



**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 2020 -2021



Sai Spurthi Institute Of Technology

(Approved By AICTE, Affiliated to JNTU, Hyderabad)

Ref: SSIT/CIR/CAC/01/2020-21

Date: 15.06.2020

CIRCULAR

It is decided to conduct College Academic Committee meeting on 19th June, 2020 in the conference hall at 03:15P.M

A handwritten signature in black ink, appearing to read 'Sai' or 'Sai S'.

Chairperson

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 19th June, 2020 in conference hall at 03.15P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 15.04.2020.
- ❖ Assessment of all academic activities during last academic year (2019-20).
- ❖ On –Line classes, On – line workshops .
- ❖ ICT Tools.
- ❖ Covid – 19 Precautions.
- ❖ Admissions.
- ❖ Conducting of On-Line Competitive Exams- ECET,EAMCET, etc.,
- ❖ Digital class rooms.
- ❖ Any other discussion

Minutes of meeting (19th June, 2020):

1. The meeting started with a welcome note by Principal –Chairperson Dr. CH.VIJAYA KUMAR.
2. Minutes of meeting of last meeting were approved by all the members in the committee.
3. CAC decided to conduct and to continue on line classes to the students.
4. CAC decided temporarily to take on line classes in zoom meeting and decided to purchase a software to take on-line classes.
5. CAC suggested to take care of COVID-19 and take necessary preventive steps.
6. It is discussed by the CAC regarding admissions for the current academic year.
7. CAC planned to conduct On – Line Competitive exams like EAMCET,ECET, JEEMAINS, PGCET, ICET, LAW CET.
8. The CAC suggested all the faculty members to take on-line classes through laptops.
- 9 .The meeting ended with the note of thanks from the coordinator.

Chairperson
PRINCIPAL

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

College Academic Committee

15.06.20

S No.	Name of the Member	Position	Signature
1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	<i>Ch. Vijaya Kumar</i>
2.	Mr. D. Prabhakar Reddy	Management Member	<i>D. P. Reddy</i>
3.	Dr. K. Bhaskar Mutyalu	HOD - MECH	<i>K. Bhaskar Mutyalu</i>
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	<i>K. Ramakrishna Prasad</i>
5.	Mr. P. Sekhar Babu	HOD - ECE	<i>P. Sekhar Babu</i>
6.	Mr. Sk. Yakob	HOD - CSE	<i>Sk. Yakob</i>
7.	Dr. Sk. Meera Saheb	HOD - H&S	<i>Dr. Sk. Meera Saheb</i>
8.	Dr. D. N. V. Krishna Reddy	HOD - MBA	<i>D. N. V. Krishna Reddy</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>

Ch. Vijaya Kumar

PRINCIPAL

PRINCIPAL

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Ref: SSIT/CIR/CAC/02/2020-21

Date: 09.10.2020

CIRCULAR

College Academic Committee Members and all HODs are informed to attend the CAC meeting to be held on 12th October, 2020 in conference hall at 03:00 P.M.

Chairperson

PRINCIPAL

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Minutes of Meeting held on 12th October, 2020 in conference hall at 03.00 P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 15.06.2020.
- ❖ Academic Calendar.
- ❖ Syllabus completion status.
- ❖ On – Line Classes and Internet.
- ❖ Project works.
- ❖ Workshops, FDPS, Paper Publications.
- ❖ Admissions and Merit Scholar Ships.
- ❖ Plantation of new samples.
- ❖ Any other discussion

Minutes of meeting (12th October, 2020):

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 verified the status of completion of syllabus and suggested to conduct laboratories to the students as per the guide line given by the JNTUH.
4. The CAC discussed about conducting of On – line classes and approved to have an MOU with Code Tantra for smooth running of On-Line Classes.
5. CAC suggested to increase the internet speed limit as the internet usage is increased.
6. The CAC suggested to council the faculty members for doing research and publishing papers in conferences and in journals
7. Committee resolved to continue the financial support for staff to participate in Faculty Development Programs, Workshops, Conferences, Journals and Seminars etc.
8. The committee decided to continue scholar ships to the students based on their performance in the studies and results obtained.
9. The College Academic committee decided to plant 10,000 new samples this year.
10. The meeting ended with the note of thanks from the coordinator.

Chairperson
PRINCIPAL

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PIN : 507303, Khammam Dist. T.S.



Ref: SSIT/CIR/CAC/03/2020-21

Date: 05.01.2021

CIRCULAR

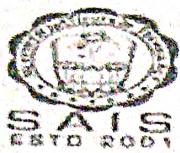
College Academic Committee Members and all HODs are informed to attend the CAC to be held on 9th Jan 2021 in conference hall at 10:30 A.M

Chairperson

PRINCIPAL

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Copy to: 1. Principal
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Minutes of Meeting held on 7thJan, 2020in conference hall at 10.30 A.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 23.10.2019.
- ❖ Project works.
- ❖ On- Line Training Programs.
- ❖ Placements.
- ❖ Classwork, Syllabus Coverage.
- ❖ New Guest House Proposal.
- ❖ Covid -19 Precautions.
- ❖ Any other discussion

CAC minutes of meeting (7thJan, 2020):

1. The meeting started with a welcome note by Principal –Chairperson Dr. CH.VIJAYA KUMAR.
2. All the members in the committee approved the minutes of last meeting.
3. The CAC committee discussed about B.Tech project works of the students and decided to have MOU with the companies.
4. All the members of the committee are recommended to increase placements.
5. CAC reviewed the syllabus coverage of all branches and suggested to take off line classes to the students considering Covid -19 precautions.
7. All the members suggested to implement Covid-19 precautions, usage of masks, monitoring temperature of the students when entering in to the campus, maintain social distance of 6 feet and sanitizing bathrooms, corridors, hostels etc., as and when possible.
8. The meeting ended with the note of thanks from the coordinator.


Chairperson

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Ref: SSIT/CIR/CAC/04/2020-21

Date: 16.04.2021

CIRCULAR

College Academic Committee Members and all HODs are informed to attend the CAC to be held on 19th April 2020 in conference hall at 03:00 P.M

A handwritten signature in black ink.

Chairperson

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Minutes of Meeting held on 19th April 2021 in conference hall at 03:00 P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 9th Jan 2021.
- ❖ Covid -19 Precautions and Vaccination.
- ❖ Faculty work from home and work from college.
- ❖ On – line Classes.
- ❖ Laboratory maintenance.
- ❖ JNTUH Inspection.
- ❖ Any other discussion.

CAC minutes of meeting (19th April 2021):

- 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 chairperson instructed all the members of the committee and HOD'S about precautions and necessary preventive measuring steps to be taken during covid – 19 and suggested to take covaxin or covishield vaccination.
- The chair person given option to all the faculty members either they can work from home or work from college based on the covid -19 pandemic situation and due to lockdown rules of telangana government.
- CAC planned to conduct On – Line classes to the students for completion of syllabus and project works during lock down period due to covid -19.
- CAC discussed about conducting Project External examinations panels of all branches and conducting project viva – voice through on line.
- The chair person advised to be ready for JNTUH Inspection.
- The meeting ended with the note of thanks from the coordinator.



Chairperson

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