

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara PO, Thrissur

Minutes of the HoD Meeting held on 08.11-2023

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Discussions on change in class time
4. Discussions on analysis of D-G students
5. IPnDP
6. Any other

Attendees:

- | | |
|--------------------------|-----------------------------|
| 1. Dr. Saji C.B | Principal |
| 2. Dr. Sudha Balagopalan | Dean Academics |
| 3. Dr Sunitha C | Vice Principal & HoD (AIML) |
| 4. Dr. Abhilasha P S | HoD(CE) |
| 5. Dr. Ramani Bai | HoD (CSE) |
| 6. Dr. S Swapna Kumar | HoD(ECE) |
| 7. Dr Mary P Varghese | HoD (EEE) |
| 8. Dr. Rakesh Hari | HoD(ME) |
| 9. Dr. Jiby Jose | HoD (AS) |
| 10. 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:

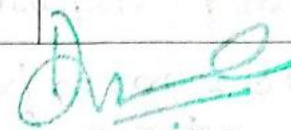
Sl. No	Description and Decision	Responsibility	Target date and Action Taken
<i>Status of Decisions in Previous Meeting</i>			
1.	Approval of previous minutes & action taken	Committee	Approved
2.	Progress of classes: HoDs informed that the classes are progressing as per plan	HoDs	Ongoing
3.	KTU Kabaddi tournament will be held in our campus on 31st Oct & Nov 1st.	Physical Education Dept	closed
4.	College sports day will be held on 17th & 18 th	Principal,	Ongoing

	November 2023	HoDs, Ph.Edu Dept	
5.	PTA meeting of all semesters to be completed by Nov 3 rd 2023.	Principal, HoDs GTs	Closed
6.	Appreciated ECE Department for the activities done as a part of Department branding. 7 faculty members are now equipped to organise classes outside the institution	HoD ECE	Info
7.	Proposed to submit NAAC SSR by October November 2024	Principal, HoDs, Dr Jeeva K A Dr Sunitha C	Ongoing
8.	Faculty paper publication from each Department to be enhanced. Topic, title, abstract etc to be ready by November	Principal, HoDs	Ongoing
9.	Remedial classes to be held for students who have failed in series 1. At least one remedial class to be organised for the students who have failed in series 1	HoDs GTs	Ongoing
10.	Any other	-	

Points discussed during current the meeting

1	Approval of previous MoM	Committee	Approved
2	Progress of classes: HoDs informed that the classes are progressing as per plan	HoDs	On going
3	Change in class time: HODs should strictly monitor the engagement of classes. Ensure that the last hour is engaged upto 4.00 pm/4.10 pm	HoDs	Ongoing
4	Sports overall championship celebration on 24th during lunch interval.	HoDs Discipline committee	24.11.2023
5	Detailed analysis of D-G students which includes student wise analysis for failing subjects - to be completed by 25th	HoDs GTs	25.11.2023
6	HODs need to ensure that appropriate weightage is given to paper publications in IPnDP for those faculty assigned to publish papers. If not, prepare the list of faculty for whom the IPnDP to be reverted back by 27th. Accordingly ERP team will open IPnDP form for required faculty by 28th.	HoDs	28.11.2023

The meeting was adjourned at 04.00 pm.



Dr. Saji C.B
Principal

Distribution list: All Attendees, File