

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 04.06.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. NASSCOM Status and Student Progression
3. Graduation Day
4. Add on courses
5. Academic calendar
6. ISTE Induction Program
7. College-Level and Department Committees
8. Oracle Centre of Excellence – Updates
9. B.Tech Admission 2025
10. 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	Remedial classes: All HoDs are hereby informed that the details of Remedial Classes conducted/to be conducted		

	must be compiled and submitted to the Principal at the earliest.	HoDs	Closed
3	Graduation Ceremony function 2020- 25 : Principal informed that Dr. Vinu Thomas – Dean Academics, KTU has agreed to be our chief guest for Graduation day celebration on 28.06.2025. ME & CSE departments will be the organizing committees. Transfer Certificate, Conduct Certificate, and all relevant certificates will be distributed to students on the same day.	ME HoD/ CSE HoD	28.06.2025
4	Discussions on Scholarship function: Principal informed that scholarship function will be scheduled on 19.07.2025. Committees are formed for the successful conduct of the program. (AIML & EEE Depts)	AIML HoD & EEE HoD	19.07.2025
5	Induction Programme for First Year Students: An Induction Programme for First Year Students will be conducted from 1st August to 14th August 2025. Organizing committees Applied Science and Civil Engineering Depts.	AS D& CE D	01.08.2025 to 14.08.2025
6	The Silver Jubilee Day (VICT-Day, DB-Day, and Bramsamrithi): Will be celebrated on 17th August 2025, organized by the ECE and MCA Departments.	ECE & MCA	17.08.2025
7	Add on courses for 1 st year students: First Year students will be offered add-on courses focusing on Problem Solving Skills in the first semester and Communication Skills in the second semester. Session for students : A two-hour session on 'Google Gemini – AI' focusing on Generative AI and KIT familiarization will be conducted on 2nd June 2025, and is open to students from all branches.	HoDs, Dr. Reji C Joy	
8	Time Table Committee: All departments are hereby requested to complete all necessary procedures related to the preparation of the timetable, including ERP entry, before the commencement of classes. Timely compliance is essential to ensure a smooth start to the academic schedule.	HoD, TT committee	
9	Any other: No other points came for discussions during the meeting		
<i>Points discussed during the current meeting</i>			
1	Approval of previous minutes and action taken	Committee	Approved
2.	NASSCOM –Digital 101 course status : HoDs shared department-wise updates on students under NASSCOM, including failed cases and promo code recipients. Principal instructed that exams for failed students will be conducted by the end of June 2025.	HoDs, S2 GTs	
3.	Graduation Day: Dr. Sajay K R (HoD, CSE) and Dr. Rakesh Hari (HoD, ME) briefed the updates: ₹1000 will be deducted from the caution deposit as registration fee (covers 3 persons including student). ₹200/- per extra person will be charged. - Budget proposal was submitted. Brochure design and content are pending approval. - Certificate design has been approved. - Google Form has been circulated to GTs to collect	HoD CSE& HoD ME	28.06.2025

	participant details. Final count expected by 12 June 2025. School band set contacted, robes have been arranged, stage decoration team contacted; awaiting cost details.		
4.	Add-on Courses: Department-wise Add-on course schedules were presented; - AIML: Starting June 10 - CSE: Started May 26, ends June 21 - EEE: Starting June 17 - ECE: Planned for end of June - ME: Scheduled for first week of June - MCA: Already completed for both semesters - Principal appreciated the efforts of the CCE Coordinator, HoDs, and Department Coordinators for effective planning and execution. - Departments were instructed to ensure all relevant documentation is prepared and submitted promptly.	Dr Reji C Joy/ HoDs	26.5.2025 31.6.2025
5.	Academic Calendar: Principal informed that Vidya's Academic Calendar will be released in alignment with the KTU Academic Calendar at the earliest.		
6	ISTE Induction Program: Dr. Jeeva, IQAC Coordinator, shared the plan for a 5-day induction program for 16 newly joined faculty members. Program includes sessions on ERP, accreditation, research funding, adult psychology, etc. Tentative schedule: 18 – 24 June 2025	IQAC coordinator	18-24 June 2025
7	College-Level and Department Committees: Principal mentioned that the college-level committees for the new academic year are being finalized. Requested HoDs to constitute department-level committees. Emphasized the need to closely monitor classes and student attendance.	HoDs	
8	Oracle Centre of Excellence : Dr. Sajay K R presented the status of Oracle CoE initiatives. Identified integration of Oracle courses as part of regular subjects in S3, S5, and S7 for CSE and AIML, and S3 for MCA in the upcoming semester.	Dr Sajay K R	
9	B.Tech Admission 2025: Dr. Nisha A B , Admission Convenor presented the admission updates. Admission activities will commence from June 9, 2025	Admission committee, all staff	
10.	Any other : No other points came for discussions during the meeting		

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File