



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 05-07-2021

Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/July-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 5th July, 2021 at 2.00 PM without fail.

Agenda:

- 1) Timetables for Internal mid examination
- 2) Verification of syllabus coverage
- 3) Status of IV B.Tech Project work
- 4) Attendance of the students to Online classes
- 5) NBA documentation
- 6) Any other requirements




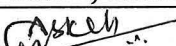

Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17



CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

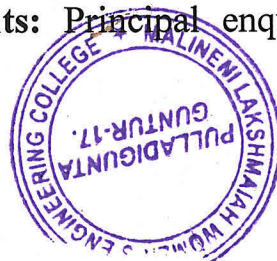
Date: 05-07-2021


Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/July-01/MoM

Minutes of CAC meeting



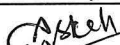
The meeting of the CAC was held on 5th July, 2021 at 2.00 PM in the Principal chamber:

- 1) **Timetables for Internal Mid exams:** Principal advised to conduct revision classes to IV B.Tech students and advise them to appear for Mid examination off line as per the timetable scheduled by JNTUK
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by the entire faculty member in various departments.
- 3) **Status of IV B.Tech class work:** Principal informed HoD's to instruct IV B.Tech students to complete Project documentation on or before 10-07-2021. Also advised HoD's to review the progress of Projects and provide necessary guidelines to all the IV B.Tech students.
- 4) **Attendance of students to Online class:** Principal advised HoD's to check irregularity among students and inform parents through mentors.
- 5) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He advised to make them learn and write so as to make them ready for final exams.
- 6) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data.
- 7) **Any other requirements:** Principal enquired about the working of various committees




Principal
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
		V. Jhansi Lakshmi	

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 05-07-2021

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 05-07-2021 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	Dr. P. NAGESWARA RAU	Prof.	P. Nageswara Rau
3)	V. Jhansi Lakshmi	Asst. Professor, HOD	V. Jhansi Lakshmi
4)	Dr. P. V. L. Sivarachala	Assoc. Professor	P. V. L. Sivarachala
5)	Y. BUJJI BABU	Exam cell I/c	Y. Bujji Babu
6)	Dr. G. Ramaswamy	Professor, HOD	G. Ramaswamy
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)	Ch. Ramesh	Assoc. Prof	Ch. Ramesh
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 14-06-2021

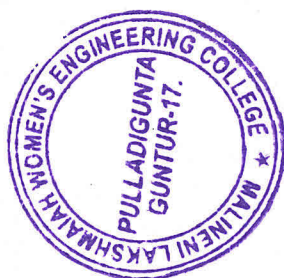
Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/June-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 14th June, 2021 through zoom meeting at 3.30 PM without fail.

Agenda:




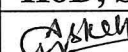
- 1) Health condition of faculty members
- 2) Safety measures suggested during Pandemic
- 3) Regularity of students to Online Class
- 4) Verification of syllabus coverage
- 5) Funds for Covid effected faculty
- 6) Any other requirements




Principal

PRINCIPAL
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

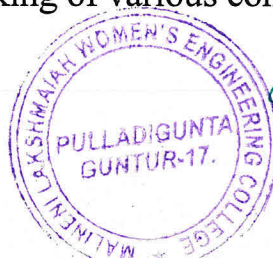
Date: 14-06-2021


Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/June-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 14th June, 2021 at 3.30 PM through zoom meeting:

- 1) **Health condition of faculty members:** The health emergency forced the closing of schools and colleges all over the country. Principal advised HoDs to conduct department faculty meeting and acknowledge the health condition of faculty members in their department.
- 2) **Safety measures suggested during Pandemic:** Principal advised all HoDs to follow proper safety measuring and protect themselves from this Pandemic. He also advised to conduct meeting with students and guide them to follow necessary safety measures and get protected from this Pandemic situation.
- 3) **Regularity of students to Online Classes:** Principal informed HoD's to monitor the regularity of students for online classes and also give information to parents about their irregularity.
- 4) **Verification of Syllabus coverage:** HoD's discussed the % of syllabus covered in various courses with Principal.
- 5) **Funds for Covid affected faculty:** Principal advised HoD's to provide the list of faculty affected by Covid. College management will provide financial support to the faculty who got affected by Covid 19.
- 6) **Any other requirements:** Principal enquired about the work progress of NBA documentation and working of various committees




Principal PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 14-06-2021

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the zoom meeting at 3.30 PM on 14-06-2021:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	Dr. P. Rameswari	Director	P. Rameswari
3)	Y. BUJJI BABU	Exams. I/c	Y. B. B.
4)	Dr. P.V.L. Suvarchala	Assoc. Prof. ^{HOD}	P.V.L. Suvarchala
5)	V. Jhansi Lakshmi	Asst. Professor, ^{HOD}	V. Jhansi Lakshmi
6)	Dr G. Ramaswamy	Professor, HOD	G. Ramaswamy
7)	Dr. A. Srikrishna chaitanya	Professor, HOD	A. Srikrishna chaitanya
8)	Ch. Ramesh	Assoc. Prof	Ch. Ramesh
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 08-03-2021

Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/Mar-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 8th March, 2021 at 2.30 PM without fail.

Agenda:

- 1) Timetables for Internal Lab exams
- 2) Verification of syllabus coverage
- 3) Preparation for final exams
- 4) Project work documentation
- 5) NBA documentation
- 6) Any other requirements

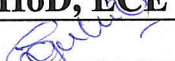





Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 08-03-2021

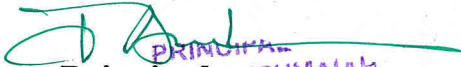
Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/March-01/MoM

Minutes of CAC meeting

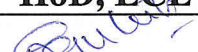


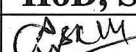
The meeting of the CAC was held on 8th March, 2021 at 2.30 PM in the Principal chamber:

- 1) **Timetables for Internal Lab exams:** Principal advised to submit schedules to conduct internal lab exams to II, III & IV B. Tech students in this week.
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by every faculty member in various departments.
- 3) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He also advised to provide question bank and JNTUK question papers to all the students.
- 4) **Project Documentation:** Principal advised HoDs to give instructions to Guides and verify project documentation of all IV B.Tech students and check the execution of projects.
- 5) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data. He advised to give instructions to all criterion coordinators to acknowledge the status to the HoDs.
- 6) **Any other requirements:** Principal enquired about the working of all committees and problems of students and staff members in the departments.




Principal
MALINI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17
(Dr. J. Apparao)

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 08-03-2021

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 08-03-2021 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	[Signature]
2)	Dr. P. NAGESWARA LT	Director	[Signature]
3)	Y. BUSJI BABU	Exams I/c	[Signature]
4)	Dr. K. Gouthami	Prof. & Head	[Signature]
5)	Dr. G. Ramaswamy	Professor, HOD	[Signature]
6)	Dr. A. Srikrishna chaitanya	Professor, HOD	[Signature]
7)	V. Jhansi Lakshmi	Asst. Professor, HOD	[Signature]
8)	Ch. Ramesh	Asst. Prof	[Signature]
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 04-02-2021

Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/feb-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 4th February, 2021 at 1.30 PM without fail.

