



VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

[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/MOM/2023-24/03

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/2023-24/03).

AGENDA:

1. Review of I-Semester end examination results
2. Remedial and tutorial classes for slow learners
3. Action Plan for syllabus completion in II Semester
4. Arrangements for II Mid examinations
5. Guest lectures / expert talks in Basic Sciences
6. Analysis of I-Semester students' feedback
7. Preparation for university end examinations
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 presented the result analysis.
2. The committee decided to conduct remedial and tutorial classes for slow learners.
3. Faculty were instructed to prepare an action plan for timely completion of the II-Semester syllabus.
4. The committee finalized the schedule and invigilation arrangements for the II Mid examinations.
5. It was decided to organize guest lectures and expert talks in Basic Sciences for students.
6. The I-Semester students' feedback was analyzed and suggestions were noted for improvement.
7. The committee reviewed the preparation and arrangements for the university end examinations.
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	Mrs. T. Rajitha	Member	
7	Mr. M Bhoja Raju	Member	



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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Ref: VMTW/ BSH/DAC/CIR/2023-24/01

Date: 04-08-2023

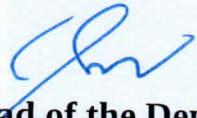
CONSTITUTION OF DEPARTMENT ADVISORY COMMITTEE

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	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	Mrs. T. Rajitha	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/2023-24/02

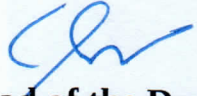
Date: 07-08-2023

Circular

This is to inform all the members of the department academic committee (DAC), that there will be a meeting in HoD cabin on 08-08-2023 at 11:00 A.M. to discuss the following agenda.

AGENDA:

1. Orientation Program for first year students
2. Induction / Bridge Course Program
3. Department academic calendar for 2023-24
4. Action Plan-of Syllabus Completion
5. Introduction of VR22 Regulation
6. Formation of student mentoring groups
7. Review on stakeholders' feedback and analysis report
8. Any other points with the permission of the chair


Head of the Department

Copy to:

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



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3. Department academic calendar for 2023-24
4. Action Plan of Syllabus Completion
5. Introduction of VR22 Regulation
6. Formation of student mentoring groups
7. Review on stakeholders' feedback and analysis report
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 for first year students as per schedule.
3. The committee decided to conduct the Induction and Bridge course Program in line with university norms.
4. The Department Academic Calendar for 2023-24 was reviewed and finalized for implementation.
5. Faculty were instructed to submit unit-wise course plans and syllabus completion was to be monitored periodically.
6. The committee discussed the arrangements for introduction of the VR22 Regulation and curriculum mapping.
7. The committee decided to form student mentoring groups and allotted mentors to first year students.
8. The HoD presented the action taken report; stakeholder feedback for 2022-23 was analyzed and suggestions were given for improvement.
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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