

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the Academic Council Meeting

Venue: Principal's Cabin

Date: 08.04.2026

Time: 2.30 pm

Agenda:

1. Review of previous MoM
2. Admission activities
3. Semester closure
4. Subject allocation
5. Project -Problem statement
6. International conference
7. Consultancy
8. S2 series exam
9. Condonation
10. Vacation
11. Leave approval in ERP
12. Any other

Attendees:

- | | |
|------------------------|------------|
| 1. Dr Sunitha C | Principal |
| 2. Dr. Jeeva K.A | HoD (AIML) |
| 3. Dr. Abhilasha P S | HoD (CE) |
| 4. Dr. Sajay K R | HoD (CSE) |
| 5. Dr. S Swapna Kumar | HoD(ECE) |
| 6. Dr. Mary P Varghese | HoD (EEE) |
| 7. Dr. Rakesh Hari | HoD (ME) |
| 8. Dr. Nisha A B | HoD (AS) |
| 9. Dr. Reji C Joy | 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	Department electives Approval for next AY: In progress	HODs, GTs & TT Committee	The shared elective list was approved [closed]

2	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. • 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.	HoD / GT / Faculty concerned	progressing 30.04.2026 [Open] Further discussed -Sl No.13
3	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] Google form shared by Academic Director, seeking interest in consultancy need to be entered
4	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	Received CE& ME [closed]

5	Series Test (S2) 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 Plan to conduct two series examinations per day on Monday and Tuesday with the following time table. - Slot 1: 9:30 AM – 11:00 AM - Slot 2: 2:00 PM – 3:30 PM Ensure proper timetable allocation avoiding clashes between subjects. Discuss scheduling with faculty handling common subjects for S4. If the number of subjects exceeds four in a class, allocate remaining subjects between the available time slots. Question Bank Preparation - S6 & S8: Coverage of 2–2.25 modules - S4: Coverage of 2 modules - Arrange question paper printing through the Exam Cell or respective departments. - Combine existing raw marks with marks obtained in Series 3. - Enter internal marks in the KTU portal based on performance. Consolidate and submit raw internal marks with detailed split-up (ERP download) to the Principal's Office.	HoDs,GTs	<i>Series exam</i> 30.03.2026 to 08.04.2026 <i>Model</i> 16&17 April
6	NBA : An external audit for NBA preparedness is scheduled to be conducted on 20th and 21st April. Concerned departments are requested to ensure that the necessary documentation, records, and supporting evidence are updated and readily available for verification. Faculty members and staff are expected to be present and prepared to address queries related to their respective Criteria.	NBA Coordinators	20th and 21st April. [open]
Minutes of today's meeting			

7	Admission Activities 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>	
8	Semester Closure & Evaluation: The S4,S6 & S8 semesters have been completed. Continuous and systematic follow-up shall be maintained to improve academic performance and results. The finalized sessional marks (already published) shall be submitted to the Principal's Office on Friday, 10 April 2026. The marks shall also be uploaded to the KTU portal, and a printed copy must be submitted on 10.04.2026. Subject teachers shall submit the following to the respective HoDs: • Raw sessional marks • Retest marks • Moderated/boosted marks (1–2 marks, wherever applicable) • Final internal marks For students whose original raw marks are below 35 (as per the 2019 scheme), the final marks shall be limited at 35, even after considering retest performance.	<i>HoDs, Advisors</i>	10.04.2026
9	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. All allocations shall be carried out in strict adherence to the guidelines and documentation prescribed by NBA.	<i>HoDs, TTcommittee</i>	<i>Info</i>

10	Project Work – Problem Statements Academic Council discussed the procedures for finalizing project problem statements for S6 students and decided the following: • S6 Group Tutors (GTs)/Project Coordinators shall share the proposed problem statements with the VRC Coordinator and discuss them with the VRC Head after scheduling a mutually convenient time slot. • The above process shall be completed on or before 17 April 2026. • Upon approval from the VRC Head, the finalized problem statements shall be shared with the students. • Students shall select their preferred problem statements, and the selection process shall be completed on or before 24 April 2026. • A Google Form shall be created and shared with students for the selection process. • Based on student selections, project guides shall be allotted accordingly. • A maximum of two teams per guide shall be permitted.	S6 Group Tutors (GTs)/Project Coordinators, VRC coordinator, VRC Head	17.04.2026 24.04.2026
11	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. • Students who have already presented or published papers in other conferences may submit an extended or improved version of their work, subject to conference guidelines and originality requirements. • Departments shall actively guide and support students in paper writing, review, and submission processes to ensure quality and timely participation. • Detailed information regarding the conference, including submission guidelines, templates, deadlines, and registration procedures, will be reshared through the official conference email ID. • 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	

12	Academic & KTU portal Updates The Council reviewed the status of academic compliance and resolved the following: - Students shall ensure that NPTEL certificates related to minor /honours courses are uploaded promptly. Group Tutors (GTs) shall verify and submit the same. Timely completion is essential, as delays may attract penalties from KTU. - With regard to S8 Project and Comprehensive evaluation: Attendance shall be entered regularly. Marks shall be recorded as 0, as per guidelines. - For S2 Series Examination: Series marks shall be entered on or before 13 April 2026 (Monday). Raw internal marks, along with detailed split-up, shall be submitted to the Principal's Office on or before 20 April 2026. Final sessional marks shall be submitted on 21 April 2026. Marks shall be uploaded to the KTU portal on or before 22 April 2026.	Principal, HoDs, Subject Teachers	13.04.2026 20.04.2026 21.04.2026 22.04.2026
13	Condonation : With regard to condonation for the 2024 admission, the following information is required: - The list of eligible students attaining condonation, (after payment of the prescribed fee through the KTU portal), shall be submitted to the Principal's Office. - Group Tutors (GTs) shall ensure proper follow-up and the timely submission of condonation fee payment by the concerned student	HoDs, GTs	17.04.2026
14	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	Info
15	Leave Approval : Heads of Departments (HoDs) shall ensure that leave applications of their subordinates are reviewed and approved promptly and without delay.	HoDs	Info

The meeting was adjourned at 3.00 pm.

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

Approved by: sd/-
Dr. Sunitha C, Principal

Distribution list: All Attendees, AD, ED, File