

MINUTES OF THE SECOND

DEPARTMENT ACADEMIC ADVISORY COMMITTEE (DAAC) MEETING

A meeting of the Department Academic Advisory Committee (DAAC) of the Department of Civil Engineering was conducted on 17.08.2026 at 02:00 P.M. in the HoD Room to deliberate on academic, curricular, assessment, student development, professional exposure, departmental activities and other quality-related matters. The meeting was the second DAAC meeting of the Academic Year 2026-27. The meeting was chaired by the Head of the Department, Dr. P. Sundara Kumar. The following members were present during the meeting:

Members Present

S. No.	Name of Faculty Member	Designation
1	Dr. P. Sundara Kumar	Associate Professor & Head of the Department
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. Bala Gopi Krishna	Assistant Professor & DAAC Secretary

School of Core Engineering
Department of Civil Engineering

Agenda Points

1. Review of previous DAAC Meeting Action Plans.
2. National Workshop on Geoinformatics.
3. Result analysis of FA – 1.
4. Remedial Classes.
5. Course Monitoring Committee.
6. Counselling status
7. Field Visit.
8. Academic Audit.
9. Any other matter with the permission of the Chair.

Opening of the Meeting

The meeting proceedings were formally initiated with the permission of the Chair. The Head of the Department welcomed all the members and emphasized the importance of reviewing the action taken on the decisions of the previous DAAC meeting, strengthening curriculum planning, monitoring student academic performance, promoting curricular and co-curricular participation, and systematically planning departmental activities for the forthcoming months. The DAAC Secretary presented the agenda items and initiated the discussion item-wise. The committee members actively participated in the deliberations and provided suggestions for effective implementation of the decisions.

DAAC Meeting – Discussion and Action Points

1. Review of Previous DAAC Meeting Action Plans

The action plans and decisions taken during the previous DAAC meeting were reviewed. The progress of various activities was discussed, and the concerned faculty members/coordinators were instructed to complete any pending activities within the stipulated time. Proper documentation and supporting evidence of completed activities shall be maintained for future reference.

School of Core Engineering
Department of Civil Engineering

2. National Workshop on Geoinformatics

The proposed National Workshop on Geoinformatics was discussed, the coordinator of the event Dr. A. Siva Sankar have conveyed the emphasizing its importance in providing students and faculty members with exposure to recent developments and practical applications in Geoinformatics. The concerned coordinator was instructed to finalize the programme schedule, resource persons, participants and necessary logistics, and to initiate the required approval and administrative arrangements. Maximum participation of students and faculty members shall be encouraged, and the event shall be properly documented.

He then instructed different event coordinators to be ready for the event of all the necessary things and make it a grand success.

3. Result Analysis of FA-1

The FA-1 results were reviewed course-wise and section-wise. The performance of students, particularly those who secured less than 50% marks, was discussed, and the faculty members were advised to identify learning gaps and reasons for poor performance. Appropriate academic support, including individual guidance and remedial measures, shall be provided to academically weak and slow-learning students. The progress of such students shall be monitored through subsequent assessments.

4. Remedial Classes

The coordinator for the Remedial classes Mr. K. Bala Gopi Krishna has given the schedule for taking the classes. He further instructed to take classes according to the schedule provided, attendance need to be taken mandatory and intimate to the students who are not coming to the classes.

The need for conducting remedial classes for academically weak students was discussed based on the FA-1 performance. Concerned faculty members were instructed to conduct additional classes covering fundamental concepts and difficult topics. Attendance and participation in remedial classes shall be maintained, and the effectiveness of the remedial measures shall be periodically reviewed.

School of Core Engineering
Department of Civil Engineering

5. Course Monitoring Committee

The functioning of the Course Monitoring Committee was reviewed, with emphasis on monitoring syllabus coverage, lesson plans, attendance, assessment activities and overall course progress. The CMC members were instructed to regularly monitor the progress of each course and identify any gaps or delays. Necessary corrective measures shall be initiated wherever required, and proper monitoring records shall be maintained.

