



## DEPARTMENT ACADEMIC COMMITTEE

S.No.	Faculty Names	Responsibility as	Additional Info
1.	K.V.R.Satya Sai	Chairman	HoD
2.	G.Madhusudan	Convener	Faculty
3.	T.Sushma	Member	Faculty
4.	D.Himaja	Member	Faculty
5.	B.Murali Manohar	Member	Faculty

### Roles & Responsibilities:

1. Members of the committee foresee the effective implementation of the resolutions made by College Academic Committee (CAC).
2. Prepares the academic calendar of the department.
3. Monitors functions of Class teachers.
4. Approving the Internal Assessment marks of the students.
5. Monitors the student's feedback.
6. Monitors the faculty performance and analysing the results.
7. Prepares the action plans as well as suggest measures for improvement.
8. Monitors and controlling students discipline in the campus.

### Frequency of Meeting:

As and when required and at least *once in semester*.

HoD

**HEAD**  
Dept. of Civil Engineering  
TKR College of Engineering & Technology  
(AUTONOMOUS)  
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