



Nawab Shah Alam Khan

COLLEGE OF ENGINEERING & TECHNOLOGY

BE: CE, ME, EEE, ECE, CSE, IT • ME: CSE, Embedded Sys, Structural, HVAC • Polytechnic: CE, ME, EEE, ECE

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CIRCULAR

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


Chairman, CAC



Nawab Shah Alam Khan

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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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 abstract of there project.
10. Any other item with the permission of the chair.

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


Coordinator – CAC


Chairman - CAC



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CIRCULAR

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


Chairman, CAC



Nawab Shah Alam Khan

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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

Chairman, CAC welcomed the members of CAC to the 2nd 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.

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


Coordinator – CAC


Chairman - CAC



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CIRCULAR

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 internships /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



Nawab Shah Alam Khan

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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANI LA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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


Coordinator – CAC


Chairman- CAC



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CIRCULAR

Date: 14-02-2019

Sub: Convening the meeting of CAC [4/2018-19] – 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


Chairman, CAC



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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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 and how students exhibit 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.

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


Coordinator – CAC


Chairman - CAC



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CIRCULAR

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


Chairman, CAC



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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MRS WASEEMA MASOOD	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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.

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


Coordinator – CAC


Chairman - CAC



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CIRCULAR

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


Chairman, CAC



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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MRS WASEEMA MASOOD	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

Chairman, CAC welcomed the members of CAC to the 2nd 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


Chairman - CAC



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CIRCULAR

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


Chairman, CAC



Nawab Shah Alam Khan

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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MRS WASEEMA MASOOD	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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

- Syllabus completion status:** The chairman discussed with the HOD's that faculty had completed syllabus before mid 2 exams.
- 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.
- 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.
- 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.

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


Coordinator – CAC


Chairman - CAC



Nawab Shah Alam Khan

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CIRCULAR

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


Chairman, CAC



Nawab Shah Alam Khan

COLLEGE OF ENGINEERING & TECHNOLOGY

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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MRS SYEDA AYESHA FATIMA	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MRS WASEEMS MASOOD	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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 and how students exhibit 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.

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


Coordinator – CAC


Chairman - CAC



Nawab Shah Alam Khan

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CIRCULAR

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


Chairman, CAC



Nawab Shah Alam Khan

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

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MR MOHAMMEED SADDAM HUSSAIN	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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.

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


Coordinator – CAC


Chairman - CAC



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CIRCULAR

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

Coordinator CAC

Chairman, CAC



Nawab Shah Alam Khan

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

S.NO	NAME	DESIGNATION	SIGNATURE
1.	DR SYED ABDUL SATTAR (PRINCIPAL)	CHAIRMAN	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MR MOHAMMEED SADDAM HUSSAIN	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

Chairman, CAC welcomed the members of CAC to the 2nd 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.

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



Coordinator – CAC



Chairman - CAC



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CIRCULAR

Date: 13-05-2021

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



Nawab Shah Alam Khan

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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MR MOHAMMEED SADDAM HUSSAIN	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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 interships, 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 intership 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


Coordinator – CAC


Chairman - CAC



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CIRCULAR

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


Chairman, CAC



Nawab Shah Alam Khan

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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	
2.	DR MOHAMMAD S QASEEM	COORDINATOR	
3.	DR MIR MOAZZAM ALI	MEMBER	
4.	PROF SYED FARRUKH ANWAR	MEMBER	
5.	DR AMARESH BABU	MEMBER	
6.	DR MUJAHID HUSSAIN	MEMBER	
7.	MR MOHAMMEED SADDAM HUSSAIN	MEMBER	
8.	DR G.S.RAO	MEMBER	
9.	MRS SHANILA MEHREEN	MEMBER	
10.	MR MOHAMMED KHALEEL AHMED	MEMBER	
11.	MR VIJAY K GUDIVADA	MEMBER	

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 and how students exhibit 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.

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


Coordinator – CAC


Chairman - CAC