

School of Core Engineering
Department of Civil Engineering**Date: 10.09.2026****MINUTES OF THE THIRD****DEPARTMENT ACADEMIC ADVISORY COMMITTEE (DAAC) MEETING**

A meeting of the Department Academic Advisory Committee (DAAC) of the Department of Civil Engineering was conducted on 10.09.2026 & 11.09.2026 at 01:00 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 third 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

Agenda Points

1. Review of previous DAAC Meeting Action Plans.
2. Preparation of R27C26 Curriculum Structure.
3. Preparation of syllabus for Engineering Mechanics & Engineering Drawing using AutoCAD.
4. National Level Technical Fest.
5. Planning of activities in the department for the next three months.
6. Formative Assessment – 2 analysis.
7. Student curricular and co-curricular achievements or participation activities.
8. Innovative Teaching Practices.
9. Attendance Analysis Report.
10. Value Added Training Program.

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11. NPTEL Status.
12. Floating Credit Status.
13. Formation of Internal Committee for Work-in-Lieu of a Course.
14. Academic Calendar and Upcoming Activities.
15. Internship.
16. 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.

1. Review of Previous DAAC Meeting Action Plans

The first agenda item concerned the review of the action plans and decisions taken during the previous DAAC meeting held on 30.07.2026. The DAAC Secretary, Mr. K. Bala Gopi Krishna, presented the status of the major decisions and action points recorded in the previous meeting. The committee reviewed the progress made with respect to curriculum-related discussions, assessment implementation, student performance monitoring, Work-in-Lieu of a Course, attendance monitoring, floating credits, departmental academic events and other matters.

The committee noted that the decisions of the previous meeting were being taken forward through the respective faculty members, coordinators and counsellors. The members discussed the need for continuous follow-up rather than treating the action plan as a one-time activity. Faculty members concerned were advised to maintain proper documentary evidence for activities completed and to report pending actions periodically.

The Chair emphasized that all assigned responsibilities should be completed within the stipulated timelines and that unresolved matters should be carried forward with clear responsibility and follow-up. The committee agreed that the status of previous action plans should continue to be reviewed in subsequent DAAC meetings.

The detailed action plan review and supporting evidence of the previous DAAC meeting may be maintained along with the meeting records for future reference.



Fig. 1: Review on the previous DAAC meeting

2. Preparation of R26C26 Curriculum Structure

The second agenda item concerned the preparation of the R26C26 Curriculum Structure. The BoA representative of the department, Mr. K. Bala Gopi Krishna, presented the proposed curriculum structure before the DAAC committee for detailed review and discussion. The structure was examined with respect to the distribution of courses across semesters, credit requirements, academic progression and the scope for students to pursue discipline-specific Honour streams.

During the discussion, the committee observed that the proposed curriculum structure was generally streamlined and appropriately organized. However, Dr. A. V. A. Bharat Kumar suggested a specific modification to facilitate students who intend to pursue the Transportation Engineering Honour stream from II-II semester onwards.

It was proposed that the course “Transportation Engineering”, carrying 4 credits, be shifted from III-I to II-II. This modification would enable students to study the course earlier and facilitate the selection and progression of the Transportation Engineering Honour stream from II-II. In order to maintain the overall

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credit and course balance, the “Industry Interface” course carrying 1 credit and “Management Studies” course carrying 3 credits were proposed to be shifted from II-II to III-I.



Fig. 2: Discussion on R26C26 Course Structure

The committee discussed the proposed redistribution and observed that the change would improve the academic sequencing of Transportation Engineering and provide students with an earlier opportunity to pursue the relevant Honour stream. After detailed discussion, the committee agreed that no other changes were required in the proposed structure.

Accordingly, the DAAC approved the R26C26 curriculum structure with the above-mentioned changes and recommended that the revised structure be forwarded to the Board of Studies (BoS) for further consideration and approval.

The detailed R26C26 course structure is provided in APPENDIX – I.

3. Preparation of Syllabus for Engineering Mechanics & Engineering Drawing Using AutoCAD

The third agenda item concerned the preparation of the syllabus for Engineering Mechanics and Engineering Drawing using AutoCAD. The responsibility for preparation of the syllabus had been allocated to Mr. M. Anirudh and Dr. P. Parthiban.

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The faculty members presented the prepared syllabus before the DAAC committee and explained the proposed course contents and academic organization. The committee carefully discussed the syllabus and considered its suitability for the intended academic requirements.



Fig.3: Discussion on Engineering Mechanics & Engineering Drawing Syllabus

After discussion, the committee observed that the prepared syllabus was appropriate and did not require further modifications at this stage. The committee therefore approved the syllabus as presented and recommended that the same be forwarded to the Board of Studies (BoS) for further academic processing and approval.

