



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DAC/CIR/2022-23/01

Date: 26-10-2022

CONSTITUTION OF DEPARTMENT ACADEMIC COMMITTEE

In supersession of all the previous notifications on the subject, the following Department Academic Committee is constituted.

S.No	Name of the Faculty	Actual Designation	Designation in the Committee
1	Mr. K.Santhosh kumar	I/C Head of the Department	Chairperson
2	Mr.G Prasad	Assistant professor-maths	Member
3	Mr.A. Mallikarjun	Assistant professor-Physics	Member
4	Mr. T.Dileep	Assistant professor-Chemistry	Member
5	Ms. Suzan shalini	Assistant professor-English	Member
6	Mr .K.Ravi Sandeep Kumar	Assistant professor-other (Mech)	Member

Role of Department of Academic Committee:

1. The Chair person of the DAC shall report to the principle regarding the effective discharge of duties by the DAC.
2. The Department Academic Committee has responsibility for oversight of all matters related to academics of the department.
3. The DAC is responsible for take in the best practices to provide an improved academic system for the students.
4. The DAC is also accountable for practices, such as conducting academic award functions to honor students for academic excellence.
5. The committee exercises the power in decision-making, examination, evaluation and consultation of all academic affairs of the department.



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DAC/CIR/2022-23/10

Date: 04-04-2023

Circular

This is to inform all the members of the department academic committee (DAC), that there will be a meeting in HOD cabin on 05-04-2023 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Department academic calendar
2. Action Plan of Syllabus Completion
3. Any other points with the permission of the chair

Copy to:

1. The principal
2. IQAC
3. To all DAC members
4. Department file

Head of the Department

Head of the Department:
Basic Sciences and Humanities
Vignans Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301



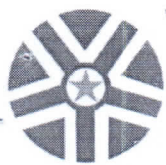
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Signatures of the committee members

S.No	Name of the Faculty	Designation in the Committee	Signature
1	Dr.R.Sridhar	Chairperson	
2	Mr.K.Santhosh Kumar	Member	
3	Mr. A. Mallikarjun	Member	
4	Mr. T.Dileep	Member	
5	Ms. Suzan shalini	Member	
6	Mr. Ravi sandeep	Member	



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DAC/CIR/2022-23/11

Date: 05-04-2023

Minutes of the Department Academic Committee Meeting

Department Academic Committee has been assembled at HOD cabin on 05-04-2023

at 11:40 A.M. to discuss the following agenda.

AGENDA:

1. Department academic calendar
2. Action Plan of Syllabus Completion
3. Any other points with the permission of the chair

The following points were discussed during the meeting and the minutes were recorded as below.

1. The Chair person welcomed all the members of the committee.
2. The committee has decided to prepare the department calendar as per the JNTUH academic calendar.
3. As per the department calendar implementation of curriculum.
4. The committee has decided to provide required facilities as per new regulation .

The Meeting is concluded with thanks to the Chair.



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Signatures of the committee members

S.No	Name of the Faculty	Designation in the Committee	Signature
1	Dr.R.Sridhar	Chairperson	
2	Mr.K.Santhosh Kumar	Member	
3	Mr.A. Mallikarjun	Member	
4	Mr. T.Dileep	Member	
5	Ms. Suzan shalini	Member	
6	Mr. Ravi sandeep	Member	



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT /CIR/2022-23/12

Date: 06-04-2023

Circular

This is to inform all the staff members of BS&H that there will be a meeting in ELCS LAB on 07-04-2023 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Department academic calendar
2. Subject and lab session allotment for respective faculty
3. Syllabus Completion action plan
4. Any other points with the permission of the chair

Copy to:

1. The Principal for kind information
2. Coordinator, IQAC
3. All BS & H faculty
4. Department File

Head of the Department

Head of the Department
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301



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Signature of the Staff:

1	Dr. R Sridhar	
2	Santhosh Kumar Kodam	
3	Mr. Prasad Gattu	
4	Mr. Venkatesham Boora	
5	Rajitha Tirunagari	
6	Vangala Madhukar	
7	Ms. R Manjula	
8	Mr. Y. Sathish	
9	Ms. Suzanshalini Vurum	
10	Mr. Md Khaleel Aktar	
11	Sudhakar Jallela	
12	Maddi Swamy	
13	Bhushanaboina Mounika	
14	Dr. K. Manjula	
15	Komarelli Bal Reddy	
16	Mr. A. Mallikarjuna	
17	Ms. Kavitha Donti	
18	Mr. Dileep Thotakuri	
19	Challamalla Bhavanarushi	
20	Mr. V Rama Krishna	
21	Ramesh Pabathi	
22	Dr. Kandimalla Srija	
23	Mr. K Chandana	
24	Dommati Nirosha	
25	Mrs. Bhuvaneshwari Thalluri	
26	Mr. Akula Sreedhar	
27	Mr. V Mohan Krishna	
28	M Bhoja Raju	
29	Jella Rajitha	
30	S. Revathi	
31	Ravi Sandeep Kumar Kona	
32	Govardhana Reddy k	
33	T Venu Madhav	



