

2752/VAST/ADMN/PA/Vol.58

09.09.2026

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY
Thalakkottukara PO; Thrissur

Minutes of the Academic Council Meeting

Venue: Principal's cabin

Date: 09.09.2026

Time: 2.30 pm

Agenda:

1. Review of previous MoM
2. NBA/KTU Audit preparation
3. V-FAST training
4. Semester registration in ERP
5. Series test, PTA meeting
6. Techfest 2026
7. Malavya Mission Teacher Training Program
8. Faculty Internal promotion
9. 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 2.30 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:

<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.	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	Further discussed in Sl.No.6
3.	Admission Activities/Consultancy/Audit courses: Admission activities are to be continued. Consultancy : A progress report on the consultancy works shall be submitted in the next week. Add on course: The departments were advised to review the existing courses and prepare suitable plans for improving the programme for the next batch. The focus should be on offering courses that provide additional skills and practical value to students and complement the regular curriculum.	HoDs	A meeting with the HoDs, Principal, and Directors was conducted at the end of August. HoDs are requested to submit a detailed plan for Consultancy Proposals, Improving the Quality of Admissions for the Next Academic Year Improving the KTU Audit Score for the upcoming audit, along with the action plan for the next academic year 18.09.2026
4..	Interaction with Supplementary Students: It was noted that interactions with supplementary students had been completed at the Group Tutor level and meetings with HoDs were in progress. Plan for conducting booster classes to help students clear their supplementary examinations. AS – Common Schedule - Monday – AS: Timetable – forwarded on 19/08/2026 - Saturday- Departments: 22/08/2026 - Booster classes to be conducted until the 2nd week of October. The HoDs were instructed to: - Review the academic status of supplementary students. - Identify students requiring special attention.	HoDs, GTs	Progressing

	• Monitor attendance and participation. • Follow up on their preparation for supplementary examinations.		
Minutes of today's meeting			
5.	NBA and KTU Audit Preparation: The Principal emphasized that all HoDs should proactively work for NBA/KTU audit. The meeting discussed the preparations required for the forthcoming NBA and KTU audits. It was emphasized that all departments should systematically review the relevant audit requirements and ensure that the necessary records and evidence are complete and properly maintained. • The KTU audit requirements and salient points shall be reviewed and implemented systematically. • Departments shall ensure that all applicable requirements are addressed and that maximum possible marks/score are targeted under the respective criteria. • All entries, data, supporting documents and records submitted by the departments shall be properly verified before final submission. • HODs were requested to extend their active cooperation and coordination for both KTU and NBA audit preparations. • Regular monitoring and follow-up shall be carried out to ensure timely completion of all pending activities. The importance of improving academic performance and ensuring achievement of the desired attainment levels was discussed. • Departments shall review the attainment of course outcomes and academic targets. • Special attention shall be given to areas where attainment is below the expected level. • Departments shall identify suitable improvement measures and implement them effectively. • Good practices followed by departments achieving higher attainment may be shared and replicated wherever applicable. •	HoDs, IQAC, NBA coordinators	Progressing

	Stream Committee and Academic Calendar The meeting discussed the need for effective implementation of the academic and curricular requirements. • Stream Committee meetings shall be conducted as required and the decisions taken shall be properly documented. • The Institutional Academic Calendar shall be finalized and communicated to all concerned at the earliest by IQAC • Departments shall align their departmental activities and academic schedules with the approved Institutional Academic Calendar. • HODs shall ensure that the academic activities are planned and implemented systematically.		
6.	V-FAST The meeting reviewed the activities related to V-Fast • HoDs shall periodically review the V-FAST monitoring sheets of their respective departments subordinates ensure that the required follow-up actions are taken. • The progress of students identified through V-Fast shall be monitored systematically. • The effectiveness and benefits of the V-Fast initiative shall be assessed, particularly with regard to student academic improvement. Principal suggested that V-FAST is a result improving method. It will be customized by HoDs, after consultation with faculty members.	HoDs, V – FAST coordinators	
7	Semester Registration in ERP Heads of Departments were instructed to ensure 100% completion of semester registration In cases where eligible students are unable to complete the registration due to fee-related issues and require an extension of the fee payment deadline, such students shall obtain prior approval from the Executive Director well in advance to avoid any delay in the registration process.	HoDs	Info
8	Series Test: Second Series for S3,S5, S7 and 1st series test for S1 will be conducted on 06,07,08,12,13 and 14 October 2026. HoDs are requested to identify the students for remedial classes and schedule the classes conduct the		

	exams as per the question paper from exam cell.		
	Student feedback: HoDs suggested the revision of student feedback questions. All class committee meeting was completed except 1 st year.		
9	PTA meeting: HoDs informed that PTA meeting was ongoing after the 1 st series exam. Principal suggested to conduct PTA meeting on Saturdays.	HoDs, GTs	
10	TECHFEST 2026: It is decided to organize annual Tech Fest VYVIDH'26 on 16 th & 17 th October 2026. Mr. Naveen T P (ME Dept) and Dr. Neenu Thomas (EEE Dept) were selected as Techfest coordinators.	Techfest coordinator	
11	Malaviya Mission Teacher Training Program : The Malaviya Mission Teacher Training Programme (MMTTP) of the University Grants Commission (UGC) provides various opportunities for faculty members to enhance their professional competencies through Faculty Induction Programmes, Refresher Courses, Short-Term Programmes, NIP Orientation Programmes, and other Faculty Development Programmes.	HoDs	Info
	Internal promotion: Applications are invited from the eligible candidates at the level of Asst. Professor for the promotion to the position of Assistant Professor (Senior Grade)/ Assistant Professor (Selection Grade). The promotion will be based on the outcome of the performance appraisal, interview, and the number of vacancies available in the department. Last date for application 18.09.2026. It has been decided to introduce an interim review of newly joined faculty members from the current academic year onwards. The review shall be conducted in the months of October, February, and June .	HoDs, Teaching staff	18.09.2026 Info
12.	Any other: No other points came for discussion during the meeting		

The meeting was adjourned at 4.00 pm.

Approved by: 

Dr. Sunitha C
Principal

Distribution list: All Attendees, AD, ED, File