

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 11.12.2024

Venue: Principal's Cabin

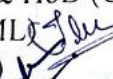
Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. Faculty Development Programme
4. Remedial Classes
5. Series exam & Model exam
6. Pre-qualifier
7. IPnDP
8. MOOC course
9. 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) 
 HoD (AIML) 
 HoD (CE) 
 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: Ensure that remedial classes of S1 are conducted effectively. Remedial classes could be conducted on 30 th of November. 9. Special TT for 23 rd and schedule of remedial classes for 30 th to be shared.GTs to share the list of supplementary students with the list of subjects in which they have supplementary. (even sem and S1 subjects to be listed separately).	HoDs, GTs	
3	Faculty Development Programs- FDPs to be planned by all Departments. Ensure that clash is avoided while scheduling the FDPs	HoDs	Jan 2025
4	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
5	Series Test & Model exams: The second series examinations for S1 classes are to be conducted during 2 nd to 6 th December 2024. Model exam to be scheduled on Dec 10,13,16. 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, GT	2 nd to 6 th December 2024. Dec 10,13,16.
6	Ensure all students have completed Suraksha registration	HoDs & GTs	Info
7	Tentative dates for the activities during even sem: 1) Feb 14-15 - Arts 2) Feb 16-28- IV window 3) Series 2(higher sem) - March 3rd week	HoDs/ GTs	Info
8	Pre-qualifier- All HoDs must share the pre qualifier before January 1 st week	HoDs	
9	IPnDP- The IPnDP of all department is ready in ERP. All HoDs ensure the details are entered as per the guidelines and submit on or before 13.12.2024	HoDs	13.12.2024
10	Any other		No other points came for discussions during the meeting
1	Approval of previous MoM		

2	Progress of classes: Ensure that remedial classes of S1 are conducted effectively. HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class engagement. S1 Important dates a. Publication of series 2 marks-12.12.2024 b. Publication of model exam marks-18.12.2024 c. Publication of internal marks (including retest) - 19 .12.2024 d. Marks entry to KTU portal & submission of hard copy to Principal office-20.12.2024	HoDs, GTs	
3	End semester exams: End semester exams starts from 22 nd Nov 2024 to 7 th February 2025.	Chief Sudt	22.11.2024- 07.02.2025
4	NAASCOM registration - All B Tech S1 students to complete the NAASCOM registration latest by 12.12.2024. Students need to pay Rs. 600/- to complete the registration. This is mandatory to complete their S1 exam registration. GTs to ensure the same by updating the data in excel sheet.	HoDs, B Tech S1 GTs	12.12.2024
5	Series Test & Model exams: The second series examinations for S1 classes are to be conducted during 2nd to 6th December 2024. Model exam to be scheduled on 10th, 13th, 16th December 2024 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, GT	2 nd to 6 th December 2024. Dec 10,13,16.
6	Ensure all students have completed Suraksha registration	HoDs & GTs	Info
7	Tentative dates for the activities during even sem: 1) Feb 14-15 - Arts 2) Feb 11-26- IV window 3) Series 2(higher semester) - March 3rd week	HoDs/ GTs	Info
8	Pre-qualifier- All HoDs must share the pre qualifier before January 1 st week	HoDs	
9	IPnDP- The IPnDP of all department is ready in ERP. All HoDs ensure the details are entered as per the guidelines and submit on or before 13.12.2024	HoDs	13.12.2024

10	FDPs to be planned by all Departments. Ensure that clash is avoided while scheduling the FDPs	HoDs	18.01.2025
11	Add on course-: Ensure that list of add on courses is shared by Monday by CCE coordinator. IIT spoken tutorial - S1 students can start attending the course/videos soon and registration could be completed before the exam time of the course GTs to follow up the internship opportunities regularly. Appreciate the students in case they have completed NPTEL course, good internships etc Add on course on Aptitude training could be arranged for pre-final year students In addition to this, Department specific add on course to be done during even semester.	CCE – Convenor, HoDs	25.12.2024
12	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