

School of Core Engineering
Department of Civil Engineering**Date: 30.07.2026**

A meeting of the Department Academic Advisory Committee (DAAC) of the Department of Civil Engineering was conducted on 30.07.2026 (Thursday) at 03:00 P.M. in the HoD Room to discuss various academic, curricular, assessment, quality assurance, and departmental matters.

The meeting was chaired by the Head of the Department, Department of Civil Engineering. The following faculty members were present in the meeting:

Faculty Members Present

S. No.	Name of Faculty Member	Designation
1	Dr. P. Sundara Kumar	Associate Professor & Head of Dept
2	Dr. A. Siva Sankar	Professor
3	Dr. M. V. Raju	Assistant Professor & Academic Lead
4	Dr. P. Parthiban	Assistant Professor & Assoc. Dean (IPM)
5	Dr. J. Gopala Rao	Assistant Professor
6	Dr. A.V.A. Bharat Kumar	Assistant Professor
7	Dr. P. Rakesh	Assistant Professor
8	Mr. K.B. Gopi Krishna	Assistant Professor & DAAC Secretary

Agenda-wise Discussion

The following agenda points were discussed during the meeting:

1. Change of Assessment Pattern
2. Course-wise Lead Faculty Allocation
3. Discussion on R25C26 Curriculum
4. Agentic AI Day Planning
5. Result Analysis of Last Semester
6. Work-in-Lieu of a Course
7. Status of AQAR
8. Attendance Analysis Report
9. Course Monitoring Committee (CMC)
10. Floating Credit Status
11. Conduction of Workshops, FDP & International Conference
12. Any other matter with the permission of the Chair

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MINUTES OF THE

DEPARTMENT ACADEMIC ADVISORY COMMITTEE (DAAC) MEETING

The Department Academic Advisory Committee (DAAC) meeting of the Department of Civil Engineering was conducted on 30.07.2026 at 02:00 P.M. in the HoD Room. The meeting was convened to deliberate on academic, assessment, curriculum, student performance, quality assurance, co-curricular and professional development related matters of the department. The meeting commenced with the permission of the Chair and all the agenda items circulated in the departmental circular were taken up for detailed discussion.

Opening of the Meeting

The meeting proceedings were formally initiated by the Head of the Department, Dr. P. Sundara Kumar. The Chair welcomed the members and highlighted the importance of systematically reviewing the academic and departmental activities in order to ensure effective implementation of the curriculum, continuous assessment, student progression, quality assurance and professional exposure. Subsequently, the Chair handed over the session to the DAAC Secretary, Mr. K. Bala Gopi Krishna, who presented the agenda points proposed for discussion. The Secretary briefly explained the purpose of the meeting and initiated the discussion item-wise. The faculty members actively participated in the deliberations, raised queries wherever required, and provided suggestions for effective implementation of the decisions taken during the meeting.

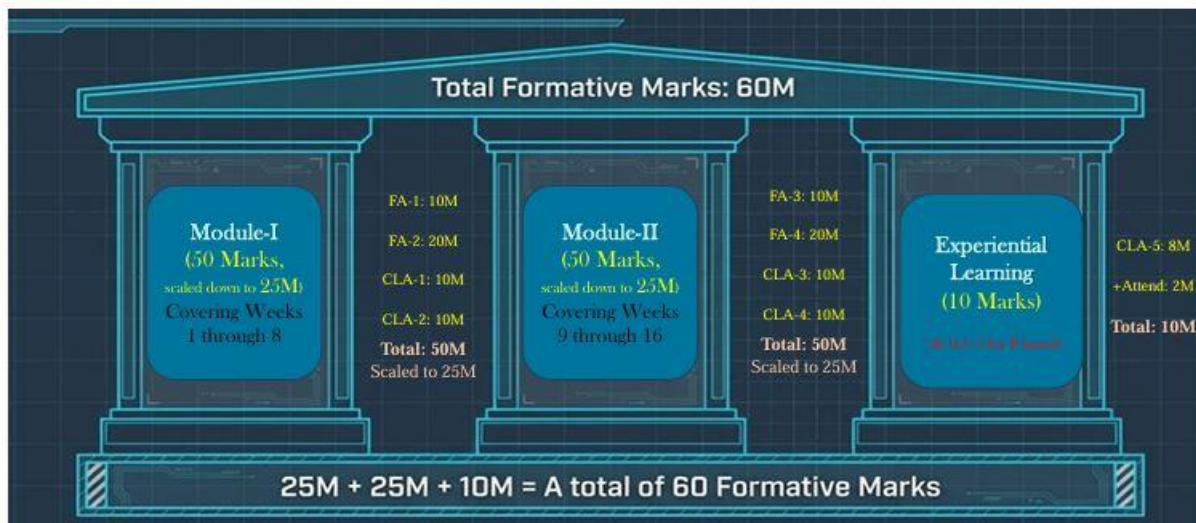
1. Change of Assessment Pattern

The first agenda item concerned the revised assessment pattern to be followed by the department. Mr. K. Bala Gopi Krishna, BoA representative of the department, presented the revised assessment framework through a detailed PowerPoint presentation. The presentation covered the structure and conduct of FA1, FA2, FA3 and FA4, the CLA pattern, and the corresponding marks weightage to be followed for Lecture and Tutorial (L&T), Lecture and Practical (L&P), and Practical (P)-based courses. The objective of the discussion was to ensure that all faculty members had a common and clear understanding of the revised assessment methodology and its implementation across the different categories of courses.

During the presentation, the distribution of marks, assessment components and the manner in which the individual assessment components contribute to the final course evaluation were explained in detail. The faculty members raised questions regarding the conduct of the various formative assessments, the applicable weightage and the procedure to be followed for different course structures. The doubts raised by the faculty were discussed and clarified during the meeting so that uniformity can be maintained in the implementation of the assessment pattern. It was emphasized that faculty members should follow the prescribed assessment scheme consistently and communicate the requirements clearly to students in advance.

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Formative Assessment (R22) Distribution



CLA - Continuous Learning Assessment (For P component: 2 lab experiments & For L/T: Assignment/class assessment.

