

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the Academic Council Meeting

Venue: Principal's Cabin

Date: 11.02.2026

Time: 2.00 pm

Agenda:

1. Review of previous MoM
2. Admission activities
3. Series test analysis and remedial action plans
4. Monitoring of faculty wise arrears batch wise
5. Discussion on V-FAST implementation
6. Budget discussion for next AY
7. Maintenance of furniture in classrooms
8. Comments / ideas / feedback on the Alumni roadmap from each dept. based on presentation by Secretary
9. Minor / Honours registration
10. College union election
11. International conference
12. Industrial visit
13. Faculty feedback analysis and action plan
14. ISO /NBA Audit
15. Paper publications
16. Any other

Attendees:

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|------------------------|------------|
| 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 2.00 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.	Progress of Classes The Principal emphasized that all Heads of Departments (HoDs) must ensure that scheduled classes are conducted strictly as per the approved timetable.	HoDs/ Faculty	On going.
2	Admission Activities Finalize and share department admission brochure On or before 06.02.2026.	HODs/ Admission convenors	The draft brochures were sent by CE, AIML & EEE. ME, CSE & ECE Departments pending. Dr. Nisha is entrusted to verify the draft brochures. The brochures verified by admission convenor must be sent to principal for final verification by 17.02.2026 . [Open]
3	ION / Science Day / VTHINC ION, Science Day, VTHINC and allied events will be conducted on 27 February 2026. Poster and paper presentation sessions shall be organized prior to the main event. A minimum of five (5) projects from each S2 batch must be displayed on the event day. S2 GTs are instructed to closely monitor the preparations and ensure continuous follow-up.	AS Dept.	Brochures are finalized. Budget submitted is approved. HODs need to ensure a minimum of five (5) projects submission from each S2 batch for V-THINC Submission of names and project ideas 18.02.2026 Coordinator: Dr. Sobha A P [Open]
4	Minor / Honours Classes: Conduct of Minor/Honours classes Students with weak academic performance (CGPA less than 5.0 or more than two backlogs in Series-I) may be advised to rethink about the Minor courses they have opted. Accordingly update the details in the sheet shared by Ms. Remya K R (ECE)	HODs, GTs & Ms. Remya K R (ECE)	Target date revised to 13.02.2026 . [Open]
5	Sports Day: Sports Day is scheduled to be held on 27–28 February 2026. Departments are requested to extend full cooperation and ensure active	Phy Edn dept	Ongoing. Budget submitted. 27–28 February 2026 . [Open]

	participation of students.		
6	Series Test: It is decided to conduct 1st Series Test for S2 from 13-20 February 2026. Series 1 results of S4 and S6 to be shared on or before 10.00 am 05.02.2026	Exam Cell/ HoDs/ GTs	As the college senate election has been declared by KTU, the exam on 20 th is rescheduled to 21.02.2026 . [Open]
7	Mini /Main projects finalisation: Departments are instructed to ensure that all mini and main project topics are discussed with the VRC prior to finalisation and approval.	VRC	Info
8	Establishment of Robotics Centre of Excellence (CoE) – Initial steps - Internal discussions and project topics identification by all depts...: on or before 07.02.2026 - Discussion with VRC Head: on or before 13.02.2026 - Data entry: Required details to be filled in the shared sheet, along with preparation of additional supporting information - Review meeting: Meeting with Principal/ ED / AD / VRC Head scheduled on 19.02.2026	HoDs/ VRC	The project ideas discussion with VRC head along with team members (students & staff) to be completed by 13.02.2026. The data to be shared with principal by 18.02.2026. Meeting with Principal/ ED / AD / VRC Head scheduled on 19.02.2026 [Open]
9	Alumni Roadmap: Departments are instructed to prepare a comprehensive road map for alumni activities, clearly indicating the current status and outlining future action plans based on the discussions held with the Chairman	HoDs & Alumni Coordinators	CE, CSE, EEE draft submitted. The contents should be in line with the presentation made by Secretary. Revised target date: 23.02.2026 . [Open]
10	NASSCOM Digital Edge 101 Follow-up: All S2 Group Tutors are requested to monitor the enrolment and the status of the course completion for the MOOC course, Digital Edge 101 on the Future Skills Prime platform as per the curriculum requirement.	HODs & GTs	[Open]

11	ISO /NBA Audit. ISO internal audit scheduled during 5-7 February 2026.. Non Conformity report to be submitted on or before 09.02.2026. ISO MR meeting will be conducted on 12th Feb 2026. ISO Recertification audit on 17& 18 Feb 2026	ISO/NBA/IQ AC coordinators	ISO internal audit completed by 7 February 2026.. Non Conformity report submitted by 09.02.2026. [Closed] ISO MR meeting rescheduled to 13.02.2026 due to all India strike. [Open] NBA Mock external audit completed on 7th and 10th Feb 2026 [Closed]
12	7/2/2026 - working day for all staff.	Principal	Closed.
13	College bus departure timings is rescheduled from 05.02.2026 as Monday to Thursday: 4.15 PM, Friday: 4.25 PM	Admn Manager	Closed.

