

**No: MBC/CSE(AI)/2025/01**

**Minutes of Meeting**

Academic Year: 2025-26	Date: 25/06/2025		
Name of Facilitator: HOD	Time: 11.30 AM –12.30 PM		
Meeting Type: Scheduled	Venue: H.O.D. Cabin CSE(AI)		
<b>Name of the Attendees</b>	<b>Sign</b>	<b>Name of the Attendees</b>	<b>Sign</b>
Ms. Annie Chacko		Ms. Jeena Mary Kurian	
Mr. Sabin Mathew			
Ms. Merlin Joshi			

**AGENDA**

The agenda of the meeting are:

1. Dissemination of Vision, Mission, POs, PSOs, and PEOs
2. Review of Teaching-Learning Process
3. Support Measures for Slow and Advanced Learners
4. Assessment Methods & Continuous Improvement – 2023 & 2024 Batch
5. Advanced learning programs - Add-on Course
6. Activities of Professional Societies and Academic Balance
7. Department Budget and Calendar Finalization
8. Faculty Development Program
9. Any Other Matters

<b>Sl.No</b>	<b>DECISIONS</b>
1.	AG 1- Vision, Mission & Outcome Dissemination The HoD stressed the importance of effectively disseminating the Vision, Mission, POs, PSOs, and PEOs among all stakeholders. Necessary actions will be taken to enhance visibility and awareness.
2.	AG 2 - Teaching-Learning Process Review A detailed review of the teaching-learning process was conducted, with a positive analysis of the Department's progress in instructional delivery and academic support
3.	AG 3 – Support for Slow & Bright Learners The committee noted that more emphasis should be placed on problem-solving and application-based sessions to benefit both slow learners and high performers. The outcomes of current support initiatives were reviewed.
4.	AG 4 - Assessment & Continuous Improvement The committee conducted a detailed result and attainment analysis for the first year of 2024 batch and third semester of 2023 batch, identifying areas for improvement. It was resolved to revise strategies for better continuous improvement outcomes.
5.	AG 5 - Add-on Course The committee observed the need for an add-on course for the advancement of skills in the field of AI and

	Computer Science and decided to arrange a 5 day add-on course for fifth semester and Python and Java course for third semester.
6.	<p><b>AG 6 - Professional Activities &amp; Academic Balance</b></p> <p>The committee observed that Professional Society activities, faculty publications need better integration particularly considering the tight university academic calendar.</p>
7.	<p><b>AG 7 - Department Budget &amp; Calendar</b></p> <p>The Department Budget and Department Calendar for 2025–26 were reviewed and approved. These will be submitted to the DAB for final approval and implementation.</p>
8.	<p><b>AG 8 - Faculty Development Program</b></p> <p>The committee decided to conduct an STTP for AI programs for the advancement of faculties in the field of AI&amp;ML and will be submitted to the DAB for final approval.</p>
9.	Decided to prepare the question paper (2024 scheme) of each subject based on the level prescribed in the same syllabus.