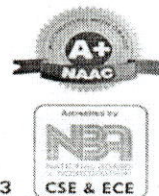




VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(An Autonomous Institution)

[Sponsored by Lavu Educational Society, Affiliated to JNTUH & Approved by AICTE, New Delhi]
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301. Phone: 96529 10002/3



2nd Academic Council Meeting on 22nd FEBRUARY 2025

AGENDA

Item No.	Agenda Item
1.0	Review & Confirmation.
1.1	Review and Confirmation of the Minutes of the 1st Academic Council Meeting held on «insert date».
1.2	Action Taken Report of the 1st Academic Council Meeting held on «insert date».
1.3	Review & Confirmation of the Board of Studies Minutes of the «insert departments» Departments held under the VR24 Regulation.
1.4	Review & Confirmation of the Minutes of the Department Academic Committee (DAC) Meeting of the Basic Sciences and Humanities Department held on 06-02-2025 for A.Y: 2024-25, Semester-II.
2.0	Approval Items.
2.1	Review & Approval of the B. Tech Academic Calendar for A.Y: 2024-25, Semester-II.
2.2	Review & Approval of the adjustment of the Academic Calendar to ensure that the students complete their degree on time.
2.3	Review & Approval of the Action Plan for syllabus completion in Semester-II and the arrangements for the II Mid examinations, as recommended by the Departments.
2.4	Review & Approval of the conduct of value-added / certification courses, remedial classes for slow learners and special coaching for advanced learners, as recommended by the Departments.
3.0	Examination Section Approvals & Ratifications.
3.1	Approval of the commencement of examination registration after the last instruction day.
3.2	Approval of the collection of the unified condonation fee.
3.3	Approval of maintaining different levels of confidentiality for the smooth conduct of the examinations.
3.4	Approval of the appointment of External Observers for the conduct of the autonomous examinations.



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3.5	Review of the I Semester End Examination Results and the subject-wise pass percentage.
4.0	Academic Highlights.
4.1	Progress of the NBA and NAAC documentation.
4.2	Analysis of the I Semester students' feedback and the suggestions noted for improvement.
5.0	Any other Items with the permission of the Chair.

Dr. G. Apparao Naidu

Principal & Chairman-Academic Council

Vignan's Institute of Management & Technology for Women

(An Autonomous Institution & Accredited by NBA & NAAC)

Minutes of the 2nd Academic Council (AC) meeting held on 22nd February 2025 at 11.00 AM at Conference Hall, VMTW

The Quorum (minimum 40%) was satisfied.

The Member Secretary introduced the following members in the Council.

S. No.	Name	Designation	Organization	Position in Council
1	Dr. G. Apparao Naidu	Principal	VMTW	Chairman
2	Dr. B. Anjaneya Prasad	Senior Professor	UCEST, JNTUH	Member (JNTUH Nominee)
3	Dr. B. Sateesh Kumar	Professor & HoD	UCEJ, JNTUH	Member (JNTUH Nominee)
4	Dr. K. Vijaya Kumar	Professor	UCES, JNTUH	Member (JNTUH Nominee)
5	Dr. Aluvala Ravi	Professor & Registrar	MGU	Member (Commerce)
6	Dr. B. Vishnu Vardhan	Professor & Principal	UCEM, JNTUH	Member (Engineering)
7	Dr. D. Sudheer Reddy	Scientist/Engineer-SG	ADRIN, ISRO	Member (Science)
8	Mr. M. Pavan Kumar	Senior Associate	Cognizant	Member (Industry)
9	Dr. T. Srinivasulu	Associate Professor & Dean - Examinations	VMTW	Member
10	Dr. P. Rajendra Prasad	Associate Professor & Dean - IT Services	VMTW	Member
11	Dr. V. Srija	Assistant Professor & Dean - Student Affairs	VMTW	Member
12	Dr. G. Rajesh	Associate Professor & CoE	VMTW	Member
13	Mr. P. Hari Krishna	Associate Professor & HoD - ECE	VMTW	Member
14	Mrs. M. Parimala	Associate Professor & HoD - CSE	VMTW	Member
15	Dr. S. Ranga Swamy	Associate Professor & HoD - IT	VMTW	Member
16	Dr. D. Shanthi	Associate Professor & HoD - CSE [AI&ML]	VMTW	Member
17	Dr. M. Vishnu Vardhana Rao	Associate Professor & HoD - CSE [DS]	VMTW	Member
18	Dr. R. Sridhar	Associate Professor & HoD - BSH	VMTW	Member
19	Dr. C. Srinivasa Kumar	Professor - CSE	VMTW	Member
20	Dr. Shaik Masthan Basha	Associate Professor - ECE	VMTW	Member

