Date: 17-05-2018

Sub: Convening the meeting of CAC [1/2018-19] – Reg.

A meeting of CAC is to be convened on 19-05-2018 at 02.00 P.M in Seminar hall.

## Agenda:

- 1. Commencement of classes as per almanac.
- 2. Informing the finance committee to send to send the budget performa.
- 3. Informing the HOD's to submit the staff requirement.
- 4. Time table & Work load.
- 5. Books requirement.
- 6. Sports calendar.
- 7. Examination schedule.
- 8. Feedback response (parents, students, alumni, faculty).
- 9. Mini project allocation for final year.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC



# Minutes of the CAC meeting held on 19-05-2018 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	D=05
2.	DR MOHAMMAD S QASEEM	COORDINATOR	ages.
3.	DR MIR MOAZZAM ALI	MEMBER	no mohe
4.	PROF SYED FARRUKH ANWAR	MEMBER	famol
5.	DR AMARESH BABU	MEMBER	Amos
6.	DR MUJAHID HUSSAIN	MEMBER	Alal
7,	MRS SYEDA AYESHA FATIMA	MEMBER	Afalina
8.	DR G.S.RAO	MEMBER	G. Seulis fe
9.	MRS SHANILA MEHREEN	MEMBER	Jamile
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	103. Cam
11.	MR VIJAY K GUDIVADA	MEMBER	ahangu

Chairman, CAC welcomed the members of CAC to the 1st meeting of AY 2018-19 at 2-00 P.M.

- 1. Commencement of classes as per almanac: The chairman discussed about the commencement of classes according to the alumni in the academic year.
- 2. Informing the finance committee to send to send the budget Performa: The chairman discussed with the finance committee members to submit the budget performa manually for purchase.
- 3. Informing the HOD's to submit the staff requirement: The chairman discussed with the HOD's to submit the staff requirement for the academic year.
- **4. Time table & Work load:** The chairman discussed with the HOD's to prepare time table and HOD should allot work load to faculties.
- **5. Books requirement:** The chairman discussed with the HOD,s about any new books requirement for these academic year.

- **6. Sports calendar:** The chairman discussed with HOD's that they have to inform the sports coordinate to share the sports calendar to students and motivate students to participate in sports.
- 7. Examination schedule: The chairman discussed with HOD's that examination schedule of the university has to be followed and every faculty should complete the syllabus on before that if any students are getting doubts so the faculty can solve the doubts of students.
- 8. Feedback response (parents, students, alumni, faculty): The chairman discussed with the HOD's to assign coordinates to collect the feedback forms parents, students, and faculty.
- 9. Mini project allocation for final year: The chairman discussed with HOD's to allot mini project to final year students and send them to submit the abtract of there project.
- 10. Any other item with the permission of the chair.

Coordinator - CAC

Date: 20-09-2018

Sub: Convening the meeting of CAC [2/2018-19] – Reg.

A meeting of CAC is to be convened on 22-09-2018 at 02.00 P.M in Seminar hall.

# Agenda:

- 1. Approved list of students.
- 2. Time table and work load.
- 3. Induction program as per AICTE norms.
- 4. Orientation day.
- 5. Mentor assignments.
- 6. Feed back and response of last year students.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC



# Minutes of the CAC meeting held on 22-09-2018 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	9 S
2.	DR MOHAMMAD S QASEEM	COORDINATOR	Q alexander
3.	DR MIR MOAZZAM ALI	MEMBER	Modernski.
4.	PROF SYED FARRUKH ANWAR	MEMBER	Parish
5.	DR AMARESH BABU	MEMBER	Amus
6.	DR MUJAHID HUSSAIN	MEMBER	Alal
7.	MRS SYEDA AYESHA FATIMA	MEMBER	Atalima
8.	DR G.S.RAO	MEMBER	Gr. Salfiel
9.	MRS SHANILA MEHREEN	MEMBER	hanile
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	19 - Kenny
11.	MR VIJAY K GUDIVADA	MEMBER	C. hould

Chairman, CAC welcomed the members of CAC to the 2<sup>nd</sup> meeting of AY 2018-19 at 2-00 P.M.

