No other specific points came for discussions	Info.	Info.

The meeting was adjourned at 04.00 pm.

Dr. Saji C.B
Principal

Distribution list: All Attendees, File