6. Counselling Status

The status of student counselling was reviewed by the chairman of the DAAC Committee. He instructed that only some faculty are doing the counselling regularly and clearly instructed the remaining faculty to counsel the students. The importance of regular interaction between counsellors and students was emphasized, particularly for monitoring academic performance, attendance and other student-related concerns. All counsellors were instructed to regularly follow up with their allotted students, update counselling records and ensure that pending student feedback is completed. Students requiring additional academic support shall be identified and appropriately guided.

7. Field Visit

The requirement and planning of field visits were discussed with emphasis on curriculum relevance and experiential learning. Suitable locations shall be identified based on the course requirements and learning outcomes. The concerned faculty coordinators shall prepare the schedule, obtain necessary permissions and make appropriate arrangements for student safety, discipline and faculty accompaniment. Students shall be instructed to prepare field visit reports based on their observations and learning outcomes.

8. Academic Audit

The preparation for the Academic Audit was discussed. The internal academic audit will be done by the IQAC department on 15.09.2026 for that HoD has instructed to be ready with all the necessary documents for the audit. Faculty members were instructed to keep all academic records, including course files, lesson plans, attendance records, assessment records, result analysis and other relevant documents, updated and readily available for verification. The department shall conduct an internal review of the records before the audit and rectify any deficiencies identified.

School of Core Engineering
Department of Civil Engineering

9. Any Other Matter with the Permission of the Chair

The Chair invited the members to discuss any other academic or administrative matters requiring attention. The matters raised by the members were discussed, and suitable suggestions and directions were provided by the Chair. The concerned faculty members/coordinators were instructed to take necessary action and report the progress in the subsequent DAAC meeting.



**School of Core Engineering
Department of Civil Engineering**



Conclusion:

The Chair emphasized the importance of timely implementation of all the decisions and action points discussed during the meeting. All concerned faculty members and coordinators were instructed to ensure effective follow-up and proper documentation of the assigned activities.

[Signature]
DAAC Secretary 18/8/26

[Mr. K. Bala Gopi Krishna]

**Assistant Professor
Dept. of Civil Engineering
VFSTR (Deemed to be University)
Vadlamudi, Guntur-522213**

[Signature]
Head of the Department

[Dr. P. Sundara Kumar]

**Head
Department of Civil Engineering
Vignan's University
Vadlamudi, Guntur-522 213**

School of Core Engineering
Department of Civil Engineering
PLAN OF ACTION AND ACTION TAKEN REPORT

Second Department Academic Advisory Committee (DAAC) Meeting
Academic Year 2026-27

Meeting Date: 17.08.2026 | Time: 02:00 P.M. | Venue: HoD Room

Reference: Minutes of the Second DAAC Meeting of the Department of Civil Engineering held on 17.08.2026. The meeting minutes record nine agenda items covering review of previous action plans, Geoinformatics workshop, FA-1 result analysis, remedial classes, CMC, counselling, field visits, academic audit and other matters.

Purpose: To document the planned actions arising from the second DAAC meeting and record the action/status available from the meeting proceedings.

S.No.	Agenda / Activity	Plan of Action	Action Taken / Present Status	Responsibility
1	Review of Previous DAAC Meeting Action Plans	Review the progress of all decisions taken in the previous DAAC meeting. Complete pending activities within the stipulated time and maintain supporting documents/evidence.	Previous action plans were reviewed during the meeting. Concerned faculty members/coordinators were instructed to complete pending activities within the stipulated time and maintain proper supporting evidence.	Concerned Faculty Members / Coordinators
2	National Workshop on Geoinformatics	Finalize programme schedule, resource persons, participants and logistics. Obtain necessary approvals and administrative arrangements, encourage maximum participation and maintain event documentation.	The proposed workshop was discussed. Dr. A. Siva Sankar, Coordinator, was instructed to proceed with programme finalization and required arrangements. Event coordinators were also instructed to keep all necessary preparations ready for successful conduct of the event.	Dr. A. Siva Sankar & Event Coordinators
3	Result Analysis of FA-1	Analyze FA-1 performance course-wise and section-wise, identify students scoring below 50%, determine learning gaps/reasons for poor performance and provide individual academic guidance/remedial support. Monitor progress through subsequent assessments.	FA-1 results were reviewed course-wise and section-wise. The performance of students below 50% was discussed, and faculty members were advised to identify learning gaps and provide appropriate academic support and remedial measures.	Concerned Course Faculty

