



**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 2018 -2019



Ref: SSIT/CIR/CAC/01/2018-19

Date: 02.07.2018

CIRCULAR

It is decided to conduct College Academic Committee meeting on 05th July, 2018 in conference hall at 03:00 P.M

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 05th July, 2018 in conference hall at 03.00 P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 05.04.2018.
- ❖ Assessment of all academic activities during last academic year (2017-18).
- ❖ Plan of action for the Academic Year (2018-19).
- ❖ Placements, CRT & Task.
- ❖ Admissions, Scholar ships to merit students, Orientation programs.
- ❖ Any other discussion

CAC minutes of meeting (05th July, 2018):

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. The CAC approved the academic plan and plan of action for academic year (2018-19).
4. The chairperson congratulated all the members for standing district first among JNTUH affiliated colleges in B.Tech final year results exams held in April/May 2018.
5. The committee suggested to TPO for conducting CRT classes and TASK programs to the students, and also informed to increase the placements to the students.
6. The committee discussed about merit scholar ships to the students based up on their performance in the results.
7. The committee decided to increase the admissions by encouraging merit students based on eamcet rank and inter marks.
8. CAC approves to organize the orientation programs for the first year students of all programs.
9. The meeting ended with the note of thanks from the coordinator.

Chairperson

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College Academic Committee

5.7.18

S No.	Name of the Member	Position	Signature
1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	
2.	Mr. D. Prabhakar Reddy	Management Member	
3.	Dr. K. Bhaskar Mutyalu	HOD - MECH	
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	
5.	Mr. P. Sekhar Babu	HOD - ECE	
6.	Mr. Sk. Yakoob	HOD - CSE	
7.	Dr. Sk. Meera Saheb	HOD - H&S	
8.	Dr. D. N. V. Krishna Reddy	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/02/2018-19

Date: 24.10.2018

CIRCULAR

It is decided to conduct College Academic Committee meeting on 27th October, 2018 in conference hall at 03:30 P.M

Chairperson
PRINCIPAL

SAI SPURTHI INSTITUTE OF TECHNOLOGY
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PIN : 507 303, Khammam Dist. T.S.

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Minutes of Meeting held on 27th October, 2018 in conference hall at 03.30 P.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 05.10.2018.
- ❖ Syllabus completion status, bridge classes, revision classes.
- ❖ Internal Mid exams & External exams.
- ❖ FDP Programs, conferences and workshops.
- ❖ Co-curricular and extracurricular activities
- ❖ Any other discussion

CAC minutes of meeting (27th October, 2018):

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 completion of syllabus and suggested to conduct bridge classes and revision classes to the students
4. The CAC discussed about student performance in the internal mid exams and informed to council the underperformance students for improving attendance and preparation for exams and also advised to conduct parent teacher meetings.
5. The CAC suggested to all the members of the committee to look in to the faculty participations in FDP Programs and in conferences and also to publish papers in conferences and in Scopus indexed and SCI journals
6. Committee will continue the financial support for staff to participate in Faculty Development Programs, Workshops, Conferences, Journals and Seminars etc.
7. The chairperson congratulated all the members for standing district second among JNTUH affiliated colleges in B.Tech I,II and III year results exams held in April/May 2018.
8. The committee discussed to organize Batukamma festival .
9. The meeting ended with the note of thanks from the coordinator.

Chairperson

PRINCIPAL

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College Academic Committee

27.10.18

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

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Ref: SSIT/CIR/CAC/03/2018-19

Date: 12.12.2018

CIRCULAR

It is decided to conduct College Academic Committee meeting on 17th December, 2018 in conference hall at 10:30 A.M.

Chairperson

PRINCIPAL

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Minutes of Meeting held on 17th December, 2018 in conference hall at 10.30 A.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 27.12.2018.
- ❖ Classwork, Course files, Project works, Symposiums.
- ❖ Placements.
- ❖ Co-curricular and extracurricular activities
- ❖ Any other discussion

CAC minutes of meeting (17th December, 2018):

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 verified the faculty classwork load and other related works concerned.
And also informed to utilize the digital class rooms for effective teaching.
4. The CAC approved to conduct symposiums for each department in the current semester.
5. The committee approved to conduct training Sessions to the students for doing effective project works.
6. All the members accepted to conduct traditional day during sankranthi festival and women's day on 8th march.
7. The meeting ended with the note of thanks from the coordinator.

Chairperson
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College Academic Committee

17.12.18

S No.	Name of the Member	Position	Signature
1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	
2.	Mr. D. Prabhakar Reddy	Management Member	
3.	Dr. K. Bhaskar Mutyalu	HOD - MECH	
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	
5.	Mr. P. Sekhar Babu	HOD - ECE	
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9.	Mr. G. Upendra	Librarian	
10.	Prof. K. V. Jawahar	NAAC Coordinator	
11.	Mr. T. Veeranna	IQAC Coordinator	

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**SAI SPURTHI INSTITUTE OF TECHNOLOGY
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Ref: SSIT/CIR/CAC/04/2018-19

Date: 01.04.2019

CIRCULAR

It is decided to conduct College Academic Committee meeting on 04th April 2019 in conference hall at 10:30 A.M

Chairperson
PRINCIPAL

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Minutes of Meeting held on 04th April 2019 in conference hall at 10:30 A.M.

Agenda:

- ❖ Welcome note by Chairperson and Confirmation of last CAC meeting held on 17th December 2018.
- ❖ Committees and Departments performance.
- ❖ Academic Plan progress.
- ❖ Increase of intake strength of CSE branch
- ❖ New Faculty Recruitment.
- ❖ Purchasing of New lab equipment's and maintenance.
- ❖ Any other discussion.

CAC minutes of meeting (04th April 2019):

- 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 to improve the results to stand in first place in the district among JNTUH affiliated colleges.
- CAC given instructions to Administrative committee to maintain records securely.
- The committee members felt very happy about utilization of financial support for papers publication in conferences and in journals.
- All the members of the committee approved to increase the intake of CSE branch from 60 to 120 strength.
- CAC discussed regarding new faculty members for the next academic year.
- The CAC informed to all the head of the departments to get approval for purchasing of new lab equipment's as per the need of the curriculum.
- The meeting ended with the note of thanks from the coordinator.


Chairperson
PRINCIPAL

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College Academic Committee

04.04.19

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1.	Dr. Ch. Vijaya Kumar	Chairman & Principal	
2.	Mr. D. Prabhakar Reddy	Management Member	
3.	Dr. K. Bhaskar Mutyalu	HOD - MECH	
4.	Mr. K. Ramakrishna Prasad	HOD - EEE	
5.	Mr. P. Sekhar Babu	HOD - ECE	
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