



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

COLLEGE ACADEMIC COMMITTEE

College Academic Committee (CAC) is centralized (Institute level) committee responsible for regulating and implementing different academic activities. CAC is meant for smooth & uniform conduction of academics throughout the institute. The college is having a duly constituted College Academic Committee (CAC) to formulate long term and short term development programmes for the college to achieve academic excellence in tune with the policies of the affiliating University.

CAC takes care of all the academic affairs of the college, encompassing students, academic staff, academic planning, instructional & delivery issues, co curricular activities and discipline and so on. It is the prime responsibility of College Academic Committee to endeavour and ensure the best practices are implemented and standards are maintained.

Functions

- To consider & follow the recommendations of the apex body AICTE and the affiliating university JNTUA, regarding the courses of study, syllabi of programmes, examinations and project modifications if any.
- To keep liaison with the apex body AICTE and affiliating university JNTUA, regarding its recognition and qualifying examinations for admissions.
- To prepare the academic calendar and ensure the adherence to the dates mentioned in the academic calendar for conducting various activities by each department.
- To monitor and compile the data relating to student attendance and submit the report for detention on account of shortage of attendance.
- To compile the report on examination practices in the college, oversee the internal examinations/ malpractices in examinations /evaluation/ recording etc.,
- To prepare the report on academic performance of students for placing before the Governing Body and encourage the students with Academic awards and scholarships.



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- To plan and arrange for expert lectures, Technical Fests, seminars, Workshops and all other academic matters
- The progress of the syllabus coverage of each class.
- To frame regulations to conduct examinations and initiate measures for improving the quality of teaching and learning student's evaluation.
- To encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- To promote innovations in teaching learning

Coordinator/Convener

1. Coordinator/Convener is responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute.
2. Coordinator shall prepare the meeting agenda
3. Coordinator shall prepare minutes of the meetings and circulated after obtaining the approval of the Chairman

Members

Members of the committee represent the respective department in all academic related matters and fore see the effective implementation of the resolutions made by CAC

1. Prepares the academic calendar of the department.
2. Monitors functions of Class teachers.
3. Approving the Internal Assessment marks of the students
4. Monitors the student's feedback.
5. Monitors the faculty performance and analysing the results.
6. Prepares the action plans as well as suggest measures for improvement.
7. Monitors and controlling students discipline in the campus.



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Frequency of Meeting:

The chairman will convene the meeting of the CAC. The committee shall meet as and when requires and at least twice in semester. The notice shall state the venue, the date and time of the meeting. Notwithstanding the above provision, the chairman of the College Academic Committee may call an emergency meeting at a short notice to consider urgent special issues.

Copy to

1. The Director
2. The Co-Director
3. HOD's: *[Signature]* *[Signature]* *[Signature]*
4. IQAC *[Signature]*
5. All College Academic Committee members:
 - i. All HoDs *[Signature]* *[Signature]* *[Signature]*
 - ii. Mr. Y. Prakash Rao *[Signature]*
 - iii. Mr. B. Mallikarjuna Reddy *[Signature]*
 - iv. Mr. B. Sindhuja *[Signature]*
 - v. Mrs. G. Prasanna *[Signature]*
 - vi. Mrs. K. Lavanya *[Signature]*
 - vii. Ms. N. Lakshmi Prasanna *[Signature]*

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



GOUTHAMI
INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMEN
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Affiliated to JNTUA, Ananthapuramu & SBTET, Vijayawada

GITAMW/CAC/Cir./ 02/2024-25

Date: 29.11.2024

COLLEGE ACADEMIC COMMITTEE

CIRCULAR

This is to inform all the members of the College Academic Committee that a meeting is scheduled in the Principal's Chamber on 29th Nov. 2024 at 11.30 a.m. to discuss the following agenda points.

Agenda:

1. Co-ordinator of College Academic Committee nomination
2. Preparation of College academic Calendar for II-sem. of A.Y 2024-25 (Activities to be planned) & Planning of extracurricular and co-curricular activities
3. To implement Teaching & Learning Methodologies and to follow ICT Tools
4. To Monitor day to day academic activities of the college
5. Stake Holders Feedback (Students, Teachers, Employers, Parents and Alumni) & its Analysis
6. Review of Previous Semester Results
7. Planning of Hackathon, Symposium, Sports and Cultural Fest.
8. Planning of Conference & FDPs
9. Planning of College Day Celebrations and release of Souvenir
10. Any other activities and issues to be discussed.

