

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 25.03.2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. Admission activities
4. Ethnic day for final years
5. College day celebrations
6. Second series & model exams
7. Project expo
8. 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. Nisha A B
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:. HoDs informed that the classes are progressing as per plan. Principal informed that close	HoDs /GTs	

	monitoring required in semester registration, syllabus coverage & remedial classes.		Info
3	Semester registration: Ensure semester registration is completed at the earliest. HoDs and GTs to maintain constant follow up.	HoDs/ GTs	Info
4	Result Improvement: HoDs to give specific result improvement strategies specifically tailored for each batch by Friday. There will be individual meeting with HoDs to discuss the same. Those strategies should be measurable and need to be monitored quantitatively.	HoDs	
5	College website: The dept. website need to be updated especially in the context of admission season. Faculty profile also to be updated.	Dept. website coordinator	Info
6	Discipline: Discipline need to be improved. HoDs ensure that faculty members enter the classes before the prayer during 1st hour. All hours should be strictly engaged. Don't leave the classes before break. Staff members should also remain standing during the prayer time. They can monitor the students by remaining in corridor. Staff members are advised to reach the college before 9 AM unless in emergency cases.	HoDs, All staff	
7	Opening meeting of IQAC members was conducted in view of internal audit. Strict instructions were given to conduct the audit strictly and effectively. Also avoid to conduct the the audit in last day last slot. Deficiencies during each audit to be communicated to HoD. As per the suggestions from IQAC Coordinator, in case a follow up audit is to be done the files should be submitted to the concerned auditor at their place	IQAC coordinator	
8	Tentative dates for events : a. Second Series - 17th March-22nd March for S4&S6. 19th March to 22nd March for S8 b. Ethnic day for final years- 27th March c. College day- 28th(to be finalized) March AN. Co-ordinator - Dr. Jeeva d. Farewell for final years- 5th April	HoDs, Dr. Jeeva GTs	
9	Any other: Ensure leave approval is done on regular basis especially towards the end of a month. NAAC appeal meeting was held on 04.03.2025. We are waiting for the result.		
1	Approval of previous MoM	Committee	closed
2	Progress of classes: HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration, syllabus coverage & remedial classes.	HoDs /GTs	
3	Semester registration: Ensure semester registration is completed at the earliest. HoDs and GTs to maintain	HoDs/ GTs	

	constant follow up.		
4	Individual meeting of HoDs with Chairman during WAM meeting: Discussion between each Head of Department (HoD) and the Chairman, is scheduled to take place during the WAM meeting.	HoDs	
5	Display regarding Department achievements to be exhibited at Admission help desk(size 2.5 ft*2ft). Soft copy of the same to be shared with Dr Abhilasha by Thursday (27/3). The display can include placements, MoUs, student achievements etc a. Soft copy of the same to be maintained as a repository. b. A parallel team to be constituted for enhancing next year admission. c. Staff member to be available in the help desk from April 1st onwards. The staff available there should be aware of the ERP registration process. In case of any doubts proper training to be given to them before the same. HODs, kindly ensure.	HoDs, Admission convenors	
6	a. Ethnic day for final year students- March 27: Final year boys can wear white dhothis and kurtha while girls can wear either settu mundu or sari. But students are strictly warned not to wear casual clothing such as lungi, bermudas, half pants, etc. on 27.03.2025. b. College day- March 28 : After official function performance by final years followed by a performance of D'addiction dance club is scheduled. Performance by Jazzi Gift will be there as a part of college day.	HoDs, GTs	
7	Project expo for final years scheduled on April 2nd. Best student project will be selected from that. Evaluation for the best final year project and mini project will be made during that event. Incentives for best final year project (branch wise) will be awarded based on the norms of college and based on their performance during project expo. Hardware of projects should be kept available for future.	HoDs, Final year GTs	
8	Second series test & Model Exam for B Tech second semester – It is decided to conduct second series exam during April 4-11 & model exam for B Tech second semester - 21.04.2025 to 23.04.2025	HoDs, GTs & Examination committee	

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File