- 1. Approved list of students: The chairman discussed about the HOD's to collect the approved list of students from administration department.
- 2. Time table & Work load: The chairman discussed with the HOD's to say the concence coordinates to prepare time table and HOD should allot work load to faculties.
- 3. Induction program as per AICTE norms: The chairman discussed with the HOD's to submit the proforma for conducting the induction program for newly joining students.
- 4. Orientation day: The chairman discussed with the HOD's that how to conduct orientation day and which faculty has to lead the program.

- 5. Mentor assignments: The chairman discussed with HOD's to allot mentor for first year students and collect the information of students regarding the contact numbers of parents etc.
- 6. Feed back and response of last year students: The chairman discussed with the HOD's to collect the feedback forms of the students of previous year that how classes will be conducted and how faculty is teaching to them.
- 7. Any other item with the permission of the chair.

Coordinator - CAC

Date: 06-12-2018

Sub: Convening the meeting of CAC [3/2018-19] – Reg.

A meeting of CAC is to be convened on 08-12-2018 at 02.00 P.M in Seminar hall.

### Agenda:

- 1. Syllabus completion status.
- 2. Mid 1 and Mid 2 marks finalization.
- 3. Result analysis of previous year.
- 4. Sports &Cultural activities.
- 5. Work shop schedule, Tech feast, Projects for final year students.
- 6. Major project allocation.
- 7. Placement training schedule.
- 8. Work load & time table.
- 9. Summer interships /Industrial training/ Industrial trip.
- 10.Seminar
- 11. Identification of intership
- 12.Examination schedule/ Lab external/ room allocation.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC

#### Minutes of the CAC meeting held on 08-12-2018 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	A
2.	DR MOHAMMAD S QASEEM	COORDINATOR	Down
3.	DR MIR MOAZZAM ALI	MEMBER	Me makent
4.	PROF SYED FARRUKH ANWAR	MEMBER	Bound
5.	DR AMARESH BABU	MEMBER	Amass
6.	DR MUJAHID HUSSAIN	MEMBER	AQ
7.	MRS SYEDA AYESHA FATIMA	MEMBER	Halina
8.	DR G.S.RAO	MEMBER	G. Sullinfor
9,	MRS SHANILA MEHREEN	MEMBER	france
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	19 Ound
11,	MR VIJAY K GUDIVADA	MEMBER	C. handly

Chairman, CAC welcomed the members of CAC to the 3rd meeting of AY 2018-19 at 2-00 P.M.

- 1. Syllabus completion status: The chairman discussed with the HOD's that faculty had completed syllabus before mid 2 exams.
- 2. Mid 1 and Mid 2 marks finalization: The chairman discussed with the HOD's to inform subject faculty to finalize mid 1 and mid 2 marks and upload the marks in university portal.
- **3. Result analysis of previous year:** The chairman discussed with the HOD's about results of previous year and which subject has got least results and concentrate on that subject.
- **4. Sports &Cultural activities:** The chairman discussed with the HOD's about the what are activities to be conducted in sports and cultural activities and inform the sports coordinator to make schedule for sports event and cultural activities.

5. Work shop schedule, Tech feast, Projects for final year students: The chairman discussed with the HOD's to prepare schedule of work shop, tech feast, and inform all final year coordinator to finalise the project work.

6. Major project allocation: The chairman discussed with HOD's to

inform final year coordinates to allot projects which are unique.

7. Placement training schedule: The chairman discussed with HOD's to inform training and placement coordinate to prepare schedule that students should gain knowledge in that.

8. Work load & time table: The chairman discussed with the HOD's to say the concence coordinates to prepare time table and HOD should allot

work load to faculties.

9. Summer internships /Industrial training/ Industrial trip: The chairman discussed with HOD's to plan for summer internships, industrial training and industrial trip for students.

10.Seminar: The chairman discussed with HOD's to plan for seminars and

invite guest lecturers for seminar.

11.Identification of internship: The chairman discussed with HOD's about identification of internship program for students and send the students to

internship programs.

- 12.Examination schedule/ Lab external/ room allocation: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that faculty has to conduct lab internals, lab externals and how many room should be allotted for conducting examinations.
- 13. Any other item with the permission of the chair.