Agenda:

- 1) Previous semester result analysis
- 2) Mid exam result analysis
- 3) Syllabus coverage
- 4) IV B.Tech Projects
- 5) NBA documentation
- 6) Any other requirements

Principal

(Dr. J.Apparao)



PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 04-02-2021

Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/feb-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 4th February, 2021 at 1.30 PM in the Principal chamber:

- 1) **Previous semester result analysis:** HoD's presented the result analysis of previous semester later Principal advised HoDs to improve the pass percentage further. The Performance of the students is discussed. It is resolved to arrange for remedial classes for the slow learners.
- 2) **Mid exam result analysis:** Principal verified the mid marks of current semester students and advised to identify the slow learners. Conduct special classes to slow learners to achieve better marks in mid and external examinations.
- 3) **Syllabus Coverage:** Principal verified the % of syllabus covered for all the subjects in all programs. He advised to take additional classes to complete the syllabus on time.
- 4) **IV B.Tech Projects:** All HoDs are informed to monitor the Projects of IV B.Tech students, conduct reviews and test the working of the works executed by the students.
- 5) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to be cautious in cross checking the data filled.
- 6) **Any other requirements:** Principal enquired about the working of anti-ragging committee.



[Signature]
Principal
(Dr. J Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 04-02-2021

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 04-02-2021 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	Dr. P. NAGESWARA LA	DIRECTOR	P. NAGESWARA LA
3)	Y. BUJJI BABU	Exams I/c	Y. BUJJI BABU
4)	Dr. K. Ganthani	Prof. & Head	K. Ganthani
5)	Dr. A. Srikrishna chaitanya	Professor, HOD	A. Srikrishna chaitanya
6)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
7)	V. Jhansi Lakshmi	Asst. Professor HOD	V. Jhansi Lakshmi
8)	Ch. Ramesh	Asst. Prof	Ch. Ramesh
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 4-01-2021

Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/Jan-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 4th January, 2020 at 2.30 PM without fail.

Agenda:

1. Checking the feedback from the students for teaching staff.
2. Progress of Labs
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

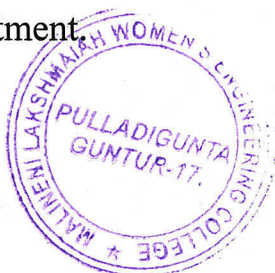
Date: 04-01-2021


Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/Jan-01/MoM

Minutes of the CAC meeting

The meeting of the CAC was held on 4th January, 2021 at 2.30 PM in the Principal chamber:

- 1. Checking the feedback from the students for teaching staff :** Principal verified the students feedback on all the faculty and advised to take oral feedback from the students also.
- 2. Feedback of Lab:** Principal verified the feedback on labs and discussed the problems of students.
- 3. Checking of Course files & Lesson Plan:** Principal verified the course files and lesson plans, lecture notes and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal verified the documentation in various departments and advised to maintain proper documentation.
- 5. Any other requirements:** Principal discussed the working of various committees in the department.




Principal
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
(Dr. J.Apparao)
GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 04-01-2021

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 04-01-2021 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	T. Anil
2)	Dr. P. NAGESWARA LA	DIRECTOR	P. Nageswara
3)	Y. BUJJIBABU	Exams C/C	Y. Bujji
4)	Ch. Ramesh	Asst. Prof	Ch. Ramesh
5)	Dr. K. Gouthami	professor & Head	Dr. K. Gouthami
6)	Dr. G. Ramaswamy	Profssor, HOD	Dr. G. Ramaswamy
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	Dr. A. Srikrishna Chaitanya
8)	V. Jhansi Lakshmi	Asst Professor, HOD	V. Jhansi
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 01-12-2020

Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/Dec-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 1st December, 2020 at 2.30 PM without fail.

Agenda:

- 1) Workload Calculation
- 2) Staff requirement
- 3) Additional Equipments required
- 4) Library books requirements
- 5) Departmental academic calendar for upcoming semester.
- 6) NBA documentation
- 7) Any other requirements

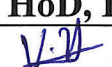
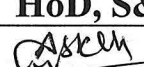



Principal

(Dr. J.Apparao)
PRINCIPAL

**MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-12-2020

Ref no.: MLEW/A.Y.20-21/II Sem. /CAC/Dec-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 1st December, 2020 at 2.30 PM in the Principal chamber:

- 1) **Workload Calculation:** Principal verified the workload details submitted by HoD's and discussed in detail in the meeting
- 2) **Staff requirement:** Principal assured sufficient faculty members will be recruited as per the department requirements.
- 3) **Additional Equipments required:** Principal advised HoDs to submit proposal for additional equipment if required in their department within a week.
- 4) **Library books requirements:** Principal advised to verify the syllabus and provide requirement of books for B.Tech students.
- 5) **Departmental academic calendar for upcoming semester:** Principal advised HoDs to prepare Department academic calendar referring JNTUK calendar with tentative dates of Guest Lectures, Industrial visits, FDPs, Sports events etc.,
- 6) **NBA documentation:** Principal advised all HoD's maintain documentation with correct data.
- 7) **Any other requirements:** Principal advised HoDs to give proposals for consumable, stationary requirements for the upcoming semester.



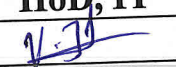
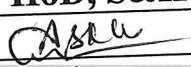



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-12-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 01-12-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	DR. NAGESWARANA RA	DIRECTOR	Nageswarana Ra
3)	Y. BUJJI BABU	Exams I/c	Y. Bujji Babu
4)	Ch. Ramesh	Asst. Prof	Ch. Ramesh
5)	Dr. K. Gonthamani	Professor & Head	Dr. K. Gonthamani
6)	Dr. A. Sri Krishna Charanya	Professor, HOD	Dr. A. Sri Krishna Charanya
7)	Dr. G. Rama Swamy	Professor, HOD	Dr. G. Rama Swamy
8)			
9)			
10)	V. Jhansi Laxhmi	Asst. Professor HOD	V. Jhansi Laxhmi



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 23-11-2020

Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Nov-02

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 23rd November, 2020 at 2.30 PM without fail.

Agenda:

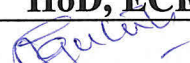

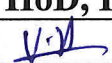
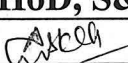
- 1) Timetables for external lab examinations
- 2) Smooth conduct of JNTUK examination
- 3) Conduct of Revision classes
- 4) Performance of students from Mid 1&2
- 5) NBA documentation
- 6) Any other requirements




Principal

(Dr. J. Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 23-11-2020

Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Nov-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 23rd November, 2020 at 2.30 PM in the Principal chamber:

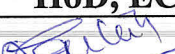


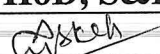
- 1) **Timetables for External Lab exams:** Principal advised to smoothly conduct external lab examinations as per the timetable issued by JNTUK.
- 2) **Smooth conduct of JNTUK examinations:** Principal advised to issue hall ticket to students and smoothly conduct all JNTUK examinations as per the timetable issued by JNTUK.
- 3) **Conduct of Revision classes:** Principal informed HoD's to plan revision classes and conduct study hours to students as End examinations are fast approaching.
- 4) **Performance of Mid 1&2:** Principal verified the performance of Mid 1 & 2 marks. He advised to identify the students who got less than 35 % of marks and provide question bank and instruct faculty member to conduct study hours.
- 5) **NBA documentation:** Principal reviewed the documentation for the NBA and advised all the HoD's to update all the files on every day without fail
- 6) **Any other requirements:** Principal enquired about the working of various committees.




Principal

PRINCIPAL
(Dr. J. Apparao)
MALINIENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 23-11-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 23-11-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	DIP. NAGARAJA RAU	DILECTOR	D. Nagaraja Rau
3)	Y. BUSJI BABU	Exams I/c	Y. Busji Babu
4)	Dr. K. Gontha Reddy	Professor & Head	K. Gontha Reddy
5)	Dr. G. Ramaswamy	Professor, HOD	G. Ramaswamy
6)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
7)	Ch. Ramesh	Asst. Prof	Ch. Ramesh
8)			
9)			
10)	V. Jhansi Laxhmi	Asst. Professor, HOD	V. Jhansi Laxhmi



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 09-11-2020

Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Nov-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 9th November, 2020 at 2.30 PM without fail.

