

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 23.10.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. NAAC
4. Series exam & Model exam
5. Any other

Attendees:

- | | |
|------------------------|-----------------------|
| 1. Dr Sunitha C | Principal & HoD (CSE) |
| 2. Dr. Jeeva K.A | HoD (AIML) |
| 3. Dr. Abhilasha P S | HoD (CE) |
| 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 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 monitoring required in semester registration,	HoDs, GTs	

	syllabus coverage & remedial class engagement. Ensure remedial log book and tutorial book is updated in Dept. In case students are absent continuously for minor classes strictly warn them. At least 2 hrs should be taken as remedial hour on the previous day of series exam (for that particular subject) in case of core papers. First semester class engagement to be monitored strictly.		
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.	HoDs, GTs	Info
4	NAAC visit: 1) NAAC work is in progress 2) Mock Audit II will be conducted on October 02nd & 3rd 3) Proposed audit dates are October 21 & 22 4) Ensure that the lab names given in SSR and on the boards are same 5) Steps of start & awareness of honesty shop need to be initiated NAAC coordinator reported that the preparations are going well for the NAAC visit	NAAC co-ordinator, Criteria coordinators	Visit completed
5	Tech fest 2024- Techfest for this academic year is scheduled during 04.10.2024- 05.10.2024. Preparation time for tech fest from 4 to 6 PM. In case of stayback the stay back form to be filled by student & to be signed by staff member .One bus to Thrissur will be there at 6.30 PM during these days. Ms. Ponsy Paul (CE) & Mr. Deepu Mohan (ME) will be in charge of sponsorship.	HoDs Mr. Krishnakumar M & Ms. Jucy Vareed	closed
6	Admission 2024-25 – Principal expressed satisfaction and appreciated Admission Committee for good number of admission for AY 2024-25	Dr. Nisha A B Ms. Divya Unni HoDs, All staff	Info
7	Any other		
Points discussed during the current meeting			
1	Approval of previous MoM		
2	Progress of classes: Since the lab exams will be over by Nov 18/19 ensure that the schedule is shared with Chairman and a copy is given in exam cell and is updated in Dept file. .Ensure that remedial classes of S1 are conducted effectively.	HoDs, GTs	

	GTs to share the list of supplementary students with the list of subjects in which they have supplementary. (even sem and S1 subjects to be listed separately).		
3	NAACPeer team visit - Principal congratulated all for the tremendous efforts, wonderful coordination and the synergy exhibited to present the respective Departments and the institution to the NAAC peer team in the best possible way.	NAAC coordinators, HoDS, all staff	
4	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.	HoDs, GTs	Info
5	Series Test: The second series examinations for B Tech S4, S6 & S8 classes are to be conducted from 24-10-2024 to 28.10.2024 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.	HoDs, GT	24-10-2024 to 28.10.2024.
6	Ensure all students have completed Suraksha registration	HoDs & GTs	Info
7	Tentative dates for the activities during even sem: 1) Sports day tentative date*- Dec 16 AN and 17 full day 2) Association day- Jan last week 3) Series 1(higher sem) - Feb 1st week	HoDs/ GTs	Info
8	Pre-qualifier- All HoDs must share the pre qualifier before January 1 st week	HoDs	
9	Any other During subject allocation category A & B subjects to be allotted initially. Category C to be allotted finally. Health & Wellness will be handled by Physical Education Department from next semester	HoDs, Time Table committee	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