The Coordinator, CAC concluded the meeting with a vote of thanks

oordinator - CAC

Date: 14-02-2019

Sub: Convening the meeting of CAC  $\left[\frac{4}{2018-19}\right]$  – Reg.

A meeting of CAC is to be convened on 16-02-2019 at 02.00 P.M in Seminar hall.

# Agenda:

- 1. Result analysis.
- 2. Faculty requirement if any.
- 3. Project status.
- 4. PG projects status.
- 5. Graduation day/project expo.
- 6. Workshop status/seminars/if any guest lecturers webinars.
- 7. Examination schedules for all years.
- 8. Identification of internships.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC

# Minutes of the CAC meeting held on 16-02-2019 at 02:00 P.M

s.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	A=
2.	DR MOHAMMAD S QASEEM	COORDINATOR	land
3,	DR MIR MOAZZAM ALI	MEMBER	mod me Kirl
4.	PROF SYED FARRUKH ANWAR	MEMBER	Farra
5.	DR AMARESH BABU	MEMBER	Amogus
6.	DR MUJAHID HUSSAIN	MEMBER	ACA
7.	MRS SYEDA AYESHA FATIMA	MEMBER	Afalina
8.	DR G.S.RAO	MEMBER	Gr. Sales
9.	MRS SHANILA MEHREEN	MEMBER	handa
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	10 Court
11.	MR VIJAY K GUDIVADA	MEMBER	Chan

Chairman, CAC welcomed the members of CAC to the 4th meeting of AY 2018-19 at 2-00 P.M.

- 1. Result analysis: The chairman discussed with the HOD's about results of pervious semester and discussed about the results that which subject has highest passing students and which subject has less passing students. We should concentrate on students which subjects they are lacking.
- 2. Faculty requirement if any: The chairman discussed with the HOD's to submit the staff requirement for the academic year.
- **3. Project status:** The chairman discussed with the HOD's about the status of project which are allotted to final year students.
- **4. PG projects status:** The chairman discussed with the HOD's about the status of project which are allotted to post graduate students.
- 5. Graduation day/project expo: The chairman discussed with the HOD's about preparation of graduation day and how students exbit there projects on graduation day.

- 6. Workshop status/seminars/if any guest lecturers webinars: The chairman discussed with HOD's about status of the workshop, seminars, and guest lecturers conducted in college and informed to take feedbacks from the students.
- 7. Examination schedules for all years: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that if any students are getting doubts so the faculty can solve the doubts of students.
- **8. Identification of internships:** The chairman discussed with the HOD's to identify internship programs and inform to students that they can participate and these program will give good knowledge to students.
- 9. Any other item with the permission of the chair.

Coordinator - CAC

Date: 02-04-2019

Sub: Convening the meeting of CAC [1/2019-20] – Reg.

A meeting of CAC is to be convened on 04-04-2019 at 02.00 P.M in Seminar hall.

### Agenda:

- 1. Commencement of classes as per almanca.
- 2. Informing the finance committee to send to send the budget performa.
- 3. Informing the HOD's to submit the staff requirement.
- 4. Time table & Work load.
- 5. Books requirement.
- 6. Sports calendar.
- 7. Examination schedule.
- 8. Mini project allocation for final year.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC



# Minutes of the CAC meeting held on 04-04-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	9=8
2.	DR MOHAMMAD S QASEEM	COORDINATOR	april
3.	DR MIR MOAZZAM ALI	MEMBER	Dal Merolio
4.	PROF SYED FARRUKH ANWAR	MEMBER	Rawoh
5.	DR AMARESH BABU	MEMBER	Amount
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	Hating
8.	DR G.S.RAO	MEMBER	G. Salita
9.	MRS SHANILA MEHREEN	MEMBER	frazila
10.	MRS WASEEMA MASOOD	MEMBER	(m)
11.	MR VIJAY K GUDIVADA	MEMBER	C. Nord Dr

Chairman, CAC welcomed the members of CAC to the 1st meeting of AY 2019-20 at 2-00 P.M.

