

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 17.01.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Admission activities
4. Syllabus Coverage
5. Techfest
6. Any other

Attendees:

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| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr. Sunitha C | Vice Principal & HoD (AIML) |
| 4. Dr. Abhilasha P S | 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 minutes & action taken	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	Closed

3.	Syllabus Coverage: As per the new guide lines from University the modules need to be covered as per the order (1, 2,3 etc) itself. In case a subject faculty feels the order needs to change the same is to be communicated to Principal via HoD as mail prior to the implementation of the variation. Syllabus coverage to be completed before 20th April(approx 12 weeks) Mod 1_ Feb 12, Mod 2_ Feb 24, Mod 3_ March 14, Mod 4_ April 2, Mod 5_ April 20. In case the subject has 6 modules date of completion of 1,2,3,4,5 mods need to be preponed slightly	HoDs	Ongoing
4.	GT files updation : All the files including GT inetraction to be submitted to the HoD and get it approved before submitting VSSC coordinator(Dr. Vineetha)	HoDs	Info
5.	Tech Fest date –Tech fest for this academic year is scheduled	HoDs Ms. Siji K B & Mr. Kiran Babu	29.02.204 01.03.2024
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 and he / she will have to attend remedial classes	HoDs GTs	Info
7.	Course plan for comprehensive subject need to be shared giving the name of the faculty who will engage a particular subject. In case the faculty assigned for Comprehensive exam has not dealt that subject previously the faculty member can seek assistance of other faculty in the department	HoDs GTs	Info
<i>Points discussed during current the 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

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4	Tech Fest: Techfest preparations are in full swing	HoDS Ms. Siji K B Mr. Kiran Babu	29.2.2024- 01.3.2024
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	Info
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.

The meeting was adjourned at 04.00 pm.



Dr. Saji C.B
Principal

Distribution list: All Attendees, File