



GOUTHAMI INSTITUTE OF TECHNOLOGY & MANAGEMENT FOR WOMEN

(Approved by AICTE, New Delhi & Affiliated to JNTUA, Anantapuramu)
SaiNagar, Peddasetty Palle, Proddatur, YSR Dist., Andhra Pradesh-516360

Date: 01.02.2023

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 2nd Feb 2023 at 10.00 a.m. to discuss the following points.

1. Review of I semester Performance
2. Planning of extracurricular and co-curricular activities
3. Planning of Technical and Cultural Fest.

Copy to

1. The Director
2. The Co-Director
3. HOD's:
5. IQAC
6. All College academic committee members


Principal

PRINCIPAL

Gouthami Institute of Technology
and Management for Women
PEDDASETTYPALLE (Vi.),
PRODDATUR-516 360, Kadapa (Dt.) A



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COLLEGE ACADEMIC COMMITTEE

DATE : 2nd Feb 2023

MINUTES OF MEETING

A meeting was held in the principal's room on 2nd Feb 2023, at 10 a.m. and proposed the following points:

1. . Planning of academic activities
2. Monitoring of Curricular activities in coordination with IQAC
3. Teaching Learning Process & Monitoring & Result Analysis

I. Commencement of class work for the First semester of AY. 2022-2023 as per JNTUA

I. Students strength-based faculty should be seen thoroughly

II. Faculty requirement if any in each dept-

EEE-0

CSE-1

H&S-1

- III. For open MOOC subjects, the Dept. should be ready to give the faculty even if limited strength is available.
- IV. Ph.D. faculty should be recruited one more in a department.
- V. Timetables must be planned, the workload of the dept. Should submit.
- VI. Lab requirements/ software requirements as per the regulation syllabus.
- VII. NAAC & NBA –download the guidelines of every dept,
- VIII. Publications of papers is vital(only national/international conferences/journals)
- IX. Planning for communication skills classes, CRT classes, YOGA classes for 1st UG students. Attend more number of FDP's to improve the faculty skills. Plan Tutorials, skill development programs, workshops.

The following members attended the meeting:



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S.NO	NAME OF THE FACULTY	DEPARTMENT	SIGNATURE
1	Dr.V. Ramaraju	Principal & Chairman of CAC	
2	Mrs. B. Venkateswaramma	Asst. Prof., ECE & Coordinator	
3	Mrs. R. Vijayalakshmi	HoD, EEE	
4	Mr.Y. Prakash Rao	HoD,ECE	
5	Mr. S Yakoob Ali	HoD,CSE	
6	Mrs. D Vijayamma	HoD, H&S	
7	Mr.P Sunil Kumar	Asst. Prof., EEE	
8	Mrs. S Saleema	Asst. Prof., ECE	
9	Mrs.G. Prasanna	Asst. Prof., CSE	
10	Mr. K Mohammad Rafi	Asst. Prof., H&S	

College Academic Committee Coordinator

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Date: 16.09.2022

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 17th Sept. 2022 at 3.30 p.m. to discuss the following points.

1. Co-ordinator of College Academic Committee nomination
2. Preparation of College academic Calendar (Activities to be planned)
3. Teaching Learning Process & Monitoring
4. Stake Holders Feedback Analysis
5. Review of previous year Performance
6. Planning of extracurricular and co-curricular activities
7. Planning of Technical and Cultural Fest.
8. Any other activities and issues to be discussed.

Copy to

1. The Director
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3. HOD's:
4. IQAC
5. All College academic committee members


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COLLEGE ACADEMIC COMMITTEE

DATE : 17th Sept. 2022

MINUTES OF MEETING

A meeting was held in the principal's room on 17th Sept. 2022, at 3.30 p.m. and proposed the following points:

1. Co-ordinator of College Academic Committee is nominated, and the Co-ordinator is B. Venkateswaramma
2. Planning of academic activities -HoDs should plan for Add on Programs, Field Visits, Internships, Registrations for NPTEL Courses, Workshops, FDPs etc. Planning FDPS, Sports meet, College Day and conferences were discussed
3. Based on result analysis and Feedback from stake holders HoDs are instructed to analyze poor students conduct remedial classes, plan to conduct Expert Lectures, Symposiums one per semester
4. Monitoring of Curricular activities in coordination with IQAC
- 5 . Teaching Learning Process & Monitoring

Commencement of class work for the First semester of AY. 2022-2023 as per JNTUA

a. Faculty requirement if any in each dept-

EEE-1
CSE-3
ECE -1
H&S-2

- b. Timetables for Coming Semester -2022-23 Timetables dates as per academic calendar & put it on notice boards for UG.

Timetables contain-

- i. Commencement dates
- ii. Classes end on
- iii. Room no
- iv. I spell instructions
- v. II spell instructions
- vi. Deadline Saturday-as per academic calendar

Displayed in respective classrooms, notice boards, and records in dept-soft copy to principal and DoA. Lab time tales must be displayed in respective dept. labs.

- c. Submission deadline of Workload 2 day prior to classes commencement



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- Course files, Textbooks as per new regulation (for UG)
 - Lab requirements, service requirements as per FFC guidelines
 - Action based on Previous FFC guidelines.
 - Journals as per AICTE requirements
- Aadhar-linked biometric attendance for faculty and FRS for students to be maintained this semester of AY2022-23.
 - Library books are maintained as per the revised syllabus.
 - Planning for placement drives will be conducted for diploma and UG students.

The following members attended the meeting:

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Action Taken Report on Curriculum Report for A.Y 2022-23

On taking the approval from the Governing body the College Academic committee of GITAMW has determined to follow the below mentioned action plan to improve in the suggested areas.

The feedback has been collected from stakeholders and prepared action plan. The possible Insights are implemented in accordance with JNTUA curriculum.

S.No.	Stakeholder	Feedback	Action Taken
1	Students	Students requested to conduct Technical Symposiums regularly	The Principal has directed to respective Head of the departments to make the necessary arrangements to <u>conduct Technical Symposiums in each semester</u> . The faculty is instructed to conduct class test after completion of every unit. They are also suggested to monitor the students'. Performance in every test and take needful measures.
		Students requested to conduct slip tests, Grand Tests every fort night, end of the semester to do well in Internal and External examinations	
2	Teachers	Faculty opinion is to increase the number of Internships and field visits	To strengthen the practical knowledge of the students and expose themselves to Industry environment, the head of departments are instructed to conduct more number of Internships and field visits.
		Faculty requested to include seminar hour in the Time-Table to enhance the preparation skills among the students	Though the Interactive sessions are conducted as regular practice in the respective classrooms as per the request of the faculty, all the Head of the departments are instructed to include a Seminar hour in the department Time-Tables.
3	Alumni	The Alumni requested to conduct alumni meets at least twice in a year	In order to have more inter action of present students with the alumni, the alumni committee was informed to conduct their alumni meets twice in a year. Further they are invited to render their services in the form of Guest lectures. Invited talks, career counseling etc.
		Alumni suggested to conduct few Internship programmes in summer vacation so that they can extend their services to the utmost.	The Alumni Committee is instructed to maintain the student's data base and conduct the summer Internships accordingly.
4	Parents	Parents requested to provide special sessions on Interview skills.	Principal directed the Training and Placement Committee to organize more number of mock <u>Interview sessions by Industry</u>



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5	Employers	Students should be updated on current technologies	<u>professionals.</u> As per the current trends the head of the departments are instructed to come up with the proposals for the conduction of seminars, Guest lectures and invited talks.
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