

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the Academic Council Meeting

Venue: Principal's cabin

Date: 11.08.2026

Time: 10.00 am

Agenda:

1. Review of previous MoM
2. Semester registration
3. 1st year Induction Programme
4. V-FAST training
5. ATAL FDP
6. Association day/Freshers day / Onam celebration
7. Honour/Minor series exam
8. VSSC
9. Placement activities
10. Department Quality Assurance Cell
11. Any other

Attendees:

1. Dr. Sunitha C
2. Dr. Jeeva K.A
3. Dr. Abhilasha P S
4. Dr. Sajay K R
5. Dr. Premanand B
6. Dr. Vinila M L
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 10.00 am. 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:

<i>Review of previous meeting minutes</i>			
Sl. No	Description and Decision	Responsibility	Target dates and Action Taken

1.	Review of previous minutes and action taken	Committee	Approved
2.	Semester Registration in EOP Hheads of Departments were instructed to ensure 100% completion of semester registration. The concerned Group Tutors shall verify the genuineness of the reasons for delay in semester registration submitted by students and submit a report to the respective HoDs for necessary action.	HoDs, GTs	ME Dept pending
3.	Student Induction Programme: The Student Induction Programme for first-year students will commence from 10 August 2026. Mr. Midhul P. R., Tech Engineer, AMETEK Spectro Scientific, UAE, and an alumnus (2008-2012 batch, ECE, VAST), will be inaugurating the function. Regular classes for all other batches will continue as per the existing timetable	HoDs, GTs	10-8-2026 to 20.08.2026
4.	V-FAST Documentation: Department Coordinators shall verify documents before submission. Records shall be maintained in the institutional drive, not in google class room.	V-Fast Dept coordinators	Info
5.	Smart India Hackathon (SIH) 2026 -All are requested to motivate students to participate, form innovative teams, and submit quality ideas before the deadline. The best-performing teams from the internal hackathon will be selected and officially nominated to represent VAST in Smart India Hackathon (SIH) 2026.	HoDs, GTs, Ms. Thulasi Rajan K	Rescheduled to next week
6.	ATAL FDP (Online): All Departments are requested to submit at least one proposal for an ATAL Online Faculty Development Programme (FDP) for the Academic Year 2026-27. The proposal shall be submitted on or before 14 August 2026.	HoDs, Dr. Sooraj K Prabha	14.08.2026
7.	Result analysis: Cumulative pass percentage and supplementary examination results were reviewed. 2023 admission B.Tech students' cumulative pass percentage will increase if address 1 subject and 2 subject failure students clear these arrear papers. Principal shall address 1 subject and 2 subject failure students. Before that HoDs /GTs shall address these students. Booster Classes: Booster classes shall be arranged on Monday project hour/Saturdays for students requiring academic support. Friday & Saturdays will be utilize for project review.	HoDs, GTs	Continuing

Minutes of today's meeting

8.	1st year Induction Programme: Principal emphasized the punctuality and the importance of maintaining discipline of first-year students from the beginning of their academic programme. All departments shall place special emphasis on the minimum credit requirements for semester promotion, particularly the credit requirements prescribed for promotion to the fifth and seventh semesters, the Honours and Minor Programmes, the Digital Edge 101 MOOC Course, and other distinctive features of the B.Tech 2024 Curriculum . All departments shall actively support institutional admission promotion and outreach activities. All HoDs shall coordinate with the concerned teams to prepare suitable short videos and promotional content covering campus visits, alumni interactions and other departmental/institutional activities and also posted it in social media. CSE dept. shall implement the revised batch-wise order and communicate the arrangement to the concerned faculty and students. 1st year Orientation Programme for MCA: MCA First-year orientation programme will commence on 13 August 2026 in the College Auditorium. Ms. Almas M A, Technology Analyst, Infosys and an alumna (2018–2021), will be inaugurating the function	HoDs, GTs	On going										
9.	Talent Fiesta/Department Association Activities/ Fresher's Day/Onam celebration : Fresher's day & Association day will be scheduled on 20.08.2026 after noon session. Presidents/Secretaries shall present their one-year activity plan and proposed achievements during Association Day. Departments shall complete all necessary arrangements and coordinate with the concerned committees/coordinators. Onam celebration is scheduled on 21.08.2026 The proposed venue allocation shall be followed and any requirement for changes shall be coordinated in advance. <table><tr><th>Department</th><th>Venue</th></tr><tr><td>AIML</td><td>South Block</td></tr><tr><td>CE</td><td>North Block</td></tr><tr><td>CSE</td><td>Auditorium</td></tr><tr><td>ECE</td><td>Main Seminar Hall</td></tr></table>	Department	Venue	AIML	South Block	CE	North Block	CSE	Auditorium	ECE	Main Seminar Hall	HoDs, GTS, Discipline committee	20.08.2026, 21.08.2026
Department	Venue												
AIML	South Block												
CE	North Block												
CSE	Auditorium												
ECE	Main Seminar Hall												

	EEE	Decennial Block		
	ME	Decennial Block 2 nd floor (Association day/Fresher's day) Nakshathra vanam (Onam celebration)		
	MCA	South Block drawing hall		
10	Training and Placement : HoDs and GTs shall motivate students to actively participate in placement training programmes. The aptitude screening test is proposed to be conducted on 13.08.2026. Departments shall inform and encourage interested students.		HoDs, GTS, T & P cell	
11	DQAC: The Principal informed the meeting that various academic processes, including the functioning of Class Committees, Course Committees, syllabus coverage monitoring and related academic activities, have been streamlined to ensure systematic implementation and effective academic monitoring. Committee meetings shall be conducted at least twice in a semester. 1 st meeting at the beginning of the semester and 2 nd meeting after the series exam. HoDs shall preferably review pending academic and administrative matters during the first hour on Monday and initiate timely corrective action. HoDs shall regularly monitor syllabus/course coverage and ensure timely completion of pending portions.		HoDs, DQAC	
12	Series Examination: Question papers shall be verified by the concerned Stream Coordinator/Subject Specialist, forwarded to DQAC and thereafter submitted to the HoD. DQAC members shall actively participate in quality assurance activities. The Convenor shall distribute and monitor audit responsibilities. Relevant Google Sheets/academic records shall be verified, checked and properly filed after every series examination. Minor and Honours series examinations shall be rescheduled after the Onam vacation on the respective days.		HoDs/GTs, Examination committee Ms. Remya K R(ECE), Ms. Soumya C J (CSE)	
13	Academic Calendar: The University Academic Calendar was published recently. Accordingly, the Principal emphasized the need for systematic implementation and continuous monitoring of the Academic Calendar at the institutional and departmental levels. The IQAC, Department Academic Calendar Coordinators, and Stream Committees were instructed to closely monitor the implementation of scheduled academic activities, ensure timely completion of academic processes, and identify and address any deviations from the prescribed calendar.		HoDs, IQAC	Info

14.	Any other: No other points came for discussion during the meeting		
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The meeting was adjourned at 12.30 pm.

Approved by:



Dr. Sunitha C
Principal

Distribution list: All Attendees, AD, ED, File