

KRISHNACHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES:: MARKAPUR

CIRCULAR

Ref. No. KITS/Admn/EST/CAC/108/2018-19

07-06-2019

It is informed that, the Academic Council Meeting will be held on 08-06-2019 at 3:00 PM in the Principal office. All the members are requested to attend the meeting.

The agendas of the meeting are as follows.

1. To review on curriculum planning as per the affiliating university academic calendar for the academic year 2019-20
2. To discuss on New R19 regulations of JNTUK, Kakinada.
3. To review on mid exam results of recent semester results of all years.
4. To conduct Campus Recruitment Training Programmes for III and IV year students.
5. To conduct more Personality development Programmes.
6. To aware the faculty about Research schemes and Funding agencies.
7. To review on course files, students attendance.


PRINCIPAL

Copy to:

1. Secretary & Correspondent for Kind Information
2. All HODs of the Departments
3. Administrative Officer
4. All other members of Academic Council
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KRISHNA CHAITANYA INSTITUTE
OF TECHNOLOGY & SCIENCES
DEVARAJUGATTU(VIII) 523 320
Peddaraveedu(Mdl), Prakasam Dist.



KRISHNA CHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES

Devarajugattu (Post), Peddaraveedu (Mandal), Prakasam Dist. - 523 320.

(Approved by A.I.C.T.E., New Delhi, & Affiliated to JNTUK, Kakinada)

NAAC ACCREDITED INSTITUTION

ACADEMIC COUNCIL MEETING

Date: 13-06-2019.

Minutes of academic council meeting held at 03:00 PM on 8th June 2019 in the college at Principal Office.

Members of the Committee:

S. No	Name	Designation	Role	Signature
1	Dr. V. Krishna Reddy	Principal	Chairman	
2	Mr. K. Rajasekhar	Head, Dept. of CIVIL	Member	
3	Prof. Y. V. Bala Rama Krishna	Head, Dept. of EEE & IQAC Coordinator	Member	
4	Prof. K. Srinivas	Head, Dept. of MECHANICAL & Coordinator-Academics	Coordinator & Member	
5	Dr. P Prasanna Murali Krishna	Head, Dept. of ECE, Training & Placement Officer	Member	
6	Mr. M Gnana Vardhan	Head, Dept. of CSE	Member	
7	Mr. P. Rama Mohan	Head, Dept. of H&S	Member	
8	Mr. B. Prabhakar Rao	Administrative Officer	Member	
9	Dr. P. Srinivasa Rao	Incharge, Exam Cell	Member	

The chairperson of CAC welcomed all the members to the meeting briefed about agenda. The following points were discussed to improve the performance of Students and Faculty.

Agenda 1:

To review on curriculum planning as per the affiliating university academic calendar for the academic year 2019-20.

Resolution:

Discussed in detail about the academic calendar released by the affiliating university JNTUK, Kakinada. The academic coordinator and HODs are instructed to prepare time tables accordingly. Also, the first year HOD is instructed to plan for necessary arrangements to conduct Orientation Program for the newly Joining students.

Agenda 2:

To discuss on New R19 regulations of JNTUK, Kakinada.

Resolution:

The academic coordinator presented a PPT regarding the R19 regulations framed by JNTUK, Kakinada and the syllabus of all programmes for first year was discussed in detailed with all the committee members. Further, the committee has decided that course instructors also has to go through the course syllabus and structure and inform to academic coordinator for any queries to be to represented to university. It was also decided to inform the Librarian to collect the necessary data about the books to be purchased from the departments as per new regulations. It is informed to the Exam cell in charge, to go through all the new regulations.

Agenda 3:

To review on mid exam results of recent semester results of all years.

Resolution:

The Exam Cell in charge submitted the data of mid marks and semester results of the recent exams of all semesters. The CAC chairman, reviewed the data and was instructed the HODs to take necessary actions to improve the pass percentage of the students. Also, the HODs are advised to conduct remedial classes for slow learners.

Agenda 4:

To conduct Campus Recruitment Training Programmes for III and IV year students.

Resolution:

The TPO is asked to arrange more number of CRT training programmes for III and IV year students. He is also informed to communicate with academic coordinator before scheduling the programmes. It was proposed to recruit a full time CRT trainer to provide continuous inputs to the students.

Agenda 5:

To conduct more Personality development Programmes.

Resolution:

It was proposed to conduct at least one Personality Development Programmes for every three months.

Agenda 6:

To aware the faculty about Research schemes and Funding agencies.