4. National Level Technical Fest

The fourth agenda item concerned the planning and organization of the National Level Technical Fest. The event coordinator, Dr. A. V. A. Bharat Kumar, presented the website, brochure and the complete coordinator list prepared for the proposed event. The presentation also included the support structure involving research scholars, Teaching Assistants (TAs) and student coordinators.

The committee reviewed the proposed organizational arrangement and discussed the responsibilities assigned to the different coordinators. The importance of clearly defining responsibilities, ensuring effective coordination among faculty and student teams, and maintaining timely communication for successful execution of the event was emphasized.

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Further discussion was held regarding the identification and finalization of the Chief Guest for the event. The committee also deliberated in detail on the proposed budget requirements for conducting the technical fest, including the financial aspects associated with the planned activities and organizational arrangements.

The coordinator was advised to continue the necessary coordination with the concerned faculty members and management, finalize the pending requirements, and ensure that all event-related documents are maintained systematically. The committee appreciated the efforts made towards organizing the National Level Technical Fest and emphasized that the event should provide meaningful technical exposure, innovation opportunities, teamwork and competitive learning experiences to participating students.

The website, brochure, coordinator list and other supporting details are provided in APPENDIX – II.

5. Planning of Activities in the Department for the Next Three Months

The fifth agenda item concerned the planning of departmental academic, technical, professional development and student-oriented activities for the next three months. The Head of the Department, Dr. P. Sundara Kumar, highlighted the importance of systematic activity planning following the discussions held with the CEO Madam. The Chair emphasized that effective coordination among all faculty members is essential for successful execution of the planned activities.

In this regard, Dr. P. Parthiban was requested to present the departmental activity calendar. The activity calendar was reviewed by the committee and the available gaps within the calendar were discussed carefully. Faculty members collectively contributed suggestions for utilizing the available slots effectively and for planning suitable academic, technical and student development activities.

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Fig. 4: Planning of Activities for the next three months

The committee discussed the sequencing of events, faculty responsibilities, student participation and the need to avoid clashes among departmental activities. The faculty members were advised to coordinate with the concerned coordinators and ensure that the planned events are conducted as per the finalized schedule.

The Chair further instructed all faculty members to submit appropriate documentary proof for the events planned and conducted by them. Such proof should include, wherever applicable, notices, brochures, photographs, attendance/participation records, reports, certificates, feedback and other relevant evidence. The committee emphasized that systematic documentation would be useful for departmental records, quality assurance and accreditation requirements.

The detailed activity calendar and planned events are provided in APPENDIX – III.

6. Formative Assessment – 2 Analysis

The sixth agenda item concerned the analysis of Formative Assessment – 2 for the II, III and IV B.Tech I Semester students of A.Y. 2026–27. The BoE representative of the department, Dr. P. Rakesh, presented the Formative Assessment – 2 analysis before the committee.

The assessment performance of students was reviewed to identify students requiring additional academic attention. Based on the analysis, the Head of the Department instructed the concerned faculty members

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and counsellors to identify students who had secured less than 50% marks in the assessment and to take appropriate academic intervention measures.

The committee emphasized the importance of continuous monitoring of such students through counselling, academic support, remedial measures and closer follow-up in subsequent assessments. Faculty members were advised to communicate with the concerned students, identify the reasons for low performance and guide them towards improvement before the subsequent assessment and summative examination.



Fig. 3: Discussion on FA 2 Result Analysis

The detailed Formative Assessment – 2 analysis report is attached as APPENDIX – IV.

7. Student Curricular and Co-Curricular Achievements / Participation

The seventh agenda item focused on student curricular and co-curricular achievements and participation activities. The BoSA representative of the department, Dr. A. V. A. Bharat Kumar, presented the list of students who had secured prizes and recognition in activities conducted within and outside the university.

The committee was also shown the list of students who had participated in various activities during the current academic year. The members appreciated the participation and achievements of the students and discussed the importance of providing continuous encouragement and guidance to improve the level of

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participation in external competitions, technical events, academic activities and other co-curricular platforms.

The Head of the Department instructed the counsellors to motivate and guide students to participate more actively in activities outside the university and to encourage them to aim for higher levels of achievement. Faculty members were also advised to maintain proper records of participation, awards, certificates and other supporting documents.

The detailed list of achievements and participation activities is provided in APPENDIX – V.

8. Innovative Teaching Practices

The eighth agenda item concerned innovative teaching practices implemented by faculty members during the academic year. The BoA representative, Mr. K. Bala Gopi Krishna, requested all faculty members to submit details of innovative and effective teaching practices that they had implemented in their respective courses.