FA - Formative Assessment (All four FAs are proctored and paper-based assessment)

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Fig.1: Formative Assessment pattern for R22 Regulation

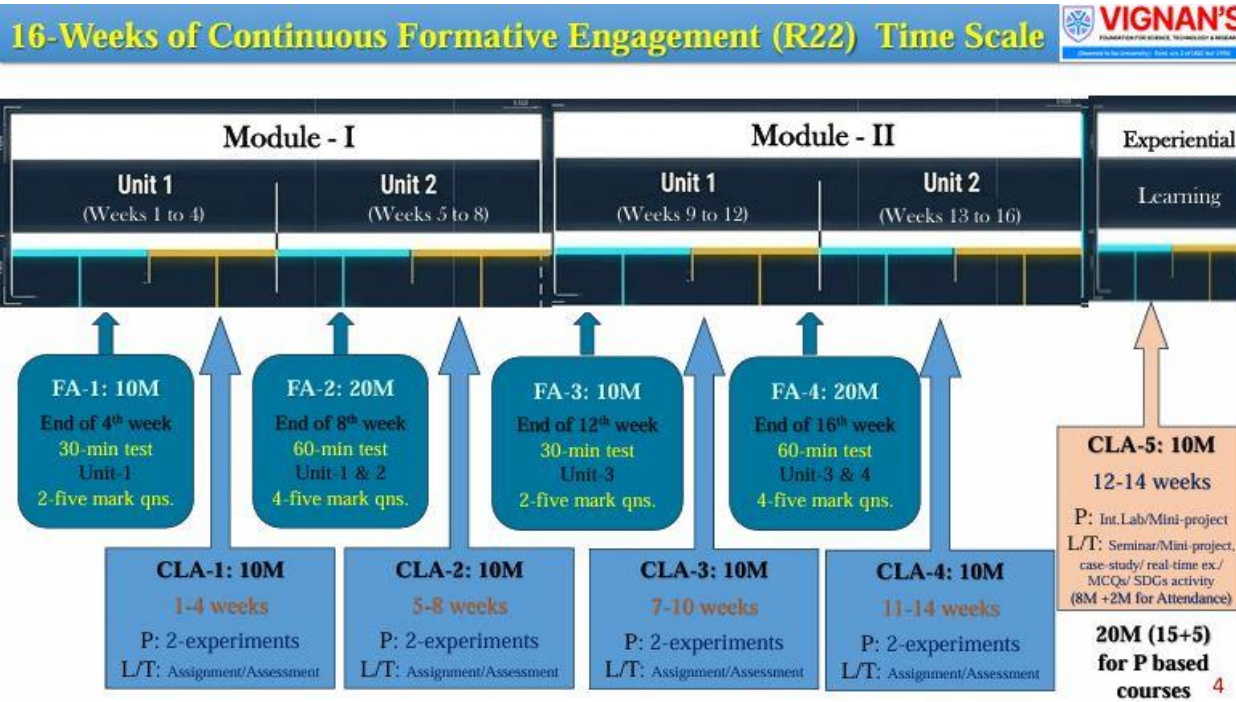
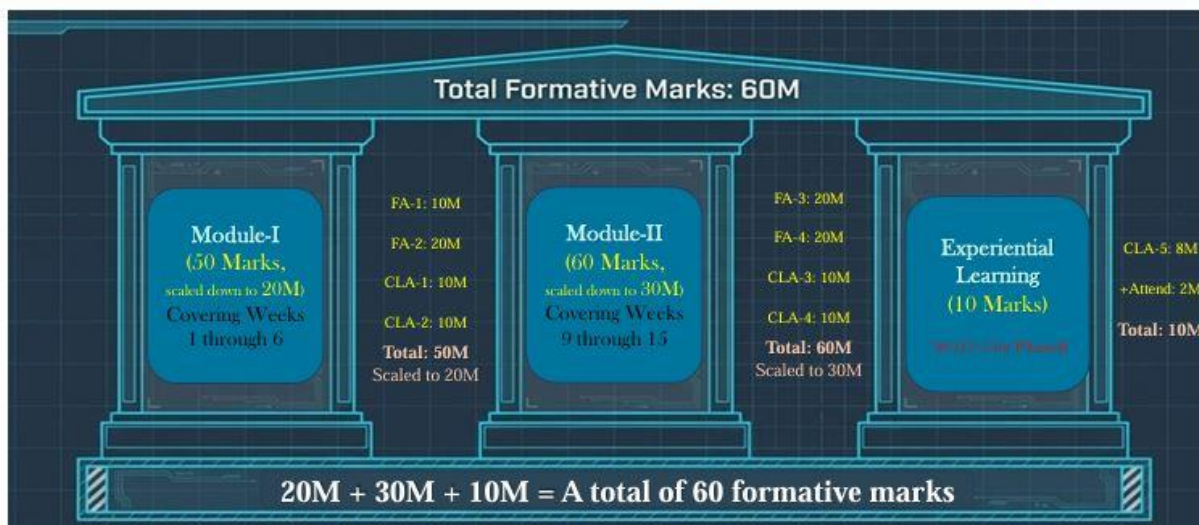


Fig.2: Time Scale of Formative Assessment pattern for R22 Regulation

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Formative Assessment (R25) Distribution



CLA - Continuous Learning Assessment (For P component: 2 lab experiments & For L/T: Assignment/class assessment.

FA - Formative Assessment (All four FAs are proctored and paper-based assessment)

