

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 23.09.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. NAAC
4. Result analysis
5. Tech fest 2024
6. Admission 2024-25
7. Any other

Attendees:

1. Dr Sunitha C
2. Dr. Jeeva K.A
3. Dr. Abhilasha P S
4. Dr. S Swapna Kumar
5. Dr. Mary P Varghese
6. Dr. Rakesh Hari
7. Dr. Jiby Jose
8. Dr. Reji C Joy

Principal & HoD (CSE) *[Signature]*
 HoD (AIML) *[Signature]*
 HoD (CE) *[Signature]*
 HoD (ECE) *[Signature]*
 HoD (EEE) *[Signature]*
 HoD (ME) *[Signature]*
 HoD (AS) *[Signature]*
 HoD (CA) *[Signature]*
Dr. Rakesh Hari
Dr. Reji C Joy

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 class engagement. Ensure remedial log book and tutorial book is updated in Dept. In case students are absent continuously for minor classes strictly warn them. At least 2 hrs should be taken as remedial hour on the previous day of series exam (for that particular subject) in case of core papers.	HoDs, GTs	Info
3	Syllabus coverage: Ensure syllabus coverage is strictly adherent to the dates as per Academic calendar. In case variations, subject teachers should engage extra hours and ensure syllabus coverage.	HoDs, GTs	Info
4	NAAC visit: 1) NAAC printing work in progress 2) Mock Audit 1 will be conducted on Aug 30,31 3) Audit 2 on Sept 6, 7 4) Proposed audit dates are Sept 25& 26 5) Ensure that the lab names given in SSR and on the boards are same 6) Steps of start & awareness of honesty shop need to be initiated NAAC coordinator reported that the preparations are going well for the NAAC visit	NAAC co-ordinator, Criteria coordinators	Info
5	Student Feedback schedule: Student feedback schedule for S3, S5 & S7 classes are scheduled to be conducted during 29 th Aug to 2 nd September.	HoDs, GTs, ERP Team	Info
	First internal examinations: The first internal examinations for S3, S5 & S7 classes are to be conducted during 06-09-2024 to 12.09.2024 Series exam time will be one per day(9.15-10.45) And regular class resumes from 3rd hr onwards.	Chief sup:lt, HoDs	closed
6	B Tech S4 Result Analysis : It is decided to continue the follow up to support the students who have failed in the examinations.	HoDs, GTs	Info
7	Admission 2024-25: Govt. Admission (2nd phase allotment) will commence from 21/8/24 to 27/8/24.(Venue: Decennial Block) Tentative date for Induction program date will be on 09.09.2024.	Admission convenor, HoDs, Dr. Vineetha C P, All s:aff	Ongoing

8	Graduation Ceremony 2024 - Graduation committee reported that all preparations are going well.	HoD CE HoD ME, Final year GTs	closed
	Any other	-	No other points came for discussions during the meeting
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, syllabus coverage & remedial class engagement. Ensure remedial log book and tutorial book is updated in Dept. In case students are absent continuously for minor classes strictly warn them. At least 2 hrs should be taken as remedial hour on the previous day of series exam (for that particular subject) in case of core papers. First semester class engagement to be monitored strictly.	HoDs, GTs	Info
3	Syllabus coverage: Ensure syllabus coverage is strictly adherent to the dates as per Academic calendar. In case variations, subject teachers should engage extra hours and ensure syllabus coverage.	HoDs, GTs	Info
4	NAAC visit: 1) NAAC work is in progress 2) Mock Audit II will be conducted on October 02 nd & 3 rd 3) Proposed audit dates are October 21 & 22 4) Ensure that the lab names given in SSR and on the boards are same 5) Steps of start & awareness of honesty shop need to be initiated NAAC coordinator reported that the preparations are going well for the NAAC visit	NAAC co-ordinator, Criteria coordinators	Info
5	Tech fest 2024- Techfest for this academic year is scheduled during 04.10.2024- 05.10.2024. Preparation time for tech fest from 4 to 6 PM. In case of stayback the stay back form to be filled by student & to be signed by staff member .One bus to	HoDs Mr. Krishnakumar M & Ms. Jucy Vareed	04.10.2024- 05.10.2024

	Thrissur will be there at 6.30 PM during these days. Ms. Ponsy Paul (CE) & Mr. Deepu Mohan (ME) will be in charge of sponsorship.		
6	Admission 2024-25 – Principal expressed satisfaction and appreciated Admission Committee for good number of admission for AY 2024-25	Dr. Nisha A B Ms. Divya Unni HoDs, All staff	Info
7	Any other	-	No other points came for discussions during the meeting

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File