

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the HoD Meeting held on 13.05.2024

Venue: Principal's Cabin

Time: 2.30 pm

Agenda:

1. Approval of previous MoM
2. Progress of classes
3. Admission activities
4. Discussions on Remedial classes
5. IPnDP
6. Attendance shortage
7. Any other

Attendees:

1. Dr. Saji C.B	Principal
2. Dr. Sunitha C	Vice Principal & HoD (AIML) <i>Sub</i>
3. Dr. Abhilasha P S	HoD(CE) <i>[Signature]</i>
4. Dr. Ramani Bai V	HoD (CSE)
5. Dr. S Swapna Kumar	HoD(ECE) <i>[Signature]</i>
6. Dr. Mary P Varghese	HoD (EEE)
7. Dr. Rakesh Hari	HoD(ME) <i>[Signature]</i>
8. Dr. Jiby Jose	HoD (AS) <i>[Signature]</i>
9. Dr. Reji C Joy	HoD.(CA) <i>[Signature]</i>

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. Principal informed that close monitoring required in semester registration & class and engagement	HoDs	Closed

3.	Internal Exam Analysis: The students' performance during internal exams were discussed in detail. The performance of students in general is fine, but close monitoring through GTs to continue	HoDs. Principal	Closed. Monitoring needs to continue.
4.	Ethnic day & Fare well for final years: The committee decided organize the farewell day on 04.05.2024 & permit final year students to wear ethnic dresses on 25-04-2024.	All	Ethnic day celebrated Closed
5.	College Day celebrations: Principal informed that the college day celebrations will be conducted on 03-05-2024. Ms Anooja & Mr Sangeeth K K will coordinate the function	Ms Anooja, Mr. Sangeeth K K HoDs	College day function conducted. Closed
6.	Remedial classes should be conducted effectively . Plan for conduct of the same need to be shared. Attendance Monitoring: Attendance of minor need to be monitored effectively. Subject teacher will be sharing the attendance with GTs. In case a particular student is absent continuously for 3 days the student will be removed from Minor class and he / she will have to attend remedial classes	HoDs GTs	Info
7.	Any other	-	No other points. Closed

Points discussed during current the meeting

1	Approval of previous Minutes & action taken	Committee	Approved
2	Scholarship function to be held mostly on 22/6. The availability of guest is to be confirmed	HoDs	Ongoing
3	Regarding NAAC- data collection almost completed. Expert visit scheduled on Thursday & Friday - (16&17 May) In case a faculty member is relieving all the documents need to be updated. Ensure that in the no due form signature from NAAC criteria coordinator is also obtained before HoD signature	HoDs Dr Jeeva K A Criteria Coordinators	Info
4	Vacation may be availed in 3 slots Slot 1- May 27-June 25 Slot 2-June 3- July 2 Slot 3- June 10- July 9 Staff members who have completed more than one year at Vidya are eligible for vacation	HoDS	Ongoing

5	KTU internal mark/ attendance entry: Ensure that internal mark/ attendance entry is completed as per schedule.	HoDs, GTs	Info
6	Complete IPnDP updation by 14.05.2024	HoDs	Info
7	Regarding LP students need to be made aware of the significance of scoring at least 6.5 CGPA	HoDs GTs	
8	Any Other: No other specific points came for discussions	Info.	Info.

The meeting was adjourned at 04.00 pm.


Principal

Distribution list: All Attendees, File