

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 10.07.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Semester Registration follow up
3. Commencement of classes
4. Work load calculation
5. Admission 2024-25
6. Graduation ceremony
7. Any other

Attendees:

1. Dr Sunitha C
2. Dr. Abhilasha P.S
3. Dr. S Swapna Kumar
4. Dr Mary P Varghese
5. Dr. Rakesh Hari
6. Dr. Jiby Jose
7. Dr. Reji C Joy

Principal & CSE HoD 
 HoD(CE) 
 HoD(ECE) 
 HoD(EEE) 
 HoD(ME) 
 HoD(AS) 
 HoD.(CA) 

The meeting started at 02.30 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 & action taken	Committee	Approved
2.	Scholarship function- July 13. Organising Department MCA & ME	HoD MCA HoD ME	closed



3.	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	info
4.	Sunny Diamond scholarship: nomination should be submitted by all departments	HoDs	closed
5.	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 HoDs, GTs Dr Jeeva K A Criteria Coordinators	Ongoing
	NAAC: 1. NAAC -SRR submitted		info
	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.		
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	closed
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	closed
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	HoDs, Admission Committee	Ongoing

Sub

	admission proposed on June 19 to 22.		
Points discussed during current the meeting			
1.	Approval of previous MoM	Committee	Approved
2.	Commencement of Odd semester classes for AY 2024-25: As per university academic calendar. Commencement of B.Tech S3/S5/S7 & S3 MCA will be on 17.07.2024 & 22.07.2024 respectively.	HoDs, All staff	Info
3.	Student Semester Registration: Timely completion of semester registrations is to be informed to students. HoDs through GTs will be monitoring the completion of semester registration by students. Extended time could be granted, in genuine cases, with the prior approval from ED/Principal	HoDs, GTs	Ongoing
4.	University Exam Valuation : The university exam valuation has to be completed as per directions from KTU, time to time. Principal informed HoDs to make sure timely completion of valuations by deputing the faulty members, as and when assigned by the University.	HoDs Camp officers	
5.	Graduation Ceremony function 2024 passout students - August 24. Organising Department CE & EEE	HoD CE HoD ME, Final year GTs	info
6	Admission 2024-25: Strict follow up regarding admission to EEE, CE & ME. Govt. quota admission probably on August last week.	HoDs, Admission Committee	Ongoing
7	Any other: No other specific points came for discussions	Info	Info

The meeting was adjourned at 03.40 pm.


Dr. Sunitha C
Principal

Distribution list:

- All Attendees
- File