5

Fig.3: Formative Assessment pattern for R25 Regulation

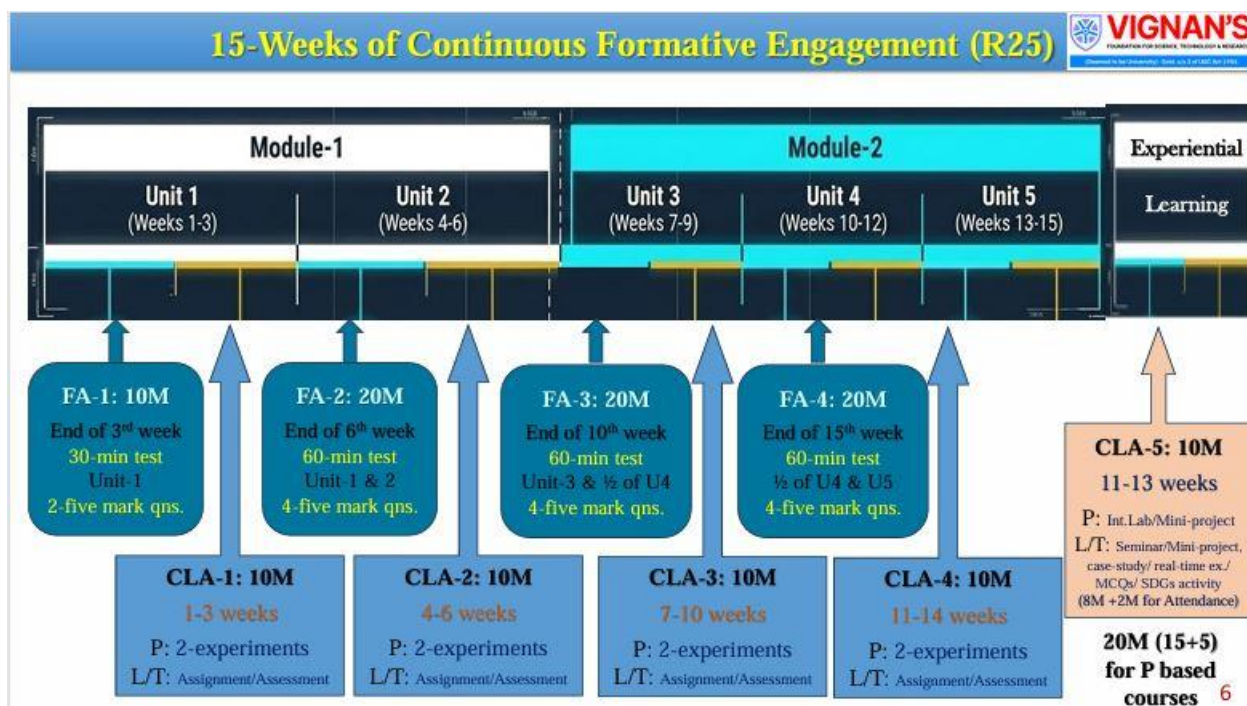


Fig.4: Time Scale of Formative Assessment pattern for R25 Regulation

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The Summative Assessment pattern was also discussed, including the marks allotted for the summative examination and its contribution to the overall course result. It was specifically discussed that the combined performance of the Formative Assessment (FA) and Summative Assessment (SA) should satisfy the prescribed overall passing requirement, with the combined FA and SA marks being greater than or equal to 50, as applicable to the revised assessment framework. The BoA representative further informed the committee that the same PowerPoint presentation had been explained to the students of II, III and IV years to create awareness regarding the revised assessment pattern, marks distribution and evaluation procedure. The committee appreciated the initiative and stressed the need for continued academic counselling so that students clearly understand the assessment requirements.

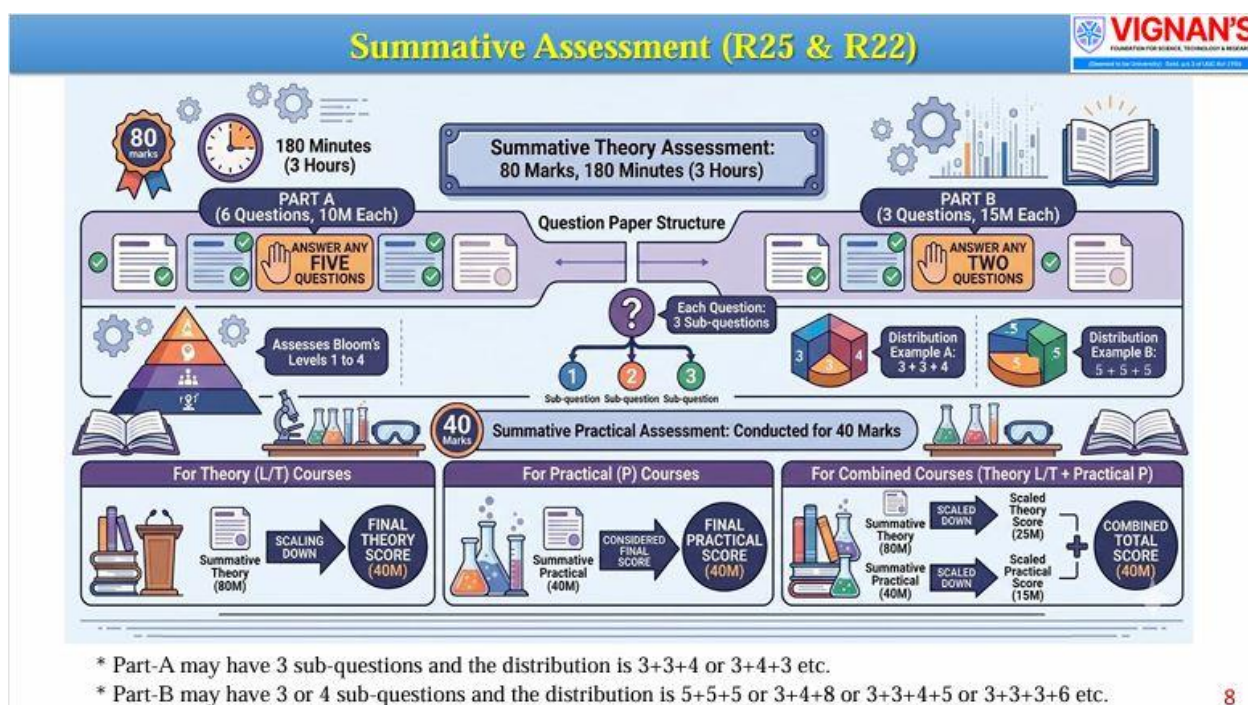


Fig.5: Summative Assessment pattern for R25 & R22 Regulation

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Assessment for Different Course Types

