

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 13.08.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Action plan for green listed students
4. Remedial classes
5. 1st series exam
6. Student feedback
7. IPnDP
8. Any other

Attendees:

1. Dr Sunitha C
2. Dr. Jeeva K.A
3. Dr. Abhilasha P S
4. Dr. Sajay K R
5. Dr. S Swapna Kumar
6. Dr. Mary P Varghese
7. Dr. Rakesh Hari
8. Dr. Nisha A B
9. Dr. Reji C Joy

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 minutes and action taken	Committee	Approved
2	Progress of classes: HoDs informed that the classes are progressing as per plan.	HoDs	
3	Induction program for first year students : Induction program for 1 st year students is scheduled to be held from 11th-26th August, of which orientation will be on 11th August 2025.	CE & AS depts.	11.8.2025-26.08.2025

4	Detailed action plan for green listed students to be shared soon. GTs have conducted discussions with green listed students and their parents; needs for securing full pass have been collected. A detailed action plan to be shared soon.	HoDs, GTs	
5	A detailed action plan for remedial classes: The following information to be shared soon a. Details of subject for which remedial classes will be held b. Date and time of conduct of remedial classes c. Faculty member who will be handling the classes d. No & Name list of targetted students who will be attending the same e. Detailed TT for the remedial classes	HoDs/ GTs	
6	Series 1 for S3,S5 and S7 scheduled to be held on 20,21,22,23 Aug 2025 (not for S7- Since SOTI drive planned on that day), 25& 26. 1. GTs and HoDs should convey the importance of series test in classes. In case a student is absent for an exam he/ she should submit a request letter which is should be approved by subject teacher, GT and HoD and the GT should file the request in the GT file. In case of medical grounds the request should also include the medical certificate 2. Results of series test should be published within 5 days of exam 3. QPs should be set following the University QP paper pattern & the paper valuation to be done strictly and the pass percentage will be set as 50 percentage for the series exam	HoDs,GTs	20-23 Aug 2025
7.	1) Details of training program -. The training program includes a common topic on Data Analytics (could be done by all branches) and certain topics relevant for ECE, EEE and ME branches. GTs and HoDs should identify the list of interested students and the same should be passed on by Monday. TVS shared the details, and the training program includes fees . It will be beneficial for the students as it offers a direct placement. The TVS will have an initial selection process before the training program. 2) Another firm Texal is offering a 2 month internship program for students in core branches. This is free of cost. The details will be shared soon	HoDs, T & P cell	
8	Any other : No other points		
<i>Points discussed during the current 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. HoDs should ensure that the last hours are engaged till 4 PM on days except Fridays and till 4.10 PM on Fridays.	HoDs	
3	University result: Detailed action plan regarding the initiatives to improve the cumulative pass percentage to be shared 1) List of green listed students (in 2022 & 2023 admission) who have supplementary in first year to be shared to the following HoDs by Monday. a. In case of Maths, Physics and Chemistry- list to be shared to AS HoD b. In case of Graphics- list to be shared to ME HoD c. In case of Mechanics-list to be shared to CE HoD d. In case of C programming - list to be shared to CSE HoD.	HoDs, GTs	
4	Student feedback: Student Feedback schedule is shared. GTs should ensure that students are completing feedback on time. GTs can utilise the lab slot/ any other time available time during college hours to make the student complete the feedback.	HoDs, GTs	
5	IPnDP: Since IPnDP for 24-25 AY is completed staff members should enter all the details(e.g. semester results of the subjects taught, paper publications, courses done, FDPs attended, feedbacks, result of students under their tutorship, internship details of students under their tutorship, add on course details of students under their tutorship etc. IPnDP template except S2 results). In case of details like internship, add on etc. the details of 22-23 students under a particular GT must be entered. Ensure that all the details under individual KPIs are entered and the proof for the same is also uploaded.	HoDs	
6	Admission activities: Steps to ensure Department branding is to be done. Activities should be conducted in offline mode and it should be conducted in different sectors (preferably in underutilised areas)	Admission committee	
7	Training & Placement: Since SOTI drive is scheduled in next week the status of the paper completion done by students to be shared by Monday. : It was observed that students have not utilised the Moodle platform effectively.	HoDs,GTs	
8.	Achievements: Achievements in YIP was appreciated. In events like stride, hackathons etc students from AIML, CSE and ECE are actively participating. Students in CE, EEE and ME also need to be motivated.		

9	Remedial Classes: Detailed schedule of remedial Time Table to be prepared. AS Department will be preparing a common TT initially, and based on it a detailed TT to be prepared by respective departments to improve the pass percentage. While preparing the TT, in case a faculty is conducting classes for a particular subject in S4 , the TT should be set in such a way that the students of both 2022 & 2023 can attend the same to the extent possible. TT should be prepared by avoiding parallel sessions to the possible extend. The students should attend the classes compulsorily. The TT to be shared with parents and strong follow-up need to be ensured. The follow up of GTs and HoDs can make remarkable difference in the result. Appreciated Civil Department for the same. AIML Department has prepared a draft format. The same could be referred as a guideline.	HoDs, subject teacher	
10	Any other : No other points		

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File