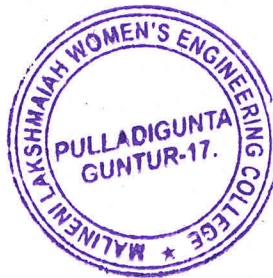
Agenda:

- 1) Timetables for Internal Lab exams
- 2) Verification of syllabus coverage
- 3) Preparation for final exams
- 4) NBA documentation
- 5) Any other requirements

Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17



CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 09-11-2020

Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Nov-01/MoM

Minutes of CAC meeting

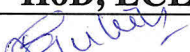


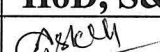
The meeting of the CAC was held on 09th November, 2020 at 2.30 PM in the Principal chamber:

- 1) **Timetables for Internal Lab exams:** Principal advised to conduct internal lab exams to II, III & IV B. Tech students in this week.
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by the entire faculty member in various departments.
- 3) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He also advised to provide question bank and JNTUK question papers to all the students.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data. He advised to give instructions to all criterion coordinators to acknowledge the status to the HoDs.
- 5) **Any other requirements:** Principal enquired the working of all committees and requirements from all the departments.




Principal
MALINENI LAKSHMAIAH WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17
(Dr. J. Apparao)

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 09-11-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 09-11-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	DIP. NAGESWARAO	DIRECTOR	D. Nageswarao
3)	Dr. K. Ganthouli	Professor & HOD	
4)	V. Jhansi Lalshmi	ASSIST. PROFESSOR HOD	V. Jhansi
5)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna
6)	Dr. P.V.L Swachala	Assoc. Prof & HOD	P.V.L Swachala
7)	Dr G. Ramaswamy	Professor, HOD	G. Ramaswamy
8)	Y. BUJJI BABU	Exams I/c	Y. Bujji Babu
9)	Ch. Ramesh	Asst. Prof	Ch. Ramesh
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 12-10-2020

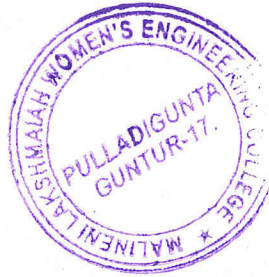
Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Oct-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 12th October, 2020 at 2.30 PM without fail.

Agenda:

- 1) Previous semester result analysis
- 2) Mid exam result analysis
- 3) Syllabus coverage
- 4) NBA documentation
- 5) Any other requirements



Principal

(Dr. J. Apparao)
**MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 12-10-2020


Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Oct-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 12th October, 2020 at 2.30 PM in the Principal chamber:

- 1) **Previous semester result analysis:** HoD's presented the result analysis of previous semester later Principal advised HoDs to improve the pass percentage further. The Performance of the students is discussed. It is resolved to arrange for remedial classes for the slow learners.
- 2) **Mid exam result analysis:** Principal verified the mid marks of current semester students and advised to identify the slow learners. Conduct special classes to slow learners to achieve better marks in mid and external examinations.
- 3) **Syllabus Coverage:** Principal verified the % of syllabus covered for all the subjects in all programs. He advised to take additional classes to complete the syllabus on time.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to be cautious in cross checking the data filled.
- 5) **Any other requirements:** Principal enquired about the working of various committees.




Principal
PRINCIPAL
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 12-10-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 12-10-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. APPA Rao	Principal	T. And
2)	Dr. P. NAGESWARAN	DIRECTOR	P. Nages
3)	Dr. P. V. L. Suvachala	Assoc. Prof & HOD	J. S.
4)	Dr. G. Rama Swamy	Professor, HOD	G.
5)	V. Jhansi Lakshmi	Asst. Professor, HOD	V. J.
6)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrish
7)	Y. BUSSID BAOU	Exams R/C	Y. B.
8)	Ch. Ramesh	Asst. Prof.	Ch. R.
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 7-09-2020

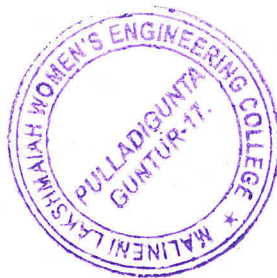
Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Sep-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 7th September, 2020 at 2.30 PM without fail.

Agenda:

1. Verification of student's feedback on faculty.
2. Progress of Labs
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-IT

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 07-09-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 7-09-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	Y. BUSSI BABU	Exams I/c	Y. B. Babu
3)	Dr. R. RAJESWARA RAO	Director	R. Rajeswara Rao
4)	Dr. P.V.L. Sivarajala	Assoc. Prof & HOD	P.V.L. Sivarajala
5)	Dr. G. Rameswamy	Professor, HOD	G. Rameswamy
6)	V. Jhansi Lakshmi	Asst Professor HOD	V. Jhansi Lakshmi
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)	Ch. Ramesh	Asst Prof	Ch. Ramesh
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

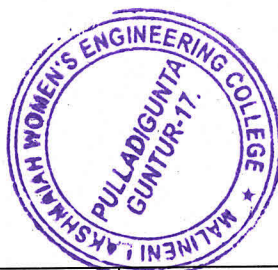
Date:7-09-2020


Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Sep-01/MoM

Minutes of the CAC meeting

The meeting of the CAC was held on 7th September, 2020 at 2.30 PM in the Principal chamber:

- 1. Verification of students feedback on faculty:** Principal verified the students feedback on all the faculty and suggested few faculty members to improve their performance.
- 2. Feedback of Lab:** Principal verified the student's feedback on labs and discussed the problems of students.
- 3. Checking of Course files & Lesson Plan:** Principal checked few course files, lesson plan and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal advised HoDs to monitor documentation assigned to faculty members.
- 5. Any other requirements:** Principal advised HoDs to submit proposal of any requirements from the departments.




Principal
(Dr. J. Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 10-08-2020

Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Aug-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 10th August, 2020 at 2.30 PM without fail.

Agenda:

1. Verification of Subject allocation
2. Timetable verification
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements

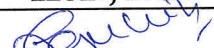


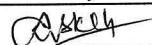



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 10-08-2020

Ref no.: MLEW/A.Y.20-21/I Sem. /CAC/Aug-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 10th August, 2020 at 2.30 PM in the Principal chamber:

- 1. Verification of Subject allocation:** Principal verified the workload allotted submitted by all HoDs to all individual faculty members in various departments.
- 2. Timetable verification:** Principal verified and approved the timetables prepared for all programs submitted by HoDs.
- 3. Checking of Course files & Lesson Plan:** Principal randomly checked few course files and lesson plans, CO-PO mapping and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal suggested doing the proper documentation for various events such as workshops, guest lectures, and industrial visits planned in the department.
- 5. Any other requirements:** Principal suggested informing to students about the commencement of class work for the upcoming semester.



Principal

(Dr. J. Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 10-08-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 10-08-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)	Dr. P. NAGESWARA RAU	DIRECTOR	P. Nageswara Rao
3)	Y. BUSJE BABU	Exam. In-charge	Y. Busje Babu
4)	Dr. K. Gonthamma	Prof & Head	K. Gonthamma
5)	V. Jhansi Lakshmi	Asst. Professor, HOD	V. Jhansi Lakshmi
6)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)	Ch. Ramesh	Asst. Prof	Ch. Ramesh
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-04-2020

Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Apr-01


CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 1st April, 2020 at 2.30 PM without fail.

