

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 21.05.2024

Venue: Principal's Cabin

Time: 3.00 pm

Agenda:

1. Approval of previous MoM
2. Minor/ Honours mark entry
3. BEC / Arts / Tech certificates
4. Vacation
5. NAAC.
6. Scholarship function.
7. Graduation day, DB day & Brahmasriti.
8. Work load calculation.
9. Fixing of IPnDP review period.
10. Paper publication for AP, Associate & above
11. Planning activities for forthcoming AY.
12. Any other

Attendees:

1. Dr Sunitha C
2. Dr. Abhilasha P.S
3. Dr. Ramani Bai
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 (AIML) 
HoD(CE) 
HoD (CSE) 
HoD(ECE) 
HoD (EEE) 
HoD(ME) 
HoD (AS) 
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 Minutes & action taken	Committee	Approved
2.	Scholarship function to be held mostly on 22/6. The availability of guest is to be confirmed	HoDs	Ongoing
3.	Regarding NAAC- data collection almost completed. Expert visit scheduled on Thursday & Friday - (16&17 May) In case a faculty member is relieving all the documents need to be updated. Ensure that in the no due form signature from NAAC criteria coordinator is also obtained before HoD signature	HoDs Dr Jeeva K A Criteria Coordinators	Closed

4.	Vacation may be availed in 3 slots Slot 1- May 27-June 25 Slot 2-June 3- July 2 Slot 3- June 10- July 9 Staff members who have completed more than one year at Vidya are eligible for vacation	HoDS	Ongoing
5.	KTU internal mark/ attendance entry: Ensure that internal mark/ attendance entry is completed as per schedule.	HoDs, GTs	Closed
6.	Complete IPnDP updation by 14.05.2024	HoDs	Closed
7.	Regarding LP students need to be made aware of the significance of scoring at least 6.5 CGPA	HoDs GTs	Ongoing
8.	Any Other: No other specific points came for discussions	Info.	Closed

Points discussed during current the meeting

1.	Approval of previous MoM & action taken	Committee	Approved
2.	Minor/ Honors : mark entry to be ensured in KTU portal by respective GTs	HoDs GTs Ms.Riya P.D., Ms Jucy Vareed	Info
3.	BEC / Arts / Tech certificate : Certificates ready in Principal office. Will be distributed to GTs. GTs to distribute to students.	HoDs	Info
4.	Vacation slot should be distributed in all the Departments. In case of variations in a particular Department the same need to be modified.	HoDs	Info
5.	NAAC: 1. Uploading scheduled from 27 May. Compensation will be given for those who are reporting for NAAC uploading. Expected slot from 27-29 May. 2. In case DVV query comes the same need to be corrected. Looking into criteria wise marks expecting a good score in NAAC. 3. Beautification of labs to be done as a part of NAAC. Budget need to be shared. 4. IPR cell to be formed as a part of NAAC. Bhavin will be convener. IPR cell will be closely associated with VRC. Nomination from Department needs to be given.	HoDs Dr Jeeva K A Criteria Coordinators	Ongoing
6.	Scholarship function- July 13.Based on availability of guest. Organising Department MCA & ME	HoD MCA HoD ME	13.07.2024
7	Graduation day, DB day & Brahmasriti in queue. Will be organised without delay	HoDs	Ongoing

1	Time Table Work load calculation to be signed over	Dr. Suresh Kumar Principal	Chairman
2	Staff work load to be signed over to staff work load (copy only)	Dr. Suresh Kumar	Chairman
3	Page calculation of work load to be signed over to staff work load (copy only)	Dr. Suresh Kumar	Chairman
4	Committee for the following work to be signed over to staff work load (copy only)	Dr. Suresh Kumar	Chairman
5	Committee for the following work to be signed over to staff work load (copy only)	Dr. Suresh Kumar	Chairman

The meeting was adjourned at 11:30 am.


Dr. Suresh Kumar
Principal

Signature for
Dr. Suresh Kumar
Principal