

2752/VAST/ADMN/PA/Vol.49

28.04.2026

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the Academic Council Meeting

Venue: Principal's Cabin

Date: 28.04.2026

Time: 2.00 pm

Agenda:

1. Review of previous MoM
2. Project Group Updation
3. FDP
4. Subject allocation
5. Project -Problem statement
6. Admission Follow up
7. Mark Entry in KTU portal(Minor/Workshop/Honour)
8. Graduation Day 2026
9. Scholarship Day 2026
10. Value Added Courses
11. Change in University Exams updation in groups
12. Malpractice in University exams
13. 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:

<u>Review of previous meeting minutes</u>			
Sl. No	Description and Decision	Responsibility	Target dates and Action Taken
1	Admission Activities Principal emphasized the need to strengthen admission activities for both Regular and LET	HoDs, All staff	Ongoing

	categories. All staff members will be assigned individual admission targets, and continuous follow-up of prospective student contacts shall be ensured. Promotion through social media platforms shall be increased. Student testimonials, placement achievements, and internship opportunities shall be widely publicized. Admission promotional materials shall be prepared and displayed.		
2	Subject Allocation : It was decided that subject allocation shall be completed before the commencement of the vacation period. Class categorization (A/B/C) shall be finalized and circulated in advance of the allocation process.	HoDs, TT committee	Info
3	International Conference : Principal emphasized the importance of enhancing student research output and participation in international conferences. Each batch shall ensure the submission of a minimum of 10 student research papers to the identified international conference. Faculty members shall ensure that conference posters, brochures, and related communications are circulated effectively in all subject groups and student forums to maximize awareness and participation	Dr. Jeeva Dr. Reji C joy	On-going
4	Vacation 2026: The summer vacation 2026 will be during the month of May and June with 3 slots .Eligible faculty members may avail any two slots. Faculty members shall ensure that all assigned academic and administrative duties are duly completed before proceeding on vacation.	HoDs, Vacation staff	- Slot 1: April 29 to May 13 - Slot 2: May 14 to May 28 - Slot 3: May 29 to June 12
Minutes of today's meeting			
1.	Project Group: Project group to be updated in VRC sheet Get preference from students and finalise the domain and guide- May 3 Topic finalisation- May 15 Google form to be shared by VRC in this regard. Students need to give 4/5 options of project title	HoDs	03.05.2026 15.05.2026

2	FDP: It was decided that FDP to be conducted in offline mode from next Academic Year onwards. FDPs for the current academic Year shall be conducted by all branches before July 1st if not already done. Regarding FDPs to be conducted nomination under CEEE programme nominations to be given if not done already	<i>HoDs</i>	<i>Info</i>
3	Admission Follow-up: Principal emphasized the need to strengthen admission activities for both Regular and LET categories. All staff members will be assigned individual admission targets, and continuous follow-up of prospective student contacts shall be ensured. Promotion through social media platforms shall be increased. Student testimonials, placement achievements, and internship opportunities shall be widely publicized. Admission promotional materials shall be prepared and displayed.	<i>HoDs, All staff</i>	<i>Ongoing</i>
4	Workshop mark entry: Electrical workshop (S2 ME), Civil drafting (S2CE) and It workshop (CSE,AIIML,ECE,EEE) marks to be entered in KTU portal (under evaluation by college) by faculty members concerned. GTs to follow up the same. Honours/Minor mark Entry: Ensure that honours/minor of all semester mark entry is done by faculty concerned and submitted by GT/minor coordinator. Ensure the students have also uploaded the MOOC certificate for honours or minor course if any	<i>HoDs Subject Teachers, GTs Honours/Minor coordinators</i>	<i>Info</i>
5	Subject Allocation: Subject Allocation to be done based on the guidelines .No faculty should be given 2A category courses. Lab/ workshop slots to be fixed initially before the TT fixation. 2 theory subjects to be allocated per faculty unless otherwise specified.1 subject to be allocated for HoDs.	<i>HoDs, TT committee</i>	<i>Info</i>
6	Result follow-up: GTs and subject teachers shall ensure strong and continuous follow-up measures to improve students' academic performance and overall examination results.	<i>HoDs Subject Teachers, GTs</i>	<i>Info</i>
7	Graduation 2026 pass out : It was decided that the Graduation Day for the 2026 pass out batch shall tentatively be conducted in June. The ECE and ME Departments will be organizing the function.	<i>ECE HoD ME HoD</i>	<i>Info</i>
8	Scholarship Function: It was decided that the scholarship function shall be conducted in July tentatively. EEE department will be the organising.	<i>EEE HoD</i>	<i>Info</i>

9	Value Added Courses: Value added courses to be conducted in June and has to follow the IRP format shared by Placement Director.	HoDs	Info
10	Student & parent group updation: The principal informed that all the details of change in University examination should be updated by the GTs in the student group as well as the parents group.	HoDs, GTs	Info
11	Competitive coding practice: The principal informed that CSE, AIML and MCA departments make sure to practice the content delivered in competitive coding is according to the FDP organised by codetantra.	HoDs (CSE,AIML, MCA)	Info
12	Malpractice in university Examination: It is recently noticed that the no.of unfortunate incidents of malpractice has been increased during the ongoing university examinations. The invigilator's need to be more vigilant to prevent such incidents.	HoDs, Invigilators	Info
13	Completion of work before vacation: The HoDs must ensure that all faculty members have completed course files/GT files/ entry of activity points/all allocated duties before availing the vacation	HoDs, Faculty members	Info

The meeting was adjourned at 3.00 pm.

Prepared by:

Dr. Mary P Varghese (HOD-EEE)

Approved by:

Dr. Sunitha C, Principal

Distribution list: All Attendees, AD, ED, File