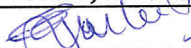



Agenda:

- 1) Timetables for external lab examinations
- 2) Smooth conduct of JNTUK examination
- 3) Conduct of Revision classes
- 4) Performance of students from Mid 1&2
- 5) NBA documentation
- 6) Any other requirements




Principal
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-04-2020


Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Apr-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 1st April, 2020 at 2.30 PM in the Principal chamber:

- 1) **Timetables for External Lab exams:** Principal advised to smoothly conduct external lab examinations as per the timetable issued by JNTUK.
- 2) **Smooth conduct of JNTUK examinations:** Principal advised to issue hall ticket to students and smoothly conduct all JNTUK examinations as per the timetable issued by JNTUK.
- 3) **Conduct of Revision classes:** Principal informed HoD's to plan revision classes and conduct study hours to students as End examinations are fast approaching.
- 4) **Performance of Mid 1&2:** Principal verified the performance of Mid 1 & 2 marks. He advised to identify the students who got less than 40 % of marks and provide question bank and instruct faculty member to conduct study hours.
- 5) **NBA documentation:** Principal reviewed documentation and all HoD's are advised to update all the files on every day without fail.
- 6) **Any other requirements:** Principal enquired about the working of various committees




Principal
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



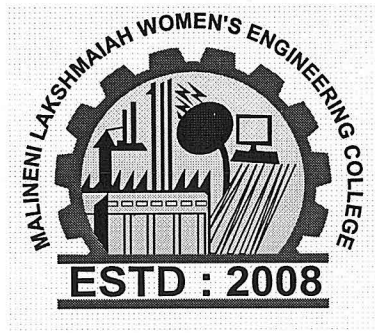
Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-04-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 01-04-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Aruna Rao	principal	J. Aruna Rao
2)			
3)	Dr. K. Gunthamma	professor & HOD	K. Gunthamma
4)	Dr. G. Ramaswamy	Professor, HOD	G. Ramaswamy
5)			
6)	V. Jhansi Lakshmi	Asst. Professor, HOD	V. Jhansi Lakshmi
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)			
9)			
10)			



MALINENI LAKSHMAIAH

WOMEN'S ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
Pulladigunta (V), Vatticherukuru (Md), GUNTUR

COLLEGE ACADEMIC

COMMITTEE

(2019-20)



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 16-03-2020

Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Mar-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 16th March, 2020 at 2.30 PM without fail.

Agenda:

- 1) Timetables for Internal Lab exams
- 2) Verification of syllabus coverage
- 3) Preparation for final exams
- 4) Project work documentation
- 5) NBA documentation
- 6) Any other requirements



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR, P. 17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 16-03-2020

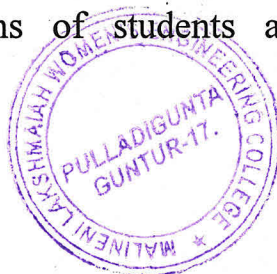
Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/March-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 16th March, 2020 at 2.30 PM in the

Principal chamber:

- 1) **Timetables for Internal Lab exams:** Principal advised to submit schedules to conduct internal lab exams to II, III & IV B. Tech students in this week.
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by every faculty member in various departments.
- 3) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He also advised to provide question bank and JNTUK question papers to all the students.
- 4) **Project Documentation:** Principal advised HoDs to give instructions to Guides and verify project documentation of all IV B.Tech students and check the execution of projects.
- 5) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data. He advised to give instructions to all criterion coordinators to acknowledge the status to the HoDs.
- 6) **Any other requirements:** Principal enquired about the working of all committees and problems of students and staff members in the departments.




Principal
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 16-03-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 16-03-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Apparega	Principal	J. Apparega
2)			
3)			
4)	Dr. K. Gonthamani	prof. Head	K. Gonthamani
5)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
6)	V. Jhansi Lakshmi	Asst. Professor [HOD]	V. Jhansi Lakshmi
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 02-12-2019

Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Dec-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 2nd December, 2019 at 1.30 PM without fail.

Agenda:

1. Checking the feedback from the students for teaching staff.
2. Progress of Labs
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements

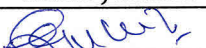


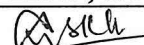



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 02-12-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 02-12-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)	Dr. K. Gouthami	prof & Head	K. Gouthami
4)	Dr G. Rama Swamy	Professor, HOD	G. Rama Swamy
5)	V. Jhansi Lakshmi	Asst Professor, HOD	V. Jhansi Lakshmi
6)	Dr. A. Srikrishna Charanya	Professor, HOD	A. Srikrishna Charanya
7)			
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

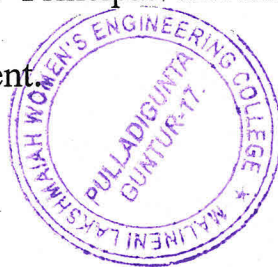
Date: 02-12-2019


Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Dec-01/MoM

Minutes of the CAC meeting

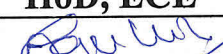


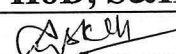
The meeting of the CAC was held on 2nd December, 2019 at 1.30 PM in the Principal chamber:

- 1. Checking the feedback from the students for teaching staff :** Principal verified the students feedback on all the faculty and advised to take oral feedback from the students also.
- 2. Feedback of Lab:** Principal verified the feedback on labs and discussed the problems of students.
- 3. Checking of Course files & Lesson Plan:** Principal verified the course files and lesson plans, lecture notes and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal verified the documentation in various departments and advised to maintain proper documentation.
- 5. Any other requirements:** Principal discussed the working of various committees in the department.




Principal
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 27-01-2020

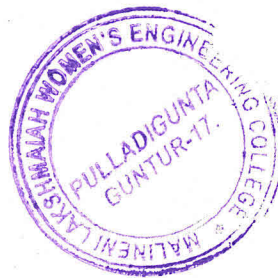
Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Jan-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 27th January, 2020 at 2.30 PM without fail.

Agenda:

- 1) Previous semester result analysis
- 2) Mid exam result analysis
- 3) Syllabus coverage
- 4) IV B.Tech Projects
- 5) NBA documentation
- 6) Any other requirements

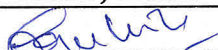


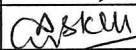



Principal

(Dr. J.Apparao)
PRINCIPAL

**MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 27-01-2020


Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Jan-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 27th January, 2020 at 2.30 PM in the Principal chamber:

- 1) **Previous semester result analysis:** HoD's presented the result analysis of previous semester later Principal advised HoDs to improve the pass percentage further. The Performance of the students is discussed. It is resolved to arrange for remedial classes for the slow learners.
- 2) **Mid exam result analysis:** Principal verified the mid marks of current semester students and advised to identify the slow learners. Conduct special classes to slow learners to achieve better marks in mid and external examinations.
- 3) **Syllabus Coverage:** Principal verified the % of syllabus covered for all the subjects in all programs. He advised to take additional classes to complete the syllabus on time.
- 4) **IV B.Tech Projects:** All HoDs are informed to monitor the Projects of IV B.Tech students, conduct reviews and test the working of the works executed by the students.
- 5) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to be cautious in cross checking the data filled.
- 6) **Any other requirements:** Principal enquired about the working of anti-ragging committee.




Principal
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 27-01-2020

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 27-01-2020 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Ganthamma	Prof. & Head	K. Ganthamma
5)	V. Jhansi Lakshmi	Asst. Professor, HOD	V. Jhansi Lakshmi
6)	Dr. G. Ramaswamy	Professor, HOD	G. Ramaswamy
7)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 25-09-2019

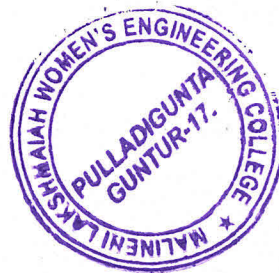
Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/Sep-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 25th September, 2019 at 2.00 PM without fail.

