

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 17.04.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Second internal exams
4. Send off meetings to final year students
5. College day
6. Ethnic day
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 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 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.	Students Feedback : Students' feedback for all semesters will be taken from 16-03-2024 onwards. GTs and HoDs are requested to closely monitor to ensure maximum participation from students for sharing their feedback.	HoDs GTs	closed
4.	NAAC- NAAC coordinator explained the progress of NAAC related works	Dr Jeeva K A Criteria coordinators	

	Plan for conduct of the same need to be shared. 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	GTs	
6.	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 closing date of the following classes: 2020 B.Tech S8 - 03/05/2024 2021 B.Tech S6 - 09/05/2024 2022 B.Tech S4 - 09/05/2024 2023 B.Tech S2 - 09/05/2024 2022 M.Tech S4 - 27/05/2024 2023 M.Tech S2 - 30/04/2024 2022 MCA S4 - 23/04/2024 2023 MCA S2 - 08/05/2024	HoDs GTs	Info
7.	Any other:	-	No other points. Closed

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. Second internal exams scheduled -22,23,24. April 2024	HoDs, Principal	Monitoring needs to continue.
4	Ethnic day & Fare well for final years: The committee decided organize the farewell day on 04.05.2024 & permit final year students to wear ethnic dresses on 25-04-2024.	All	Info
5	College Day celebrations: Principal informed that the college day celebrations will be conducted on 03-05-2024. Ms Anooja & Mr Sangeeth K K will coordinate the function	Ms Anooja, Mr. Sangeeth K K HoDs	Info
6	Remedial classes should be conducted effectively . Plan for conduct of the same need to be shared. 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	HoDs GTs	Info

7	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 GTs	Info
8	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