Other Points discussed during the meeting

Sl. No	Description and Decision	Responsibility	Target dates
14	Series test analysis and remedial action plans: From next series test onwards, two sets of scrutinized question papers to be given to DQAC for scrutiny and to HOD for approval. Out of these two one QP will be given to Exam cell. The other QP should be used for conducting tests for absentees. HODs must ensure that the absence of students in series tests must be genuine and should take prior permission from HODs itself before the exam. HODs need to ensure that the retest for slow learners and absentees to be conducted strictly as per regular series test. The timing of these tests should be strictly from 4.15 pm to 5.45pm. The timetable for this test should be published by respective depts in consultation with AS department and the same should be approved by principal.	HoDs, GTs	
15	V-FAST implementation: We should aim that all the students will pass in first attempt itself. For this we have to focus more on current semester series test results. HODs need to get the expected pass% of current semester students from each subject teacher and do the proper follow up.	Principal & HODs	17.02.2026

	A format will be shared to HODs for the proper follow up of series test and the sheet is to be updated by subject teachers. HoDs need to monitor.		
16	Improving Cumulative Pass%: HODs need to track the subject wise arrears of each batch across all semesters. Ensure that the students are registered and appeared for supplementary exams; proper remedial classes were conducted and make the students pass. A format will be shared which is to be filled by subject teachers and HODs need to monitor.	Principal & HODs	21.2.2026
17	Budget discussion for next AY: The budget is already discussed with management for AS, AIML, ECE, EEE & ME. The updated budget as per the discussion need to be submitted to Divya Radhakrishnan through principal.	HoDs	13.2.2026
18	Proper upkeep of furniture in classrooms: It has been observed that benches and desks are being damaged by students soon after painting. HoDs are requested to take strict action and implement necessary measures to prevent such incidents from recurring in the future.	HoDs, Staff	Info
19	Industrial visit: Industrial visit for the AY 2025-26 is happening this week and will be completed by 21.2.2026 for all batches.	HoDs	Info
20	Comments / ideas / feedback on the Alumni roadmap from each dept. based on presentation by Secretary : Already discussed under Sl. No.9	HoDs	23.02.2026
21	Minor / Honours Course Mapping: The list of students for Minor courses to be updated to Ms. Remya K R (ECE) before 13.02.2026 4.00 pm. Minor/ honours mapping is open in KTU portal. HoDs are instructed to ensure the mapping is completed as per notification.	HoDs, Ms. Remya K R (ECE)	13.02.2026
22	College Senate election: As per KTU notification, collage union election will be conducted on 20.2.2026. The Returning officer will give the guide lines and ensure that the process will be finished on time and smoothly.	Dr. Jiby Jose, Ms. Salkala K S	20.02.2026
23	International conference : International conference-activities are going on as per plan.	Principal, Dr. Jeeva K A & Dr.	Info

	• Date of Conference: June 26-27, 2026. • Name: international Conference on Intelligent Systems and Sustainable Technologies (ICISST) • The tentative list of speakers, advisory board members, draft website, and brochure are ready. • The tie-up for paper publication is in progress. • The CMT registration process is underway.	Reji C Joy	
24	Faculty feedback analysis and action plan: First feedback report of current semester should be analyzed by HoDs and faculty. • The list of faculty with lower feedback along with corrective action need to be submitted to principal by 13.2.2026. • The faculty having excellent feedback should be appreciated.	HoDS	13.02.2026
25	ISO /NBA Audit: Already discussed under Sl. No.11	HoDs, ISO/ NBA/ IQAC coordinators	MR Meeting: 13.02.2026 ISO Recertification Audit: 17& 18 Feb 2026
26	Paper publications: Principal reiterated the importance of publishing papers in indexed journals/conferences. Also advised staff to submit incentive claims for publications in journals/conferences as per institute policy to principal office before the financial year ending.		

The meeting was adjourned at 4.15 pm.

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



Approved by:
Dr. Sunitha C, Principal

Distribution list: All Attendees, AD, ED, File