Agenda:

- 1) Timetables for Internal Lab exams
- 2) Verification of syllabus coverage
- 3) Preparation for final exams
- 4) NBA documentation
- 5) Any other requirements



Principal

(Dr. J.Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

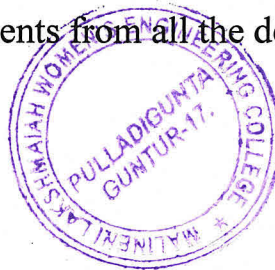
Date: 25-09-2019


Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/Sep-01/MoM

Minutes of CAC meeting

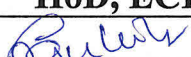


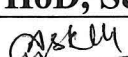
The meeting of the CAC was held on 25th September, 2019 at 2.00 PM in the Principal chamber:

- 1) **Timetables for Internal Lab exams:** Principal advised to conduct internal lab exams to II, III & IV B. Tech students in this week.
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by the entire faculty member in various departments.
- 3) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He also advised to provide question bank and JNTUK question papers to all the students.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data. He advised to give instructions to all criterion coordinators to acknowledge the status to the HoDs.
- 5) **Any other requirements:** Principal enquired the working of all committees and requirements from all the departments.




Principal
(Dr. J. Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 25-09-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 25-09-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Apparao	principal	J. Apparao
2)			
3)			
4)			
5)	Dr. K. Gouthami	Prof & Head	Gouthami
6)	V. Jhansi Lakshmi	Asst Professor, HOD	V. Jhansi
7)	Dr G. Rama Swamy	Professor, HOD	G. Rama Swamy
8)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 11-11-2019

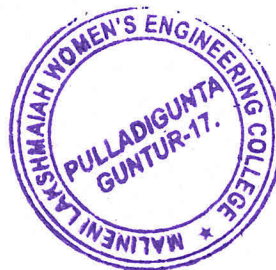
Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Nov-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 11th November, 2019 at 1.30 PM without fail.

Agenda:

1. Verification of Subject allocation
2. Timetable verification
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements



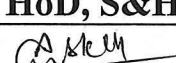



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 11-11-2019

Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Nov-01/MoM

Minutes of CAC meeting

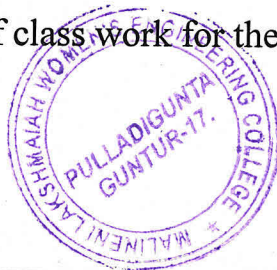
The meeting of the CAC was held on 11th November, 2019 at 1.30 PM in the Principal chamber:

- 1. Verification of Subject allocation:** Principal verified the workload allotted to all individual faculty members in various departments.
- 2. Timetable verification:** Principal verified and given his approved for the timetables prepared by various departments.
- 3. Checking of Course files & Lesson Plan:** Principal verified few course file and lesson plan and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal suggested doing the proper documentation for all events, maintain course files, lab files and personal files by all faculty members in the department. HoDs are informed to monitor the filing works and submit the reports to the undersigned.
- 5. Any other requirements:** Principal suggested informing to students about the commencement of class work for the upcoming semester.

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among all the faculty members in the department.



Principal
(Dr. J. Apparao)
MALINI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 11-11-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 11-11-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	T. And
2)			
3)	Dr. K. Gonthareddy	prof & Head	Gulwary
4)	Dr. G. Rama Swamy	Professor, HOD	G
5)	V. Jhansi Lakshmi	Asst Professor, HOD	W
6)	Dr. A. Sri Krishna Chaitanya	Professa, HOD	Askech
7)			
8)			
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 17-10-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/Oct-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 17th October, 2019 at 1.30 PM without fail.

Agenda:

- 1) Timetables for external lab examinations
- 2) Smooth conduct of JNTUK examination
- 3) Conduct of Revision classes
- 4) Performance of students from Mid 1&2
- 5) NBA documentation
- 6) Any other requirements




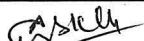



Principal

(Dr. J. Apparao)

**PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

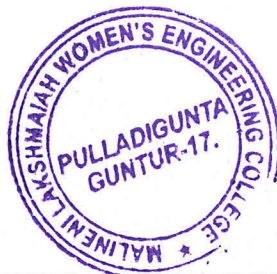
Date: 17-10-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/Oct-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 17th October, 2019 at 1.30 PM in the Principal chamber:

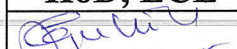


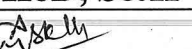
- 1) **Timetables for External Lab exams:** Principal advised to smoothly conduct external lab examinations as per the timetable issued by JNTUK.
- 2) **Smooth conduct of JNTUK examinations:** Principal advised to issue hall ticket to students and smoothly conduct all JNTUK examinations as per the timetable issued by JNTUK.
- 3) **Conduct of Revision classes:** Principal informed HoD's to plan revision classes and conduct study hours to students as End examinations are fast approaching.
- 4) **Performance of Mid 1&2:** Principal verified the performance of Mid 1 & 2 marks. He advised to identify the students who got less than 35 % of marks and provide question bank and instruct faculty member to conduct study hours.
- 5) **NBA documentation:** Principal reviewed the documentation for the NBA and advised all the HoD's to update all the files on every day without fail
- 6) **Any other requirements:** Principal enquired about the working of various committees.




Principal

PRINCIPAL
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 17-10-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 17-10-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Ganthamma	Prof. & Head	K. Ganthamma
5)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
6)	V. Jhansi Laxhmi	Asst Professor, HOD	V. Jhansi Laxhmi
7)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 30-10-2019

Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Oct-02

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 30th October, 2019 at 2.30 PM without fail.

Agenda:

- 1) Workload Calculation
- 2) Staff requirement
- 3) Additional Equipments required
- 4) Library books requirements
- 5) Departmental academic calendar for upcoming semester.
- 6) NBA documentation
- 7) Any other requirements

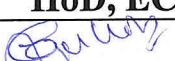


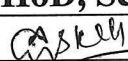



Principal

(Dr. J.Apparao)
PRINCIPAL

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 30-10-2019

Ref no.: MLEW/A.Y.19-20/II Sem. /CAC/Oct-02/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 30th October, 2019 at 2.30 PM in the Principal chamber:

- 1) **Workload Calculation:** Principal verified the workload details submitted by HoD's and discussed in detail in the meeting
- 2) **Staff requirement:** Principal assured sufficient faculty members will be recruited as per the department requirements.
- 3) **Additional Equipments required:** Principal advised HoDs to submit proposal for additional equipment if required in their department within a week.
- 4) **Library books requirements:** Principal advised to verify the syllabus and provide requirement of books for B.Tech & M.Tech students.
- 5) **Departmental academic calendar for upcoming semester:** Principal advised HoDs to prepare Department academic calendar referring JNTUK calendar with tentative dates of Guest Lectures, Industrial visits, FDPs, Sports events etc.,
- 6) **NBA documentation:** Principal advised all HoD's maintain documentation with correct data.
- 7) **Any other requirements:** Principal advised HoDs to give proposals for consumable, stationary requirements for the upcoming semester.

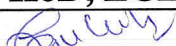


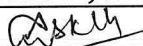

Principal

(Dr. J.Apparao)



MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 30-10-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 30-10-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	[Signature]
2)			
3)			
4)	Dr. K. Goutham	prof. & Head	[Signature]
5)	V. Jhansi Lakshmi	Asst. Professor, HOD	[Signature]
6)	Dr. G. Rama Swamy	Professor, HOD	[Signature]
7)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	[Signature]
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 24-06-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/June-02

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 24th June, 2019 at 2.30 PM without fail.

