

03.12.2025

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 03.12.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Internal Marks
4. IPnDP
5. Advika 2026
6. Christmas celebration
7. Industrial visit
8. Industry ready program
9. Admission activities
10. T& P
11. 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.	Progress of classes: HoDs informed that the classes are progressing as per plan.	HoDs	
3.	Internal promotion: Faculty members were appreciated for internal promotions and performance hike.	Faculty members	Closed
4	Result: HoDs were instructed to ensure strong follow-up of results for all batches. For 2022 batch, a minimum cumulative result target of 50% was fixed. Targeted mentoring to be ensured.	HoDs, GTs	Ongoing
5	Internship: Virtual internship opportunities to be utilized to the maximum extent. Summer internship opportunities to be actively promoted among students. Timely completion of Codetantra activities to be ensured. Feedback to be collected by HoDs through GTs.	HoDs	Ongoing
6	Faculty Development program: HoDs were instructed to plan FDPs during December–January.	HoDs	Ongoing
7	Series exam: Second series examination for first-year students scheduled on 20, 21, 22, 24, and 25 Nov. Model examination for first-year students scheduled on 28 Nov and 1 Dec.	Exam cell, HoDs	Completed
8.	Booster classes : HoDs shall ensure booster classes sheets are updated regularly. Any changes in subject allocation guidelines will be communicated to HoDs.	HoDs, GTs	Info
9	NAAC : NAAC–AQAR related review meetings to be conducted to ensure proper data updation.	NAAC coordinator	Ongoing
10	Any other : No other points		
<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.	HoDs	
3.	Internal Marks & Attendance : Consolidated S1 internal marks to be shared with the Principal via email,	HoDs, GTs	

	displayed on the notice board, shared through student group email, and optionally through Google Classroom. Faculty members to submit internal marks split-up (Test 1, Test 2, Assignments, etc.) to respective GTs on or before 05 December . Verification of internal marks and checking for discrepancies to be carried out. Students with attendance shortage to be intimated and guided to apply for condonation through the KTU portal. Continuous follow-up required for first-year students.		
4	IPnDP: Submission of IPnDP to be completed by 04.12.2025 . Inclusion of "Additional Qualification" parameter under core competencies for senior faculty members who are yet to complete PhD.	HoDs, faculty members	
5	ADVIKA 2026: Mr. Kiran and Ms. Salkala appointed as ADVIKA2026 Coordinators .	Coordinators	30-31. Jan 2026
6	X'mas celebration: Students' Christmas celebration on 20 December (last working day). Staff Christmas celebration on 19 December (AN) .	HoDs	
7	Industrial Visit: S8 students permitted to utilize up to seven days , including travel, for Industrial Visit (IV). Updated IV manual for formats are uploaded at college website. IV window is from 01.02.2026 to 20.02.2026	HoDs , GTs	01..02.2026-21.02.2026
8.	CodeTantra follow-up under Industry Ready Program to be done meticulously. C Programming (CodeTantra) to be offered as an add-on course for S2 students of departments other than CE and ME.	HoDs	
9	Admission activities : Appreciation recorded for faculty efforts in admission activities and Sci-Pi involvement .	Admission convenors	
10	T & P: Continuous follow-up of placement activities for S8 students and aptitude training to be ensured.	Placement cell	
11	Any other : 06 December declared as a working day for all staff. Remedial classes for S2; for higher , semesters, remedial/supplementary and placement-related activities may be conducted.		

The meeting was adjourned at 03.45 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File