

2752/VAST/ADMN/PA/Vol.53

01.07.2026

VIDYA ACADEMY OF SCIENCE & TECHNOLOGY**Thalakkottukara PO; Thrissur****Minutes of the Academic Council Meeting****Venue:** Principals cabin**Date:** 01.07.2026**Time:** 2.30 pm**Agenda:**

1. Review of previous MoM
2. Plans for upcoming AY
3. V-FAST
4. Improving results
5. Status of semester registration
6. Weekly assessment register
7. NIBA
8. Industry Ready Programs
9. Graduation ceremony
10. 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

	All the items except the following (Sl.2) were closed.		
	The Principal warmly welcomed all the members to the first Academic Council meeting of the Academic Year 2026–27. She extended her heartfelt best wishes to all for a successful, productive, and enriching academic year.		
2.	Project-Based Learning (PBL) – Coordinator, Rubrics & Implementation: It was decided that a dedicated institutional-level coordinator will be appointed to oversee and monitor PBL activities across departments. The following important decisions were taken: - Standardized assessment rubrics for PBL shall be prepared and finalized. - Faculty members should actively contribute real-world problem statements and innovative project ideas relevant to their domain areas. - Departments must encourage interdisciplinary and industry-oriented project themes wherever possible. - Guidelines regarding the implementation of PBL within courses should be clearly documented and communicated to faculty members and students. - All preparatory activities, including project topic collection and faculty inputs, must be completed before 01 July 2026. - From the next academic year onwards, PBL implementation details must be incorporated into the respective course files. - A formal course file verification mechanism will be implemented to monitor effective PBL integration and compliance.	HoDs	Department s shall constitute Project Teams and finalize project topics. Interim project evaluations shall be conducted before the series examination s. Department DQAC Coordinator s and NBA Coordinator s shall prepare standardized rubrics for project assessment.
	<i>Minutes of today's meeting</i>		
3	Teaching-Learning Enhancement: Principal emphasized to strengthen student-centred learning by adopting active learning, experimental learning, and project-based learning practices across all programmes.	HoDs, Faculty Members, DQAC & NBA Coordinators	Project Teams & Topics: 07 July 2026
4	V-FAST: All departments shall prepare department-wise implementation plans aligned with the V-FAST framework, incorporating measurable objectives,	HoDs	

	Key Performance Indicators (KPIs), and result targets. Subject-wise V-FAST Groups Subject-wise V-FAST groups shall be constituted. After completion of every module, faculty members shall verify syllabus coverage and upload the updated status to the designated Google Drive before the commencement of the series examinations. Format will be shared by Principal office		
5	Improving Academic Results: Departments shall identify slow learners and advanced learners at an early stage. Departments shall formulate and implement strategies to improve academic performance through continuous assessment, mentoring, remedial classes, and systematic monitoring of slow learners. Faculty members were advised to maintain regular interaction with students and parents wherever necessary to ensure better academic performance and improved pass percentages.	HoDs & Faculty Members	Info
6	Semester Registration in ERP Meeting discussed the status of semester registration through the ERP system. Heads of Departments were instructed to ensure 100% completion of semester registration before 07.07.2026. 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. Departments shall ensure that all such cases are processed with in last date.	HoDs	07 July 2026
7	Weekly Monitoring Register: Weekly Assessment Register shall be submitted for weekly monitoring as follows: All Odd Semester classes (except S7) on Monday morning; S7 classes on Tuesday morning.	Faculty Members & HoDs	Every Week
8	Leave Approval in ERP: Heads of Departments shall ensure that all faculty and staff leave applications are reviewed and approved promptly without unnecessary delay.	HoDs	Info
9	Project Review Departments shall conduct periodic project reviews	HoDs, S7 GTs	

	and presentation sessions to monitor student progress and ensure timely completion of project work.		
10	Graduation Ceremony: The Convener briefed the preparations for the Graduation Ceremony of the 2026 Batch, scheduled to be held on 04 July 2026 (Saturday) in the College Auditorium.	Principal, FCE HoD, ME HoD	04.07.2026
11	Industry ready Programs The pending Add-on Courses in the AI & ML and Mechanical Engineering departments shall be completed. Planning for the next cycle of Add-on Courses shall be in next February and completed in March.	Concerned HoDs	February 2027
12	NBA Accreditation The Council noted that the NBA Accreditation Visit is scheduled from 07 to 09 August 2026 . HoD presentations are scheduled for 03 July 2026 . An institutional committee shall be constituted to coordinate all activities related to the NBA visit, including documentation, laboratory preparedness, infrastructure readiness, display arrangements, and logistics.	Principal, HoDs & NBA Committee	03.07.2026
13	Ensuring Proper Upkeep of Classroom and Furniture: HoDs and staff members are required to impress upon the students the importance of maintaining the furniture, classrooms, and laboratories in good condition. Students should be guided to use the facilities responsibly and to avoid any practices that may damage the newly painted furniture, walls, or other institutional infrastructure. The custodian of each classroom and laboratory shall ensure the proper upkeep of the facilities under their charge and periodically monitor their condition.	HoDs, All staff	Info

The meeting was adjourned at 3.30 pm.

Approved by:

Dr. Sunitha C
Principal

Distribution list: All Attendees, AD, ED, File