- 1. Commencement of classes as per alumica: The chairman discussed about the commencement of classes according to the alumni in the academic year.
- 2. Informing the finance committee to send to send the budget Performa: The chairman discussed with the finance committee members to submit the budget performa manually on record.
- 3. Informing the HOD's to submit the staff requirement: The chairman discussed with the HOD's to submit the staff requirement for the academic year.
- 4. Time table & Work load: The chairman discussed with the HOD's to prepare time table and HOD should allot work load to faculties.
- 5. Books requirement: The chairman discussed with the HOD's about any new books requirement for these academic year.

- 6. Sports calendar: The chairman discussed with HOD's that they have to inform the sports coordinate to share the sports calendar to students and motivate students to participate in sports.
- 7. Examination schedule: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that if any students are getting doubts so the faculty can solve the doubts of students.
- 8. Mini project allocation for final year: The chairman discussed with HOD's to allot mini project to final year students and send them to submit the abtract of there project.
- 9. Any other item with the permission of the chair.

Coordinator – CAC

Date: 17-10-2019

Sub: Convening the meeting of CAC [2/2019-20] – Reg.

A meeting of CAC is to be convened on 19-10-2019 at 02.00 P.M in Seminar hall.

# Agenda:

- 1. Approved list of students.
- 2. Time table and work load.
- 3. Induction program as per AICTE norms.
- 4. Orientation day.
- 5. Mentor assignments.
- 6. Feed back and response of last year students.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC



# Minutes of the CAC meeting held on 19-10-2019 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1,	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	ASSE
2.	DR MOHAMMAD S QASEEM	COORDINATOR	Dens o
3.	DR MIR MOAZZAM ALI	MEMBER	oper puli
4.	PROF SYED FARRUKH ANWAR	MEMBER	Farral
5.	DR AMARESH BABU	MEMBER	Donarion
6.	DR MUJAHID HUSSAIN	MEMBER	Alas
7.	MRS SYEDA AYESHA FATIMA	MEMBER	Afaling
8.	DR G.S.RAO	MEMBER	G. Salif
9.	MRS SHANILA MEHREEN	MEMBER	travila
10.	MRS WASEEMA MASOOD	MEMBER	W
11,	MR VIJAY K GUDIVADA	MEMBER	C. hoy

Chairman, CAC welcomed the members of CAC to the 2<sup>nd</sup> meeting of AY 2019-20 at 2-00 P.M.

- 1. Approved list of students: The chairman discussed about the HOD's to collect the approved list of students from administration department.
- 2. Time table & Work load: The chairman discussed with the HOD's to say the concence coordinates to prepare time table and HOD should allot work load to faculties.
- **3. Induction program as per AICTE norms:** The chairman discussed with the HOD's to submit the proforma for conducting the induction program for newly joining students.
- 4. Orientation day: The chairman discussed with the HOD's that how to conduct orientation day and which faculty has to lead the program.

**5. Mentor assignments:** The chairman discussed with HOD's to allot mentor for first year students and collect the information of students regarding the contact numbers of parents etc.

6. Feed back and response of last year students: The chairman discussed with the HOD's to collect the feedback forms of the students of previous year that how classes will be conducted and how faculty is teaching to them.

7. Any other item with the permission of the chair.

The Coordinator, CAC concluded the meeting with a vote of thanks

Coordinator - CAC

Date: 23-01-2020

Sub: Convening the meeting of CAC [3/2019-20] – Reg.

A meeting of CAC is to be convened on 25-01-2020 at 02.00 P.M in Seminar hall.

# Agenda:

- 1. Syllabus completion status.
- 2. Mid 1 and Mid 2 marks finalization.
- 3. Result analysis of previous year.
- 4. Sports &Cultural activities.
- 5. Work shop schedule, Tech feast, Projects for final year students.
- 6. Major project allocation.
- 7. Placement training schedule.
- 8. Work load & time table.
- 9. Seminar
- 10.Identification of intership
- 11.Examination schedule/ Lab external/ room allocation.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC



# Minutes of the CAC meeting held on 25-01-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	DE SE
2.	DR MOHAMMAD S QASEEM	COORDINATOR	Oleyso
3.	DR MIR MOAZZAM ALI	MEMBER	modmedo
4.	PROF SYED FARRUKH ANWAR	MEMBER	Ramol
5.	DR AMARESH BABU	MEMBER	Appales
6.	DR MUJAHID HUSSAIN	MEMBER	Mal
7.	MRS SYEDA AYESHA FATIMA	MEMBER	Afalima
8.	DR G.S.RAO	MEMBER	G. Salit
9.	MRS SHANILA MEHREEN	MEMBER	Fail
10.	MRS WASEEMA MASOOD	MEMBER	R
11.	MR VIJAY K GUDIVADA	MEMBER	C. hours

Chairman, CAC welcomed the members of CAC to the 3rd meeting of AY 2019-20 at 2-00 P.M.

