

2752/VAST/ADMN/PA/Vol.46

18.03.2026

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY

Thalakkottukara PO; Thrissur

Minutes of the Academic Council Meeting**Venue:** Principal's Cabin**Date:** 18.03.2026**Time:** 3.00 pm**Agenda:**

1. Review of previous MoM
2. Series test
3. Add on course
4. VFAST
5. Staff Club day
6. Condonation
7. 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 3.00 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:

Review of previous meeting minutes

Sl. No	Description and Decision	Responsibility	Target dates and Action Taken
1	International conference: Activities are going on as per plan. Trying for collaboration with Indexed journals. Brochure and Website ready. CMT updating in progress.	Principal, Dr. Jeeva K A, Dr. Reji C Joy	Progressing [Open]

2	AI CoE: A mail has been already shared by Principal seeking interest in this initiative. But only very few faculty have shown interest, that too from CSE & AIML departments only. HODs need to motivate more faculty members in their departments and give more nominations as AI is becoming an essential part of all disciplines	HODs	[Open]
3	AI Club: More than 100 members joined AI Club. The inauguration planned on 12th March 2026. Dr. Sreekanth D, Head, ICT Academy will be inaugurating the club.	HOD- AIML	[Closed]
4	Industry Ready Program for AY 2026-27: Preparation in progress	HODs & CCE dept. representatives	19.03.2026 [Open]
5	V-FAST Implementation: Formulate peer learning groups Ideally 6 groups. Two coordinators per group. Each group should include fast, average and weak learners. GTs to sort the students in their CGPA order and divide them into 6 groups so that each peer group has same number of fast learner, average learner and weak learner. Groups responsible for creating subject-wise study materials including videos, notes, flash cards etc. The same should be verified by teachers and circulate to other groups too. Try tools like Quizlet The best peer group will be appreciated to motivate them	HODs, GTs and Subject Teachers.	Further discussed under SL.No. 27 [Open]
6	Strategies for improving CGPA (> 9 CGPA): In progress	HODs, GTs & Subject teachers	19.03.2026 [Open]
7	Department electives Approval for next AY: In progress	HODs, GTs & TT Committee	21.04.2026 [Open]
8	NBA – Mock internal and external audit plan: Mock internal audit is completed. Mock external audits are planned. 12.03.2026 and 13.02.2026 audit by Dr. Ramachandran. Resubmission of updated files after mock audit: 19.03.2026	NBA Coordinators	[Open]
9	Main and Mini Project for next AY: Project groups to be identified and guides to be allocated before summer vacation. KTU VC communicated that there will be a theme for projects in every AY. The theme of upcoming year is Agritech related. Following are the timelines - Identify the faculty domains (minimum 2) and submit to principal's office: 30.03.2026 - Identification of problem statements (min 3 per domain per faculty): 07.04.2026.	HoD / GT / Faculty concerned	30.04.2026 [Open]

	- Approval of problem statements by VRC: 17.04.2026 - Notify the domains along with problem statements to students: 20.04.2026 - Last date for students to select problem statements: 24.04.2026 - Publish project guide allocation along with domains and problem statements: 30.04.2026.		
10	Admission activities: Activities are going on as per plan. Wissen 2026 is planned on 4,5 & 6 of April 2026. Advised CSE department to concentrate more on admission activities in view of crisis in IT sector. Also admission convenors need to conduct a session on Fee structure and scholarship schemes of Vidya to all the staff members of Vidya for better clarity.	CSE HOD & Admission Convenors	On or before 31.03.2026. [Open]
11	Consultancy works: The Principal emphasized the importance of consultancy work in the accreditation process and advised all departments to initiate consultancy activities and submit the proposals.	HODs & staff	31.03.2026 [Open]
12	Semester registration: Ensure students complete semester registration before University exam registration. – Only very few students still not completed semester registration.	HoDs & GTs	Semester registration follow up to be ensured.
13	BTech S7 result Analysis: GTs to collect screenshots of student's revaluation status as proof of submission.	HoDs & GTs	HoDs ensure students are applying and the proof of the same to be collected
Minutes of today's meeting			

14	Second Series Test Analysis of S4, S6, S8: HoDs shall ensure completion of the syllabus prior to the commencement of the test. Evaluation and result analysis shall be completed promptly. Remedial measures shall be implemented for academically weak students. Series 2 marks shall be uploaded in ERP on or before 24 March 2026. Series test analysis shall be submitted to the Principal's Office on or before 24 March 2026. Internal raw marks (for S4, S6 & S8) shall be shared with students on or before 30 March 2026. Detailed split-up of internal marks (Series 1, Series 2, Assignments 1 & 2, Attendance, etc.) shall be submitted to the Principal's Office on or before 30 March 2026. Series 2 retest (only for genuine absentees) shall be conducted on 23, 24, and 25 March 2026 (evening sessions)	HoDs & GTs	30.03.2026 23, 24, and 25 March 2026
15	S2 Second Series test: Second series test for S2 is scheduled from March 30,31, April 1, April 6,7,8 Model exams for S2- April 16 and 17	HoDs & GTs	30.3.2026 to 08.04.2026 16 & 17 April
16	Add on course: HoDs of CE and ME are requested to share the current status of the S2 add-on course. The update should be submitted at the earliest for review.	HoD CE & HoD ME	Info
17	VFAST: The following faculty members are nominated as VFAST Coordinators from respective departments: ○ AIML – Ms. Riya Roy ○ CE – Ms. Roshni Vijay ○ CSE – Ms. Anitha L ○ ECE – <i>To be nominated</i> ○ EEE – Ms. Lasitha Mohandas ○ ME – Mr. Anilkumar K R ○ AS – Dr. Siju K C ○ MCA – <i>To be nominated</i> • The coordinators are encouraged to explore and utilize digital tools such as Quizlet for effective implementation of VFAST activities.	HoDs, VFAST coordinators	Info
18	Staff club day celebration: April 4th 1st Saturday will be an academic holiday, Instead 18.04.2026 will be a working day for academic staff. . Staff club day will be celebrated on April 18th	All staff	18.4.2026
19	Condonation: Submission of duly completed condonation applications, if any, to the Principal's	HoDs, GTs & subject	26.03.2026

Office: 26.03.2026(Applicable only for the 2019 scheme. Late applications will not be accepted.) For students under the 2024 scheme, the list of students availing condonation shall be submitted to the Principal's Office on or before 26 March 2026	Teachers	
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The meeting was adjourned at 4.00 pm.

Prepared by:
Dr. Mary P Varghese (HOD-EEE)

Approved by: 
Dr. Sunitha C, Principal

Distribution list: All Attendees, AD, ED, File