FORMATIVE & SUMMATIVE ASSESSMENT GUIDELINES FOR DIFFERENT COURSE TYPES				
Course Type	Formative Assessment (FA) COMPONENT BREAKDOWN (RAW MARKS) FA MARKS CALCULATION	Summative Assessment (SA) COMPONENT BREAKDOWN SA MARKS CALCULATION	Total Marks	
THEORY WITH PRACTICE (L+P, L+T+P)	FA1:10M, FA2:20M, FA3:20M, FA4:20M CLA1:10M, CLA2:10M, CLA3:10M, CLA4:10M CLA5: 10M (8M+2M) Module1:20 + Module2:30 + CLA5:10 = 60M	SA Theory: 80M SA Lab: 40M SA-T: 25 + SA-L: 15 = 40M	100 Marks (60 FA + 40 SA)	
THEORY ONLY (L, L+T)	FA1:10M, FA2:20M, FA3:20M, FA4:20M CLA1:10M, CLA2:10M, CLA3:10M, CLA4:10M CLA5: 10M (8M+2M) Module1:20 + Module2:30 + CLA5:10 = 60M	SA Theory: 80M SA Lab: - SA-T: 40 + SA-L: 0 = 40M	100 Marks (60 FA + 40 SA)	
Practice only (P, T, T+P) & Minors/Honours	FA1:-, FA2:-, FA3:-, FA4:- None CLA1:10M, CLA2:10M, CLA3:10M, CLA4:10M CLA5: 15M+5M=20M Module1:20 + Module2:20 + CLA5:20 = 60M	SA Theory: - SA Lab: 40M SA-T: 0 + SA-L:40 = 40M	100 Marks (60 FA + 40 SA)	
1-Credit Courses (Cyber security, English proficiency lab, etc.)	FA1:-, FA2:-, FA3:-, FA4:- None CLA1:10M, CLA2:-, CLA3:10M, CLA4:- CLA5: 15M+5M=20M Module1:20 + Module2:20 + CLA5:20 = 60M	SA Theory:- SA Lab: 40M SA-T: 0 + SA-L:40 = 40M	100 Marks (60 FA + 40 SA)	
Binary Graded	FA1:-, FA2:-, FA3:-, FA4:- None CLA1:10M, CLA2:-, CLA3:10M, CLA4:- CLA5: 15M+5M=20M Module1:30 + Module2:30 + CLA5:40 = 100M	SA Theory: - SA Lab: - SA-T: 0 + SA-L:0 = 0M	100 Marks (100 FA + 00 SA)	
Orientation, IIC, Floating Credits, etc.	FA1:-, FA2:-, FA3:-, FA4:- None CLA1:-, CLA2:-, CLA3:-, CLA4:- None CLA5: 100M (single entry) Module1:0 + Module2:0 + CLA5:100 = 100M	SA Theory: - SA Lab: - SA-T: 0 + SA-L:0 = 0M	100 Marks (100 FA + 00 SA)	

* For FA, Field project/IDP have 2 reviews with 30 marks & Final Project/Internship 3 reviews with 20 marks & 40M for SA.

Fig.6: Formative & Summative Assessment pattern for different courses

2. Course-wise Lead Faculty Allocation

The second agenda item dealt with the allocation of course-wise lead faculty. Mr. K. Bala Gopi Krishna presented the proposed course-wise lead faculty allocation before the committee. It was noted that, in the present semester, there were no courses being handled simultaneously by multiple sections in a manner requiring a separate lead faculty arrangement across sections. Therefore, the faculty member who is handling the respective course was considered as the lead faculty for that course.

The committee discussed the importance of the lead faculty role in maintaining consistency in course planning, assessment, academic documentation, syllabus coverage and communication among faculty members wherever necessary. The lead faculty is expected to monitor the progress of the course, ensure alignment with the approved lesson plan and academic calendar, and coordinate any common academic requirements related to the course. The proposed arrangement was discussed and accepted for implementation.

3. Discussion on R25C26 Curriculum

The third agenda item focused on the proposed R25C26 curriculum for the upcoming first-year batch. The committee discussed the modifications introduced in the first-year curriculum, particularly with reference to the first semester and second semester course arrangement. It was discussed that Design Thinking and Engineering Orientation would be included in I-I as a two-

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credit programme so that students are introduced at an early stage to structured problem solving, innovation, engineering orientation and design-based thinking.

The BoA representative and the Head of the Department further suggested that the Engineering Drawing course for Civil Engineering students should be made completely relevant to the requirements of the Civil Engineering discipline. Accordingly, the possibility of placing the Engineering Drawing course in I-II was discussed so that the syllabus and examples can be appropriately aligned with civil engineering applications. The committee emphasized that the curriculum should provide students with discipline-specific foundational knowledge while retaining the broader engineering orientation expected at the first-year level.

The discussion also emphasized that curriculum implementation should not be limited to classroom teaching but should provide students with sufficient practical orientation and exposure to engineering applications. The faculty were advised to study the revised curriculum carefully and plan the delivery of the courses in accordance with the approved academic calendar and course outcomes. The suggestions discussed in the meeting were recorded for further academic processing and implementation as per the university norms.

4. Agentic AI Day Planning

The fourth agenda item was related to the planning and organization of Agentic AI Day. The Head of the Department nominated Dr. A. V. A. Bharat Kumar as the Single Point of Contact (SPoC) from the Civil Engineering Department and Dr. P. Rakesh as the coordinator for the programme. The committee discussed the importance of conducting the event in a systematic manner and creating opportunities for students to understand emerging Artificial Intelligence concepts and their applications in engineering and related domains.

For effective organization of the event, responsibilities for different activities were allocated among faculty members. Dr. P. Parthiban was identified as the coordinator for the Quiz, Dr. J. Gopala Rao for the PPT Presentation activity, and Mr. K. Bala Gopi Krishna for the Poster activity. The committee discussed the need for proper coordination, student participation, timely communication and effective documentation of the activities. Faculty coordinators were requested to plan the activities in advance and encourage maximum student involvement.

The committee observed that such an event would help students develop awareness of emerging technologies, presentation skills, creativity, teamwork and interdisciplinary thinking. The coordinators were advised to work in coordination with the departmental SPoC and programme coordinator and to ensure smooth execution of the assigned activities.

5. Result Analysis of Last Semester

The fifth agenda item was the analysis of the academic results of the previous semester. Dr. P. Rakesh, BoE representative of the department, presented the result analysis for the Academic

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Year 2025–26, II Semester. The performance of the students across different years and courses was reviewed. During the discussion, it was observed that the pass percentage of the second-year students was not at the desired level and therefore required focused academic intervention.