Agenda:

1. Verification of student's feedback on faculty.
2. Progress of Labs
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements




Principal

(Dr. J. Apparao)

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
BULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 24-06-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/June-02/MoM

Minutes of the CAC meeting

The meeting of the CAC was held on 24th June, 2019 at 2.00 PM in the Principal chamber:

- 1. Verification of students feedback on faculty:** Principal verified the students feedback on all the faculty and suggested few faculty members to improve their performance.
- 2. Feedback of Lab:** Principal verified the student's feedback on labs and discussed the problems of students.
- 3. Checking of Course files & Lesson Plan:** Principal checked few course files, lesson plan and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal advised HoDs to monitor documentation assigned to faculty members.
- 5. Any other requirements:** Principal advised HoDs to submit proposal of any requirements from the departments.




Principal

(Dr. J. Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 24-06-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 24-06-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)	Dr. K. Gontha Reddy	Prof. & Head	G. Reddy
4)	V. Jhansi Lakshmi	Asst Professor, HOD	V. Jhansi
5)			
6)			
7)	Dr. G. Rama Swamy	Professor, HOD	G. Swamy
8)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Chaitanya
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 12-08-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/Aug-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 12th August, 2019 at 1.30 PM without fail.

Agenda:

- 1) Previous semester result analysis
- 2) Mid exam result analysis
- 3) Syllabus coverage
- 4) NBA documentation
- 5) Any other requirements



Principal

(Dr. J.Apparao)

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 12-08-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/Aug-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 12th August, 2019 at 1.30 PM in the Principal chamber:

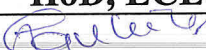


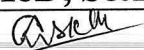
- 1) **Previous semester result analysis:** HoD's presented the result analysis of previous semester later Principal advised HoDs to improve the pass percentage further. The Performance of the students is discussed. It is resolved to arrange for remedial classes for the slow learners.
- 2) **Mid exam result analysis:** Principal verified the mid marks of current semester students and advised to identify the slow learners. Conduct special classes to slow learners to achieve better marks in mid and external examinations.
- 3) **Syllabus Coverage:** Principal verified the % of syllabus covered for all the subjects in all programs. He advised to take additional classes to complete the syllabus on time.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to be cautious in cross checking the data filled.
- 5) **Any other requirements:** Principal enquired about the working of various committees.




Principal

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR - 17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 12-08-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 12-08-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Ganthaneni	prof & Head	K. Ganthaneni
5)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
6)	V. Jhansi Lakshmi	ASST Professor, HOD	V. Jhansi Lakshmi
7)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 06-05-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/May-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 6th May, 2019 at 1.30 PM without fail.

Agenda:

- 1) Workload Calculation
- 2) Staff requirement
- 3) Additional Equipments required
- 4) Library books requirements
- 5) Department academic calendar for upcoming semester.
- 6) NBA documentation
- 7) Any other requirements

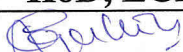


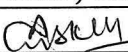



Principal

(Dr. J. Apparao)

**MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 06-05-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/May-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 06th May, 2019 at 1.30 PM in the

Principal chamber:

- 1) **Workload Calculation:** HoD's submitted workload details to the undersigned. Principal verified the workload details presented by all the HoDs.
- 2) **Staff requirement:** Principal assured sufficient faculty members will be recruited as per the departmental requirements.
- 3) **Additional Equipments required:** According to the HoD information additional equipments are not necessary and Principal advised to proposal if required.
- 4) **Library books requirements:** Principal advised HoDs to submit proposals to purchase books to meet the syllabus for B.Tech students.
- 5) **Department academic calendar for upcoming semester:** Principal advised HoDs to prepare Department academic calendar referring JNTUK calendar included with tentative dates of Guest Lectures, Industrial visits, FDPs, Sports events etc.,
- 6) **NBA documentation:** Principal reviewed the documentation at department levels and advised update for this academic year also.
- 7) **Any other requirements:** Principal advised HoDs to give proposals for stationary, consumable, non consumable for the upcoming semester.




Principal

PRINCIPAL
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
BULLADIGUNTA, GUNTUR-17



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 06-05-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 06-05-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	J. Appa Rao
2)			
3)			
4)			
5)	Dr. K. Gouthami	prof. & Head	Gouthami
6)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
7)	V. Jhansi Laxhmi	Asst Professor, HOD	V. Jhansi Laxhmi
8)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 03-06-2019

Ref no.: MLEW/A.Y.19-21/I Sem. /CAC/June-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 3rd June, 2019 at 2.00 PM without fail.

Agenda:

1. Verification of Subject allocation
2. Timetable verification
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements




Principal

PRINCIPAL
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

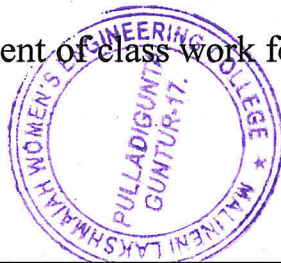
Date: 03-06-2019

Ref no.: MLEW/A.Y.19-20/I Sem. /CAC/June-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 3rd June, 2019 at 2.00 PM in the Principal chamber:

- 1. Verification of Subject allocation:** HoDs presented the subject allocation to the undersigned. Principal verified the workload allotted to all individual faculty members in various departments.
- 2. Timetable verification:** Principal verified and approved the timetables prepared for all programs submitted by HoDs.
- 3. Checking of Course files & Lesson Plan:** Principal randomly checked few course files and lesson plans, CO-PO mapping and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal suggested doing the proper documentation for various events such as workshops, guest lectures, and industrial visits planned in the department.
- 5. Any other requirements:** Principal suggested informing to students about the commencement of class work for the upcoming semester.



Principal
MALINIENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among all the faculty members in the department.


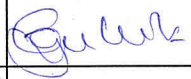





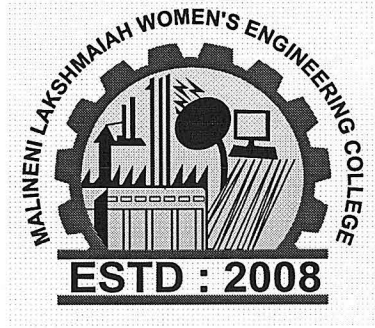
Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 03-06-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 03-06-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	
2)			
3)			
4)	Dr. K. Gunthala Devi	Prof & Head	
5)	V. Jhansi Laxhmi	Asst Professor, HOD	
6)			
7)	Dr. G. Rama Swamy	Professor, HOD	
8)	Dr. A. Srinivasa Chaitanya	Professor, HOD	
9)			
10)			



MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to JNTUK, Kakinada)
Pulladigunta (V), Vatticherukuru (Md), GUNTUR

COLLEGE ACADEMIC
COMMITTEE
(2018-19)



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 18-03-2019

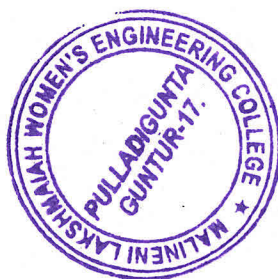
Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Mar-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 18th March, 2019 at 2.00 PM without fail.

