

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 04.02.2026

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Admission Activities
4. Minor / Honours Classes
5. Sports Day
6. Series Test
7. Mini /Main projects finalisation
8. CoE – Robotics
9. Alumni Activities
10. NASSCOM Follow-up
11. ISO /NBA Audit
12. Any other

Attendees:

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| 1. Dr Sunitha C | Principal  |
| 2. Dr. Jeeva K.A | HoD (AIML) |
| 3. Dr. Abhilasha P S | HoD (CE) |
| 4. Dr. Sajay K R | HoD (CSE) |
| 5. Dr. S Swapna Kumar | HoD(ECE) |
| 6. Dr. Mary P Varghese | HoD (EEE) |
| 7. Dr. Rakesh Hari | HoD(ME) |
| 8. Dr. Nisha A B | HoD (AS) |
| 9. 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 and action taken	Committee	Approved

2	Progress of classes: The Principal suggested that HoDs must ensure all scheduled classes are conducted strictly as per the approved timetable. HoDs informed that the classes are progressing as per plan and assured continued monitoring to ensure effective engagement.	HoDs/ Faculty	Ongoing
3	Chairman's Meeting: Prepare departmental updates and extend cooperation	HoDs	27-28 Jan 2026.
4	TMA Chapter: Initiate proposal and implementation of TMA Chapter in classrooms. Motivate S2 students for registration (₹300); ensure target numbers (CSE – 15, Others – 5 each)	HoDs / GTs	closed
5	ISTE Annual Convention: As our college has been selected to host the 36th ISTE Kerala Section State Convention & National Seminar. HoDs were instructed to encourage maximum participation of both students and faculty members from their respective departments to ensure the grand success of the event.	HoDs/ Mr. Sarath Babu Ramachan dran	closed
6	Unauthorized mobile usage of students: Staff members who are confiscating mobile phones should handover the phone to Principal with a report and the same need to be informed to concerned HoD.	HoDs/GTs	Info
7	NBA: Share departmental NBA budget with NBA Coordinator & consolidate departmental budgets and submit to Principal. As a part of NBA audit ensure the following is completed- website updation, faculty profile	NBA Coordinat ors	Ongoing
8	Center of Excellence Project Proposals (Prefinal year) : HoDs are requested to submit project proposals from prefinal year students, as part of Centre of Excellence (CoE) activities. The same shall be shared by 15 January 2026, for further review and consolidation. Initiate CoE or industry-supported lab in respective domain	HoDs	15.01.2026
9	ISO Audit: Decided to conduct ISO internal audit on Feb 1st week and recertification audit on 17-18 Feb.	MR-ISO, HoDs, ISO Auditors	14-18 Feb 2026
10	Admission Activities: Promotion activities to be initiated by Departments to ensure publicity as a part of VIBE	HoDs / Faculty	Ongoing
11	Student Counselling : Departments were instructed to work closely with the Student Counsellor for the overall	HoDs / Student	To be scheduled

	academic and personal development of students. HoDs were requested to plan a joint meeting with departmental staff and the student counsellor at the earliest.	Counsellor /Faculty	
12.	Any other : No other points		
<i>Points discussed during the current meeting</i>			
1	Approval of previous minutes and action taken	Committee	Approved
2	Progress of classes:. The Principal suggested that HoDs must ensure all scheduled classes are conducted strictly as per the approved timetable. HoDs informed that the classes are progressing as per plan and assured continued monitoring to ensure effective engagement.	HoDs/ Faculty	Ongoing
3	Admission Activities: Finalize and share department admission brochure On or before 06.02.2026. ION / Science Day / VTHINC: ION, Science Day, VTHINC and allied events will be conducted on 27 February 2026. Poster and paper presentation sessions shall be organized prior to the main event. A minimum of five (5) projects from each S2 batch must be displayed on the event day. S2 GTs are instructed to closely monitor the preparations and ensure continuous follow-up. Mr. Vimalkumar will grace the occasion as the Chief Guest.	HoDs, Admission Convenors	06.02.2026 27.02.2026
4.	Minor / Honours Classes: Schedule Minor/Honours classes (2–3 hrs) and plan remaining activities. Students with weak academic performance (CGPA less than 5.0 or more than two backlogs in Series–I) may be advised not to continue with the Minor programme. Concerned departments are instructed to counsel the students and their parents and convince them accordingly. Update minor details in sheet shared by Ms. Remya K R (ECE Dept)	HoDs, Minor/Hon ours coordinator	
5.	Sports Day: Sports Day is scheduled to be held on 27–28 February 2026. Departments are requested to extend full cooperation and ensure active participation of students.	HoDs, Physical Edn Dept	27-28 Feb 2026
6	Series Test: It is decided to conduct 1 st Series Test for second semester from 13-20 February 2026. Series 1 results of S4 and S6 to be shared on or before 10.00 am ,05.02.2026	HoDs/ Teaching staff, Exam cell.	13-20-Feb 2026
7	Mini /Main projects finalisation: Departments are instructed to ensure that all mini and main project topics are discussed with the VRC prior to finalisation and approval.	HoDs/ Dr. Sooraj K Prabha	Info
8	Establishment of Centre of Excellence (CoE) – Robotics The timeline for the establishment of the Centre of		13.02.2026

	Excellence in Robotics was discussed and finalized as follows: - Internal discussions and project finalisation: on or before 07.02.2026 - Discussion with VRC Head: on or before 13.02.2026 - Data entry: Required details to be filled in the shared sheet, along with preparation of additional supporting information - Review meeting: Meeting with ED Sir / AD Sir scheduled on 19.02.2026	HoD, VRC Head,	19.02.2026
9	Alumni activities: Departments are instructed to prepare a comprehensive road map for alumni activities, clearly indicating the current status and outlining future action plans based on the discussions held with the Chairman	HoDs	
10	NASSCOM Digital Edge 101 Follow-up: All S2 Group Tutors are requested to monitor the enrollment and the status of the course completion for the MOOC course, Digital Edge 101 on the Future Skills Prime platform as per the curriculum requirement.	HoDs/GTs	07.02.2026
11	ISO /NBA Audit. ISO internal audit scheduled during 5-7 February 2026.. Non Conformity report to be submitted on or before 09.02.2026. ISO MR meeting will be conducted on 12th Feb 2026. ISO external audit (Recertification audit) on 17& 18 Feb 2026 NBA external auditor visit on 7th and 10th Feb 2026	HoDs, ISO coordinators NBA coordinator	05-07 Feb 2026 17& 18 Feb 2026 7th and 10th Feb 2026
12	Any other : 7/2/2026 - working day for all staff. college bus departure timings is rescheduled from 05.02.2026 as Monday to Thursday: 4.15 PM ,Friday: 4.25 PM	All staff	Info

The meeting was adjourned at 03.45 pm.



Dr. Sunitha C
Principal

Distribution list: All Attendees, File