B.TECH.

VFSTR, Exam Name: B.TECH.-4YEAR-2SEM-REG-R22C22-May-2026 B.TECH.-4 Year, 2 Semester Combine Sections Report End Exam Report, Pass% including 'R' grade students																			
S.NO	Course	Cyear	Sem	Branch	Section	Subject Code	Subject Name	Empcode	Faculty Name	Faculty Dept	Phone No	Strength	No of Students Pass	Pass%	Avg marks FA Before Mapping	Avg marks FA After Mapping	Avg marks SA Before Mapping	Avg marks SA After Mapping	R I O S A B C M L

VFSTR, Exam Name: B.TECH.-4YEAR-2SEM-REG-R22C22-May-2026 B.TECH.-4 Year, 2 Semester General Sections Report																			
S.NO	Course	Cyear	Sem	Branch	Section	Subject Code	Subject Name	Empcode	Faculty Name	Faculty Dept	Phone No	Strength	No of Students Pass	Pass%	Avg marks FA Before Mapping	Avg marks FA After Mapping	Avg marks SA Before Mapping	Avg marks SA After Mapping	R I O S A B C M L
1	B.TECH.	4	2	civil	A	22CE404	PROJECT WORK	02758,02769	Dr. Jerripotu Gopala Rao, Dr. Padakanti Rakesh	CIVIL, CIVIL	8385051644, 9398310985	6	6	100.00	53.17	53.85	36.67	36.77	0 0 1 5 0 0 0 0 0 0
2	B.TECH.	4	2	civil	A	22TP302	Quantitative Aptitude and Logical Reasoning	02938	mr. shaik chand basha	TrainingCell	9949603522	0	0	?	31.10	null	null	null	0 0 0 0 0 0 0 0 0 0
3	B.TECH.	4	2	civil	Y	22CE403	INTERNSHIP	01878	DR. ASADI SIVA SANKAR	CIVIL	8333037989	5	5	100.00	57.40	57.72	36.80	36.90	0 0 3 2 0 0 0 0 0 0

Fig. 7: Result analysis of IV – II for A.Y 2025-26

VFSTR, Exam Name: B.TECH.-3YEAR-2SEM-REG-R22C22-May-2026 B.TECH.-3 Year, 2 Semester General Sections Report																			
S.NO	Course	Cyear	Sem	Branch	Section	Subject Code	Subject Name	Empcode	Faculty Name	Faculty Dept	Phone No	Strength	No of Students Pass	Pass%	Avg marks FA Before Mapping	Avg marks FA After Mapping	Avg marks SA Before Mapping	Avg marks SA After Mapping	R I O S A B C M L
1	B.TECH.	3	2	civil	A	22CE101	IT WORKSHOP & CIVIL ENGINEERING PRODUCTS	01959,02504	DR. P. PARTHIBAR, Dr. Saubhagya Ranjan Biswal	CIVIL, CSE	9944552200, 9525588608	0	0	?	52.90	null	null	null	0 0 0 0 0 0 0 0 0 0
2	B.TECH.	3	2	civil	A	22CE306	Design of Steel Structures	02769	Dr. Padakanti Rakesh	CIVIL	9398310985	28	27	96.43	44.07	44.70	29.29	29.76	1 0 1 8 11 5 2 0 0

29-07-2026,

<https://vims.vignan.ac.in/comb>

3	B.TECH.	3	2	civil	A	22CE307	Water Resource Engineering	02922	Dr. Pita Sundara Kumar	CIVIL	9182426301	28	27	96.43	40.97	45.04	30.36	30.90	0 1 1 13 8 3 0 0 0
4	B.TECH.	3	2	civil	A	22CE308	INTER DEPARTMENTAL PROJECT- PHASE II	03162	VUYYALA JAYANTH KRISHNA	CIVIL	8309059967	28	28	100.00	45.00	47.25	34.18	34.55	0 0 4 11 11 1 1 0 0
5	B.TECH.	3	2	civil	A	22CE399	NCC / NSS / E-CELL / SOCIAL ACTIVITIES	02769	Dr. Padakanti Rakesh	CIVIL	9398310985	0	0	?	null	null	null	null	0 0 0 0 0 0 0 0 0 0
6	B.TECH.	3	2	civil	A	22CE812	ADVANCED REINFORCED CONCRETE DESIGN	01904	MR. KOMMINENI BALAGOPI KRISHNA	CIVIL	9985385856	28	28	100.00	45.22	48.37	31.89	32.57	0 0 1 13 11 2 1 0 0
7	B.TECH.	3	2	civil	A	22CE822	RAILWAY & AIRPORT ENGINEERING	02918	Dr. Anna Venkula Anjaneeya Bharat Kumar	CIVIL	7989979510	28	27	96.43	42.26	45.86	28.20	28.74	0 1 2 9 12 4 0 0 0
8	B.TECH.	3	2	civil	A	22CE952	THEORY OF PLATES & SHELLS	02769	Dr. Padakanti Rakesh	CIVIL	9398310985	11	11	100.00	49.26	49.95	34.36	34.67	0 0 1 7 3 0 0 0 0
9	B.TECH.	3	2	civil	A	22TP301	SOFT SKILLS LAB	00445,30657	Dr. G. Nagewara Rao, Ms. K. Vijaya Kumari	English, English	0985279954, 9121328012	28	28	100.00	49.50	50.50	33.64	33.91	0 0 0 15 13 0 0 0 0

Fig. 8: Result analysis of III – II for A.Y 2025-26

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B.TECH.

