



**Sai Spurthi
Institute Of Technology**
[Approved By AICTE, Affiliated to JNTU, Hyderabad, Certified by]

B. Gangaram , Sathupally , Khammam Dt -507303-TS

CAC
Minute of Meeting
Academic Year 2017 -2018



Sai Spurthi Institute Of Technology

(Approved By AICTE, Affiliated to JNTU, Hyderabad)

Ref: SSIT/CIR/CAC/01/2017-18

Date: 03.07.2017

CIRCULAR

It is decided to conduct College Academic Committee meeting on 06th July, 2017 in conference hall at 03:00 P.M

A handwritten signature in black ink, followed by the title 'Chairperson' in a smaller font.

PRINCIPAL
SAI SPURTHI INSTITUTE OF TECHNOLOGY
B. GANGARAM, SATHUPALLY (M)
PIN : 507 303, Khammam Dist. T.S.

Copy to: 1. Principal
 2. All the College Academic committee Members.



Sai Spurthi Institute Of Technology

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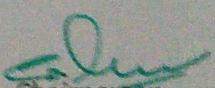
Minutes of Meeting held on 06th July, 2017 in conference hall at 03.00 P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 10.04.2017.
- ❖ Review and assessment of all academic and other activities during last academic year (2016-17).
- ❖ Plan of action for the Academic Year (2017-18).
- ❖ Co-curricular and extracurricular activities
- ❖ Any other discussion

CAC minutes of meeting (06th July, 2017):

1. The meeting started with a welcome note by Principal –Chairperson Dr. CH.VIJAYA KUMAR.
2. All the members approved the minutes of last meeting.
3. CAC reviewed the annual report of last academic year (2016-17).
4. The CAC approved the academic plan and plan of action for the academic year (2017-18).
5. The committee listed and approved the merit scholarships to the students.
6. The committee instructed to TPO regarding CRT, more placements, On-Line and Off-Line Training Sessions.
7. Committee will continue the financial support for staff to participate in Faculty Development Programs, Workshops, Conferences, Journals and Seminars etc.
8. The committee suggested to organize extra-curricular activities and industrial tours.
9. The meeting ended with the note of thanks from the coordinator.


Chairperson

PRINCIPAL
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College Academic Committee

06.7.17

S No.	Name of the Member	Position	Signature
1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	
2.	Mr. D. Prabhakar Reddy	Management Member	
3.	Prof. K. Srinivasa Rao	HOD - MECH	
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	
5.	Prof. K. Vidya Sagar	HOD - ECE	
6.	Mr. K. Pandu Ranga Rao	HOD - CSE	
7.	Prof. Sk. Meera Saheb	HOD - H&S	
8.	Mr. P. Sridhar	HOD - MBA	
9.	Mr. G. Upendra	Librarian	
10.	Prof. K.V. Jawahar	NAAC Coordinator	
11.	Mr. T. Veeranna	IQAC Coordinator	

PRINCIPAL

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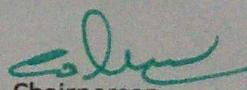
**Sai Spurthi
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Ref: SSIT/CIR/CAC/02/2017-18

Date:03.10.2017

CIRCULAR

It is decided to conduct College Academic Committee meeting on 05th October, 2017 in conference hall at 03:00 P.M



Chairperson
PRINCIPAL

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PIN : 507 303, Khammam Dist. T.S.

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Minutes of Meeting held on 05th October, 2017 in conference hall at 03.00 P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 06th July, 2017.
- ❖ Committees and Departments performance.
- ❖ Academic Plan progress.
- ❖ CAC emphasized on conducting Makeup classes and guest lectures.
- ❖ Any other discussion

CAC minutes of meeting (05th October, 2017):

- The meeting started with a welcome note by Principal –Chairperson Dr. CH.VIJAYA KUMAR, Principal.
- All the members approved the minutes of last meeting.
- CAC emphasized on conducting Makeup classes and guest lectures.
- CAC given instructions to Administrative committee to maintain records securely.
- CAC emphasized on conducting CRT and communication skills classes for final year students.
- Results of all branches analyzed and suggested the department heads to improve the results.
- The committee members felt very happy about utilization of financial support by staff.
- The meeting ended with the note of thanks from the coordinator.

A handwritten signature in black ink, appearing to read "Chairperson".