Agenda:

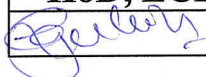
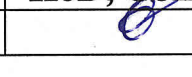

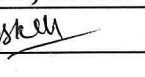
- 1) Timetables for Internal Lab exams
- 2) Verification of syllabus coverage
- 3) Preparation for final exams
- 4) Project work documentation
- 5) NBA documentation
- 6) Any other requirements




Principal

(Dr. J.Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

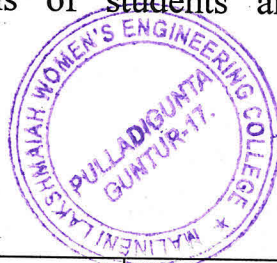
Date: 18-03-2019

Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/March-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 18th March, 2019 at 2.00 PM in the Principal chamber:

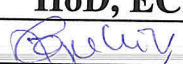


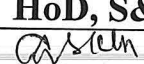
- 1) **Timetables for Internal Lab exams:** Principal advised to conduct internal lab exams to II, III & IV B. Tech students in this week.
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by the entire faculty member in various departments.
- 3) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He also advised to provide question bank and JNTUK question papers to all the students.
- 4) **Project Documentation:** Principal advised HoDs to give instructions to Guides and verify project documentation of all IV B.Tech students and check the execution of projects.
- 5) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data. He advised to give instructions to all criterion coordinators to acknowledge the status to the HoDs.
- 6) **Any other requirements:** Principal enquired about the working of all committees and problems of students and staff members in the departments.




Principal

(Dr. J. Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 18-03-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 18-03-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Gontheru	prof & Head	K. Gontheru
5)	V. Jhansi Lakshmi	Asst. Prof, HOD	V. Jhansi
6)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-04-2019

Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Apr-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 1st April, 2019 at 2.30 PM without fail.

Agenda:

- 1) Timetables for external lab examinations
- 2) Smooth conduct of JNTUK examination
- 3) Conduct of Revision classes
- 4) Performance of students from Mid 1&2
- 5) NBA documentation
- 6) Any other requirements



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

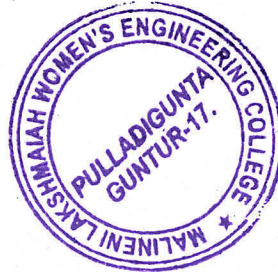
Date: 01-04-2019

Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Apr-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 1st April, 2019 at 2.30 PM in the Principal chamber:

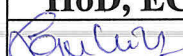
- 1) **Timetables for External Lab exams:** Principal advised to smoothly conduct external lab examinations as per the timetable issued by JNTUK.
- 2) **Smooth conduct of JNTUK examinations:** Principal advised to issue hall ticket to students and smoothly conduct all JNTUK examinations as per the timetable issued by JNTUK.
- 3) **Conduct of Revision classes:** Principal informed HoD's to plan revision classes and conduct study hours to students as End examinations are fast approaching.
- 4) **Performance of Mid 1&2:** Principal verified the performance of Mid 1 & 2 marks. He advised to identify the students who got less than 40 % of marks and provide question bank and instruct faculty member to conduct study hours.
- 5) **NBA documentation:** Principal reviewed the documentation for the NBA and advised all the HoD's to update all the files on every day without fail
- 6) **Any other requirements:** Principal enquired about the working of various committees




Principal

PRINCIPAL
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-04-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 01-04-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Gantham	prof & Head	Gantham
5)	V. Jhansi Lakshmi	Asst. Professor, HOD	V. Jhansi Lakshmi
6)			
7)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
8)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 01-11-2018

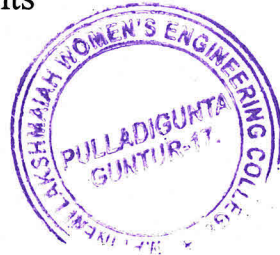
Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Nov-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 1st November, 2018 at 1.30 PM without fail.

Agenda:

1. Verification of Subject allocation
2. Timetable verification
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements

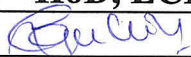


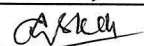



Principal

(Dr. J. Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-11-2018

Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Nov-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 1st November, 2018 at 1.30 PM in the Principal chamber:

- 1. Verification of Subject allocation:** Principal verified the workload allotted to all individual faculty members in various departments.
- 2. Timetable verification:** Principal verified and given his approved for the timetables prepared by various departments.
- 3. Checking of Course files & Lesson Plan:** Principal verified few course file and lesson plan and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal suggested doing the proper documentation for every event, held in the department.
- 5. Any other requirements:** Principal suggested informing to students about the commencement of class work for the upcoming semester.

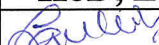


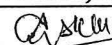



Principal

(Dr. J. Apparao)

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 01-11-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 01-11-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Anra Rao	Principal	J Anra
2)			
3)	Dr. K. Ganthamma	Professor & Head	Ganthamma
4)	Dr. G. Rama Swamy	Professor, HOD	G
5)	V. Jhansi Lakshmi	Asst. Professor, HOD	VJL
6)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A Krishna
7)			
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 03-12-2018

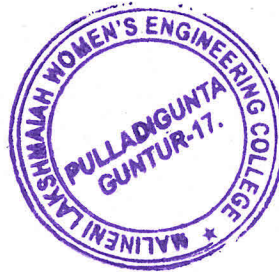
Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Dec-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 3rd December, 2018 at 2.30 PM without fail.

Agenda:

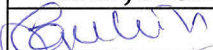


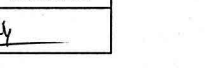
1. Checking the feedback from the students for teaching staff.
2. Progress of Labs
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements




Principal

(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17.

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

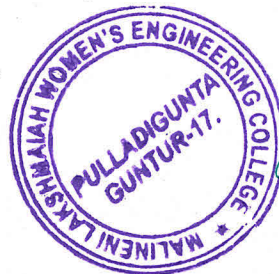
Date: 03-12-2018

Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Dec-01/MoM

Minutes of the CAC meeting

The meeting of the CAC was held on 3rd December, 2018 at 2.30 PM in the Principal chamber:

- 1. Checking the feedback from the students for teaching staff :** Principal verified the students feedback on all the faculty and identified few faculty members from each department with less performance.
- 2. Feedback of Lab:** Principal verified the feedback on labs and discussed the problems of students.
- 3. Checking of Course files & Lesson Plan:** Principal verified the course files and lesson plans, lecture notes and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal verified the documentation in various departments and advised to maintain proper documentation.
- 5. Any other requirements:** Principal discussed the working of various committee in the department.




Principal
(Dr. J. Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.








Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 03-12-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 03-12-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	
2)			
3)			
4)	Dr. K. Ganthamma	Prof & Head	
5)	U. Jhansikakshmi	Asst professor, HOD	
6)	Dr G. Rama Swamy	Professor, HOD	
7)	Dr A Srikrishna Chaitanya	Professor, HOD	
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 28-01-2019

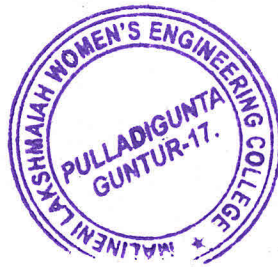
Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Jan-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 28th January, 2019 at 1.30 PM without fail.

Agenda:

- 1) Previous semester result analysis
- 2) Mid exam result analysis
- 3) Syllabus coverage
- 4) IV B.Tech Projects
- 5) NBA documentation
- 6) Any other requirements


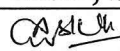



Principal

(Dr. J. Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.