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT/CIR/2022-23/13

Date: 07-04-2023

Minutes of the BS&H Department Meeting

Department staff has been assembled at ELCS LAB on 07-04-2023 at 11:40 A.M. to discuss the following agenda.

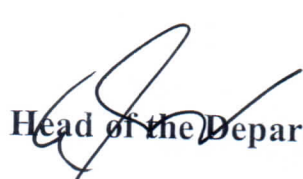
AGENDA:

1. Department academic calendar
2. Subject and lab session allotment for respective faculty
3. Syllabus Completion action plan
4. Any other points with the permission of the chair

The following points were discussed during the meeting and the minutes were recorded as below.

1. The department calendar is announced to the faculty and no changes are suggested.
2. HOD has allotted the subjects and lab sessions to the respective faculty.
3. HOD has given the instructions to the faculty follow the academic calendar and Complete the syllabus as per the schedule.
4. HOD suggested to faculty monitor the student's attendance from the beginning of the semester.

The Meeting is concluded with thanks to the Chair.


Head of the Department

Copy to:

1. The Principal.
2. IQAC
3. All the BS & H faculty
4. Department file

Head of the Department:
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R R Dist-501 301



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Signature of the Staff:

1	Dr. R Sridhar	(R)
2	Santhosh Kumar Kodam	
3	Mr.Prasad Gattu	Prasad
4	Mr.Venkatesham Boora	Boora
5	Rajitha Tirunagari	Rajitha
6	Vangala Madhukar	V. Madhy
7	Ms.R Manjula	Manjula
8	Mr. Y. Sathish	Sathish
9	Ms.Suzanshalini Vurum	Suzanshalini
10	Mr. Md Khaleel Aktar	Khaleel
11	Sudhakar Jallela	Jallela
12	Maddi Swamy	Swamy
13	Bhushanaboina Mounika	Mounika
14	Dr. K.Manjula	Manjula
15	Komarelli Bal Reddy	Bal Reddy
16	Mr.A. Mallikarjuna	Mallikarjuna
17	Ms.Kavitha Donti	Donti
18	Mr.Dileep Thotakuri	Thotakuri
19	Challamalla Bhavanarushi	Bhavanarushi
20	Mr. V Rama Krishna	Rama Krishna
21	Ramesh Pabathi	Pabathi
22	Dr. Kandimalla Srija	Srija
23	Mr.K Chandana	Chandana
24	Dommati Nirosha	Nirosha
25	Mrs.Bhuvaneshwari Thalluri	Thalluri
26	Mr.Akula Sreedhar	Sreedhar
27	Mr. V Mohan Krishna	Mohan Krishna
28	M Bhoja Raju	Bhoja Raju
29	Jella Rajitha	Rajitha
30	S.Revathi	Revathi
31	Ravi Sandeep Kumar Kona	Kona
32	Govardhana Reddy k	Govardhana Reddy
33	T Venu Madhav	Venu Madhav



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT/CIR/2022-23/14

Date: 27-06-2023

Circular

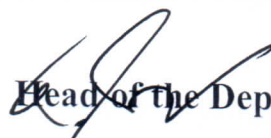
This is to inform all the staff members of BS&H that there will be a meeting in ELCS LAB on 28-06-2023 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Identify slow learners, Remedial classes and Schedule
2. Attendance of students and Counseling of students
3. Any other points with the permission of the chair

Copy to:

1. The Principal
2. IQAC
3. All BS & H faculty
4. Department file.


Head of the Department

Head of the Department
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301



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Signature of the Staff:

1	Dr. R Sridhar	
2	Santhosh Kumar Kodam	
3	Mr.Prasad Gattu	
4	Mr.Venkatesham Boora	
5	Rajitha Tirunagari	
6	Vangala Madhukar	
7	Ms.R Manjula	
8	Mr. Y. Sathish	
9	Ms.Suzanshalini Vurum	
10	Mr. Md Khaleel Aktar	
11	Sudhakar Jallela	
12	Maddi Swamy	
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33	T Venu Madhav	



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT/CIR/2022-23/15

Date: 28-06-2023

Minutes of the BS&H Department Meeting

Department staff has been assembled at ELCS LAB on 28-06-2023 at 11:40 A.M.

to discuss the following agenda.

