

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

**Minutes of the HoD Meeting held on 02.07.2025**

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Status of Absent SMS to parents
3. Class monitoring
4. Add on courses
5. Scholarship function
6. ISTE Induction Program
7. Semester Flag-off meeting
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.                                             | NASSCOM –Digital 101 course status : HoDs shared department-wise updates on students under NASSCOM, including failed cases and promo code recipients. Principal instructed that exams for failed students will be conducted by the end of June 2025. | HoDs, S2 GTs   |                              |

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|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--|
| 3.                                          | <p>Graduation Day: Dr. Sajay K R (HoD, CSE) and Dr. Rakesh Hari (HoD, ME) briefed the updates:</p> <ul style="list-style-type: none"> <li>• ₹1000 will be deducted from the caution deposit as registration fee (covers 3 persons including student). ₹200/- per extra person will be charged.</li> <li>• Budget proposal was submitted. Brochure design and content are pending approval.</li> <li>• Certificate design has been approved.</li> <li>• Google Form has been circulated to GTs to collect participant details. Final count expected by 12 June 2025.</li> <li>• School band set contacted, robes have been arranged, stage decoration team contacted; awaiting cost details.</li> </ul> | HoD CSE &<br>HoD ME                  |  |
| 4.                                          | <p>Add-on Courses: Department-wise Add-on course schedules were presented:</p> <ul style="list-style-type: none"> <li>◦ AIML: Starting June 10</li> <li>◦ CSE: Started May 26, ends June 21</li> <li>◦ EEE: Starting June 17</li> <li>◦ ECE: Planned for end of June</li> <li>◦ ME: Scheduled for first week of June</li> <li>◦ MCA: Already completed for both semesters</li> <li>• Principal appreciated the efforts of the CCE Coordinator, HoDs, and Department Coordinators for effective planning and execution.</li> <li>• Departments were instructed to ensure all relevant documentation is prepared and submitted promptly.</li> </ul>                                                      | Dr Reji C<br>Joy/ HoDs               |  |
| 5.                                          | Academic Calendar: Principal informed that Vidya's Academic Calendar will be released in alignment with the KTU Academic Calendar at the earliest.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |  |
| 6                                           | ISTE Induction Program: Dr. Jeeva, IQAC Coordinator, shared the plan for a 5-day induction program for 16 newly joined faculty members. Program includes sessions on ERP, accreditation, research funding, adult psychology, etc. Tentative schedule: 18 – 24 June 2025                                                                                                                                                                                                                                                                                                                                                                                                                                | IQAC<br>coordinator                  |  |
| 7                                           | College-Level and Department Committees: Principal mentioned that the college-level committees for the new academic year are being finalized. Requested HoDs to constitute department-level committees. Emphasized the need to closely monitor classes and student attendance.                                                                                                                                                                                                                                                                                                                                                                                                                         | HoDs                                 |  |
| 8                                           | Oracle Centre of Excellence : Dr. Sajay K R presented the status of Oracle CoE initiatives.<br>Identified integration of Oracle courses as part of regular subjects in S3, S5, and S7 for CSE and AIML, and S3 for MCA in the upcoming semester.                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Dr Sajay K<br>R                      |  |
| 9                                           | B.Tech Admission 2025: Dr. Nisha A B , Admission Convenor presented the admission updates. Admission activities will commence from June 9, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Admission<br>committee,<br>all staff |  |
| 9                                           | Any other: No other points came for discussions during the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |  |
| Points discussed during the current meeting |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                      |  |

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| 1  | Approval of previous minutes and action taken                                                                                                                                                                                                                                                                                                 | Committee                   | Approved             |
| 2. | Graduation ceremony: Principal appreciated the Organizing committee for the successful conduct of Graduation ceremony.                                                                                                                                                                                                                        | Organizing committee        | Closed<br>28.06.2025 |
| 3. | Absent SMS to parents: SMS to parents regarding the attendance of students has to be sent every day. HoDs are requested to monitor closely.                                                                                                                                                                                                   | HoDs, GTs, subject Teachers |                      |
| 4. | Daily Class Monitoring Register: Daily class Monitoring register should be submitted every Monday after consolidation.                                                                                                                                                                                                                        | HoDs/GTs                    |                      |
| 5. | Add-on Courses: HoDs are requested to share the Add on plan for S7, immediately. Training like creating LinkedIn profile, LaTeX workshop, motivational talk along with placement training sessions may be provided for students. Students should submit 2 papers as a part of their project-one as review paper and one implementation paper. | HoDs                        |                      |
| 6. | Semester flag-off meeting: Semester flag off meeting scheduled on Saturday -05-07-2025. Staff members should attend the meeting positively.                                                                                                                                                                                                   | All staff                   | 05-07-2025           |
| 7. | Any other : Will be starting IEEE student branch in the college soon                                                                                                                                                                                                                                                                          |                             |                      |

The meeting was adjourned at 04.00 pm.

  
Dr. Sunitha C  
Principal

Distribution list: All Attendees, File