



## Academic Committee

### Members

1	Dr.K.Gyaneshwari, Asst Professor of MBA, Dept. of MBA, TKRCET.	Head of the department	Chairman
2	A Chaithanya Asst Professor of MBA Dept of MBA	Senior faculty of the Department	Convener
3	Balakrishna Allugubelli Asst Professor of MBA Dept of MBA	Senior faculty of the Department	Member
4	T Rakesh Asst Professor of MBA Dept of MBA.	Senior faculty of the Department	Member

### Meeting Schedule

Once every Semester

### 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

### 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
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
9. To check & analyze the performance index of the students prepared by the faculty members and reviewed for continuous improvement and a bench mark of 6.5 is set as minimum target.

**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, Homework, problems for record

**HOD**

**Head, Dept of Master of Business Administration,  
TKR College of Engineering & Technology  
Meerpur, Balapur-97.**