DEPARTMENT ACADEMIC COMMITTEE

DR. V.R.K WOMEN'S COLLEGE
OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Premitted by Government of Telangana State
Affiliated to Jawaharlal Nehru Technological University Hyderabad
Aziznagar (V), Moinabad (M), R.R. Dist. 500 075 - T.S.
Contact No. 7893044962 / 08413235962
Website : www.drvrkwomenscollege.com

04.09.2022

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

ACADEMIC YEAR 2022-23

DEPARTMENT ACADEMIC COMMITTEE

CIRCULAR

This is to inform all the members of Department Academic Committee and all the staff of CSE that there will be a meeting going to be held in Lab-2 Room on 06/09/2022 at 10:00 am, to discuss the following points.

AGENDA:

1. The Committee-its rules and responsibilities.
2. Preparing of Department Academic Calendar.
3. Course File Completion Status
4. Action based on feedback of previous semester.
5. Should take Feedback from students and Parents at the end of the class work.
6. Should collect the feedback from Alumni and employers.
7. Teaching- learning Process & monitoring.
8. Preparing class Time Tables.
9. Syllabus completion report.

HOD
Computer Science and Engineering

HEAD OF THE DEPARTMENT
COMPUTER SCIENCE & ENGINEERING
DR. VRK WOMEN'S COLLEGE
ENGINEERING & TECHNOLOGY

Copy To:
1. Principal
2. Director
3. IQAC Coordinator
4. Department Academic Committee Members
5. All the Staff of CSE Department.

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

List of Faculties (2022-2023)

S.NO	FACULTY NAME	SIGNATURE
1	Dr.B.Sasi Kumar	
2	Dr.G.Kalaimani	
3	Dr.E.Seshatheri	
4	Dr.Changalasetty Saroja Lalitha	
5	Dr.Shaik Shakeer Basha	
6	Dr.Jothi Kumar	
7	Dr.L.C.Manikandan	
8	Dr.Mohammed Pasha	
9	Dr.Md Waheeduddin Hussain	
10	Ms.V.Tejaswini	
11	Mrs.Mubeena Anjum	
12	Mr.Mohd ahmed Mohiuddin	
13	Mr.DVGS prasad	

HOD/CSE

HEAD OF THE DEPARTME
COMPUTER SCIENCE & ENGINEER
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06/09/2022

DEPARTMENT ACADEMIC COMMITTEE

MINUTES OF MEETING

A Meeting was held in LAB 2 Room on 06/09/2022 and discussed the following points.

1. The Department Academic Committee Coordinator asked the committee members to follow the responsibilities of the department.
2. According to University Academic Calendar, College Academic Calendar is prepared and committee has to prepare Department Academic Calendar.
3. Subject Allocation has completed and Time table will be prepared in 1 week.
4. Should conduct workshops, FDPs, Seminars and activities if any based on suggestions and feedback of different stake holders.
5. All Class Advisors and faculties should encourage students to participate in different academic activities.
6. All mentors should call the parents frequently and inform their ward progress in academics
7. Should monitor Syllabus completion report last week of every month.
8. Syllabus has to be completed as per the Time table and mid exams portions.

S. No.	Name	Designation	Responsibility	Signature
1	Dr.G.Kalaimani	HOD- CSE Dept	Coordinator	
2	Dr.E.Seshatheri	Professor	Member	
3	Dr.L.C.Manikandan	Professor	Member	

HOD – CSE department

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20.08.2021

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

ACADEMIC YEAR 2021-22

DEPARTMENT ACADEMIC COMMITTEE

CIRCULAR

This is to inform all the members of Department Academic Committee and all the staff of CSE that there will be a meeting going to be held in Lab-2 Room on 21/08/2021 at 10:00 am, to discuss the following points.

AGENDA:

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

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1.	Dr.G.Kalaimani	
2.	Dr.E.Seshatheri	
3.	Dr.M.Anbarasan	
4.	Dr.L.C.Manikandan	
5.	Ms.V.Tejaswini	
6.	Mrs.Mubeena Anjum	
7.	Mr.Mohd ahmed Mohiuddin	
8.	Mr.DVGS prasad	

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21/08/2021

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HOD – CSE department

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