



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
PEDDASETTYPALLI (Vi.),
PRODDATUR-516 360, Kadapa (Dt.)



PRINCIPAL
Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur-516360, Kadapa (Dt.)



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

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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Gouthami Institute of Technology
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Proddatur-516360, Kadapa (Dt.)



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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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SaiNagar, Peddasetty Palle, Proddatur, YSR Dist., Andhra Pradesh-516360

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

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M. J. S.

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

The following members attended the meeting:

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: 4.10.2021

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 5th Oct. 2021 at 3.00 p.m. to discuss the following points.

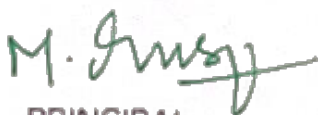
1. Preparation of College academic Calendar (Activities to be planned)
2. Teaching Learning Process & Monitoring
3. Stake Holders Feedback Analysis
4. Any other activities and issues to be discussed.

Copy to

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


Principal

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COLLEGE ACADEMIC COMMITTEE

DATE : 5th Oct. 2021

MINUTES OF MEETING

A meeting was convened in the principal's office on 5th October 2021, at 3.00 p.m., and the following points were discussed and proposed:

1. Planning of academic activities as per college calendar
2. Monitoring of Curricular activities in coordination with IQAC
3. Teaching Learning Process & Monitoring
4. Result Analysis- Based on the semester academic results the academic performance was discussed and the initiatives to be taken to improve the academic performance were discussed.
5. Based on Feedback from stake holders HoDs are instructed to plan for conduct Expert Lectures, Technical Symposiums one per semester.
6. Planning of academic activities, co- curricular activities, internships, Add on Programs symposiums, workshops, FDPS, Sports meet, College Day and conferences were discussed

I. Commencement of class work for the First semester of AY. 2021-2022 as per JNTUA

- a. Timetables for Coming Semester -2021-21 Timetables dates as per academic calendar & put it on notice boards for UG.

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

- b. Submission deadline of Workload 2 days prior to classes commencement
- c. Course files and textbooks as per new regulation (for UG)
- d. Lab requirements, service requirements as per FFC guidelines
- e. e-Journals& Journals as per AICTE requirements
- f. Faculty requirement if any in each dept-

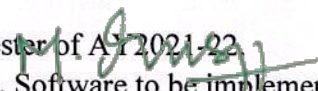
EEE-1

CSE-3

ECE -1

H&S-2

- II. Aadhar-linked biometric attendance to be maintained this semester of AY 2021-22
- III. Library books are maintained as per the revised syllabus & Lib. Software to be implemented.
- IV. Placement drive activities will be conducted for all UG students (from II yr. onwards).


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The following members attended the meeting:

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. B. SREENIVASULU	HoD,CSE	
6	Mr. T. VENKATA KUMAR	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: 05.04.2021

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 6th April 2021 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

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COLLEGE ACADEMIC COMMITTEE

DATE : 6th April 2021

MINUTES OF MEETING

A meeting was held in the principal's room on 6th April 2021, 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

Commencement of class work for the First semester of AY. 2020-2021 as per JNTUA

- a. Students strength-based faculty should be seen thoroughly
- b. Faculty requirement if any in each dept-
 - i. EEE-0
 - ii. CSE-1
 - iii. ECE -2
 - iv. MBA-0
 - v. H&S-1
- c. For open MOOC subjects, the Dept. should be ready to give the faculty even if limited strength is available.
- d. Ph.D. faculty should be recruited one more in a department.
- e. Timetables must be planned, the workload of the dept. should submit.
- f. Lab requirements/ software requirements as per the R17 syllabus.
- g. NAAC & NBA –download the guidelines of every dept,
- h. Publications of papers is vital(only national/international conferences/journals)
- i. 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.



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Date: 27.10.2020

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 28th Oct. 2020 at 3.30p.m.to discuss the following points.

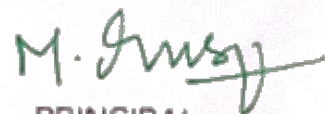
1. Co-ordinator of College Academic Committee nomination
2. Preparation of College academic Calendar (Activities to be planned)
3. Teaching Learning Process & Monitoring
4. Stake Holders Feedback Analysis
5. Any other activities and issues to be discussed.