PRINCIPAL
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College Academic Committee

05.10.2017 L

S No.	Name of the Member	Position	Signature
1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	
2.	Mr. D. Prabhakar Reddy	Management Member	
3.	Prof. K. Srinivasa Rao	HOD - MECH	
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	
5.	Prof. K. Vidya Sagar	HOD - ECE	
6.	Mr. K. Pandu Ranga Rao	HOD - CSE	
7.	Prof. Sk. MeeraSaheb	HOD - H&S	
8.	Mr. P. Sridhar	HOD - MBA	
9.	Mr. G. Upendra	Librarian	
10.	Prof. K. V. Jawahar	NAAC Coordinator	
11.	Mr. T. Veeranna	IQAC Coordinator	

PRINCIPAL

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Ref: SSIT/CIR/CAC/03/2017-18

Date: 11.12.2017

CIRCULAR

It is decided to conduct College Academic Committee meeting on 16th December, 2017 in conference hall at 03:30 P.M

A handwritten signature in black ink, appearing to read 'Ganesh'.

Chairperson

PRINCIPAL
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Copy to: 1. Principal
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Minutes of Meeting held on 16th December, 2017 in conference hall at 03.30 P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 05th October, 2017.
- ❖ Committees and Departments performance.
- ❖ Academic Plan progress.
- ❖ CAC emphasized on conducting Makeup classes and guest lectures.
- ❖ Any other discussion

CAC minutes of meeting (16th December, 2017):

- The meeting started with a welcome note by Principal –Chairperson Dr. CH.VIJAYA KUMAR, Principal.
- All the members approved the minutes of last meeting.
- The committee discussed about the placements organized by the placement coordinator.
- CAC discussed about the subjects allotment to the staff, lesson plans and preparation of course files.
- The committee planned to organize the traditional day celebrations for sankranthi festival.
- The meeting ended with the note of thanks from the coordinator.
- The committee reviewed regarding JNTUH inspection and uploading the details to JNTUH and AICTE.
- CAC reviewed the grievance cell activities.
- The meeting ended with the note of thanks from the coordinator.

Chairperson

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College Academic Committee

16/12/17

S No.	Name of the Member	Position	Signature
1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	<i>C. Dinesh</i>
2.	Mr. D. Prabhakar Reddy	Management Member	<i>D. P. Reddy</i>
3.	Prof. K. Srinivasa Rao	HOD - MECH	<i>K. Srinivasa Rao</i>
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	<i>K. Ramakrishna Prasad</i>
5.	Prof. K. Vidya Sagar	HOD - ECE	<i>K. Vidya Sagar</i>
6.	Mr. K. Pandu Ranga Rao	HOD - CSE	<i>K. Pandu Ranga Rao</i>
7.	Prof. Sk. Meera Saheb	HOD - H&S	<i>Sk. Meera Saheb</i>
8.	Mr. P. Sridhar	HOD - MBA	<i>P. Sridhar</i>
9.	Mr. G. Upendra	Librarian	<i>G. Upendra</i>
10.	Prof. K. V. Jawahar	NAAC Coordinator	<i>K. V. Jawahar</i>
11.	Mr. T. Veeranna	IQAC Coordinator	<i>T. Veeranna</i>

C. Dinesh

PRINCIPAL

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Ref: SSIT/CIR/CAC/04/2017-18

Date:02.04.2018

CIRCULAR

It is decided to conduct College Academic Committee meeting on 04th April, 2018 in conference hall at 10:30A.M

A handwritten signature in black ink, appearing to read 'Chairperson'.

Chairperson

PRINCIPAL

SAI SPURTHI INSTITUTE OF TECHNOLOGY

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Minutes of Meeting held on 04th April, 2018 in conference hall at 10:30A.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 05th July, 2017.
- ❖ Committees and Departments performance.
- ❖ Academic Plan progress.
- ❖ CAC emphasized on conducting Makeup classes and guest lectures.
- ❖ Any other discussion

CAC minutes of meeting (04th April, 2018):

- The meeting started with a welcome note by Principal –Chairperson Dr. CH.VIJAYA KUMAR, Principal.
- All the members approved the minutes of last meeting.
- CAC suggested all the HOD'S to update the stock registers and to be ready for the JNTUH inspection.
- CAC expressed suggestions to improve the placements.
- All the Head of the departments are informed to council the students having weak attendance and poor performance of the students.
- CAC discussed about completion of syllabus, conducting of mid examinations, Lab externals and gate ranks secured by the students.
- The meeting ended with the note of thanks from the coordinator.

Chairperson

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College Academic Committee

04.04.18

S No.	Name of the Member	Position	Signature
1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	
2.	Mr. D. Prabhakar Reddy	Management Member	
3.	Prof. K. Srinivasa Rao	HOD - MECH	
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	
5.	Prof. K. Vidya Sagar	HOD - ECE	
6.	Mr. K. Pandu Ranga Rao	HOD - CSE	
7.	Prof. Sk. Meera Saheb	HOD - H&S	
8.	Mr. P. Sridhar	HOD - MBA	
9.	Mr. G. Upendra	Librarian	
10.	Prof. K.V. Jawahar	NAAC Coordinator	
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