Copy to

1. The Director
2. The Co-Director
3. HOD's:
4. IQAC *[Signature]*
5. All College Academic Committee members:
 - i. All HoDs — *[Signature]*
 - ii. Mrs. B. Venkateswaramma *[Signature]*
 - iii. Mr. B. Mallikarjuna Reddy
 - iv. Mr. B. Sindhuja *[Signature]*
 - v. Mrs. G. Prasanna *[Signature]*
 - vi. Mrs. K. Lavanya *[Signature]*
 - vii. Ms. N. Lakshmi Prasanna *[Signature]*

M. Suresh
PRINCIPAL 29/11/24
Gouthami Institute of Technology
and Management for Women,
PEDDASETTYPALLI (Vi.),
PRODDATUR-516 360, Kadapa (Dt.) A.P.
9.30 A.M.



Date : 29.11.2024

COLLEGE ACADEMIC COMMITTEE

MINUTES OF MEETING

A meeting was held in the Principal's room on 29th Nov. 2024, at 11.30 a.m. and proposed the following points:

1. Co-ordinator of College Academic Committee is nominated, and the Co-ordinator is Mrs. K.LAVANYA.

2. Preparation of College and Department Calendar:

- Planning of academic activities -HoDs are instructed
- To plan Guest Lectures, Add-on Programs, Field Visits, Workshops, Hackathons, Symposium/Tech Fest etc, at least one per class per semester for the upcoming semester.
- To plan for Curricular activities, latest Teaching Learning Process
- Planning of FDPs, Sports meet, College Day, and Conferences were discussed
- Conduct remedial classes, Revision Classes for slow learners/ Below average students based on result analysis and Plan for GATE classes for Bright students (Use P8-4.00 p.m to 4.45 p.m). Also Plan to conduct Slip Tests for all the students.
- Organize Expert Lectures: one per class per semester.
- Organize Technical Symposium one per semester
- Plan for Teacher Parent meeting immediately after completion of Mid-1

3. To plan for Internships other than curriculum. To encourage students and faculty registrations for SWAYAM/NPTEL courses for all B.Tech students from First year other than curriculum.

4. To monitor day-to-day academic activities in coordination with IQAC.

5. Collect Feedback from the stakeholders and submit the action taken reports

6. Commencement of class work for the Second semester of AY. 2024-2025 as per JNTUA

a. Faculty requirement, if any, in each dept-

EEE-02

CSE-02

ECE -02

H&S-01

M. Juvy
PRINCIPAL 29/11/2024
GOUTHAMI INSTITUTE OF TECHNOLOGY
AND MANAGEMENT FOR WOMEN
PEDDASETTYPALLI (Vi),
PRODDATUR, 522603, Kadapa (Dt.) A.P.



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b. Timetables for II-Semester of A.Y 2024-25: Timetables preparation as per academic calendar & put it on class notice boards for UG.

Timetables contain-

- i. Commencement dates
- ii. Classes end on
- iii. Room no
- iv. I spell instructions
- v. II spell instructions, Mid & External Examinations schedule
- vi. Deadline one day before the commencement of classes-as per academic calendar

- Display in respective classrooms, notice boards, and record files in dept-soft copy to principal and Director sir.
 - Individual Lab timetables must be displayed in the respective department lab notice boards.
 - c. Submission deadline for Workload: 2 days before classes commencement
 - d. Course files should be maintained as per the new regulation (for UG)
 - e. Lab requirements if any (New Lab Equipment, Legal Software, Lab service requirements, Library Books) as per JNTUA FFC guidelines
7. Action plan based on Previous FFC guidelines.
 8. Textbooks & National & International, e-Journals as per AICTE requirements and as per new regulations
 9. Maintain biometric attendance for faculty for this semester of A.Y:2024-25.
 10. Intending Training and Placement activities (Aptitude & Reasoning, Communication Skills, Soft Skills, Coding classes) and Placement drives for this academic year.
 11. CAC Members are instructed to collect all the awards received, Paper Publications, FDP certificates, Patents if any from their department Faculty members and submit to Principal for the release of funds/Seed Amount.
 12. Plan for Alumni Meet and Workshops/Seminars/Guest Lecture from Alumni

