

11.09.2023

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 11.09.2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Semester registration
4. 1st series exam analysis
5. PTA meeting
6. IPnDP
7. Techfest 2025
8. MoU
9. Dept Association day celebrations
10. NBA
11. Any other

Attendees:

- | | |
|------------------------|------------|
| 1. Dr Sunitha C | Principal |
| 2. Dr. Jeeva K.A | HoD (AIML) |
| 3. Dr. Abhilasha P S | HoD (CE) |
| 4. Dr. Sajay K R | HoD (CSE) |
| 5. Dr. S Swapna Kumar | HoD (ECE) |
| 6. Dr. Mary P Varghese | HoD (EEE) |
| 7. Dr. Rakesh Hari | HoD (ME) |
| 8. Dr. Nisha A B | HoD (AS) |
| 9. 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

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2	Progress of classes: : HoDs informed that the classes are progressing as per plan. HoDs should ensure that the last hours are engaged till 4 PM on days except Fridays and till 4.10 PM on Fridays.	HoDs	
3	University result: Detailed action plan regarding the initiatives to improve the cumulative pass percentage to be shared 1) List of green listed students (in 2022 & 2023 admission) who have supplementary in first year to be shared to the following HoDs by Monday. a. In case of Maths, Physics and Chemistry- list to be shared to AS HoD b. In case of Graphics- list to be shared to ME HoD c. In case of Mechanics-list to be shared to CE HoD d. In case of C programming - list to be shared to CSE HoD.	HoDs, GTs	
4	Student feedback: Student Feedback schedule is shared. GTs should ensure that students are completing feedback on time. GTs can utilise the lab slot/ any other time available time during college hours to make the student complete the feedback.	HoDs, GTs	
5	IPnDP: Since IPnDP for 24-25 AY is completed staff members should enter all the details(e.g. semester results of the subjects taught, paper publications, courses done, FDPs attended, feedbacks, result of students under their tutorship, internship details of students under their tutorship, add on course details of students under their tutorship etc. IPnDP template except S2 results). In case of details like internship, add on etc. the details of 22-23 students under a particular GT must be entered. Ensure that all the details under individual KPIs are entered and the proof for the same is also uploaded.	HoDs	
6	Admission activities: Steps to ensure Department branding is to be done. Activities should be conducted in offline mode and it should be conducted in different sectors (preferably in underutilised areas)	Admission committee	
7	Training & Placement: Since SOTI drive is scheduled in next week the status of the paper completion done by students to be shared by Monday. : It was observed that students have not utilised the Moodle platform effectively.	HoDs,GTs	
8.	Achievements: Achievements in YIP was appreciated. In events like stride, hackathons etc students from AIML, CSE and ECE are actively participating.		

	Students in CE, EEE and ME also need to be motivated.		
9	Remedial Classes: Detailed schedule of remedial Time Table to be prepared. AS Department will be preparing a common TT initially, and based on it a detailed TT to be prepared by respective departments to improve the pass percentage. While preparing the TT, in case a faculty is conducting classes for a particular subject in S4 , the TT should be set in such a way that the students of both 2022 & 2023 can attend the same to the extent possible. TT should be prepared by avoiding parallel sessions to the possible extend. The students should attend the classes compulsorily. The TT to be shared with parents and strong follow-up need to be ensured. The follow up of GTs and HoDs can make remarkable difference in the result. Appreciated Civil Department for the same. AIML Department has prepared a draft format. The same could be referred as a guideline.	HoDs, subject teacher	
10	Any other : No other points		

Points discussed during the current meeting

1	Approval of previous minutes and action taken	Committee	Approved
2.	Progress of classes: HoDs informed that the classes are progressing as per plan.		
3.	Semester registration: Status of semester registration discussed. Students should complete their semester registration before the University exam registration is opened. In case the semester registration is not completed reason for non registration need to be shared with Principal. In case the number of non registered students is high, the GTs should meet Principal.	HoDs	
4	1 st series exam result analysis: Series marks analysis has been shared with Principal as per the timeline . Tough subjects need to be identified and special attention need to be given to those subjects. Ensure that students are attending the remedial classes of those subjects mandatorily. Remedial TT to be shared with Principal if not done yet. The weekly bus conveyance request for remedial classes to be shared with Principal.	HoDs, GTs	
5	PTA Meeting: PTA meeting schedule to be shared with Principal if not done yet. Ensure that while the		

	PTA meeting is scheduled clashes are avoided to the maximum possible extend. This is to make sure that AS faculty & faculty members handling common subjects should be able to attend the PTA meetings. The Departments should discuss with each other to avoid clashes to the extend possible. Availability of Mr. Paul Chackola (Placement Director) to be ensured during the S7 PTA meetings. Ensure that the parents of greenlisted students who failed in series exams are attending the PTA meetings positively. GTs should communicate the matter with those parents personally well in advance .GTs should ensure that the parents of greenlisted students are attending the meeting mandatorily. In case of any deviation, the list of parents of greenlisted students who didn't turn up for the PTA meeting is to be shared with Principal via mail.	HoDs, GTs	
6	Ensure that IPnDP status except for faculty members handling S2 results is in review done status on or before Friday(12/9). Once completed the same need to be communicated with Principal. In case of publications(for journal acceptance & for conference presentation) is mandatory for inclusion of the same in IPnDP.	HoDs	
7	Vyvidh '25-Tech fest 2025 scheduled on 26&27 September. A curtain raiser planned on Friday. Website launch scheduled on Monday. Tentative list of events of Techfest need to be communicated by the Department coordinator to the Tech fest institute co-ordinator with the approval of the HoD. The list will be finalised after discussion with Principal.	Admission committee	
8	MoUs with code tantra and PALs signed. This will be beneficial to both students and staff. Faculty members will be able to attend FDPs conducted as a part of this. Code tantra sessions in a particular class is to be handled by the faculty assigned for ATP. The same will start from next week. Meeting with external experts from Codetantra scheduled on 11/9/ meet	HoDs,GTs	
9.	Association/ Freshers day scheduled during AN session as follows 15 September - MCA, 16 September - ECE 17 September - AIML 18 September - CSE 22 September - ME 23 September - EEE 24 September - CE		

10	NBA: Criterion wise marks to be updated in the sheet shared by NBA coordinator on or before Thursday(11/9) 12. An expert Session on SAR 25-26 is scheduled on 19th September (Friday) FN. HoDs, NBA institute coordinator & co-ordinator, Dept NBA coordinators, criteria wise (institute) coordinators, IQAC coordinator & co co- ordinator & other available faculty should attend the meeting	HoDs, subject teacher	
11	Any other : No other points		

The meeting was adjourned at 04.00 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File