Copy to

1. The Director
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Principal

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COLLEGE ACADEMIC COMMITTEE

DATE : 28th Oct. 2020

MINUTES OF MEETING

A meeting was held in the principal's room on 28th Oct. 2020, 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.
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

I. Commencement of class work for the First semester of AY. 2020-2021 as per JNTUA

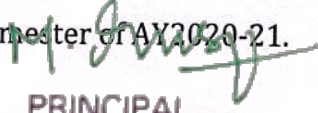
- a. Timetables for Coming Semester -2020-21 Timetables dates as per academic calendar & put it on notice boards for UG.
 - i. Timetables contain- Commencement dates, Classes end on, Room no
 - ii. I spell instructions
 - iii. II spell instructions
 - iv. Deadline Saturday-as per academic calendar

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

- b. Submission deadline of Workload - 3.12.2020
- c. Course files, Textbooks as per new regulation R-20 (for UG)
- d. Lab requirements, service requirements as per FFC guidelines
- e. Action based on Previous FFC guidelines.
- f. Journals as per AICTE requirements

II. Aadhar-linked biometric attendance to be maintained this semester of AY2020-21.

III. Library books are maintained as per the revised syllabus.


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Date: 27.12.2019

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 28th Dec. 2019 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

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COLLEGE ACADEMIC COMMITTEE

DATE :28th Dec. 2019

MINUTES OF MEETING

A meeting was held in the principal's room on 28th Dec. 2019, 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. 2019-20 as per JNTUA

I. Students strength-based faculty should be seen thoroughly

II. Faculty requirement if any in each dept-NIL

- 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.
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- X. Planning for placement drives to be conducted for both diploma and UG students.

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Proddatur-516360, Kadapa (Dt.)



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: 05.07.2019

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 6th July 2019 at 3.00 p.m. to discuss the following points.

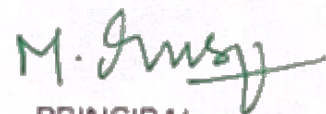
1. Preparation of College academic Calendar (Activities to be planned)
2. Teaching Learning Process & Monitoring
3. Stake Holders Feedback Analysis
4. Any other activities and issues to be discussed.


Principal

PRINCIPAL
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Peddasettypalli (V),
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Copy to

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


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COLLEGE ACADEMIC COMMITTEE

DATE :6th July 2019

MINUTES OF MEETING

A meeting was held in the principal's room on 6th July 2019, at 3.15 p.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 -Faculty suggested to implement new teaching methodologies that creates interest on subject among the students
 4. Result Analysis- 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
 5. Annual Day, Tech Fest and Sports Meet
- I. Commencement of class work for the First semester of AY. 2019-20 as per JNTUA
- a. Timetables for Coming Semester -2019-20 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 instruction
 - vi. Deadline-Monday-as per academic calendarDisplayed in respective classrooms, notice boards, and records in dept-soft copy to principal.
Lab time tales must be displayed in respective dept. Labs.
 - b. Submission deadline of Workload 2 days prior to commencement of classwork
 - c. Course files and textbooks as per new regulation (for UG)
 - d. Lab requirements, service requirements as per FFC guidelines
 - e. Action based on Previous FFC guidelines.
 - f. Journals as per AICTE requirements
- II. CC camera run in this semester, too
- III. Aadhar-linked biometric attendance to be maintained this semester of AY 2019-20
- IV. Library books are maintained as per the revised syllabus.

M. J. S. S.

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- III. Aadhar-linked biometric attendance to be maintained this semester of AY2019-20.
- IV. Library books are maintained as per the revised syllabus.