School of Core Engineering
Department of Civil Engineering

4	Remedial Classes	Conduct remedial classes according to the approved schedule. Ensure mandatory attendance, inform students who are absent, cover fundamental concepts/difficult topics and periodically review effectiveness.	The remedial-class schedule was presented by Mr. K. Bala Gopi Krishna. Faculty members were instructed to conduct classes as per schedule, maintain attendance mandatorily and intimate students who do not attend. Remedial support was linked to FA-I performance.	Mr. K. Bala Gopi Krishna & Concerned Faculty
5	Course Monitoring Committee (CMC)	Regularly monitor syllabus coverage, lesson plans, attendance, assessment activities and overall course progress. Identify gaps/delays, initiate corrective measures and maintain monitoring records.	CMC functioning was reviewed. CMC members were instructed to regularly monitor course progress, identify gaps/delays, initiate corrective measures where required and maintain proper records.	CMC Members / Course Faculty
6	Counselling Status	Ensure regular counselling interaction with allotted students. Update counselling records, complete pending feedback and identify students requiring academic support or guidance.	Counselling status was reviewed. The Chair instructed faculty members who were not conducting counselling regularly to ensure regular interaction with allotted students and maintain/update counselling records.	All Counsellors
7	Field Visit	Identify suitable curriculum-relevant locations, prepare schedule, obtain permissions, arrange faculty accompaniment and ensure student safety and discipline. Students shall prepare field-visit reports based on observations and learning outcomes.	Field-visit requirements were discussed with emphasis on curriculum relevance and experiential learning. Coordinators were instructed to identify suitable locations, obtain permissions, make safety and supervision arrangements and ensure student reports are prepared.	Concerned Faculty Coordinators
8	Academic Audit	Prepare and verify all academic records before the internal academic audit, including course files, lesson plans, attendance, assessment records and result analysis. Rectify deficiencies identified during internal	The internal academic audit by IQAC was scheduled for 15.09.2026. The HoD instructed faculty members to keep all required documents updated and readily available and to review/rectify deficiencies before the audit.	HoD & All Faculty Members

School of Core Engineering
Department of Civil Engineering

		review.		
9	Any Other Matter with Permission of the Chair	Address additional academic/administrative matters raised during the meeting and assign follow-up actions wherever required. Report progress in the subsequent DAAC meeting.	Additional matters raised by members were discussed and suitable directions were provided by the Chair. Concerned faculty members/coordinators were instructed to take necessary action and report progress in the subsequent DAAC meeting.	Concerned Faculty Members / Coordinators

Overall Action Status: The second DAAC meeting decisions were reviewed and corresponding responsibilities/actions were communicated to the concerned faculty members and coordinators. Activities such as remedial classes, counselling, CMC monitoring, field-visit planning and academic-audit preparation require continued follow-up and documentation. The progress of these activities is to be reviewed in the subsequent DAAC meeting.

Note: The Action Taken / Present Status column is prepared strictly from the proceedings recorded in the 17.08.2026 DAAC minutes. It does not claim completion of activities where the minutes only record instructions or planned actions.


 DAAC Secretary 18/8/26

[Mr. K. Bala Gopi Krishna]

Assistant Professor
Dept. of Civil Engineering
VFSTR (Deemed to be University)
Vadlamudi, Guntur-522213


 Head of the Department

[Dr. P. Sundara Kumar]

Head
Department of Civil Engineering
Vignan's University
Vadlamudi, Guntur-522 213