M. G. S.
PRINCIPAL 29/11/2024

GOUTHAMI INSTITUTE OF TECHNOLOGY
AND MANAGEMENT FOR WOMEN
PEDDASETTYPALLI (Vi),
PRODDATUR-516360, Kadapa (Dt.) A.P




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INSTITUTE OF TECHNOLOGY AND MANAGEMENT FOR WOMEN

Approved by AICTE, New Delhi,
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The following members attended the meeting:

S.NO	NAME OF THE FACULTY	DEPARTMENT	DESIGNATION AS PER CAC	SIGNATURE
1	Dr. M. Rama Subbamma	Principal & Prof. in EEE Dept.	Chairman of CAC	M. Rama Subbamma
2	Mrs. K. Lavanya	Asst. Prof., H&S	Convener	K. Lavanya
3	Mr. M. MD Jabeer	HoD, EEE	Member	M. MD Jabeer
4	Mr. Y. Prakash Rao	HoD, ECE	Member	Y. Prakash Rao
5	Mr. S Yakub Ali	HoD, CSE	Member	S. Yakub Ali
6	Mrs. D Vijayamma	HoD, H&S	Member	D. Vijayamma
7	Mr. B. Mallikarjuna Reddy	Asst. Prof., ECE & Exam Section I/c	Member	B. Mallikarjuna Reddy
8	Mrs. B. Sindhuja	Asst. Prof., EEE	Member	B. Sindhuja
9	Mrs. B. Venkateswaramma	Asst. Prof., ECE	Member	B. Venkateswaramma
10	Mrs. G. Prasanna	Asst. Prof., CSE	Member	G. Prasanna
11	Ms. N. Lakshmi Prasanna	Asst. Prof., H&S	Member	N. Lakshmi Prasanna


College Academic Committee
Coordinator


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29/11/2024
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GOUTHAMI INSTITUTE OF TECHNOLOGY
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PRODDATUR-516360, Kadapa (Dt.) A.P.



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GITAMW/CAC/Cir./ 01/2024-25

Date: 12.07.2024

COLLEGE ACADEMIC COMMITTEE

CIRCULAR

This is to inform all the members of the college academic committee that a meeting is scheduled in the Principal's Chamber on 13th July 2024 at 10.40 a.m. to discuss the following points.

1. Co-ordinator of College Academic Committee nomination
2. Preparation of College academic Calendar for I-sem. of A.Y 2024-25 (Activities to be planned)
3. To implement any innovative methods in teaching & learning programs
4. To Monitor day to day academic activities of the college
5. Stake Holders Feedback (Students, Teachers, Employers, Parents and Alumni) & its Analysis
6. Review of previous Year & Sem. Performance
7. Planning of extracurricular and co-curricular activities
8. Planning of Technical, Sports and Cultural Fest.
9. Planning of College Day Celebrations
10. Any other activities and issues to be discussed.

Copy to

1. The Director
2. The Co-Director
3. HOD's: *[Signature]*
4. IQAC *[Signature]*
5. All College Academic Committee members:
 - i. All HoDs *[Signature]*
 - ii. Mr.Y. Prakash Rao *[Signature]*
 - iii. Mr. B. Mallikarjuna Reddy *[Signature]*
 - iv. Mr. B. Sindhuja *[Signature]*
 - v. Mrs.G. Prasanna *[Signature]*
 - vi. Mrs. K. Lavanya *[Signature]*
 - vii. Ms. N. Lakshmi Prasanna *[Signature]*

M. Srinivas
PRINCIPAL
12/7/2024
Gouthami Institute of Technology
and Management for Women
Peddasettypalli (V),
Proddatur-516360, Kadapa (Dt.)



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

Date : 13.07.2024

COLLEGE ACADEMIC COMMITTEE

MINUTES OF MEETING

A meeting was held in the Principal's room on 15th July 2024, at 10.40 a.m. and proposed the following points:

1. Co-ordinator of College Academic Committee is nominated, and the Co-ordinator is
Mrs. K. Lavanya, Asst-Prof., H&S Dept.
2. Preparation of College Calendar: Planning of academic activities
HoDs should plan for Guest Lectures, Add on Programs, Field Visits, Workshops, Hakathons, Symposium/Tech Fest etc.
Plan for Internships other than curriculum, Student Registrations for SWAYAM/NPTEL Courses for all B.Tech students other than curriculum
3. Planning of FDPS, Sports meet, College Day and Conferences were discussed
4. Monitoring of day to day academic activities & Monitoring in coordination with IQAC.
In addition to this plan for Curricular activities, Teaching Learning Process
5. Collect Feedback from stake holders department wise & submit the action taken Reports
6. Based on Result analysis HoDs are instructed to analyze poor students conduct remedial classes, plan to conduct Expert Lectures one per class per semester. Symposium one per semester
7. Commencement of class work for the Second semester of AY. 2024-2025 as per JNTUA
 - a. Faculty requirement if any in each dept-
 - EEE- 01
 - CSE- 04
 - ECE - 00
 - H&S- 01 (Maths), 01 - Part Time
 - b. Timetables for I-Semester of A.Y 2024-25 : Timetables preparation 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



