

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 05.06.2024

Venue: Online

Time: 11.00 am

Agenda:

1. Approval of previous MoM
2. Scholarship function
3. Placement
4. Semester Registration follow up
5. Work load calculation.
6. NAAC- SSR
7. AICTE/ KTU approval & affiliation
8. Shifting of Depts.
9. Admission AY 2024-25
10. Paper publication & Conference
11. Dept. Calendar
12. Any other

Attendees:

- | | |
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| 1. Dr Sunitha C | Principal & HoD (AIML)  |
| 2. Dr. Abhilasha P.S | HoD(CE)  |
| 3. Dr. Ramani Bai | HoD (CSE) |
| 4. Dr. S Swapna Kumar | HoD(ECE)  |
| 5. Dr Mary P Varghese | HoD (EEE)  |
| 6. Dr. Rakesh Hari | HoD(ME)  |
| 7. Dr. Jiby Jose | HoD (AS)  |
| 8. Dr. Reji C Joy | HoD.(CA)  |

The meeting started at 11.00 am. 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 & action taken	Committee	Approved
2.	Minor/ Honors : Mark entry completed in KTU portal	HoDs GTs Ms.Riya P.D., Ms. Jucy Vareed	Closed
3.	BEC / Arts / Tech certificates distributed to HoDs	HoDs	Closed

4.	Vacation Slot distribution completed to all departments and implemented	HoDS	Closed
5.	NAAC: 1. Uploading was scheduled from 27-29 May.	HoDs Dr Jeeva K A Criteria Coordinators	Closed
	2. In case DVV query comes the same need to be corrected. Looking into criteria wise marks expecting a good score in NAAC.		Ongoing
	3. Beautification of labs to be done as a part of NAAC.		Ongoing
	4. IPR cell to be formed as a part of NAAC. Bhavin will be convener. Nomination from Department needs to be given.		Ongoing
6.	Complete IPnDP updation by 14.05.2024	HoDs	Closed
7.	Regarding LP students need to be made aware of the significance of scoring at least 6.5 CGPA	HoDs GTs	Ongoing
8.	Any Other: No other specific points came for discussions	Info.	Closed

Points discussed during current the meeting

1.	Scholarship function- July 13. Organising Department MCA & ME	HoD MCA HoD ME	13.07.2024
2.	Placement Drive: ALNASAR, UAE based company conducted placement drive for Civil, Mechanical & EEE students. Further rounds will be after shortlisting candidates	HoD Civil, Mechanical & EEE	Ongoing
3.	Sunny Diamond scholarship: nomination should be submitted by all departments	HoDs	Info.
4.	Semester Registration: Follow up on student promotion to higher semester. Converting draft to pending to be completed. Student registration scheduled from 05.06.2024.	HoDs	Ongoing
5.	NAAC: 1. NAAC -SRR submitted	HoDs, GTs Dr Jeeva K A Criteria Coordinators	Closed
	2. In case DVV query required corresponding staff should report and complete the work from home immediately.		Ongoing

	3. Lab maintenance: Details of lab maintenance submitted only by some departments. Departments that have not submitted have to update it soon. 4. Student survey for NAAC: Mail will be shared by NAAC team to 60% of randomly selected students out of which 30% of students only need to submit feedback. GTS to advice students give good feedback.		Ongoing
6.	Time Table : Work load calculation received from all departments.	HoDs Mr.Sojan Francis Time table Committee	Ongoing
7	Shifting of Dept: Shifting of departments has been completed for the smooth functioning of academic activities.	HoDs	Ongoing
8	Minor/Honors: Elective list to be updated so that work load and subject allocation can be done.	HoDs	Ongoing
9	S8 Mini project/Honors: S8 mini project & Honors mark entry completed	HoDs	
10.	AICTE/KTU: AICTE approval order received.& KTU affiliation steps completed.	Principal	Info
11	Admission to the AY 2024-25: Strict follow up regarding admission to EEE, CE & ME.NRI admission secluded on 6th & 7th June. Management quota admission proposed on June 19 to 22.	HoDs, Admission Committee	Ongoing
12	ATAL FDP CE, MCA, ECE submitted.	HoDs	Closed
13.	Paper publication & Conference: Draft proposal for funding of paper presentation & conference is ready. After approval initiatives for the same will be taken during the AY 2024-2025.	HoDs	Ongoing
14.	Departmental Calendar: Template for preparing dept level calendar will be based on Institutional level format	HoDs	Ongoing

The meeting was adjourned at 01.00 pm.


Dr. Sunitha C
Principal

Distribution list:

- All Attendees
- File