- 1. Syllabus completion status: The chairman discussed with the HOD's that faculty had completed syllabus before mid 2 exams.
- 2. Mid 1 and Mid 2 marks finalization: The chairman discussed with the HOD's to inform subject faculty to finalize mid 1 and mid 2 marks and upload the marks in university portal.
- 3. Result analysis of previous year: The chairman discussed with the HOD's about results of previous year and which subject has got least results and concentrate on that subject.
- 4. Sports &Cultural activities: The chairman discussed with the HOD's about the what are activities to be conducted in sports and cultural activities and inform the sports coordinator to make schedule for sports event and cultural activities.

- 5. Work shop schedule, Tech feast, Projects for final year students: The chairman discussed with the HOD's to prepare schedule of work shop, tech feast, and inform all final year coordinator to finalize the project work.
- **6. Major project allocation:** The chairman discussed with HOD's to inform final year coordinates to allot projects which are unique.
- 7. Placement training schedule: The chairman discussed with HOD's to inform training and placement coordinate to prepare schedule that students should gain knowledge in that.
- 8. Work load & time table: The chairman discussed with the HOD's to say the concence coordinates to prepare time table and HOD should allot work load to faculties.
- **9. Seminar:** The chairman discussed with HOD's to plan for seminars and invite guest lecturers for seminar.
- **10.Identification of internship:** The chairman discussed with HOD's about identification of internship program for students and send the students to internship programs.
- 11.Examination schedule/ Lab external/ room allocation: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that faculty has to conduct lab internals, lab externals and how many room should be allotted for conducting examinations.
- 12. Any other item with the permission of the chair.

Coordinator - CAC

Date: 05-03-2020

Sub: Convening the meeting of CAC [4/2019-20] – Reg.

A meeting of CAC is to be convened on 07-03-2020 at 02.00 P.M in Seminar hall.

# Agenda:

- 1. Result analysis.
- 2. Faculty requirement if any.
- 3. Project status.
- 4. PG projects status.
- 5. Graduation day/project expo.
- 6. Workshop status/seminars/if any guest lecturers webinars.
- 7. Examination schedules for all years.
- 8. Identification of internships.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC

### Minutes of the CAC meeting held on 07-03-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1,	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	9=9
2.	DR MOHAMMAD S QASEEM	COORDINATOR	O cerel
3.	DR MIR MOAZZAM ALI	MEMBER	Marali
4.	PROF SYED FARRUKH ANWAR	MEMBER	Farner
5.	DR AMARESH BABU	MEMBER	Month
6.	DR MUJAHID HUSSAIN	MEMBER	Alal
7.	MRS SYEDA AYESHA FATIMA	MEMBER	Halima
8.	DR G.S.RAO	MEMBER	Gr. Sali Part
9.	MRS SHANILA MEHREEN	MEMBER	Joan la
10.	MRS WASEEMS MASOOD	MEMBER	W
11,	MR VIJAY K GUDIVADA	MEMBER	a hom hu

Chairman, CAC welcomed the members of CAC to the 4th meeting of AY 2019-20 at 2-00 P.M.

- 1. Result analysis: The chairman discussed with the HOD's about results of pervious semester and discussed about the results that which subject has highest passing students and which subject has less passing students. We should concentrate on students which subjects they are lacking.
- 2. Faculty requirement if any: The chairman discussed with the HOD's to submit the staff requirement for the academic year.
- **3. Project status:** The chairman discussed with the HOD's about the status of project which are allotted to final year students.
- **4. PG projects status:** The chairman discussed with the HOD's about the status of project which are allotted to post graduate students.
- **5. Graduation day/project expo:** The chairman discussed with the HOD's about preparation of graduation day and how students exbit there projects on graduation day.