AGENDA:

1. Identify slow learners, Remedial classes and Schedule
2. Attendance of students and Counseling of students
3. Any other points with the permission of the chair

The following points were discussed during the meeting and the minutes were recorded as below.

- The students who secured internal marks less than 14 out of 25 Marks may be categorized as slow learners and conduct remedial classes.
- HOD has given the instructions to counselors to counsel the students those who are secured less than or equal to 75% of attendance and slow learners.
- Guide the students who scored better marks to improve final grade and to achieve their goal.
- HODS suggested to faculty, to participate in extracurricular activities motivate the students.

The Meeting is concluded with thanks to the Chair.


Head of the Department

Copy to:

1. The Principal
2. IQAC
3. All BS & H faculty
4. Department file

Head of the Department:
Basic Sciences and Humanities
Vignans Institute of Management and Technology for Women
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Signature of the Staff:

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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/BSH/DEPT/CIR/2022-23/16

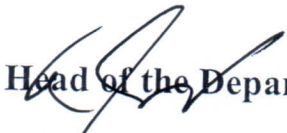
Date: 07-08-2023

Circular

This is to inform all the staff members of BS&H that there will be a meeting in ELCS LAB on 08-08-2023 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Smooth conducting of internal and external lab exams and preparation plan for end exams
2. Attendance short fall of the students to appear to end exam.
3. Any other points with the permission of the chair


Head of the Department

Head of the Department:
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301

Copy to:

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Signature of the Staff:

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4	Mr. Venkatesham Boora	
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6	Vangala Madhukar	
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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT/CIR/2022-23/17

Date: 08-08-2023

Minutes of the BS&H Department Meeting

Department staff has been assembled at ELCS LAB on 08-08-2023 at 11:40 A.M

to discuss the following agenda.

AGENDA:

1. Smooth conducting of internal and external lab exams and preparation plan for Students to end exams
2. Attendance short fall of the students to appear to end exam.
3. Any other points with the permission of the chair

The following points were discussed during the meeting and the minutes were recorded as below

- HOD has given instructions to the faculty for smooth conducting of all end exams and give the preparation plan for students.
- HOD has given the instructions to counselors to counsel the students who secured less than or equal to 75% of attendance and slow learners and SEM-I failures.
- Guide the students who scored better marks to improve final grade and to achieve their goal.

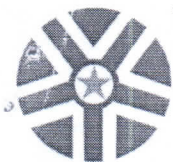
The Meeting is concluded with thanks to the Chair.

Copy to:

1. The Principal
2. IQAC
3. All BS & H faculty
4. Department file.

Head of the Department

Head of the Department:
Basic Sciences and Humanities,
Vignan's Institute of Management and Technology for Women,
Kondapur (V), Ghatkesar (M), R R Dist-501 301



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Signature of the Staff:

1	Dr. R Sridhar	(Signature)
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3	Mr. Prasad Gattu	(Signature)
4	Mr. Venkatesham Boora	(Signature)
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33	T Venu Madhav	(Signature)



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DAC/CIR/2022-23/02

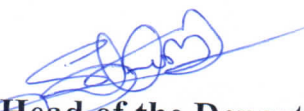
Date: 27-10-2022

Circular

This is to inform all the members of the department academic committee (DAC), that there will be a meeting in HOD cabin on 28-10-2022 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Induction Program
2. Department academic calendar
3. Action Plan of Syllabus Completion
4. Necessary arrangements for new regulation of JNTUH.
5. Review on stakeholder's feedback and analysis report.
6. Any other points with the permission of the chair


I/C Head of the Department

Head of the Department:
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301

Copy to:

1. The principal
2. IQAC
3. To all DAC members
4. Department file



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Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301 Phone: +91 96529 10002/3



Signatures of the committee members

S. No	Name of the Faculty	Designation in the Committee	Signature
1	Mr. K.Santhosh kumar	Chairperson	
2	Mr.G Prasad	Member	
3	Mr.A. Mallikarjun	Member	
4	Mr. T.Dileep	Member	
5	Ms. Suzan shalini	Member	
6	Mr .K.Ravi Sandeep Kumar	Member	



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DAC/CIR/2022-23/03

Date: 28-10-2022

Minutes of the Department Academic Committee Meeting

Department Academic Committee has been assembled at HOD cabin on 28-10-2022 at 11:40 A.M. to discuss the following agenda.

