



AVNIET/CAC/2024-2025

Date: 11-07-2024

**COLLEGE ACADEMIC COMMITTEE**

Sub: - AVNIET- College Academic Committee – 2024-25-Constitution-Reg.

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With the reference to the subject cited, the College Academic Committee (CAC) is constituted for the Academic Year 2024-25 for making decisions in respect of academic matters.

The committee members and their roles are as follows:

S. No	Name	Department	Designation	Contact	Signature
1.	Dr. P. Nageswara Reddy	Principal	Chairman	9666628148	
2.	Dr. Shaik Abdul Nabi	Vice Principal Prof. & Head of CSE	Convener	6303099851	
3.	Dr. V. Goutham	Professor. & I/C Head of CSE	Member	9966959936	
4.	Dr. M. Jayaram	Professor & I/C Head of CSE(AI&ML)	Member	9885476457	
5.	Dr. Indira Priyadarshini	Assoc. Prof. of CSE & I/C Head of CSE(CS)	Member	9160504385	
6.	Dr. D. Revathi	Assoc.Prof of CSE ,I/C Head of Departments of CSE(DS) and (AI&DS)	Member	8686939083	
7.	Dr. N. Suresh	Prof. of ECE & Head, Department of ECE	Member	9943778729	
8.	Dr. M.V. Krishna Rao	Prof. of CE & Head Department of Civil Engg.	Member	8179727187	
9.	Dr. J. Narsaiah	Prof. of ME & Head Department of Mechanical Engg.	Member	9440790436	
10.	Mr. B. Kishore Babu	Assoc.Prof. of ECE & Head, Department of H&S	Member	8519984858	
11.	Dr. G. Dhana Lakshmi	Prof. of ECE & Head, R&D	Member	9788459200	
12.	Dr. A.V. Hari Babu	Prof. of ME & CoE	Member	9491105158	
13.	Mr. G. N. V. Kaparathi	Training & Placement Officer	Member	8886868518	
14.	Mrs. P. Sucharitha	Librarian	Member	8801373540	
15.	Mr. B. Anil	Physical Director	Member	9381579003	

**The Objectives, Functions & Frequency of the College Academic Committee are as follows:**

**Objectives of the College Academic Committee:**

1. To ensure academic excellence by monitoring and improving the quality of teaching, learning, and evaluation processes.

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2. To plan, coordinate, and review the academic activities of all departments for effective curriculum implementation.
3. To maintain academic standards in accordance with the guidelines of the affiliating university and regulatory bodies.
4. To recommend improvements in academic policies, examination systems, and student performance evaluation.
5. To promote innovation in teaching and learning, including the use of modern pedagogical methods and digital tools.
6. To assess and enhance student outcomes through regular analysis of results and feedback.
7. To coordinate academic schedules such as the academic calendar, class timetables, and internal assessment plans.
8. To identify and support faculty development needs, encouraging participation in FDPs, workshops, and research activities.
9. To facilitate inter-departmental coordination and ensure uniform academic practices across the institution.
10. To address academic grievances of students and faculty, ensuring timely and transparent resolutions.

#### **Functions of Academic Committee:**

1. To formulate and implement academic policies in alignment with the vision and mission of the institution.
2. To prepare and monitor the academic calendar, ensuring timely completion of syllabus and smooth conduct of examinations.
3. To review the performance of students in internal and external examinations and suggest remedial measures for improvement.
4. To coordinate and oversee departmental academic activities such as lesson plans, teaching schedules, and course files.
5. To facilitate curriculum implementation as per the affiliating university's guidelines and recommend improvements to the Board of Studies (BOS).
6. To organize academic review meetings periodically to discuss progress, challenges, and innovative practices in teaching and learning.
7. To ensure continuous evaluation and feedback mechanisms for both students and faculty to enhance academic quality.
8. To encourage faculty development through workshops, seminars, and training programs.

9. To promote student-centric learning approaches, such as project-based learning, internships, and industry interaction.
10. To maintain academic discipline and standards within the college by enforcing policies and addressing academic issues.
11. To recommend actions for slow and advanced learners, ensuring inclusive academic growth.
12. To submit periodic academic reports to the Principal and Governing Body for review and further action.

**Frequency of Meeting:**

The chairman will convene the meeting of the CAC. The committee shall meet at least twice in semester as and when requires. 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 any urgent special issues.

*P. N. Rao*  
**Chairman**