

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 15.10.2025

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. NBA
4. Faculty Development Program
5. Research & Consultancy activities
6. Academics related
7. Clubs and Departmental Activities
8. Skill Enhancement
9. 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.	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	On going
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	Closed
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	On going
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	12.9.2025

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	27.09.2025
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/ 2025	HoDs,GTs	11.09.2025
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	HoDs	closed
10	NBA: Criterion wise marks to be updated in the sheet shared by NBA coordinator on or before Thursday(11/9) 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	19.09.2025
11	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.	NBA: CE and CSE Departments will proceed with the NBA accreditation process during the current Academic Year. Other departments may plan to proceed by the next Academic Year. Departments should take necessary steps to increase marks in	NBA	

	quantitative parameters. Monthly review meetings will be conducted to monitor progress. ○ Efforts to enhance publications related to student projects should be strengthened. ○ Faculty publications need to be improved ○ Departments should take proactive steps to improve student results. ○ Focus on achieving higher cumulative pass percentages for the 2022 and 2023 admission batches. ○ Special attention to be given to students with a maximum of five supplementary subjects. Provide brief and effective notes to support student learning. ○ Departments should ensure that at least a few students secure a CGPA of 9 and above. ○ Course files must be maintained as per the syllabus guidelines, including tutorial hours, practical hours, etc ○ For courses with Project-Based Learning , the files should be maintained accordingly.	coordinators, HoDs	
4	Faculty Development: Faculty members should register for FDPs outside the college; ATAL Online FDPs may be utilized. Faculty Incentives: Faculty members are encouraged to claim incentives for publications and FDP participation 1. Professional Body Membership: Faculty members should obtain memberships in professional bodies such as ISTE, IE, CSI, etc. The annual membership fee may be paid by the Management in advance for required faculty members, and repayment can be made by the faculty in instalments.	HoDs Faculty members	
5	Research & Consultancy Activities: Each Department should ensure that consultancy activities are initiated and attached to the department. Sponsored Research: Departments should take efforts to initiate sponsored research activities. Seed Money for Projects: For genuine research or innovative student projects, departments may request Institute Seed Money.	R & D cell, HoDs	

6	Academics :Model Examination for S3: To be held on 23rd and 25th October. Last working day: As per the academic calendar, 23rd October 2025. Students with attendance shortage must be instructed to apply for condonation immediately 18.10.2025 (Saturday) will be a full working for students and staff members. First two hours: Minor exams. Classes to continue thereafter as per special timetable. Lab Requirements: Requests for lab consumables required for practical or lab exams should be submitted immediately.	HoDs, exam cell, lab in charge	
7	Clubs and Departmental Activities; The AIML Department is initiating a student club open to all Departments. Activities will be organized under this club. Similar clubs are to be initiated in all Departments, and regular activities should be planned and conducted.	AIML HoD	
8.	Skill Enhancement: HoDs are to discuss with the Placement Officer to identify key areas of skill enhancement to improve student placement eligibility.	HoDs & T & P cell	
9	Any other : No other points		

The meeting was adjourned at 03.45 pm.


Dr. Sunitha C
Principal

Distribution list: All Attendees, File