Resolution:

It was proposed to arrange a lecture to aware the faculty about Research Schemes and Funding Agencies by the experts of national reputation. The committee members have decided to establish an R&D cell to enhance the research activities in the institution. The CAC chairman informed that the college management is ready to support the faculty in all the ways for acquiring projects.

Agenda 7:

To review on course files, students attendance.

Resolution:


All the course files of the recent semester prepared by the faculty were reviewed and suggestions were noted. Further it was decided to implement mentor system effectively to improve the student's attendance and results.

Meeting was ended with vote of thanks by the Academic Coordinator.

**Coordinator
(Academics)**

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Principal

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KRISHNACHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES:: MARKAPUR

CIRCULAR

Ref. No. KITS/Admn/EST/CAC/51/2019-20

18-01-2020

It is informed that, the Academic Council Meeting will be held on 20-01-2020 at 11:00 AM in college at Principal Office.

All the members are requested to attend the meeting.

The agendas of the meeting are as follows.

1. To review the time tables prepared for the even semester classes, Final year students Projects.
2. To organize technical sessions with APSSDC , ICT academy
3. To instruct the faculty to make use of ICT tolls available in the college
4. New Courses/Programmes to be introduced.
5. Aware the student and faculty community COVID-19 pandemic
6. To review on NAAC AQARs


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NAAC ACCREDITED INSTITUTION

ACADEMIC COUNCIL MEETING

Date: 27-01-2020.

Minutes of academic council meeting held at 11:00 AM on 20th January 2020 in the college at Principal Office.

Members of the Committee:

S. No	Name	Designation	Role	Signature
1	Dr. V. Krishna Reddy	Principal	Chairman	
2	Mr. K. Rajasekhar	Head, Dept. of CIVIL	Member	
3	Prof. Y. V. Bala Rama Krishna	Head, Dept. of EEE & IQAC Coordinator	Member	
4	Prof. K. Srinivas	Head, Dept. of MECHANICAL & Coordinator-Academics	Coordinator & Member	
5	Dr. P Prasanna Murali Krishna	Head, Dept. of ECE, Training & Placement Officer	Member	
6	Mr. M Gnana Vardhan	Head, Dept. of CSE	Member	
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8	Mr. B. Prabhakar Rao	Administrative Officer	Member	
9	Dr. P. Srinivasa Rao	Incharge, Exam Cell	Member	

The chairperson of CAC welcomed all the members to the meeting briefed about agenda. The following points were discussed to improve the performance of Students and Faculty.

Agenda 1:

To review the time tables prepared for the even semester classes, Final year students Projects.

Resolution:

The time tables have been finalized for III-II & IV-II semesters. The HODs are instructed to plan for the Final Year Students Projects with Project Review Committees. Syllabus

coverage and attendance report of First and Second Year is reviewed. It is decided to change time tables (if necessary) to complete the syllabus on time.

Agenda 2:

To organize technical sessions with APSSDC , ICT academy.

Resolution:

Resolved to arrange at least 4-6 technical sessions per semesters in all the departments for the benefit of the students and faculty.

Agenda 3:

To instruct the faculty to make use of ICT tools available in the college

Resolution:

The committee noticed the less usage of ICT tools available in the college. So, it is decided to instruct the faculty to make use of available ICT tools such as Digital class rooms, Projectors, PPTs, Google forms, Google Meet, Laptops, Internet etc. Also the committee members asked the CAC chairman to conduct an FDP on usage of ICT tools for the recently Joined Faculty.

Agenda 4:

New Courses/Programmes to be introduced .

Resolution:

Resolved by the discussion on new Programmes to be introduced by deciding that to apply for another 60 seats of CSE Programme for the next academic year 2020-21.

Agenda 5:

Aware the student and faculty community COVID-19 pandemic

Resolution:

As the COVID-19 virus is spreading in our neighboring country china, the committee members have decided to instruct the faculty and students to take sufficient precautions such as

- (i) Wearing mask
- (ii) Cleaning hands
- (iii) Maintaining social distance

Agenda 6:

To review on NAAC AQARs

Resolution:

The NAAC coordinator is instructed by the CAC chairman to complete the pending AQARs and submit the same in NAAC Portal by the end of March, 2020. HODs are requested to give required data to NAAC coordinator. Also, the CAC chairman informed all the members to be ready for the SSR submission for Cycle 2 NAAC accreditation.

Meeting was ended with vote of thanks by the Academic Coordinator.

**Coordinator
(Academics)**

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