

**VIDYA ACADEMY OF SCIENCE & TECHNOLOGY**  
Thalakkottukara PO; Thrissur

**Minutes of the HoD Meeting held on 10.01.2024**

Venue: Principal's Cabin

Time: 2.30 pm

**Agenda:**

1. Approval of previous MoM
2. Progress of classes
3. Discussions on Remedial classes
4. Syllabus Coverage
5. Techfest 2024.
6. Any other

**Attendees:**

|                          |                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| 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 will be completed as per academic plan                                                                                                                                                          | HoDs           | Closed                       |
| 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 | HoDs           | closed                       |

|    |                                                                                                                                                                                                                                       |       |         |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|---------|
|    | vacation to keep them in track                                                                                                                                                                                                        |       |         |
| 4. | Identified faculty for paper publication should communicate the paper to the journal/ conference latest by January end .                                                                                                              | HoDs  | Ongoing |
| 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    |

*Points discussed during current the meeting*

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                        |                      |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| 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 | Syllabus Coverage: As per the new guide lines from University the modules need to be covered as per the order (1, 2,3 etc) itself. In case a subject faculty feels the order needs to be changed the same is to be communicated to Principal via HoD as mail prior to the implementation of the variation. Syllabus coverage to be completed before 20th April( approx 12 weeks)<br>Mod 1_ Feb 12, Mod 2_ Feb 24, Mod 3_ March 14, Mod 4_ April 2, Mod 5_ April 20. In case the subject has 6 modules date of completion of 1,2,3,4,5 mods need to be preponed slightly | HoDs<br>Teaching staff                 | Info                 |
| 4 | GT files updation : All the files including GT inetraction to be submitted to the HoD and get it approved before submitting VSSC coordinator( Dr. Vineetha)                                                                                                                                                                                                                                                                                                                                                                                                             | HoDS<br>Dr Vineetha<br>C P             | Ongoing              |
| 5 | Tech Fest date – It is decided to conduct Techfest Vyvidh '24 during Feb 29, March 1, 2024. Institution coordinators are Ms. Siji of MCA & Mr. Kiran Babu of CE                                                                                                                                                                                                                                                                                                                                                                                                         | HoDS<br>Ms. Siji K B<br>Mr. Kiran Babu | 29.2.2024- 01.3.2024 |
| 6 | . Remedial classes should be conducted effectively <del>this semester</del> . 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<br>GTs                            | Info                 |

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|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------|
| 7 | Course plan for comprehensive subject need to be shared giving the name of the faculty who will engage a particular subject. In case the faculty assigned for Comprehensive exam has not dealt that subject previously the faculty member can seek assistance of other faculty in the department | HoDs<br>GTs |       |
| 8 | 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