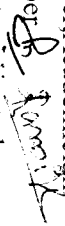


VIDYA ACADEMY OF SCIENCE AND TECHNOLOGY (VAST), THALAKOTTUKARA, THRISSUR

Minutes of the Meeting of the Board of Governors (BoG) held at 10.30 a.m. on 20.03.2024

Venue: College Board room

Members Present:

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| 1. Er P.K Asokan, Chief Patron, Vidya International Charitable Trust (VICT). | Member |
| 2. Sri. Suresh Lal, Executive Director (VICT) | Member |
| 3. Sri P N Ummirajan, Administrative Director | Member |
| 4. Dr. B. Anil, Academic Director | Member |
| 5. Er. Lakshminarayanan K, Former General Manager, SIFL, Athani, Thrissur | Member, Industry Rep. |
| 6. Dr. Saji C.B., Principal, Vidya Academy of Science and Technology, | Member Secretary |
| 7. Dr. Sudha Balagopalan, Dean- Academics & Former Principal, VAST. | Member |
| 8. Dr. Ramani Bai V., Head of the Department, Computer Science& Engineering | Member, Academician |
| 9. Sri Anil M, Asst Professor, Vidya Academy of Science and Technology | Member  |
| 10. Members from DTE | Not yet nominated |
| 11. Member from KTU | Not yet Nominated |

Agenda:

1. Approval of the institution budget for 2024-25.
2. Approval of Performance Appraisal for 2024-25.
3. Approval of proposal for conducting Green audit, Energy audit and Environment audit for the campus.
4. Review of the progress of Strategic Framework implementation
5. Any other items

The meeting started with silent prayer. Thereafter, the Principal welcomed all the members of the Governing Body.

1. The principal gave an overview on the various activities that are ongoing
2. The following discussion as per the agenda were carried out and decisions are taken accordingly

Item No.	Agenda	Description	Points for discussion	Responsibility	ATR
1	Approval of Institution Budget 2024-25	The budget approved by the Executive Committee, was presented.	A detailed analysis of the Budget in light of the upcoming implementation of the Strategic Framework was done. The breakdown of key budgetary allocations (academic departments, administrative costs, infrastructure, etc.) was analysed. A discussion was made of the capital expenditures for the upcoming financial year. The rationale behind the purchase of computers for AIML and CSE departments were discussed. The financial implications behind this was also discussed. Further, it was decided to approve and implement the Budget.	Principal	All efforts to be made to confine expenses well within the Budget limit. All departments shall make good efforts to tracking expenditures within the set budget limits.
2	Approval of performance appraisal plan for 2024-25	The performance appraisal plan for 2024-25 was presented	The performance appraisal for 2024-25 would be initiated after completing the evaluation for 2023-24. Effective corrective actions are to be taken. Improvements to be made for performance appraisal 2024-25, considering the review of the Cycle 2 review of SF 2023-28.	Principal	Decided to have separate discussions with the IT and Projects wing to develop a plan for setting up the AIML and CSE labs within the time frame.
3	Approval of proposal for conducting Green audit, Energy audit and Environment audit for the campus	The plan for the audit was presented	-It was felt that in order to develop the institution into a sustainable model and make it a green campus, conducting Green audit, Energy audit and Environment are essential. Hence it is decided to go ahead with the audits	Principal	-compiled
4	Review of the progress of Strategic Framework implementation	The progress of achievement of Strategic Framework KPLs were presented	The progress of the SF implementation KPLs were discussed. The monthly meetings at college level and that at Steering Committee level has helped upkeep the momentum. Decided to continue with the regular	Principal	-compiled

			follow ups through the monthly meetings at college level and that at Steering Committee		
5	Revised PEOs of CE department	Verification and approval of revised PEOs of CE department	Discussed PEOs of CE department approved	Principal , CE HoD	Revised PEOs of CE department approved
6	Discussion of results and placements of all branches	Review academic performance and placement outcomes.	Analyse branch-wise university results and placement statistics to identify improvement measures.	Principal, HoDs	Department-specific action plans have been initiated to improve pass percentage and placement
7	Enhanced mission of CSE Dept.	All other Department Missions are in 3 parts.	The Board noted that the Mission Statements of all departments, except the Department of Computer Science & Engineering have already been structured into three distinct components. To ensure uniformity and better alignment with the institutional framework, it was proposed that the CSE Department Mission be restructured into three distinct mission statements.	Principal, CSE HoD	Enhanced mission of CSE Dept. approved.
8	Enhancement of the Institution Mission Statement	The meeting shall indicate that the Department Missions except CSE, are already in 3 parts. The Institution Mission is still as a single Sentence. Hence the Mission of the institute is required to be enhanced.	The Board noted that the Mission Statements of all Departments have already been structured into three distinct components, whereas the Institution Mission continues to be presented as a single sentence. To ensure uniformity, clarity, and better alignment with the departmental mission statements, it was proposed that the Institution Mission be enhanced by restructuring it into three distinct mission statements.	Principal	Approved enhanced institutional Mission.

The meeting concluded at 12.30 pm

Dr. Saji C.B
Principal & Member Secretary