The committee discussed the importance of documenting teaching innovations systematically so that the effectiveness of the adopted methods can be assessed and shared within the department. Faculty members were requested to prepare a brief report describing the teaching method adopted, the course/topic in which it was implemented, the objective of the practice, the manner of implementation and the observed academic benefits.

Further, faculty members were requested to submit a sample of student feedback relating to the teaching practice and an appropriate assessment pattern or evaluation method to measure the effectiveness of the adopted practice. The committee emphasized that innovative teaching should demonstrate a clear connection between the adopted pedagogy, student engagement, learning outcomes and measurable academic improvement.

All faculty members were advised to submit the required documentation for departmental compilation and future academic review.

9. Attendance Analysis Report

The ninth agenda item concerned the attendance analysis of II, III and IV B.Tech students. The attendance analysis report was displayed and reviewed by the committee. The members discussed the importance of monitoring attendance continuously and taking timely corrective action in cases of shortage.

The faculty members and counsellors were instructed to identify students with attendance concerns and communicate with their parents/guardians regarding the attendance status. The importance of regular attendance and active participation in academic activities should be clearly conveyed to students and parents.

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The committee emphasized that attendance should be monitored throughout the semester and not only at the time of eligibility verification. Faculty members and counsellors were advised to maintain appropriate records of communication and follow-up so that students with attendance deficiencies can be guided at an early stage.

10. Value Added Training Program

The tenth agenda item concerned the Value Added Training Program titled “Building Modelling, Analysis and Design Using STAAD Pro”. Mr. K. Bala Gopi Krishna presented the proposed plan for conducting the program for the present final-year students.

The program is planned from 23.09.2026 to 26.09.2026. The committee discussed the proposed schedule, venue, training content, student participation and resource support for the programme. The training is being planned with the support of APSSDC, and Mrs. M. Pravallika, Senior Technical Trainer, is proposed to guide and train the students.

The committee discussed the importance of providing practical exposure to Building Modelling, Analysis and Design using STAAD Pro, particularly for final-year Civil Engineering students. The programme is expected to strengthen students’ software skills and provide practical understanding relevant to structural engineering applications.

The brochure and detailed activity plan were discussed in the meeting. The coordinator was advised to ensure proper student registration/participation, attendance, training documentation, feedback and completion/evaluation records.

11. NPTEL Status

The eleventh agenda item concerned the status of NPTEL certification activities among the present III and IV year students. The NPTEL coordinator, Mr. K. Bala Gopi Krishna, presented the current status before the committee.

The committee was informed that two students had secured Top 2% Topper recognition in NPTEL and six students had secured Gold + Topper recognition. These students are eligible for the applicable NPTEL incentive as per institutional provisions.

The committee appreciated the achievements of the students and emphasized the need to encourage more students to participate in NPTEL certification courses. The coordinator and counselling faculty were instructed to monitor the enrolled students closely, particularly with regard to regular assignment submission and completion of course requirements.

Counsellors were advised to guide students regarding course timelines and motivate them to complete the assignments and examinations successfully. The department should continue to monitor the progress so that more students can obtain recognized NPTEL certifications and achieve higher academic distinctions.

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The twelfth agenda item concerned the status of floating credits. Dr. P. Rakesh presented the current status before the committee. The status was compared with the progress discussed during the first DAAC meeting.

The committee observed that there had been no significant improvement or change in the floating credit status since the earlier discussion. The Chair expressed concern that continued delay could result in students carrying a backlog of floating-credit requirements into their final year first semester.

The concerned counsellors were therefore instructed to respond immediately, contact the students concerned, understand the reasons for the pending status and initiate necessary action for completing the required requirements. The committee emphasized that the matter should be monitored closely until all eligible students complete the floating-credit requirements within the prescribed academic timeline.

13. Formation of Internal Committee for Work-in-Lieu of a Course

The thirteenth agenda item concerned the formation of an internal committee for Work-in-Lieu of a Course for the present R25 regulation students. The committee was constituted under the guidance of the Head of the Department to identify and organize student batches and monitor their academic/research progress towards earning the prescribed credits.

The following faculty members were identified as members of the Internal Committee:

S. No.	Name	Role
1	Dr. P. Sundara Kumar	Chairperson
2	Dr. P. Parthiban	School Dean Nominee
3	Dr. M. V. Raju	Senior Faculty
4	Dr. J. Gopala Rao	BoR
5	Mr. K. Bala Gopi Krishna	BoA & Counsellor

The committee will be responsible for forming appropriate student batches, assigning/identifying suitable areas of work, monitoring the progress of the batches and guiding students in completing the required academic and professional activities. The committee will also monitor the necessary actions relating to publication, patent, conference participation or other approved academic outputs, as applicable, so that eligible students can gain the prescribed credits in IV-I under the R25 regulation.

