

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 05.11.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Internal promotion
4. Result
5. Internship
6. FDP
7. Series exam
8. Booster classes
9. NAAC
10. 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.	NBA: CE and CSE Departments will proceed with the NBA accreditation process during the current Academic Year. Other departments may plan to proceed by the next Academic Year. Departments should take necessary steps to increase marks in quantitative parameters. Monthly review meetings will be conducted to monitor progress. ○ Efforts to enhance publications related to student projects should be strengthened. ○ Faculty publications need to be improved ○ Departments should take proactive steps to improve student results. ○ Focus on achieving higher cumulative pass percentages for the 2022 and 2023 admission batches. ○ Special attention to be given to students with a maximum of five supplementary subjects. Provide brief and effective notes to support student learning. ○ Departments should ensure that at least a few students secure a CGPA of 9 and above. ○ Course files must be maintained as per the syllabus guidelines, including tutorial hours, practical hours, etc ○ For courses with Project-Based Learning , the files should be maintained accordingly.	NBA coordinators HoDs	Ongoing
4	Faculty Development: Faculty members should register for FDPs outside the college; ATAL Online FDPs may be utilized. Faculty Incentives: Faculty members are encouraged to claim incentives for publications and FDP participation 1. Professional Body Membership: Faculty members should obtain memberships in professional bodies such as ISTE, IE, CSI, etc. The annual membership fee may be paid by the Management in advance for required faculty members, and repayment can be made by the faculty in instalments.	HoDs Faculty members	Ongoing
5	Research & Consultancy Activities: Each Department should ensure that consultancy activities are initiated and attached to the department. Sponsored Research: Departments should take efforts	R & D cell, HoDs	Ingoing

	to initiate sponsored research activities. Seed Money for Projects: For genuine research or innovative student projects, departments may request Institute Seed Money.		
6	Academics :Model Examination for S3: To be held on 23rd and 25th October. Last working day: As per the academic calendar, 23rd October 2025. Students with attendance shortage must be instructed to apply for condonation immediately 18.10.2025 (Saturday) will be a full working for students and staff members. First two hours: Minor exams. Classes to continue thereafter as per special timetable. Lab Requirements: Requests for lab consumables required for practical or lab exams should be submitted immediately.	HoDs, exam cell, lab in charge	closed
7	Clubs and Departmental Activities; The AIML Department is initiating a student club open to all Departments. Activities will be organized under this club. Similar clubs are to be initiated in all Departments, and regular activities should be planned and conducted.	AIML HoD	Ongoing
8.	Skill Enhancement: HoDs are to discuss with the Placement Officer to identify key areas of skill enhancement to improve student placement eligibility.	HoDs , T & P cell	Ongoing
9	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	
3.	Internal promotion: Faculty members were appreciated for internal promotions and performance hike.	Faculty members	
4	Result: HoDs were instructed to ensure strong follow-up of results for all batches. For 2022 batch, a minimum cumulative result target of 50% was fixed. Targeted mentoring to be ensured.	HoDs, GTs	
5	Internship: Virtual internship opportunities to be utilized to the maximum extent. Summer internship opportunities to be actively	HoDs	

	promoted among students. Timely completion of Codetantra activities to be ensured. Feedback to be collected by HoDs through GTs.		
6	Faculty Development program: HoDs were instructed to plan FDPs during December–January.	HoDs	
7	Series exam: Second series examination for first-year students scheduled on 20, 21, 22, 24, and 25 Nov. Model examination for first-year students scheduled on 28 Nov and 1 Dec.	Exam cell, HoDs	
8.	Booster classes : HoDs shall ensure booster classes sheets are updated regularly. Any changes in subject allocation guidelines will be communicated to HoDs.	HoDs, GTs	
9	NAAC : NAAC–AQAR related review meetings to be conducted to ensure proper data updation.	NAAC coordinator	
10	Any other : No other points		

The meeting was adjourned at 03.45 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File