- 6. Workshop status/seminars/if any guest lecturers webinars: The chairman discussed with HOD's about status of the workshop, seminars, and guest lecturers conducted in college and informed to take feedbacks from the students.
- 7. Examination schedules for all years: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that if any students are getting doubts so the faculty can solve the doubts of students.
- **8. Identification of internships:** The chairman discussed with the HOD's to identify internship programs and inform to students that they can participate and these program will give good knowledge to students.
- 9. Any other item with the permission of the chair.

Coordinator – CAC

Date: 17-12-2020

Sub: Convening the meeting of CAC [1/2020-21] – Reg.

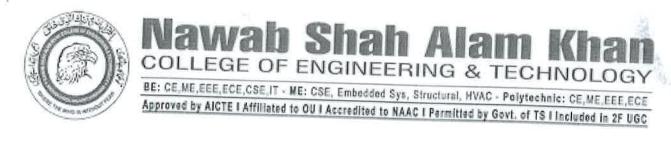
A meeting of CAC is to be convened on 19-12-2020 at 02.00 P.M in Seminar hall.

### Agenda:

- 1. Commencement of classes as per almanca.
- 2. Informing the finance committee to send to send the budget performa.
- 3. Informing the HOD's to submit the staff requirement.
- 4. Time table & Work load.
- 5. Books requirement.
- 6. Sports calendar.
- 7. Examination schedule.
- 8. Feedback response (parents, students, alumni, faculty).
- 9. Mini project allocation for final year.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC



# Minutes of the CAC meeting held on 19-12-2020 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURI
1.,	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	-A-500
2,	DR MOHAMMAD S QASEEM	COORDINATOR	Dores
3.	DR MIR MOAZZAM ALI	MEMBER	Della 1
4.	PROF SYED FARRUKH ANWAR	MEMBER	Farror
5.	DR AMARESH BABU	MEMBER	don led
6.	DR MUJAHID HUSSAIN	MEMBER	Almacon
7	MR MOHAMMEED SADDAM HUSSAIN	MEMBER	Sadde
8.	DR G.S.RAO	MEMBER	Calina
9.	MRS SHANILA MEHREEN	MEMBER	Gr. Selicka
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	1a benut
11.	MR VIJAY K GUDIVADA	MEMBER	o L. du

Chairman, CAC welcomed the members of CAC to the 1st meeting of AY 2020-21 at 2-00 P.M.

- 1. Commencement of classes as per alumica: The chairman discussed about the commencement of classes according to the alumni in the academic year.
- 2. Informing the finance committee to send to send the budget Performa: The chairman discussed with the finance committee members to submit the budget performa manually on record.
- 3. Informing the HOD's to submit the buy staff requirement: The chairman discussed with the HOD's to submit the staff requirement for the academic year.
- 4. Time table & Work load: The chairman discussed with the HOD's to prepare time table and HOD should allot work load to faculties.
- 5. Books requirement: The chairman discussed with the HOD,s about any new books requirement for these academic year.

- **6. Sports calendar:** The chairman discussed with HOD's that they have to inform the sports coordinate to share the sports calendar to students and motivate students to participate in sports.
- 7. Examination schedule: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that if any students are getting doubts so the faculty can solve the doubts of students.
- 8. Feedback response (parents, students, alumani, faculty): The chairman discussed with the HOD's to assign coordinates to collect the feedback forms parents, students, and faculty.
- 9. Mini project allocation for final year: The chairman discussed with HOD's to allot mini project to final year students and send them to submit the abtract of there project.
- 10. Any other item with the permission of the chair.

Coordinator - CAC

Date: 04-03-2021

Sub: Convening the meeting of CAC [2/2020-21] – Reg.

A meeting of CAC is to be convened on 06-03-2021 at 02.00 P.M in Seminar hall.

# Agenda:

- 1. Approved list of students.
- 2. Time table and work load.
- 3. Induction program as per AICTE norms.
- 4. Orientation day.
- 5. Mentor assignments.
- 6. Feed back and response of last year students.

