

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 23.07.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. IQAC
4. NBA
5. Class monitoring
6. Add on courses & Internship
7. Training & Placement
8. Any other

Attendees:

1. Dr Sunitha C
2. Dr. Jeeva K.A
3. Dr. Abhilasha P S
4. Dr. Sajay K R
5. Dr. S Swapna Kumar
6. Dr. Mary P Varghese
7. Dr. Rakesh Hari
8. Dr. Nisha A B
9. Dr. Reji C Joy

Principal
 HoD (AIML)
 HoD (CE)
 HoD (CSE)
 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.	Absent SMS to parents: SMS to parents regarding the attendance of students has to be sent every day. HoDs are requested to monitor closely.		
3.	Daily Class Monitoring Register: Daily class Monitoring register should be submitted every Monday after consolidation.		

4.	Add-on Courses: HoDs are requested to share the Add on plan for S7, immediately. Training like creating LinkedIn profile, LaTeX workshop, motivational talk along with placement training sessions may be provided for students. Students should submit 2 papers as a part of their project- one as review paper and one implementation paper.		
5.	Semester flag-off meeting: Semester flag off meeting scheduled on Saturday -05-07-2023. Staff members should attend the meeting positively.		closed
6	IEEE: Will be starting IEEE student branch in the college soon		
7	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	Progress of classes: HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class engagements	HoDs	
3	IQAC committee : IQAC committee formulated in new format as per AICTE & UGC norms. The committee list to be shared soon. Dr Sanaj of CSE & Dr Latha Dinesh of EEE will be leading IQAC from this academic year onwards	Dr Sanaj & Dr Latha Dinesh	
4	Action plan of green listed students: Action plan of greenlisted students to be shared immediately (in case of non compliance of any batch). Ensure that personal interactions has happened with the student and parent. In case of students the interaction to be held in offline mode and in case of parents it could be conducted via online/ phone/ offline mode	HoDs/GTs	
5	Add-on, Internship : Details of add on, internship to be completed in the Google sheet shared from Principal office. Modifications if any required in the add on plan of S7 to be re-shared. Ensure that the activities conducted are documented. For example in case resume writing is planned for a week ensure that by the end of the day student is uploading the resume to a dedicated drive. Specific plans to be shared instead of general plan. Better to provide more hands-on sessions.	HoDs	
6	NBA: . Dr Joycy , Associate Professor, CSE Department is nominated as NBA co - coordinator. Mail regarding the updates of NBA criteria to be shared	NBA coordinator	
7.	Training & Placement: Opportunities for training program for final year students (TVS for all branches and Texel for ME, EEE and CE) shared. These are paid programs and it offers good opportunities in	T& P cell, HoDs ME,	

	placement. The same need to be communicated with final year students and response in this regard to be collected and to be intimated to Principal by Friday(25/7/2025)	EEE, CE.	
8	Any other : No other points		

The meeting was adjourned at 04.00 pm.



Dr. Sunitha C
Principal

Distribution list: All Attendees, File