VFSTR, Exam Name: B.TECH.-2YEAR-2SEM-REG-R22C24-May-2026 B.TECH.-2 Year, 2 Semester Combine Sections Report End Exam Report, Pass% including 'R' grade students																											
S.NO	Course	Cyear	Sem	Branch	Section	Subject Code	Subject Name	Empcode	Faculty Name	Faculty Dept	Phone No	Strength	No of Students Pass	Pass%	Avg marks FA Before Mapping	Avg marks FA After Mapping	Avg marks SA Before Mapping	Avg marks SA After Mapping	R	I	O	S	A	B	C	M	L
1	B.TECH.	2	2	civil-A	51	22AM911	DATA HANDLING AND VISUALIZATION	523	DR. S. Hanumantha Rao	ACSE	9441536410	65	65	100.00	49.3	50.21	34.49	34.84	0	0	0	55	10	0	0	0	0
2	B.TECH.	2	2	civil-A	91	22RA901	FUNDAMENTALS OF ROBOTICS	03237	DR. PAPATLA RAJESH	MECH	8985230119	52	51	98.08	49.84	51.67	36.08	36.09	1	0	4	47	0	0	0	0	0
3	B.TECH.	2	2	civil-A	60	22ss901	CIVIL SERVICES (INDIAN SOCIETY)	02131	Dr. Adam Dasari	Humanities	9949119167	13	10	76.92	44.02	34.42	25.4	20.54	3	0	1	1	4	4	0	0	0

VFSTR, Exam Name: B.TECH.-2YEAR-2SEM-REG-R22C24-May-2026 B.TECH.-2 Year, 2 Semester General Sections Report																										
S.NO	Course	Cyear	Sem	Branch	Section	Subject Code	Subject Name	Empcode	Faculty Name	Faculty Dept	Phone No	Strength	No of Students Pass	Pass%	Avg marks FA Before Mapping	Avg marks FA After Mapping	Avg marks SA Before Mapping	Avg marks SA After Mapping	R	I	O	S	A	B	C	M
1	B.TECH.	2	2	civil	A	22CE951	LOW COST MATERIALS & TECHNIQUES	01904	MR. KOMMINENI BALAGOPI KRISHNA	CIVIL	9985385856	28	27	96.43	49.92	49.46	33.78	33.13	1	0	2	12	13	0	0	0
2	B.TECH.	2	2	civil	A	22NP302	NPTEL - OPEN ELECTIVE					0	0	?	null	null	null	null	0	0	0	0	0	0	0	0
3	B.TECH.	2	2	civil	A	24CE204	STRUCTURAL ANALYSIS	01091	M. Anirudh	CIVIL	9030557363	44	38	86.36	36.17	39.68	23.95	23.27	4	2	3	11	9	5	9	1
4	B.TECH.	2	2	civil	A	24CE206	ENVIRONMENTAL ENGINEERING	02758	Dr. Jerripotu Gopala Rao	CIVIL	8385051644	44	42	95.45	38.07	40.47	32.05	32.13	2	0	1	15	19	4	3	0
5	B.TECH.	2	2	civil	A	24CE207	SURVEYING AND GEOMATICS	01892	MR. DASARI RAVIKANTH	CIVIL	9849557505	44	42	95.45	33.47	36.98	27.96	28.02	2	0	0	13	15	5	8	1
6	B.TECH.	2	2	civil	A	24MT202	FOURIER SERIES AND LAPLACE TRANSFORMATIONS	02297	DR. SANNU VENKATESWARLU	Maths and Stat	6300402186	44	34	77.27	38.54	39.59	24.38	22.72	4	6	5	14	9	1	4	1

Fig. 9: Result analysis of III – II for A.Y 2025-26

Particular attention was drawn to the performance in Structural Analysis, where a comparatively higher number of students had not successfully completed the course. The committee discussed possible reasons for the poor performance and emphasized the need for continuous monitoring, academic support, remedial measures and counselling. The concerned faculty members and counsellors were instructed to identify the students requiring additional support and take necessary steps to improve their performance in subsequent assessments.

The committee stressed that result analysis should be treated as a continuous quality improvement activity rather than merely as a post-semester exercise. Faculty members and counsellors were advised to monitor student attendance, assessment performance and learning difficulties throughout the semester. Students with repeated poor performance should be identified at an early stage and guided through appropriate remedial classes, mentoring and counselling so that course completion and academic progression can be improved.

6. Work-in-Lieu of a Course

The sixth agenda item concerned the implementation of Work-in-Lieu of a Course in the IV-II semester. Mr. K. Bala Gopi Krishna, BoA representative, explained the importance of introducing meaningful academic and professional activities that can enhance the technical competence and exposure of final-year students. The committee discussed the possibility of utilizing the course component to encourage students to participate in national and international

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academic platforms through activities such as presenting papers at conferences, publishing research papers in Scopus- or SCI-indexed journals, and contributing chapters to academic books, subject to the applicable institutional and publication requirements.

Categories	First Author / Sole Author	Co-Author (Max. 4 B.Tech. students)
SCI / SCI-E - Q1 & Q2	5	4.5
SCI / SCI-E - Q3 & Q4	4	3.5
Scopus / E-SCI	3.5	3
Book Chapter / Top-notch Conference publications (Scopus / SCI indexed)	3	2.5
Idea Patent Grant	3	2
Utility Patent Publication / Grant	3 / 4	2 / 3
Paper / Poster Presentations & Working Models in the top 100 NIRF rankings institutes (excluding VFSTR)	1	0
Prizes - Paper / Poster Presentations & Working Models in the top 100 NIRF rankings institutes (excluding VFSTR)	2	0
Global certifications	4	0
Special Internships (Govt. sponsored / BIRAC SITARE/ IITs/ IISc/.....)	2	0

Fig. 10: Credit distribution of Work-in-lieu of a course of different categories

The BoA representative presented the proposed credit distribution associated with successful completion of the identified activities and explained that students interested in earning the prescribed credits should begin the necessary groundwork at an early stage. It was emphasized that research paper preparation, conference participation and publication-related activities require considerable planning, technical guidance, documentation and review, and therefore students should not wait until the final stage of the programme.

The committee further discussed the need to constitute a faculty team to identify suitable student groups or batches and guide them according to their interests and capabilities. The proposed team should help students select appropriate topics, undertake the required technical work, prepare manuscripts or presentations, identify suitable academic platforms, and complete the necessary documentation. The objective is to enable eligible students to secure the prescribed four credits by the end of the IV-I semester through genuine academic and professional

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accomplishments. Faculty mentors were encouraged to initiate the groundwork immediately and maintain proper records of student progress.