All members of CAC should make it convenient to attend the meeting without fail

# Minutes of the CAC meeting held on 06-03-2021 at 02:00 P.M

S.NO	NAME	2021 at 02:00 P.M	
1.		DESIGNATION	SIGNATU
===	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	0-08
2.	DR MOHAMMAD S QASEEM		(DE-10)
3.		COORDINATOR	Clark
1	DR MIR MOAZZAM ALI	MEMBER	ecur.
4.	PROF SYED FARRUKH ANWAR	MEMBER	Morno To
5.	DR AMARESH BABU		Famol
6.		MEMBER	An right
	DR MUJAHID HUSSAIN	MEMBER	marcon
7.	MR MOHAMMEED SADDAM HUSSAIN	MELONE	Sue
8.		MEMBER	Sadda
9.	DR G.S.RAO	MEMBER	0
<i>y</i> .	MRS SHANILA MEHREEN	MEMBER	G. Sulistee
10.	MR MOHAMMED KHALEEL AHMED		havila
1.		MEMBER	10 Muni
	MR VIJAY K GUDIVADA	MEMBER	1
irman,	CAC welcomed the members of CAC to the		2. Lou

Chairman, CAC welcomed the members of CAC to the 2<sup>nd</sup> meeting of AY 2020-21 at 2-00 P.M.

- 1. Approved list of students: The chairman discussed about the HOD's to collect the approved list of students from administration department.
- 2. Time table & Work load: The chairman discussed with the HOD's to say the concence coordinates to prepare time table and HOD should allot work load to faculties.
- 3. Induction program as per AICTE norms: The chairman discussed with the HOD's to submit the proforma for conducting the induction program for newly joining students.
- 4. Orientation day: The chairman discussed with the HOD's that how to conduct orientation day and which faculty has to lead the program.

- 5. Mentor assignments: The chairman discussed with HOD's to allot mentor for first year students and collect the information of students regarding the contact numbers of parents etc.
- 6. Feed back and response of last year students: The chairman discussed with the HOD's to collect the feedback forms of the students of previous year that how classes will be conducted and how faculty is teaching to them.
- 7. Any other item with the permission of the chair.

Coordinator - CAC

Sub: Convening the meeting of CAC [3/2020-21] – Reg.

A meeting of CAC is to be convened on 15-05-2021 at 02.00 P.M in Seminar hall.

### Agenda:

- 1. Syllabus completion status.
- 2. Mid 1 and Mid 2 marks finalization.
- 3. Result analysis of previous year.
- 4. Sports & Cultural activities.
- 5. Work shop schedule, Tech feast, Projects for final year students.
- 6. Major project allocation.
- 7. Placement training schedule.
- 8. Work load & time table.
- 9. Summer interships /Industrial training/ Industrial trip.
- 10.Seminar
- 11.Identification of intership
- 12. Examination schedule/ Lab external/ room allocation.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC

Chairman, CAC

Date: 13-05-2021

#### Minutes of the CAC meeting held on 15-05-2021 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	DE DE
2.	DR MOHAMMAD S QASEEM	COORDINATOR	apelio
3.	DR MIR MOAZZAM ALI	MEMBER	Marmorala
4.	PROF SYED FARRUKH ANWAR	MEMBER	Laurer.
5.	DR AMARESH BABU	MEMBER	Doney
6.	DR MUJAHID HUSSAIN	MEMBER	Blo
7.	MR MOHAMMEED SADDAM HUSSAIN	MEMBER	Sadda
8.	DR G.S.RAO	MEMBER	Gr. Sali Her
9.	MRS SHANILA MEHREEN	MEMBER	travels
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	Ms. Court.
11.	MR VIJAY K GUDIVADA	MEMBER	C. hamly

Chairman, CAC welcomed the members of CAC to the 3rd meeting of AY 2020-21 at 2-00 P.M.

- 1. Syllabus completion status: The chairman discussed with the HOD's that faculty had completed syllabus before mid 2 exams.
- 2. Mid 1 and Mid 2 marks finalization: The chairman discussed with the HOD's to inform subject faculty to finalize mid 1 and mid 2 marks and upload the marks in university portal.
- 3. Result analysis of previous year: The chairman discussed with the HOD's about results of previous year and which subject has got least results and concentrate on that subject.
- 4. Sports &Cultural activities: The chairman discussed with the HOD's about the what are activities to be conducted in sports and cultural activities and inform the sports coordinator to make schedule for sports event and cultural activities.

