



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/2024-25/03

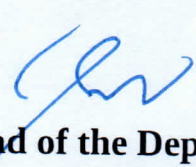
Date: 04-02-2025

Circular

This is to inform all the members of the department academic committee (DAC), that there will be a meeting in HoD cabin on 06-02-2025 at 11:30 A.M. to discuss the following agenda.

AGENDA:

1. Review of I-Semester end examination results.
2. Remedial classes for slow learners and coaching for advanced learners
3. Action Plan for syllabus completion in II Semester
4. Arrangements for II Mid examinations
5. Conduct of value-added / certification courses
6. Preparation for NBA / NAAC documentation
7. Analysis of I-Semester students' feedback
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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DEPARTMENT OF BASIC SCIENCES AND HUMANITIES

Ref: VMTW/ BSH/DAC/MOM/2024-25/03

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/2024-25/03).

AGENDA:

1. Review of I-Semester end examination results
2. Remedial classes for slow learners and coaching for advanced learners
3. Action Plan for syllabus completion in II Semester
4. Arrangements for II Mid examinations
5. Conduct of value-added / certification courses
6. Preparation for NBA / NAAC documentation
7. Analysis of I-Semester students' feedback
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 subject-wise pass percentage.
2. The committee decided to conduct remedial classes for slow learners and special coaching for advanced 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 conduct value-added and certification courses for skill enhancement of students.
6. The committee reviewed the preparation of NBA and NAAC documentation and assigned responsibilities to faculty.
7. The I-Semester students' feedback was analyzed and suggestions were noted for improvement.
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/2024-25/01

Date: 13-08-2024

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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Ref: VMTW/ BSH/DAC/CIR/2024-25/02

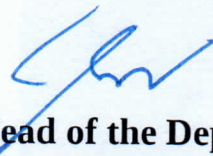
Date: 16-08-2024

Circular

This is to inform all the members of the department academic committee (DAC), that there will be a meeting in HoD cabin on 17-08-2024 at 11:00 A.M. to discuss the following agenda.

AGENDA:

1. Orientation Program
2. Induction Program for first year students
3. Department academic calendar for 2024-25
4. Action Plan of Syllabus Completion
5. Necessary arrangements for VR23 Regulation
6. Time-table preparation and faculty workload allocation
7. Review on stakeholders' feedback and analysis report
8. Any other points with the permission of the chair


Head of the Department

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Ref: VMTW/ BSH/DAC/MOM/2024-25/02

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The Department Academic Committee assembled at the HoD cabin to discuss the following agenda with ref: (VMTW/ BSH/DAC/CIR/2024-25/02).

AGENDA:

1. Orientation Program .
2. Induction Program for first year students
3. Department academic calendar for 2024-25
4. Action Plan of Syllabus Completion
5. Necessary arrangements for VR23 Regulation
6. Time-table preparation and faculty workload allocation
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 as per the schedule circulated to all students.
3. The committee decided to conduct the Induction Program for first year students in line with university norms.
4. The Department Academic Calendar for 2024-25 was reviewed and finalized for implementation.
5. Faculty were instructed to submit unit-wise course plans and the committee decided to monitor syllabus completion periodically.
6. The committee discussed the necessary arrangements for implementation of the VR23 Regulation, including curriculum mapping and faculty allocation.
7. The committee finalized the time-table and allocated faculty workload subject-wise for the semester.
8. The HoD presented the action taken report of the previous year; stakeholder feedback for 2023-24 was analyzed and suggestions were given to improve the curriculum for 2024-25.
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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