AGENDA:

1. Induction Program
2. Department academic calendar
3. Action Plan of Syllabus Completion
4. Necessary arrangements for new regulation of JNTUH
5. Review on stakeholder's feedback and analysis report.
6. Any other points with the permission of the chair

The following points were discussed during the meeting and the minutes were recorded as below.

The Chair person welcomed all the members of the committee.

1. The committee has decided to conduct the Induction Program as per the Schedule.
2. The committee has decided to prepare the department calendar as per the JNTUH academic calendar.
3. As per the department calendar implementation of curriculum.
4. The committee has decided to provide required facilities for new regulation.
5. a) The HOD presented the action taken report of previous academic year ,approved without any changes..

Stakeholder	Feedback	Action Taken	Date
Teacher	Less knowledge on practical exposure.	Arranged a two day hands-on session on "python programming" by Dr.K.Shirisha Reddy , VBIT , Hyderabad.	22-12-2022 to 23-12-2022



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	Need In detail Explanation about on the Machines.	Conducted An Expert talk on "Electrical Machines" by Dr.B. Singaravel, VITS, Hyderabad	18-02-2023
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b). And also analyzes the received feedback from various stakeholders like students and teachers for the academic year 2021-22.

c). The committee given the following suggestions based on received feedback to improve the curriculum for the academic year 2022-23

Stakeholder	Feedback	Committee Suggestions / Recommendations
Teacher	Lagging of basic mathematical modeling.	Committee suggested to arrange a guest lecture on "Mathematical modeling "
	Need in detail Explanation about on Energy Materials.	Committee suggested to conduct an expert talk on "Energy Materials "

The Meeting is concluded with thanks to the Chair

Signatures of the committee members

S.No	Name of the Faculty	Designation in the Committee	Signature
1	Mr. K.Santhosh kumar	Chairperson	
2	Mr.G Prasad	Member	
3	Mr.A. Mallikarjun	Member	
4	Mr. T.Dileep	Member	
5	Ms. Suzan shalini	Member	
6	Mr .K.Ravi Sandeep Kumar	Member	



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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT /CIR/01/2022-23/04

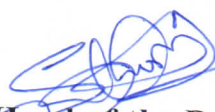
Date: 28-10-2022

Circular

This is to inform all the staff members of BS&H that there will be a meeting in ELCS LAB on 29-10-2022 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Induction Program
2. Department academic calendar
3. Subject and lab session allotment for respective faculty
4. Syllabus Completion action plan
5. Any other points with the permission of the chair


I/C Head of the Department

Head of the Department
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R R Dist-501 301

Copy to:

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3. All BS & H faculty
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Signature of the Staff:

1	Santhosh Kumar Kodam	
2	Mr.Prasad Gattu	
3	Mr.Venkatesham Boora	
4	Rajitha Tirunagari	
5	Vangala Madhukar	
6	Ms.R Manjula	
7	Mr. Y. Sathish	
8	Ms.Suzanshalini Vurum	
9	Mr. Md Khaleel Aktar	
10	Sudhakar Jallela	
11	Maddi Swamy	
12	Bhushanaboina Mounika	
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14	Komarelli Bal Reddy	
15	Mr.A. Mallikarjuna	
16	Ms.Kavitha Donti	
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24	Mrs.Bhuvaneshwari Thalluri	
25	Mr.Akula Sreedhar	
26	Mr. V Mohan Krishna	
27	M Bhoja Raju	
28	Jella Rajitha	
29	S.Revathi	
30	Ravi Sandeep Kumar Kona	
31	Govardhana Reddy k	
32	T Venu Madhav	



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT/CIR/01/2022-23/05

Date: 29-10-2022

Minutes of the BS&H Department Meeting

Department staff has been assembled at ELCS LAB on 29-10-2022 at 11:40 A.M.
to discuss the following agenda.

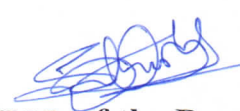
AGENDA:

1. Induction Program .
2. Department academic calendar.
3. Subjects and lab session allotment for respective faculty.
4. Syllabus Completion action plan .
5. Any other points with the permission of the chair.

The following points were discussed during the meeting and the minutes were recorded as below.

1. I/C HOD has given the instructions to the faculty to cooperate the Induction program coordinators to successful the Induction program as per the Schedule.
2. The department calendar is announced to the faculty and no changes are suggested.
3. I/C HOD has allotted the subjects and lab sessions to the respective faculty.
4. I/C HOD has given the instructions to the faculty follow the academic calendar and Complete the syllabus as per the schedule.
5. Suggested to arrange the industrial visits for students in the beginning of academic year which makes awareness on industry needs.

