

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

Minutes of Meeting

Academic Year: 2025-26 EVEN	Date: 01/12/2025		
Name of Facilitator: HOD	Time: 11.30 AM –12.30 PM		
Meeting Type: Scheduled	Venue: H.O.D. Cabin CSE(AI)		
Name of the Attendees	Sign	Name of the Attendees	Sign
Ms. Annie Chacko		Ms. Jeena Mary Kurian	
Mr. Sabin Mathew		Mrs. Jisha Mohan	
Mrs. Merlin Joshi		Ms. Ajeena Asharaf	

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

Sl.No	DECISIONS
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 indicated significant progress in the Department’s instructional delivery and academic support mechanisms, with monthly module tests being conducted as part of the assessment strategy.
3.	AG 3 – Support for Slow & Bright Learners The committee noted that greater emphasis should be placed on problem-solving and application-based sessions to support both slow learners and high-performing students. The outcomes of the existing academic support initiatives were reviewed. High-performing students were encouraged to enroll in and successfully complete NPTEL courses, while slow learners were supported through remedial actions aimed at clearing their academic backlogs.
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.	<p>AG 5 - Add-on Course and TIT</p> <p>The committee observed the need for an add-on course to enhance students' skills in the field of Artificial Intelligence and Computer Science. It was decided to arrange an add-on course for students of the Third and Fifth Semesters, commencing from 06/12/2025 onwards. In addition, a technical invited talk will be arranged on 04/12/2025 for AI students of Semester IV and Semester VI.</p>
6.	<p>AG 6 - Professional Activities & Academic Balance</p> <p>The committee observed that Professional Society activities and faculty publications need better integration, particularly in view of the tight university academic calendar. It was decided to arrange a Programme Club inauguration on 16/12/2025. Technical and interactive sessions will be conducted after 4:30 PM starting from the following week, led efficiently by senior students through the AI Club for first- and second-year students.</p>
7.	<p>AG 7 - Department Budget & Calendar</p> <p>The Department Budget and Department Calendar for 2025–26 even were reviewed and approved. These will be submitted to the DAB for final approval and implementation.</p>
8.	<p>AG 8 - Faculty Development Program</p> <p>The committee decided to conduct a Robotics Training Lab workshop for AI programs to enhance faculty competencies in the field of Artificial Intelligence and Machine Learning. The proposal will be submitted to the Department Advisory Board (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.