S. No.	Name	Designation	Organization	Position in Council
21	Mrs. K. Helini	Associate Professor - IT	VMTW	Member
22	Mrs. K. Chandana	Assistant Professor - MBA	VMTW	Member
23	Dr. B. Phijik	Associate Professor & Dean - Academics	VMTW	Member Secretary

Attendance record: Dr. Aluvala Ravi (S. No. 5) is marked "NOT PRESENT" on the signature sheet.

The following members were present:

1. Dr. G. Apparao Naidu
2. Dr. B. Anjaneya Prasad
3. Dr. B. Sateesh Kumar
4. Dr. K Vijaya Kumar
5. Dr. B Vishnu Vardhan
6. Dr. D. Sudheer Reddy
7. Mr. A. Sridhar Reddy
8. Dr. T. Srinivasulu
9. Dr. P. Rajendra Prasad
10. Dr. V. Srija
11. Dr. G. Rajesh
12. Mr. P. Hari Krishna
13. Mrs. M. Parimala
14. Dr. S. Ranga Swamy
15. Dr. D. Shanthi
16. Dr. M. Vishnu Vardhana Rao
17. Dr. R. Sridhar
18. Dr. C. Srinivasa Kumar
19. Dr. Shaik Masthan Basha
20. Mrs. K. Helini
21. Mrs. K. Chandhana
22. Dr. B. Phijik

The Member Secretary welcomed all the members to the Academic Council meeting.

1. Review & Confirmation

1.1 Review and Confirmation of the Minutes of the 1st Academic Council Meeting held on «22nd FEBRUARY 2025.

The Member Secretary presented the Minutes of the 1st Academic Council Meeting held on «insert date».

The Council has confirmed the Minutes of the 1st Academic Council Meeting. (Annexure-I)

1.2 Action Taken Report of the 1st Academic Council Meeting held on 22nd FEBRUARY 2025

The Member Secretary presented the Action Taken Report on the recommendations of the 1st Academic Council Meeting.

S. No	Item	Action Taken
1	«to be filled from the records of the meeting»	«to be filled from the records of the meeting»
2	«to be filled from the records of the meeting»	«to be filled from the records of the meeting»
3	«to be filled from the records of the meeting»	«to be filled from the records of the meeting»
4	«to be filled from the records of the meeting»	«to be filled from the records of the meeting»

The Council has approved the Action Taken Report.

1.3 Review & Confirmation of the Board of Studies Minutes of the «insert departments» Departments held under the VR24 Regulation.

The Member Secretary presented the Board of Studies Minutes of the «insert departments» Departments.

The Council has confirmed the Board of Studies Minutes of the «insert departments» Departments. (Annexure-II)

1.4 Review & Confirmation of the Minutes of the Department Academic Committee (DAC) Meeting of the Basic Sciences and Humanities Department held on 06-02-2025 for A.Y. 2024-25, Semester-II.

The Member Secretary presented the Minutes of the Department Academic Committee meeting of the Basic Sciences and Humanities Department (VMTW/BSH/DAC/MOM/2024-25/03 dated 06-02-2025), chaired by Dr. Rapolu Sridhar, Head of the Department, which deliberated on the review of the I Semester end examination results, remedial classes for slow learners and coaching for advanced learners, the action plan for syllabus completion in Semester-II, the arrangements for the II Mid examinations, the conduct of value-added and certification courses, the preparation of NBA and NAAC documentation, and the analysis of the I Semester students' feedback.

