

DEPARTMENT OF COMPUTER APPLICATIONS

MINUTES OF MEETING – DAAC MEETING

Date: 02.09.2025

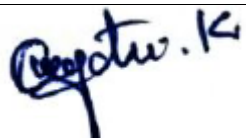
Venue: AFTF-05

The Department of Computer Applications has conducted the Department Academic Advisory Committee Meeting on 02nd September 2025 at 2.00 p.m.

Agenda points for discussion:

1. Result Analysis of the end semester examinations of the previous semester.
2. Student Attendance analysis
3. Result Analysis for the Target 1
4. Identification of slow learners based on Target 1 performance.
5. Action plan for enhancing slow learners and uplifting advanced Learners.
6. Approval for the schedule of Remedial classes.
7. Allocation of Advanced Learners as peer mentors.
8. Counselling for slow learners and attendance defaulters.
9. Reviewing the research progression of the faculty
10. Any other points of departmental activities for discussion.

The following members were present :

S.No.	Name & Address of the Expert	Member	Signature
1	Dr. N. Veeranjanyulu Professor & Head-CA, Joint Dean School of Computing and Informatics VFSTR Deemed to be University	Chairperson	
2	Dr. K. Santhi Sri Associate Professor Department of CA VFSTR Deemed to be University	Internal Member	
3	Dr. K. Gayathri Assistant Professor Department of IT&CA VFSTR Deemed to be University	Internal Member	
4	Dr.Ch. Siva Koteswara Rao Associate Professor, Department of CA VFSTR Deemed to be University	Internal Member	
5	Mrs.R.Swathika Assistant Professor Department of CA VFSTR Deemed to be University	Internal Member	
6	Dr. R.S. Padma Priya Assistant Professor Department of CA VFSTR Deemed to be University	BoA Secretary	

The following resolutions were made:

1. The committee reviewed the end semester examination results of all courses offered during the previous semester. Subject-wise pass percentages, grade distributions, and attainment levels were analyzed. Courses with comparatively low performance were identified for further academic interventions.
2. The attendance records of all students were reviewed. Students with attendance below the prescribed percentage were identified. The committee emphasized the importance of regular attendance and recommended continuous monitoring by faculty mentors.
3. Target 1 examination performance across all courses was analyzed. The faculty discussed course-wise student performance, average marks obtained, and areas where students faced difficulty.
4. Based on Target 1 results and classroom performance, slow learners were identified. Faculty members categorized students requiring academic support and prepared a list for remedial coaching and counselling.
5. The committee discussed suitable strategies to improve the academic performance of slow learners through remedial classes, additional assignments, tutorial sessions, and mentoring. Advanced learners were encouraged to participate in certifications, mini-projects, research activities, coding contests, and peer-learning initiatives.
6. The proposed remedial class schedule prepared by course coordinators was reviewed and approved. The remedial sessions are planned beyond regular working hours and focus on concept clarification and practice sessions.

7. Advanced learners were assigned as peer mentors to support academically weaker students. Faculty members were instructed to monitor the effectiveness of peer mentoring activities periodically.
8. The committee resolved to conduct counselling sessions for slow learners and attendance defaulters. Faculty mentors were advised to interact with students and parents wherever necessary to improve academic involvement and attendance.
9. Faculty members presented their research progress including publications, funded projects, patents, FDPs attended, and conference participation. The committee encouraged faculty to publish in reputed journals and actively pursue collaborative research activities.
10. The committee discussed departmental academic activities such as workshops, guest lectures, certification programs, student internships, placement training, and industry interaction initiatives. Faculty members were encouraged to enhance student participation in co-curricular and research-oriented activities.



BoA Member Secretary



Chairperson

HOD
Department of Computer Applications
Vignan's Foundation for Science, Technology & Research
(Deemed to be University)
Vadlamudi-522 213, AP, India.

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ACTION TAKEN REPORT

S.No	Agenda Point	Action Taken
1	Result Analysis of End Semester Examinations	Course-wise result analysis reports were prepared and shared with faculty members. Improvement measures were suggested for courses with low pass percentages.
2	Student Attendance Analysis	Attendance monitoring mechanisms were strengthened and attendance defaulters were identified for counselling.
3	Result Analysis for Target 1	Faculty members reviewed student performance and identified difficult topics requiring additional support sessions.
4	Identification of Slow Learners	Lists of slow learners were prepared based on Target 1 performance and shared with faculty mentors.
5	Action Plan for Slow & Advanced Learners	Remedial coaching, mentoring, tutorial classes, practice assignments, and enrichment activities were initiated. Advanced learners were encouraged towards certifications and technical competitions.
6	Approval of Remedial Class Schedule	Department approved and circulated the remedial class timetable to students and faculty members.
7	Allocation of Peer Mentors	Advanced learners were allotted as peer mentors for academic support and collaborative learning.
8	Counselling for Slow Learners & Defaulters	Counselling sessions were conducted by faculty mentors and HoD. Parents of critical attendance defaulters were informed wherever necessary.
9	Review of Faculty Research Progress	Faculty members were encouraged to submit research papers, apply for funded projects, and participate in FDPs/conferences. Periodic research review meetings were planned.
10	Departmental Activities	Plans were initiated for workshops, guest lectures, placement training programs, coding activities, and industry interaction sessions.



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