The committee emphasized that the students should be guided from the beginning so that adequate time is available for technical work, documentation, preparation of outputs and completion of the required formalities. Progress should be reviewed periodically and records should be maintained batch-wise.

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14. Academic Calendar and Upcoming Activities

The committee reviewed the academic calendar and discussed the upcoming departmental academic and student-oriented activities. The members emphasized the need for synchronizing departmental programmes with the academic calendar and avoiding conflicts with regular teaching, assessments, examinations and other university-level activities.

The faculty coordinators were advised to plan upcoming activities in advance, communicate the schedule to students and concerned faculty members, obtain necessary approvals wherever required, and maintain supporting documentation. The committee reiterated that all departmental activities should have clear objectives, defined responsibilities and appropriate evidence of implementation.

15. Internship

The fifteenth agenda item concerned internship-related activities. The Internship Coordinator discussed the number of students interested in taking up the Internship-cum-Placement opportunity and the related status of student interest.

The committee discussed the importance of early identification of interested students and proper monitoring of internship opportunities, student registration, organization/industry interaction and subsequent participation. It was decided that the detailed student-wise status and other relevant internship-related details would be compiled and presented in the next DAAC meeting for further review.

The Internship Coordinator and counsellors were advised to continue monitoring the students and guide them regarding suitable internship opportunities and associated academic requirements.

16. Any Other Matter with the Permission of the Chair

No additional agenda item requiring separate discussion was brought before the committee beyond the matters listed above. The Chair advised all concerned faculty members and coordinators to ensure timely implementation of the decisions taken during the meeting and to maintain appropriate documentary evidence for all completed activities.



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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 decisions, recommendations and responsibilities assigned to the concerned faculty members and coordinators. The Head of the Department, Dr. P. Sundara Kumar, appreciated the active participation and constructive suggestions of all the members.

The Chair emphasized that the decisions taken during the meeting should be implemented within the specified timelines, with continuous monitoring and proper documentation. Faculty members and coordinators were advised to coordinate closely with one another and report the progress of assigned activities in subsequent DAAC meetings.

There being no further matters for discussion, the Head of the Department thanked all the faculty members for their participation and cooperation and formally concluded the meeting.

K. Bala Gopi Krishna
DAAC Secretary 11/9/26

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Action Taken Report

Summary of Major Decisions / Action Points

S. No.	Agenda / Decision	Action Required	Responsibility
1	Previous DAAC action plans	Review and continue follow-up of pending/ongoing action points; maintain evidence.	Concerned faculty/coordinators
2	R26C26 Curriculum Structure	Shift Transportation Engineering (4 credits) from III-I to II-II; shift Industry Interface (1 credit) and Management Studies (3 credits) from II-II to III-I; forward revised structure to BoS.	BoA / Department
3	Engineering Mechanics & Engineering Drawing using AutoCAD	Approve prepared syllabus and forward to BoS.	Mr. M. Anirudh & Dr. P. Parthiban
4	National Level Technical Fest	Finalize Chief Guest, review/finalize budget and continue event coordination.	Dr. A. V. A. Bharat Kumar & team
5	Next three months activities	Finalize activity calendar, coordinate events and submit proofs.	Dr. P. Parthiban & all faculty
6	FA-2 Analysis	Identify students below 50% and provide counselling/remedial academic support.	Dr. P. Rakesh / Faculty / Counsellors
7	Student achievements	Motivate students for external participation and maintain achievement records.	Dr. A. V. A. Bharat Kumar / Counsellors
8	Innovative teaching practices	Submit method report, sample feedback and assessment/evaluation evidence.	All faculty
9	Attendance	Contact parents/guardians of students with attendance concerns and monitor continuously.	Faculty / Counsellors
10	Value Added Training	Conduct STAAD Pro training from 23-26 Sept. 2026 with APSSDC support and maintain programme records.	Mr. K. Bala Gopi Krishna
11	NPTEL	Monitor assignment submission and motivate students for certification.	Mr. K. Bala Gopi Krishna / Counsellors
12	Floating credits	Follow up immediately with pending students and ensure completion.	Dr. P. Rakesh / Counsellors

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13	Work-in-Lieu Committee	Form batches and monitor project/publication/patent/conference-related progress for credits.	Internal Committee
14	Academic Calendar	Coordinate upcoming events with the academic calendar and maintain documentation.	Concerned coordinators
15	Internship	Compile detailed Internship-cum-Placement interest/status for presentation in next DAAC.	Dr. A. Siva Sankar


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