The Council has confirmed the Minutes of the Department Academic Committee meeting of the Basic Sciences and Humanities Department held on 06-02-2025, and directed that the recommendations be placed as approval items under the respective sections of this meeting. (Annexure-III)

2. Approval Items

2.1 Review & Approval of the B. Tech Academic Calendar for A.Y. 2024-25, Semester-II.

Minutes of the 2nd Academic Council (AC) meeting held on 22nd February 2025

The Member Secretary presented the B. Tech Academic Calendar for A.Y. 2024-25, Semester-II to the Council Members for approval.

The Council has approved the B. Tech Academic Calendar for A.Y. 2024-25, Semester-II. (Annexure-IV)

2.2 Review & Approval of the Adjustment of the Academic Calendar.

The Member Secretary placed before the Council the schedule of instruction days, examinations and result declaration for the academic year.

The Council has suggested adjusting the academic calendar to ensure that the students complete their degree on time, and directed that the revised calendar be implemented accordingly.

2.3 Review & Approval of the Action Plan for Syllabus Completion in Semester-II and the Arrangements for the II Mid Examinations.

The Member Secretary presented the action plan prepared by the Departments for the timely completion of the Semester-II syllabus, together with the schedule and invigilation arrangements finalised for the II Mid examinations.

The Council has approved the action plan for syllabus completion and the arrangements for the II Mid examinations, and advised that the syllabus completion be monitored periodically. (Annexure-V)

2.4 Review & Approval of the Value-Added / Certification Courses, Remedial Classes and Coaching for Advanced Learners.

The Member Secretary presented the proposal of the Departments for conducting value-added and certification courses for skill enhancement, remedial classes for slow learners and special coaching for advanced learners.

The Council has approved the conduct of value-added and certification courses, remedial classes and special coaching, and advised that the participation and outcomes be documented. (Annexure-VI)

3. Examination Section Approvals & Ratifications

3.1 Approval of the Commencement of Examination Registration after the Last Instruction Day.

The Member Secretary placed before the Council the schedule followed for examination registration.

The Council has suggested that the examination registration be started after the last instruction day.

3.2 Approval of the Collection of the Unified Condonation Fee.

The Member Secretary placed before the Council the practice followed for the collection of the condonation fee.

The Council has suggested collecting the unified condonation fee every time, and the same is fixed at Rs. 3,000/-.

3.3 Approval of maintaining different Levels of Confidentiality for the smooth conduct of the Examinations.

The Member Secretary placed before the Council the confidentiality arrangements followed in the conduct of the autonomous examinations.

The Council has suggested maintaining different levels of confidentiality for the smooth conduct of the examinations, and accordingly ACE-1 is appointed for UG and ACE-2 for PG.

3.4 Approval of the Appointment of External Observers for the conduct of the Autonomous Examinations.

The Member Secretary placed before the Council the arrangements proposed for the monitoring of the autonomous examinations.

The Council has suggested appointing an External Observer while conducting the autonomous examinations, and the same shall be implemented for A.Y. 2024-25.

3.5 Review of the I Semester End Examination Results and the Subject-wise Pass Percentage.

The Member Secretary presented the I Semester end examination results along with the subject-wise pass percentage. Pass percentage: «to be filled from the records of the meeting»

The Council has taken note of the results and advised that remedial classes and continuous assessment be strengthened for the courses recording comparatively lower performance. (Annexure-VII)

4. Academic Highlights

4.1 Progress of the NBA and NAAC Documentation.

The Member Secretary informed the Council that the Departments have reviewed the status of the NBA and NAAC documentation and that responsibilities have been assigned to the faculty members concerned.

The Council appreciated the progress and advised that the documentation be completed within the stipulated timelines.

4.2 Analysis of the I Semester Students' Feedback.

The Member Secretary informed the Council that the I Semester students' feedback has been analysed by the Departments and the suggestions noted for improvement.

The Council advised that the feedback analysis reports be maintained and the suggestions considered while planning the academic delivery. (Annexure-VIII)

5. Any Other Items with the Permission of the Chair

«insert the points raised by the Council Members, with the name of the member against each point»


(Dr. G. Apparao Naidu)

Principal & Chairman-Academic Council