The following members attended the meeting:

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	Dr. VENKATESAN SELVARAJ	HoD, ECE	
5	Mr. B.SREENIVASULU	HoD, CSE	
6	Mr.T. VENKATA KUMAR	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: 22.12.2018

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 24th Dec. 2018 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

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COLLEGE ACADEMIC COMMITTEE

DATE :24th Dec. 2018

MINUTES OF MEETING

A meeting was held in the principal's room on 24th Dec. 2018, 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. 2018-2019 as per JNTUA
 - ii. Students strength-based faculty should be seen thoroughly
 - iii. Faculty requirement if any in each dept-
 - iv. EEE-0
 - v. CSE-1
 - vi. ECE -2
 - vii. MBA-0
 - viii. H&S-1
 - ix. Every Dept. should be ready to give the faculty even if limited strength is available for open MOOC subjects.
 - x. Ph.D. faculty should be recruited one more in a department.
 - xi. Timetables must be planned, the workload of the dept. should submit.
 - xii. Lab requirements/ software requirements as per the R17 syllabus.
 - xiii. NAAC & NBA –download the guidelines of every dept,
 - xiv. Publications of papers is vital(only national/international conferences/journals)
 - xv. Planning for communication skills, CRT, and YOGA classes for 1st UG students. Attend more FDPs to improve the faculty skills. Plan Tutorials, skill development programs, and workshops.

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SaiNagar, Peddasetty Palle, Proddatur, YSR Dist., Andhra Pradesh-516360

The following members attended the meeting:

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	Mr.KV RAMANA REDDY	HoD, EEE	
4	Dr. VENKATESAN SELVARAJ	HoD,ECE	
5	Mr. B.SREENIVASULU	HoD,CSE	
6	Mr.T. VENKATA KUMAR	HoD, H&S	
7	Mr. T. ASHOK KUMAR	Asst. Prof., EEE	
8	Mrs .B. ARUNA	Asst. Prof., ECE	
9	Mrs.G. PRASANNA	Asst. Prof., CSE	
10	Mr. K MOHAMMAD RAFI	Asst. Prof., H&S	

College Academic Committee Coordinator

PRINCIPAL

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Date: 29.06.2018

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 30th June 2018 at 3.00 p.m. to discuss the following points.

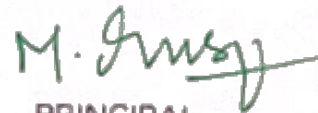
1. Co-Ordinator of College Academic Committee nomination
2. The Committee- Its Rules and Responsibilities
3. Preparation of College academic Calendar (Activities to be planned)
4. Teaching Learning Process & Monitoring
5. Stake Holders Feedback Analysis
6. Any other activities and issues to be discussed.


Principal

Copy to

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

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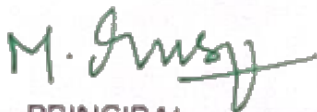
COLLEGE ACADEMIC COMMITTEE

DATE :30th June 2018

MINUTES OF MEETING

A meeting was held in the principal's room on 30th June 2018, at 3 p.m. and proposed the following points:

1. Co-ordinator of the College Academic Committee is nominated, and the Co-ordinator is B. Venkateswaramma.
 2. Based on the semester academic results the academic performance was discussed and the initiatives to be taken to improve the academic performance were discussed.
 3. Planning of academic activities, co- curricular activities, internships, symposiums, workshops and conferences were discussed
 4. Monitoring of Curricular activities in coordination with IQAC
 5. Teaching Learning Process & Monitoring & Result Analysis
- I. Commencement of class work for the First semester of AY. 2018-2019 as per JNTUA
- a. Timetables for Coming Semester -2018-19 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 calendarDisplayed in respective classrooms, notice boards, and records in dept-soft copy to principal.
Lab time tales must be displayed in respective dept. labs.
 - b. Faculty requirement if any in each dept-
 - EEE-1
 - CSE-3
 - ECE -1
 - MBA-0
 - H&S-2


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- c. Submission deadline of Workload 2 days prior to classes commencement date.
- d. Course files and textbooks as per new regulation (for UG)
- e. Lab requirements, service requirements as per FFC guidelines
- f. Action based on Previous FFC guidelines.
- g. Journals as per AICTE requirements

II. CC camera run in this semester too

III. Aadhar-linked biometric attendance to be maintained this semester of AY2018-19.

IV. Library books are maintained as per the revised syllabus.

V. Planning for placement drives will be conducted for diploma and UG students.

The following members attended the meeting:

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	Mr. KV RAMANA REDDY	HoD, EEE	
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College Academic Committee Coordinator

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