7. National Level Technical Fest

The seventh agenda item focused on the proposed National Level Technical Fest. Dr. A. V. A. Bharat Kumar, coordinator of the event, presented the available details regarding the proposed programme, including the tentative schedule, budgetary requirements and other organizational aspects. The tentative period for conducting the technical fest was discussed as October 2026. The committee considered the importance of conducting a technically meaningful event that can provide students with opportunities to demonstrate their knowledge, innovation, creativity, teamwork and problem-solving skills.

The meeting also discussed the requirement of faculty coordinators and student support teams for different activities of the event. Proper allocation of responsibilities, budgeting, logistics, publicity, registration, technical events, hospitality and documentation were identified as important components for successful execution. The coordinator was advised to proceed with detailed planning in consultation with the Head of the Department and concerned faculty members.

The committee encouraged faculty members to propose relevant technical activities and motivate students to participate actively. It was emphasized that the event should provide meaningful academic value and, wherever possible, facilitate interaction with students and participants from other institutions.

8. Status of AQAR

The eighth agenda item was related to the status of the Annual Quality Assurance Report (AQAR). The BoA representative informed the committee that the academic-related AQAR data from the Department of Civil Engineering had already been compiled and submitted to the Dean AAA Office earlier. The status was reviewed during the meeting and it was noted that there were no pending AQAR-related submissions from the department from the academic side at the time of the meeting.

The committee emphasized the importance of maintaining supporting documents and records for the information submitted under AQAR. Faculty members were advised to preserve relevant evidence, reports, photographs, participation records and other supporting documents systematically so that the same can be retrieved whenever required for quality assurance, accreditation or institutional reporting purposes.

9. Attendance Analysis Report

The ninth agenda item concerned the month-end attendance analysis of students. The attendance report was presented and reviewed during the meeting. The Head of the Department instructed the concerned faculty and counsellors to identify students whose attendance was

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below 75 percent and initiate appropriate communication with their parents or guardians. The purpose of this intervention is to make the parents aware of the attendance status and to encourage regular participation of students in academic activities.

It was further instructed that in cases where students have not yet reported to the department or where communication with the parents has not been established, the concerned faculty should contact the parents and request them to visit the college. Where required, an undertaking letter should be obtained from the student and parent/guardian regarding regular attendance and academic participation. The committee stressed that attendance monitoring should be carried out continuously rather than only at the end of the month, so that corrective measures can be initiated at an early stage.

10. Course Monitoring Committee (CMC)

The tenth agenda item was related to the functioning of the Course Monitoring Committee. Mr. K. Bala Gopi Krishna, CMC Coordinator, informed the committee that, due to the change in the assessment pattern, the CMC feedback and review process should be strengthened during the current academic year. It was proposed that CMC interaction with students should be conducted approximately one week before every Formative Assessment, in coordination with the concerned section coordinator. This will provide an opportunity to understand student concerns and identify academic issues before the assessment is conducted.

The CMC process was discussed as an important mechanism for monitoring course delivery, student feedback, syllabus progress and academic quality. The faculty members were instructed to strictly follow the approved lecture plan and complete the syllabus according to the planned schedule. Any deviation in syllabus coverage or academic delivery should be identified early and corrective action should be taken. The committee also emphasized proper documentation of CMC meetings and feedback so that follow-up actions can be monitored.

11. Floating Credit Status

The eleventh agenda item was related to the status of floating credits. Dr. P. Rakesh presented the current status of floating credits for the final-year students. It was reported that out of 28 students, 26 students had submitted the certificates related to their floating credits. The remaining students were identified for follow-up.

The committee instructed the concerned counselling faculty to monitor the pending cases and ensure that the remaining students submit the required certificates at the earliest. Counsellors were advised to maintain a student-wise record of certificate submission and follow up with students until the documentation is completed. The committee emphasized that proper monitoring of floating credits is necessary to avoid delays in academic processing and final documentation.

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12. Conduction of Workshops, FDP & International Conference

The twelfth agenda item concerned the planning and status of academic events including workshops, Faculty Development Programmes (FDPs) and an International Conference. Dr. J. Gopala Rao, BoA representative, presented the proposed schedule and status of the activities. It was informed that a National Workshop on Geo-Informatics was proposed to be conducted on 20 and 21 August 2026. The committee discussed the importance of selecting relevant technical themes, identifying resource persons, encouraging faculty and student participation, and completing the required organizational arrangements.

The committee further discussed the tentative plan for conducting an FDP during September 2026 and an International Conference during December 2026. These events are intended to strengthen the academic environment of the department, facilitate interaction with experts and researchers, promote knowledge sharing, and provide faculty and students with opportunities for professional and research development. The concerned coordinators were advised to initiate planning, prepare proposals, identify speakers/resource persons and complete the required documentation in advance.

The committee stressed that all such programmes should be planned with clear objectives, defined outcomes and proper documentation. Participation records, photographs, reports, feedback and other relevant evidence should be maintained systematically for departmental records and quality assurance purposes.

13. Any Other Matter with the Permission of the Chair

No additional matter requiring separate discussion was brought before the committee beyond the agenda items listed above. The committee members were advised to ensure timely implementation of the decisions and instructions discussed during the meeting and to maintain appropriate records of the activities completed.

