

VIDYAACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 14.02-2024

Venue: Principal's Cabin

Time: 2.00 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Internal examination
4. NAAC
5. University exam registration
6. Techfest
7. Any other

Attendees:

1. Dr. Saji C.B	Principal
2. Dr. Sudha Balagopalan	Dean Academics
3. Dr Sunitha C	HoD (AIML)
4. Dr. Justine Jose	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 3.00 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 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	University Lab exams: : Lab Examinations for B Tech S3 are scheduled as per University notification	HoDs Teaching staff	08.02.2024 onwards
4	Tech Fest: Techfest preparations are in full swing	HoDS Ms. Siji K B	

		Mr. Kiran Babu	29.2.2024- 01.3.
5	Commencement of Even Semester: The University has announced the commencement of even semester classes w.e.f B Tech S8- 22.01.2024, S2/S4/S6- 29.01.2024 MCA- S2- 01.02.2024, S4-17.01.2024 M Tech- S2-22.01.2024 , S4-29.01.2024	HoDs, GTs	closed
6	Student Sem. registration: Timely completion of semester registrations is to be informed to students. HoDs through GTs will be monitoring the completion of semester registration by students. Extended time could be granted, in genuine cases, with the prior approval from ED/Principal	HoDs	Info
7	Any other: The university exam valuation has to be completed as per directions from KTU, time to time. Principal informed HoDs to make sure timely completion of valuations by deputing the faulty members, as and when assigned by the University.	HoDs	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	
3	Internal Exam Analysis: The students' performance during internal exams were discussed in detail. The performance of students in general is fine, but close monitoring through GTs to continue.	HoDs, Principal	Monitoring need continue.
4	University Exam Registration begins for B. Tech S2/S4/S6/S8 from.01-03-2024 GTs to ensure that the green listed students have registered for forthcoming supplementary exams so that they clear the arrears & cumulative pass percentage is increased.	HoDs GTs	Info
5	Remedial classes should be conducted effectively . Plan for conduct of the same need to be shared. GTs to ensure that the green listed students have registered for forthcoming supplementary exams so that they clear the arrears & cumulative pass percentage is increased.	HoDs GTs	Info
6	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 GTs	Info

7	NAAC - (National Assessment and Accreditation Council) -Nominated Dr Jeeva K A (Professor- ECE) as Institutional Co-ordinator. A detailed distribution of metrics for NAAC accreditation was completed. Internal audit for criterias 2,4 and 7 was scheduled on 15/2/2024 and remaining on 16/2/2024 for the academic year 2022-23.	HoDs, NAAC- Coordinator Criteria coordinators	Info
8	Tech Fest: Techfest preparations are in full swing	HoDS Ms. Siji K B Mr.Kiran Babu	29.2.2024- 01.3.2024
9	Any other	-	No other points came for discussions during the meeting

The meeting was adjourned at 04.00 pm.

Dr. Saji C.B
Principal

Distribution list: All Attendees, File