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- v. II spell instructions , External Examinations schedule
- vi. Deadline Saturday-as per academic calendar

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

- c. Submission deadline of Workload : 2 day prior to classes commencement
- d. Course files should be maintained as per new regulation(for UG)-**Enclosure-1**
- e. Lab requirements(New Lab Equipment, Legal Softwares, service requirements) as per JNTUA FFC guidelines

8. Action based on Previous FFC guidelines.

9. Text Books & Journals as per AICTE requirements

10. Aadhar-linked biometric attendance for faculty and FRS for students to be maintained this semester of AY2024-25.

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

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



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Peddasettypalli, Proddutur, YSR Dist.-516361, A.P

CHECK LIST- COURSE FILE

S. No.	Particulars	Submitted (Y/N)
1	Title Page	
2	Vision and Mission of the College & Department	
3	Academic Calendar-JNTUA, College Calendar and Department Calendar	
4	Course Syllabus prescribed by JNTUA,	
5	Class Time Table	
6	Individual Time table	
7	Student Nominal Roll List	
8	Course Handout/Detailed Lesson Plan, Ref. & Text Books, Web Links, Unit Test, Mid 1 & 2 schedule	
9	Course objectives & Course Outcome	
10	Program Educational objectives, Program specific outcomes and Program Outcomes	
11	Lecture notes	
12	Assignment Que's mapping with COs	
13	Three Sample copies of Assignments submitted by the students	
14	Copy of Sessional/Mid-1 question paper mapping with COs	
15	Mid-1 Award sheet	
16	List of Bright Students (Scored 70% and above in Sessional exam)	
17	Motivational Plans for Bright Students	
18	List of Weak Students (Scored Less than 40% in Sessional exam)	
19	Remedial Plans for Weak Students	
20	Copy of Sessional 2/ Mid-2 question paper mapping with COs	
21	Mid-2 Award sheet & Average Marks sheet	
22	Tutorial sheets/Unit Test Q.Ps	
23	University question paper & Key	
24	Remedial Plans for failed Students	
25	Grading Sheets of the Course, Detailing Statistical Data on the Grades obtained by Students External Exams	
26	Difficulties/Problems faced by the Teacher and Students during Classroom/ Course Delivery.	
27	CO & PO Attainment Sheet/ Mapping Matrix of CO's and PO's	

Signature of Faculty

Signature of HoD/ IQAC/NAAC Incharge



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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	DESIGNATION AS PER CAC	SIGNATURE
1	Dr. M. Rama Subbamma	Principal &	Chairman of CAC	M. Rama Subbamma 13/7/2024
2	Mrs. K. Lavanya	Asst. Prof., H&S	Convener	K. Lavanya 13/7/24
3	Mr. SMD Jabeer	HoD, EEE	Member	SMD Jabeer
4	Mr. B. Bala Subbanna	HoD, ECE	Member	B. Bala Subbanna casual leave
5	Mr. S Yakoob Ali	HoD, CSE	Member	S. Yakoob Ali
6	Mrs. D Vijayamma	HoD, H&S	Member	D. Vijayamma 13/7/24
7	Mr. B. Mallikarjuna Reddy	Asst. Prof., ECE & Exam Section I/c	Member	B. Mallikarjuna Reddy
8	Mrs. B. Sindhuja	Asst. Prof., EEE	Member	B. Sindhuja
9	Mr. Y. Prakash Rao	Asst. Prof., ECE	Member	Y. Prakash Rao
10	Mrs. G. Prasanna	Asst. Prof., CSE	Member	G. Prasanna 13/7/24
11	Ms. N. Lakshmi Prasanna	Asst. Prof., H&S	Member	N. Lakshmi Prasanna

College Academic Committee Coordinator

M. Rama Subbamma

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and Management for Women
Peddasettypalli (V),
Proddatur-516360, Kadapa (Dt.)