

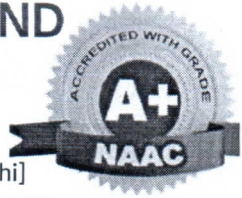


VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

(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



DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Ref: VMTW/ BSH/DAC/CIR/2025-26/01

Date: 01-08-2025

CONSTITUTION OF DEPARTMENT ADVISORY COMMITTEE

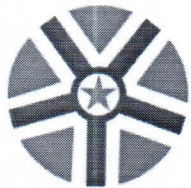
In supersession of all previous notifications issued on the subject, the Department Advisory Committee is hereby constituted with immediate effect, comprising the following members:

S.No	Name of the Faculty	Actual Designation	Designation in the Committee
1	Dr. Rapolu Sridhar	Head of the Department	Chairperson
2	Mr. K. Santhosh Kumar	Assistant professor-Maths	Member
3	Dr. V. Raju	Assistant professor-Physics	Member
4	Mr. T. Dileep	Assistant professor-Chemistry	Member
5	Dr. Suzan Shalini	Assistant professor-English	Member
6	Dr. A. Ramesh	Assistant professor-other (Mech)	Member
7	Mr. M Bhoja Raju	Assistant professor-other (Electrical)	Member

Role of Department of Academic Committee:

1. The Chairperson of the DAC shall report to the Principal regarding the effective functioning and discharge of duties of the Committee.
2. The DAC shall oversee all academic matters of the department, including curriculum implementation, teaching-learning processes, and academic quality assurance.
3. The Committee shall identify, adopt, and promote best academic practices to enhance the quality of education and improve student learning outcomes.
4. The DAC shall review and recommend improvements in course delivery, assessment methods, and other academic activities in accordance with institutional guidelines.
5. The Committee shall monitor student academic performance and recommend measures for academic improvement and overall development.
6. The DAC shall provide recommendations and make decisions on matters related to examinations, evaluation, academic planning, and student recognition for academic excellence.

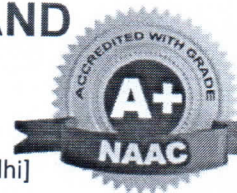

Head of the Department



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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Ref: VMTW/ BSH/DAC/CIR/2025-26/03

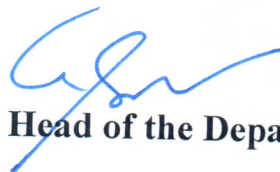
Date: 02-01-2026

Circular

This is to inform all the members of the department academic committee (DAC), that there will be a meeting in HoD cabin on 03-01-2026 at 11:00 A.M. to discuss the following agenda.

AGENDA:

1. Review of I-Semester end examination results
2. Conduct of remedial and tutorial classes for slow learners
3. Special coaching classes for advanced learners
4. Action Plan for syllabus completion in II Semester
5. Arrangements for II Mid examinations
6. Add-on / value-added certification courses
7. Analysis of I-Semester students' feedback under VR25
8. Any other points with the permission of the chair


Head of the Department

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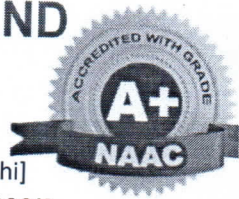
1. The principal
2. IQAC
3. To all DAC members
4. Department file



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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Ref: VMTW/ BSH/DAC/MOM/2025-26/03

Date: 03-01-2026

Minutes of the Department Academic Committee Meeting

The Department Academic Committee assembled at the HoD cabin to discuss the following agenda with ref: (VMTW/ BSH/DAC/CIR/2025-26/03).

AGENDA:

1. Review of I-Semester end examination results
2. Conduct of remedial and tutorial classes for slow learners
3. Special coaching classes for advanced learners
4. Action Plan for syllabus completion in II Semester
5. Arrangements for II Mid examinations
6. Add-on / value-added certification courses
7. Analysis of I-Semester students' feedback under VR25
8. 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 Chairperson welcomed all the members of the committee.

