Sanketika Vidya Parishad Engineering College
(APPROVED BY AICTE, AFFILIATED TO ANDHRA UNIVERSITY)
P.M.PALEM, VISAKHAPATNAM-41 WWW.SVPEC.INFO
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Ref: SVPEC/PO/Academics/06/2024-25/01 Date: 15.06.2024

OFFICE ORDER

Sub: Constitution of College Academic Committee (CAC) for Academic Year 2024-2025-reg.

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The members of the committee sit together at regular intervals of time to develop the ways and means to ensure that quality teaching-learning process should remain the topmost priority. This Committee also formulates the guidelines, rules and regulations of all Academic affairs of the College.

Composition

The College Academic Committee (CAC) shall have a minimum of ten members, including the Chairman. All other members will be nominated by the Chairman. The constitution of the CAC will be as follows:

Principal of the College – Chairman

One senior faculty member as Convener

All the Heads of the departments as members

Si No	Name	Designation	Department
1	Dr. T V Rama Krishna	Chairman	SVPEC, Principal
2	Dr. J A Chandulal	Special Invitee	Academic Director
3	Mr. A Nageswara Rao	Special Invitee	Administrative Officer
4	Dr. B V R Murthy	Member	Dean- R&D
5	Dr. P PHANIDHAR VARMA	Convener	BS&H-HoD
6	Mr.M. Padmanabham	Member	ME- HoD
7	Dr. K N S Lakshmi	Member	CSE - HoD
8	Mr. P. Murari	Member	EEE- HoD
9	Mrs. R. Suneetha	Member	ECE- HoD
10	Dr. B Swapna Madhuri	Member	MBA- HoD
11	Mrs. V Neelima Devi	Member	MCA-HoD
12	Dr. M.Madhuri	Member	CE-HoD

Roles and Responsibilities

Chairman

The chairman will convene the meeting of the CAC.

The Chairman presents the agenda of the meeting before the committee and initiates the session

Convener

1. Convener is responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute.
2. Convener shall prepare the meeting agenda
3. Convener shall prepare minutes of the meetings and circulated after obtaining the approval of the Chairman

Member

Members of the committee represent the respective department in all academic related matters and fore see the effective implementation of the resolutions made by CAC

1. Prepares the academic calendar of the department.
2. Monitors functions of Class teachers.
3. Approving the Internal Assessment marks of the students
4. Monitors the student's feedback.
5. Monitors the faculty performance and analysing the results.
6. Prepares the action plans as well as suggest measures for improvement.
7. Monitors and controlling students discipline in the campus.

Monitoring Functions of Committee towards the Attendance Requirements

a) A student is eligible to write the End Sem examinations if he acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.

b) **Condonation of shortage of attendance in aggregate up to 10% (65% and above, and below 75%) may be granted by the College Academic Committee. However, this condonation concession is applicable only to any two semesters during the entire programme.**

c) Shortage of Attendance below 65% in aggregate shall not be condoned.

d) A student who is short of attendance in a semester may seek re-admission into that semester when offered within 4 weeks from the date of commencement of class work.

e) Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.

f) A stipulated fee of the concerned semester shall be payable towards condonation of shortage of attendance. Students availing condonation on medical ground shall produce a medical certificate issued by the competitive authority.

g) A student will be promoted to the next semester if he satisfies the (i) attendance requirement of the present semester and (ii) minimum required credits.

h) If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

i) For induction programme attendance shall be maintained as per AICTE norms.

j) For non-credit mandatory courses the students shall maintain the attendance similar to credit courses

Academic Functions

- Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect;
- Review the academic and other related activities of the college;
- Review the students and faculty development programs;
- Visualize and formulate perspective plans for the development and growth of the college;
- Prepare and review Academics Calendar and Class Routine for the college;
- Plan for sustaining the quality of education, quality improvement and accreditation of the college;
- Keep vigilance on the attendance of teachers and regularity in taking the classes;
- Review student's attendance/malpractices in examinations;
- To consider such other activities for furtherance of academic excellence

Meeting Schedule: Every Saturday, 11.10 AM

T V R Krishna
PRINCIPAL
15/06/2024

PRINCIPAL
Vaagdevi Vidya Parishad
Engineering College
P.M. Palem, Visakhapatnam-41

CC To

Mail & Hard copy to: Hon'ble Secretary, AGTI
Mail & Hard copy to: Hon'ble Executive Director, AGTI
Mail & Hard copy to: Academic Director, AGTI
Mail & Hard copy to: Executive Officer, AGTI
Mail & Hard copy to: Principal, SVPEC
Mail & Hard copy to: AO, AGTI
Mail & Hard copy to: Dean -Academics/IQAC/R&D/IIC/SA /CoE/
Mail & Hard copy to: HoDs.. CE/ME/CSE/ECE/EEE/ BS&H/MBA/MCA/
Mail & Hard copy to: IQAC Coordinator
Mail & Hard copy to: All Committee members
Mail copy to: Exam. Section/Automation/Central Library/IQAC office /Transport/Sports/Account Section/
Mail copy to: All faculty members