



TKR COLLEGE OF ENGINEERING AND TECHNOLOGY

AN AUTONOMOUS INSTITUTION

Accredited by NBA and NAAC with 'A+' Grade.

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTU H)
Medbowli, Meerpet, Balepur, Hyderabad, Telangana – 500 097



Department of Information Technology

Academic Year – 2024-25

Academic Committee (Academic Year : 2024-25)

No. TKRCET/IT/2024-25/AC-03

Date: 01/07/2024

The Academic Committee is formed by the faculty members of the department along with schedule, functions, activities and responsibilities for the Academic Year 2024-25. Kindly go through the committee members, and accord the permission/approval for the academic year 2024-25.

1	Dr.N.Satyanarayana Professor, Dept. of IT, TKRCET.	Head of the department	Chairman
2	Dr. R. Muruganantham Professor, Department of IT	Faculty of IT Department	Member
3	D. Kavitha Assistant Professor Department of IT	Senior faculty of the Department	Member
4.	Dr. M. Dhasaratham Associate Professor Department of IT	Faculty of the IT Department	Member
5.	T. Madhumathi Assistant Professor Department of IT	Senior faculty of the Department	Member
6	Y.Naga Lavanya Assistant Professor Department of IT	Faculty of the IT Department	Convener

Meeting Schedule:-

Once every month

Functions:-

- Subject allocation to teaching staff
- Monitoring student Attendance
- Preparing Students Result Analysis and displaying the toppers of the department for each semester
- Convey the results & performance of wards to their respective parents
- Assigning and Monitoring the preparation of Lab Manuals, Standard Operating Procedures (SOP) & Course Handouts of the faculties for their concerned subjects.



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Department of Information Technology

Academic Year – 2024-25

Activities:

1. To define & review the Programme Education Objectives in consultation with Department Advisory committee periodically for necessary amendments.
2. To check Course Handout of all the subjects and suggest correction, if required in line with the POs & PEOs of the department
3. To evaluate the class performance of faculty members and counsel the faculty member, if required in consultation with the HOD.
4. To check class test performance of the students:
 - Action: - Sort out under performing students.
 - Suggestions: Meet the student, find out the cause, counsel, arrange for remedial classes, arrangement of teacher, arrangement of time for remedial classes, arrangement of transportation (if required).
 - Mentoring for bright students to achieve still higher performance like university rank etc.
 - Report back to HOD about the improvement after the process is completed.
5. To examine quiz test results
 - Action: - Analyze and discuss with concerned teacher about the analysis,
 - Suggestions: - If analysis is not satisfactory, Counsel the teacher.
6. To check the Laboratory Performance
 - Action: - Analysis of results and discussions with concerned teachers & assistants
 - Suggestions: - Rectification of physical constraints, counseling the concerned teacher and assisting members
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7. To check Attendance Feed Back :-
 - Action: -Analyze & find out non attending students
 - Suggestions: - Meet individual students, counsel and contact parents if necessary, report to the HOD, if case is acute
8. To verify Course Coverage :-
 - Action: -Analyze and find out abnormality/under performance
 - Suggestion: -counsel the concerned faculty



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9. To check & analyze the performance index of the students prepared by the faculty members and reviewed for continuous improvement

Information to be provided:

- I. Course Handouts
- II. Class Test marks
- III. Quiz Test Marks
- IV. Laboratory Performance Report
- V. Attendance records
- VI. Course Progress report
- VII. Performance index of the students
- VIII. Quiz, Assignment, Home work, problems for record

Submitted to the Principal TKRCET(K9) for the approval of the Department Academic Committee for the Academic Year 2024-25.


HOD

Department of Information Technology

Head Dept. of information Technology
TKR College of Engineering & Technology
Medbowli, Meerpet, Hyderabad- 500097-TS.

✓
Approval/ Not approval


Dr. D.V. Ravi Shankar

Principal

Principal
TKR College of Engineering & Technology
(AUTONOMOUS)
Medbowli, Meerpet, Hyderabad-97.