The Meeting is concluded with thanks to the Chair.


I/C HOD of the Department

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Head of the Department
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301



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Signature of the Staff:

1	Santhosh Kumar Kodam	
2	Mr.Prasad Gattu	
3	Mr.Venkatesham Boora	
4	Rajitha Tirunagari	
5	Vangala Madhukar	
6	Ms.R Manjula	
7	Mr. Y. Sathish	
8	Ms.Suzanshalini Vurum	
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19	Mr. V Rama Krishna	
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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPTCIR/01/2022-23/06

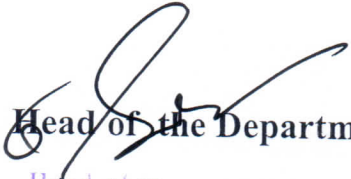
Date: 26-12-2022

Circular

This is to inform all the staff members of BS&H that there will be a meeting in ELCS LAB on 27-12-2022 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Identify Slow learners, conducting Remedial classes and Schedule .
2. Attendance short fall of students and Counseling the students
3. Any other points with the permission of the chair


Head of the Department

Head of the Department
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), R.R. Dist-501 301

Copy to:

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Signature of the Staff:

1	Dr. R Sridhar	
2	Santhosh Kumar Kodam	
3	Mr. Prasad Gattu	
4	Mr. Venkatesham Boora	
5	Rajitha Tirunagari	
6	Vangala Madhukar	
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33	T Venu Madhav	



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/ BSH/DEPT/CIR/01/2022-23/07

Date: 27-12-2022

Minutes of the BS&H Department Meeting

Department staff has been assembled at ELCS LAB on 27-12-2022 at 11:40 A.M.
to discuss the following agenda.

AGENDA:

1. Identify Slow learners, conducting the remedial classes and Schedule
2. Attendance short fall of students and Counseling of students
3. Any other points with the permission of the chair.

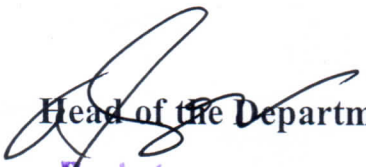
The following points were discussed during the meeting and the minutes were recorded as below

- The students who secured internal marks less than 14 out of 25 Marks may be categorized as slow learners and conduct remedial classes.
- HOD has given the instructions to counselors to counsel the students those who are secured less than or equal to 75% of attendance and slow learners.
- Guide the students who scored better marks to improve final grade and to achieve their goal.

The Meeting is concluded with thanks to the Chair.

Copy to:

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2. IQAC
3. All BS & H faculty
4. Department file.


Head of the Department
Head of the Department
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), P. O. Dist-501 301



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Signature of the Staff:

1	Dr. R Sridhar	
2	Santhosh Kumar Kodam	
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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

VMTW/BSH/DEPT/CIR/01/2022-23/08

Date: 27-02-2023

Circular

This is to inform all the staff members of BS&H that there will be a meeting in ELCS LAB on 28-02-2023 at 11: 40 A.M. to discuss the following agenda.

AGENDA:

1. Smooth conducting of internal and external lab exams and preparation plan for end exams
2. Attendance short fall of the students to appear to end exam.
3. Any other points with the permission of the chair

Copy to:

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3. All BS & H faculty
4. Department file.

Head of the Department

Head of the Department
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES
VMTW/ BSH/DEPT/CIR/01/2022-23/09

Date: 28-02-2023

Minutes of the BS&H Department Meeting

Department staff has been assembled at ELCS LAB on 28-02-2023 at 11:40 A.M.
to discuss the following agenda.

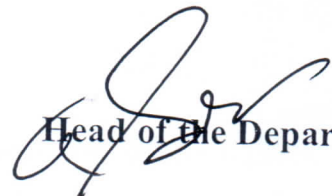
AGENDA:

1. Smooth conducting of internal and external lab exams and preparation plan for students end exams
2. Attendance short fall of the students to appear to end exam.
3. Any other points with the permission of the chair

The following points were discussed during the meeting and the minutes were recorded as below

- HOD has given instructions to the faculty for smooth conducting of all end exams and gives the preparation plan for students.
- HOD has given the instructions to counselors to counsel the students who secured less than or equal to 75% of attendance and slow learners.
- Guide the students who scored better marks to improve final grade and to achieve their goal.

The Meeting is concluded with thanks to the Chair.


Head of the Department

Head of the Department:
Basic Sciences and Humanities
Vignan's Institute of Management and Technology for Women
Kondapur (V), Ghatkesar (M), Medchal - Malkajgiri (D) - 501 301

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