1. The committee reviewed the I-Semester end examination results and observed a satisfactory pass percentage; department-wise result analysis was presented.
2. The committee decided to conduct remedial and tutorial classes for slow learners and to maintain attendance and progress records.
3. It was decided to arrange special coaching classes and additional problem-solving sessions for advanced learners.
4. Faculty were instructed to prepare a revised action plan to ensure timely completion of the II-Semester syllabus.
5. The committee finalized the schedule and invigilation arrangements for the II Mid examinations.
6. The committee decided to offer add-on and value-added certification courses to enhance students' employability skills.
7. The I-Semester students' feedback under VR25 was analyzed and suggestions were noted for improving the teaching-learning process.
8. No other points were raised with the permission of the chair.

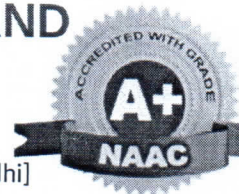
The meeting concluded with a vote of thanks to the Chair.



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Signatures of the committee members

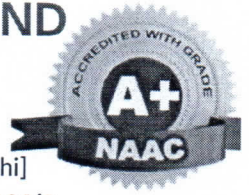
S.No	Name of the Faculty	Designation in the Committee	Signature
1	Dr. Rapolu Sridhar	Chairperson	
2	Mr. K. Santhosh Kumar	Member	
3	Dr. V. Raju	Member	
4	Mr. T. Dileep	Member	
5	Dr. Suzan Shalini	Member	
6	Dr. A. Ramesh	Member	
7	Mr. M Bhoja Raju	Member	



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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Ref: VMTW/ BSH/DAC/CIR/2025-26/02

Date: 04-08-2025

Circular

This is to inform all the members of the department academic committee (DAC), that there will be a meeting in HoD cabin on 05-08-2025 at 11:00 A.M. to discuss the following agenda.

AGENDA:

1. Orientation Program
2. Induction Program
3. Department academic calendar
4. Action Plan of Syllabus Completion
5. Necessary arrangements for new regulation of VR25 Regulation
6. Review on stakeholder's feedback and analysis report
7. Necessary arrangements of BOS - VR25
8. Any other points with the permission of the chair


Head of the Department

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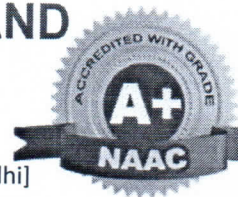
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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Ref: VMTW/ BSH/DAC/MOM/2025-26/02

Date: 05-08-2025

Minutes of the Department Academic Committee Meeting

The Department Academic Committee assembled at the HoD cabin to discuss the following agenda with ref: (VMTW/ BSH/DAC/CIR/2025-26/02).

AGENDA:

1. Orientation Program
2. Induction Program
3. Department academic calendar
4. Action Plan of Syllabus Completion
5. Necessary arrangements for new regulation of VR25 Regulation
6. Review on stakeholder's feedback and analysis report
7. Necessary arrangements of BOS - VR25
8. 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 Chairperson welcomed all the members of the committee.
2. The committee decided to conduct the Orientation Program as per the schedule circulated to all students.
3. The committee decided to conduct the Induction Program as per the schedule, in line with university norms.
4. The Department Academic Calendar was reviewed and finalized as per the VR25 academic calendar for implementation.
5. Faculty were instructed to submit unit-wise course plans, and the committee decided to monitor syllabus completion periodically as per the action plan.
6. The committee discussed the necessary arrangements for implementation of the VR25 Regulation, including curriculum mapping and faculty allocation, and decided to provide the required facilities.
7. The HoD presented the action taken report of the previous academic year, which was approved without changes. Stakeholder feedback from students and teachers for 2024-25 was analyzed, and the committee gave suggestions to improve the curriculum for 2025-26.
8. The committee discussed the necessary arrangements for conducting the BOS meeting under VR25 Regulation and decided to finalize the agenda and documentation accordingly.
9. No other points were raised with the permission of the chair.

The meeting concluded with a vote of 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. Rapolu Sridhar	Chairperson	
2	Mr. K. Santhosh Kumar	Member	
3	Dr. V. Raju	Member	
4	Mr. T. Dileep	Member	
5	Dr. Suzan Shalini	Member	
6	Dr. A. Ramesh	Member	
7	Mr. M Bhoja Raju	Member	