

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 29.01.2025

Venue: Principal's Cabin

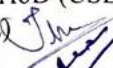
Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Syllabus Coverage
3. Remedial Classes
4. Series exam
5. Attendance monitoring
6. Any other

Attendees:

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

Principal & HoD (CSE) 
HoD (AIML) 
HoD (CE) 
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:. Ensure that remedial classes of S1 are conducted effectively. HoDs informed that the classes are progressing as per plan. Principal	HoDs, GTs	closed

	informed that close monitoring required in semester registration & class engagement . S1 Important dates a. Publication of series 2 marks-12.12.2024 b. Publication of model exam marks-18.12.2024 c. Publication of internal marks (including retest) - 19 .12.2024 d. Marks entry to KTU portal & submission of hard copy to Principal office-20.12.2024		
3	End semester exams: End semester exams starts from 22 nd Nov 2024 to 7 th February 2025.	Chief Sudt	22.11.2024-07.02.2025
4	NAASCOM registration - All B Tech S1 students to complete the NAASCOM registration latest by 12.12.2024. Students need to pay Rs. 600/- to complete the registration. This is mandatory to complete their S1 exam registration. GTs to ensure the same by updating the data in excel sheet.	HoDs, B Tech S1 GTs	Closed
5	Series Test & Model exams: The second series examinations for S1 classes are to be conducted during 2nd to 6th December 2024. Model exam to be scheduled on 10th, 13th, 16th December 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	2nd to 6th December 2024. 10,13,16.- Dec 2025
6	Ensure all students have completed Suraksha registration	HoDs & GTs	Info
7	Tentative dates for the activities during even sem: 1) Feb 14-15 - Arts 2) Feb 11-26- IV window 3) Series 2(higher semester) - March 3rd week	HoDs/ GTs	Info
8	Pre-qualifier- All HoDs must share the pre qualifier before January 1 st week	HoDs	Info
9	IPnDP- The IPnDP of all department is ready in ERP. All HoDs ensure the details are entered as per the guidelines and submit on or before 13.12.2024	HoDs	Closed
10	FDPs to be planned by all Departments. Ensure that clash is avoided while scheduling the FDPs	HoDs	18.01.2025
11	Add on course-: Ensure that list of add on courses is shared by Monday by CCE coordinator. IIT spoken tutorial - S1 students can start attending the	CCE – Convenor ,	Info

	course/videos soon and registration could be completed before the exam time of the course GTs to follow up the internship opportunities regularly. Appreciate the students in case they have completed NPTEL course, good internships etc Add on course on Aptitude training could be arranged for pre-final year students In addition to this, Department specific add on course to be done during even semester.	HoDs	
12	Any other		No other points came for discussions during the meeting
1	Approval of previous MoM		
2	Progress of classes:. Ensure that remedial classes of S1 are conducted effectively. HoDs informed that the classes are progressing as per plan. Principal informed that close monitoring required in semester registration & class engagement. Important dates First series tests for S4, S6, and S8 B.Tech students will be conducted during 03-02-2025- 10-2-2025. First series tests for S1 B Tech students 19-02.2025 - 25.02.2025 Series 1(Minor)- 11 th Feb Series 1(Honours)-to be completed on or before 21.02.2025.	HoDs, GTs	03-02-2025- 10-2-2025 19-02.2025 - 25.02.2025
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. 1/2/25- Saturday - regular class for S2 with Monday Timetable. Remedial assistance may be given to needy students based on case to case on 1/2/2025	HoDs, GTs	Info
4	Attendance Monitoring: Attendance during and after series to be monitored strictly Class committee/ course committee to be completed in case it's not done yet Ensure the faculty members are engaging class(theory as well as lab) till 4 PM/ 4.10 PM. Ensure the compliance during first hour, hour just before and after break etc Monthly attendance to be published till date (including remedial hours) by S4,S6 & S8 GTs. Let students be aware of their current attendance status Attendance from 13 th to 20th Jan to be entered as	HoDs, GTs	Info

	special cases in PPT for 5th and 6th As per 2024 scheme regulations average attendance is 80% for higher secondary attendance student		
1	Kulva sheet to be updated for incorporating 2024 scheme's N/A coordinated		
2	Budget Annual budget meeting with N/A will be scheduled on 11 th March February 2024	N/A	
3	Two other Research writing for workshops 10th, 11th & 12th to be submitted A printed copy may be circulated among students with space allocated for writing submission. Deadline 20. The experiments may be made as a printed bound copy at the end. The final specimen will be made based on further discussion and will be implemented after that. Two more experiments to be conducted as an institutional routine as that more time could be spent in theory portions.	N/A, 11 th	

The meeting was adjourned at 10:30 pm.


 Dr. Gurpreet Singh
 Principal

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