- 5. Work shop schedule, Tech feast, Projects for final year students: The chairman discussed with the HOD's to prepare schedule of work shop, tech feast, and inform all final year coordinator to finalize the project work.
- 6. Major project allocation: The chairman discussed with HOD's to inform final year coordinates to allot projects which are unique.
- 7. Placement training schedule: The chairman discussed with HOD's to inform training and placement coordinate to prepare schedule that students should gain knowledge in that.
- 8. Work load & time table: The chairman discussed with the HOD's to say the concence coordinates to prepare time table and HOD should allot work load to faculties.
- 9. Summer interships /Industrial training/ Industrial trip: The chairman discussed with HOD's to plan for summer internships, industrial training and industrial trip for students.
- **10.Seminar:** The chairman discussed with HOD's to plan for seminars and invite guest lecturers for seminar.
- **11.Identification of intership:** The chairman discussed with HOD's about identification of intership program for students and send the students to internship programs.
- 12.Examination schedule/ Lab external/ room allocation: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that faculty has to conduct lab internals, lab externals and how many room should be allotted for conducting examinations.
- 13. Any other item with the permission of the chair.

Coordinator - CAC

Date: 01-07-2021

Sub: Convening the meeting of CAC [4/2020-21] – Reg.

A meeting of CAC is to be convened on 03-07-2021 at 02.00 P.M in Seminar hall.

### Agenda:

- 1. Result analysis.
- 2. Faculty requirement if any.
- 3. Project status.
- 4. PG projects status.
- 5. Graduation day/project expo.
- 6. Workshop status/seminars/if any guest lecturers webinars.
- 7. Examination schedules for all years.
- 8. Identification of internships.

All members of CAC should make it convenient to attend the meeting without fail

Coordinator CAC

#### Minutes of the CAC meeting held on 03-07-2021 at 02:00 P.M

S.NO	NAME	DESIGNATION	SIGNATURE
1,	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	ASA
2.	DR MOHAMMAD S QASEEM	COORDINATOR	Olush
3.	DR MIR MOAZZAM ALI	MEMBER	palmotalo
4.	PROF SYED FARRUKH ANWAR	MEMBER	Farroe
5.	DR AMARESH BABU	MEMBER	Dosays
6.	DR MUJAHID HUSSAIN	MEMBER	Ale
7.	MR MOHAMMEED SADDAM HUSSAIN	MEMBER	Sould
8.	DR G.S.RAO	MEMBER	Gr. Schipu
9.	MRS SHANILA MEHREEN	MEMBER	handa
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	19 . Comy
11,	MR VIJAY K GUDIVADA	MEMBER	C. hayly

Chairman, CAC welcomed the members of CAC to the 4th meeting of AY 2020-21 at 2-00 P.M.

- 1. Result analysis: The chairman discussed with the HOD's about results of pervious semester and discussed about the results that which subject has highest passing students and which subject has less passing students. We should concentrate on students which subjects they are lacking.
- 2. Faculty requirement if any: The chairman discussed with the HOD's to submit the staff requirement for the academic year.
- **3. Project status:** The chairman discussed with the HOD's about the status of project which are allotted to final year students.
- **4. PG projects status:** The chairman discussed with the HOD's about the status of project which are allotted to post graduate students.
- **5. Graduation day/project expo:** The chairman discussed with the HOD's about preparation of graduation day and how students exbit there projects on graduation day.

- **6. Workshop status/seminars/if any guest lecturers webinars:** The chairman discussed with HOD's about status of the workshop, seminars, and guest lecturers conducted in college and informed to take feedbacks from the students.
- 7. Examination schedules for all years: The chairman discussed with HOD's that examination schedule is came from the university so every faculty should complete the syllabus on before that if any students are getting doubts so the faculty can solve the doubts of students.
- **8. Identification of internships:** The chairman discussed with the HOD's to identify internship programs and inform to students that they can participate and these program will give good knowledge to students.
- **9.** Any other item with the permission of the chair.

Coerdinator – CAC