

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 12.02.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. Industrial visit
4. Arts festival
5. NASSCOM Digital 101 course
6. Placement Activities
7. Attendance monitoring
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 (AIMS)

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:.. Ensure that remedial classes of S1 are conducted effectively. HoDs informed that the		

	classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class engagement. Important dates First series tests for S4, S6, and S8 B.Tech students will be conducted during 03-02-2025- 10-2-2025. First series tests for S1 B Tech students 19-02.2025 - 25.02.2025 Series 1(Minor)- 11th Feb Series 1(Honours)-to be completed on or before 21.02.2025.	HoDs, GTs	
3	Syllabus coverage: Ensure syllabus coverage is strictly adherent to the dates as per Academic calendar. In case variations, subject teachers should engage extra hours and ensure syllabus coverage. 1/2/25- Saturday - regular class for S2 with Monday Timetable. Remedial assistance may be given to needy students based on case to case on 1/2/2025	HoDs, GTs	Info
4	Attendance Monitoring: Attendance during and after series to be monitored strictly Class committee/ course committee to be completed in case it's not done yet Ensure the faculty members are engaging class(theory as well as lab) till 4 PM/ 4.10 PM. Ensure the compliance during first hour, hour just before and after break etc Monthly attendance to be published till date (including remedial hours) by S4,S6 & S8 GTs. Let students be aware of their current attendance status Attendance from 13th to 20th Jan to be entered as special class in ERP for S4 and S6 As per 2024 scheme regulation , average attendance is 40% for higher semester enrolment student	HoDs, GTs	Info
5	Rubric sheet to be updated (for incorporating 2024 scheme)- NBA coordinator	NBA coordinator	Info
6	Budget: Annual budget meeting with HoDs will be scheduled on 1 st week February 2025.	HoDs	
7	Any other: Record writing for workshops/ labs (S1 & S2) to be minimised. A printed copy may be circulated among students with space allocated for writing inference, findings etc. The experiments may be made as a spiral bound copy at the end. The final decision will be made based on further discussions and will be implemented after that. First year experiments to be conducted in an accelerated manner so that more time could be spent on theory portions.	HoDs, GTs	

1	Approval of previous MoM		
2	Progress of classes: Ensure that remedial classes are conducted effectively. HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class engagement.	HoDs /GTs	
3	Industrial visit: Ensure that students are completing semester registration at the earliest (before IV) a. Regarding IV approval certain points are to be highlighted to students. a. Final approval at last minute will not be entertained. b. Approval is to be obtained at least 2 working days before the scheduled date of IV c. Faculty members accompanying for IV should meet the Principal prior to the start of IV d. An online parents meeting to be held on the previous day of IV. e. Fire works in any form will not be permitted at any circumstances. In case of such an event the IV will remain cancelled f. Students are not permitted to leave the campus before 6 AM for IV.	HoDs/ GTs	11.2.20 25- 25.02.2 025
4	Advika-2025- Regarding arts practice strict monitoring is to be done. a. In case students are practicing for arts by bunking classes convey that the item will remain cancelled. . b. Ensure that students are attending classes by conducting random checks at classes. c. In case of first year students those who are participating in group events may be permitted to leave the classes at 3.15 PM in case the students have a permission letter signed by the parent. GTs may share the list of such students to subject teachers in advance	HoDs, GTs, Mr. Sangeeth K K. Ms. Salkala K S	Februar y 28th - March 1st, 2025
6	Placement activities: 1) Placement training to be conducted effectively. Proper follow up is to be ensured so that students are equipped for cracking placement drives 2) 15 papers are being uploaded in Moodle. GTs should ensure that students are motivated to do these papers. 3) Coding skills also needs to be enhanced. Leetcode & Hacker rank may be utilised for improving coding skills. 4) Infosys placement drive scheduled on 17& 19. Feb 2025 5) TCS drive will happen most probably in the month of March. 6) Ensure that at least all the eligible students (students up to 3/4 back papers) are completing all the 15 papers in Moodle latest by 28th February.	HoDs, GTs, - Placement cell	17& 19. Feb 2025 28.03.20 25

	Detailed plan(Dept specific for eg 5 papers before 15.02.2025, next 5 papers before 20.03.2025, next 5 before 28.03.2025 etc) may be circulated among students and the same to be strictly monitored. 7) 8 papers are being uploaded in Moodle for 26 pass out batch. Ensure proper follow up Courses on Oracle academy are available. Department may identify a suitable course from the list of Oracle courses (matching with KTU subjects in a particular semester) and the students may be instructed to submit assignment in that particular Oracle academy course. The proof for same may be uploaded in Google classroom as a part their KTU subject assignment. 8) Since the IT companies are becoming more stringent in their recruitment process students need to be equipped well so that they can grab an opportunity. Students should be capable of advanced tool usages in their particular domain 9)An oracle conference is happening on March 15 @ Kochi HoDs may collect feed back from Placement officer regarding the latest requirements of industry so that the same may be utilised for conduct of add on courses. Faculty training may be organised with the help of our alumni who are working in AI related area so that we become more equipped in latest trends/ requirements in AI. Training of pre-final years to be enhanced so that they become more employable.		
7	Any other: Department advisory board and Assessment Committee meetings are to be held at regular intervals ISO auditors training will be conducted Status of NASSCOM to be collected from students. GTs to share a Google sheet among students and collect the status. International conference to be held. Tentatively in July	MR(ISO) HoDs	

The meeting was adjourned at 04.00 pm.



Dr. Sunitha C
Principal

Distribution list: All Attendees, File