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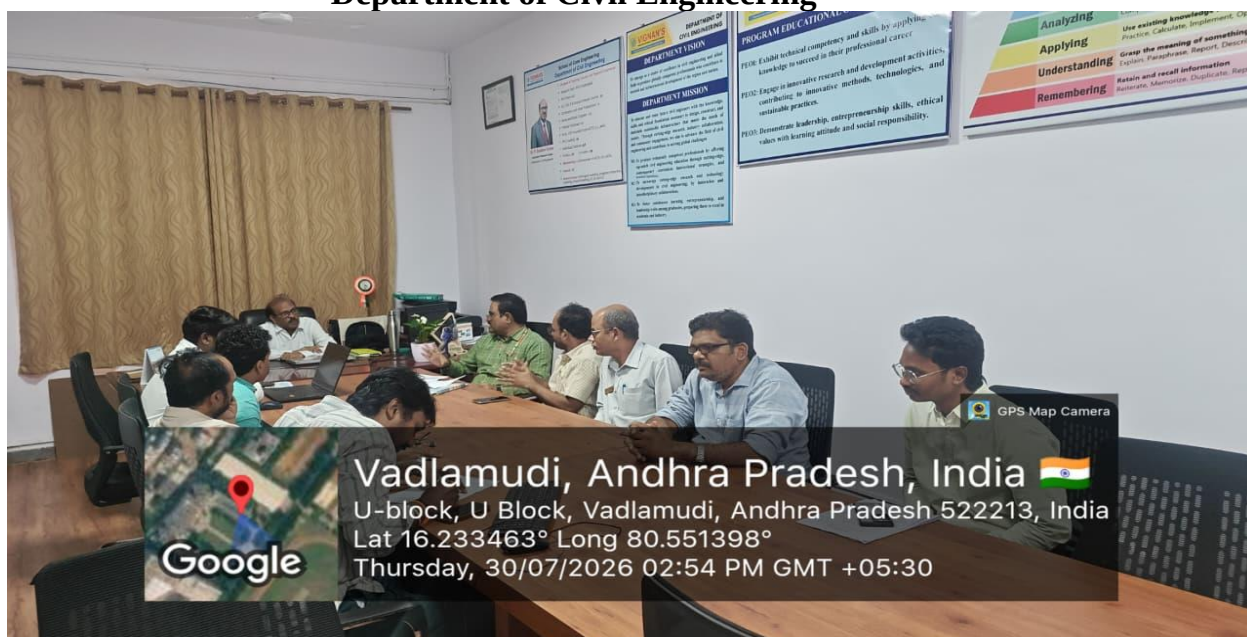


Fig. 11: Conduct of DAAC Meeting GPS photo

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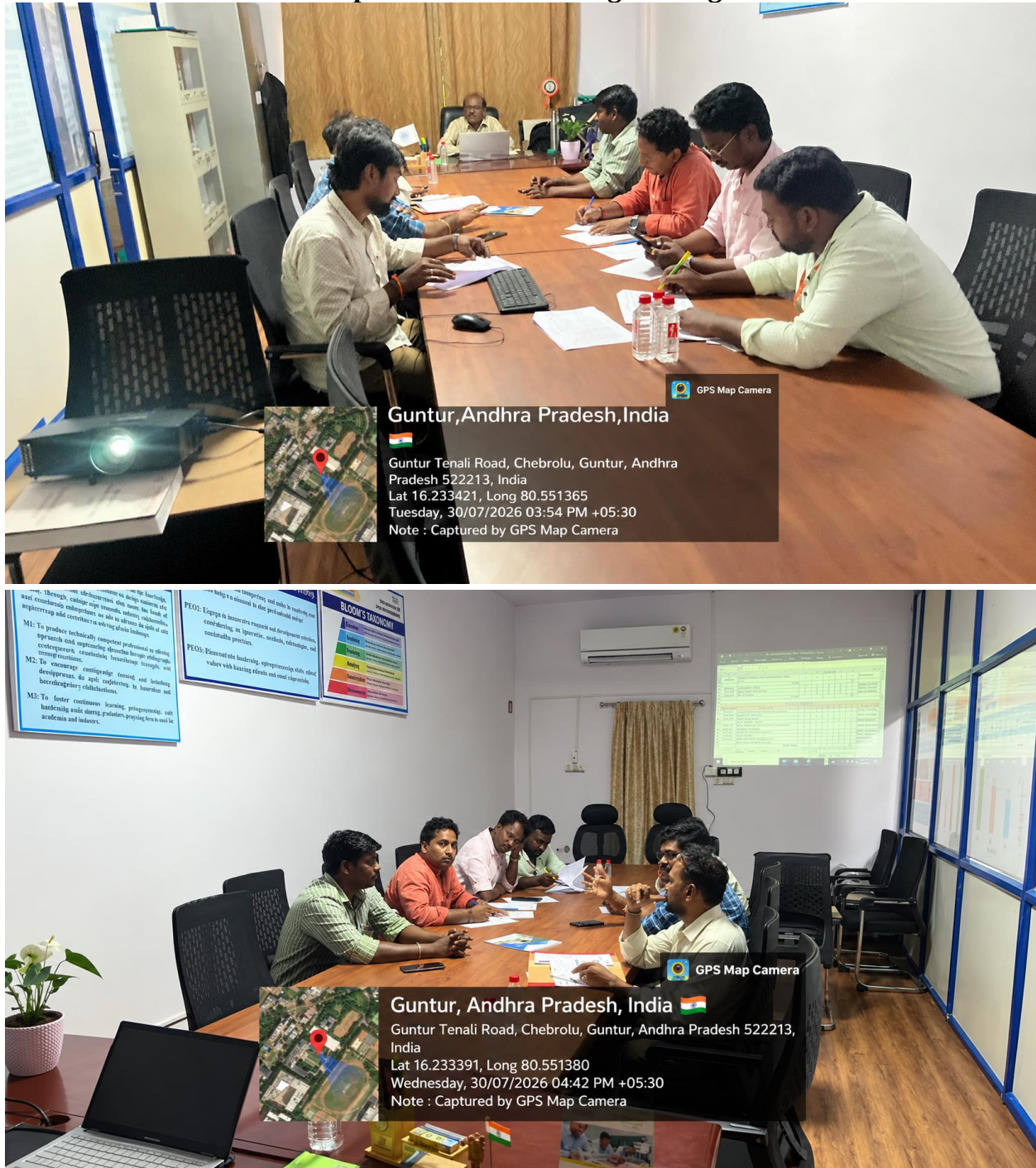


Fig. 12: Conduct of DAAC Meeting GPS photo



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Conclusion of the Meeting

After detailed discussion on all the agenda items, the DAAC Secretary, Mr. K. Bala Gopi Krishna, summarized the major points discussed and the responsibilities assigned to the concerned faculty members and coordinators. The session was then handed over to the Head of the Department, Dr. P. Sundara Kumar. The Head of the Department thanked all the faculty members for their active participation, constructive suggestions and cooperation in addressing the academic and departmental matters. The Chair emphasized the importance of timely implementation, continuous monitoring and proper documentation of all decisions taken during the meeting. Thereafter, the Head of the Department delivered the vote of thanks and formally dissolved the meeting.

DAAC Secretary

[Mr. K. Bala Gopi Krishna]

Head of the Department

[Dr. P. Sundara Kumar]

**Head
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