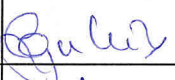





Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 28-01-2019

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 1.30 PM on 28-01-2019 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	
2)			
3)			
4)			
5)	Dr. K. Ganthaneni	prof & Head	
6)	V. Jhansikakshmi	Asst. professor, HOD	
7)	Dr. G. Rama Swamy	Professor, HOD	
8)	Dr. A. Srikrishna Chaitanya	Professor, HOD	
9)			
10)			

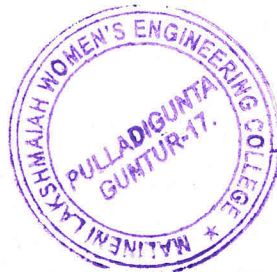
Date: 28-01-2019


Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Jan-01/MoM

Minutes of CAC meeting

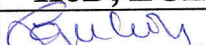


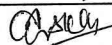
The meeting of the CAC was held on 28th January, 2019 at 1.30 PM in the Principal chamber:

- 1) **Previous semester result analysis:** HoD's presented the result analysis of previous semester later Principal advised HoDs to improve the pass percentage further. The Performance of the students is discussed. It is resolved to arrange for remedial classes for the slow learners.
- 2) **Mid exam result analysis:** Principal verified the mid marks of current semester students and advised to identify the slow learners. Conduct special classes to slow learners to achieve better marks in mid and external examinations.
- 3) **Syllabus Coverage:** Principal verified the % of syllabus covered for all the subjects in all programs. He advised to take additional classes to complete the syllabus on time.
- 4) **IV B.Tech Projects:** All HoDs are informed to monitor the Projects of IV B.Tech students, conduct reviews and test the working of the works executed by the students.
- 5) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to be cautious in cross checking the data filled.
- 6) **Any other requirements:** Principal enquired about the working of anti-ragging committee.




Principal
(Dr. J. Apparao)
PRINCIPAL
MALINEN LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 15-10-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Oct-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 15th October, 2018 at 2.30 PM without fail.

Agenda:

- 1) Timetables for external lab examinations
- 2) Smooth conduct of JNTUK examination
- 3) Conduct of Revision classes
- 4) Performance of students from Mid 1&2
- 5) NBA documentation
- 6) Any other requirements




Principal

(Dr. J. Apparao)
PRINCIPAL

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

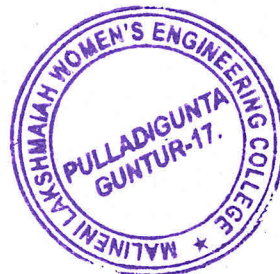
Date: 15-10-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Oct-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 15th October, 2018 at 2.30 PM in the Principal chamber:

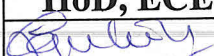


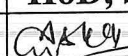
- 1) **Timetables for External Lab exams:** Principal advised to smoothly conduct external lab examinations as per the timetable issued by JNTUK.
- 2) **Smooth conduct of JNTUK examinations:** Principal advised to issue hall ticket to students and smoothly conduct all JNTUK examinations as per the timetable issued by JNTUK.
- 3) **Conduct of Revision classes:** Principal informed HoD's to plan revision classes and conduct study hours to students as End examinations are fast approaching.
- 4) **Performance of Mid 1&2:** Principal verified the performance of Mid 1 & 2 marks. He advised to identify the students who got less than 40 % of marks and provide question bank and instruct faculty member to conduct study hours.
- 5) **NBA documentation:** Principal reviewed the documentation for the NBA and advised all the HoD's to update all the files on every day without fail
- 6) **Any other requirements:** Principal enquired about the working of various committees




Principal

(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 15-10-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 15-10-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Gonthakani	Prof & Head	K. Gonthakani
5)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
6)	V. Jhansi Lakshmi	Asst. professor, HOD	V. Jhansi Lakshmi
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 22-10-2018

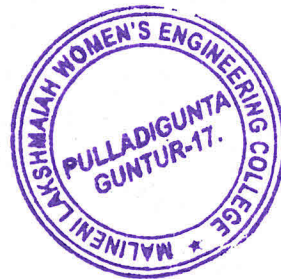
Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Oct-02

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 22nd October, 2018 at 2.00 PM without fail.

Agenda:

- 1) Workload Calculation
- 2) Staff requirement
- 3) Additional Equipments required
- 4) Library books requirements
- 5) NBA documentation
- 6) Departmental academic calendar for upcoming semester.
- 7) Any other requirements

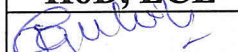
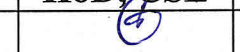

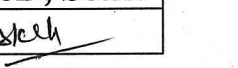



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 22-10-2018

Ref no.: MLEW/A.Y.18-19/II Sem. /CAC/Oct-02/MoM

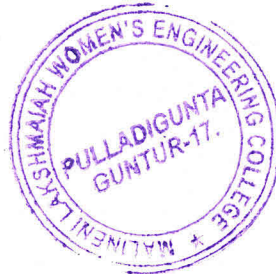
Minutes of CAC meeting

The meeting of the CAC was held on 22nd October, 2018 at 2.00 PM in the Principal chamber:

- 1) **Workload Calculation:** Principal verified the workload details submitted by HoD's and discussed in detail in the meeting
- 2) **Staff requirement:** Principal assured sufficient faculty members will be recruited as per the department requirements.
- 3) **Additional Equipments required:** Principal advised HoDs to submit proposal for additional equipment if required in their department within a week.
- 4) **Library books requirements:** Principal advised to verify the syllabus and provide requirement of books for B.Tech & M.Tech students.
- 5) **NBA documentation:** Principal instructed HoD's to filing documentation with correct data.
- 6) **Departmental academic calendar for upcoming semester:** Principal advised HoDs to prepare Department academic calendar referring JNTUK calendar with tentative dates of Guest Lectures, Industrial visits, FDPs, Sports events etc.,
- 7) **Any other requirements:** Principal advised HoDs to give proposals for stationary for the upcoming semester.


Principal

(Dr. J.Apparao)



PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 22-10-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 22-10-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Gunthamma	prof & Head	Gunthamma
5)	V. Jhansi lakshmi	Asst professor, HOD	V. Jhansi lakshmi
6)	Dr G. Rama Swamy	Professor, HOD	G. Rama Swamy
7)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 24-09-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Sep-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 24th September, 2018 at 2.30 PM without fail.

Agenda:

- 1) Timetables for Internal Lab exams
- 2) Verification of syllabus coverage
- 3) Preparation for final exams
- 4) NBA documentation
- 5) Any other requirements



Principal

(Dr. J.Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

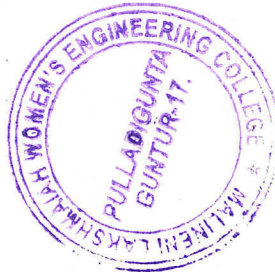
Date: 24-09-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Sep-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 24th September, 2018 at 2.30 PM in the Principal chamber:

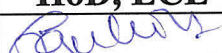

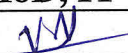
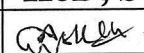
- 1) **Timetables for Internal Lab exams:** Principal advised to conduct internal lab exams to II, III & IV B. Tech students in this week.
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by the entire faculty member in various departments.
- 3) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He also advised to provide question bank and JNTUK question papers to all the students.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data. He advised to give instructions to all criterion coordinators to acknowledge the status to the HoDs.
- 5) **Any other requirements:** Principal enquired about the working of all committees and problems of students and staff members in the departments.




Principal

PRINCIPAL
(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 24-09-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 24-09-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Ganthoumi	Prof. & Head	Ganthoumi
5)	V. Jhansi Lakshmi	Asst. professor, HOD	V. Jhansi Lakshmi
6)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
7)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 15-10-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Oct-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 15th October, 2018 at 2.30 PM without fail.

Agenda:

- 1) Timetables for external lab examinations
- 2) Smooth conduct of JNTUK examination
- 3) Conduct of Revision classes
- 4) Performance of students from Mid 1&2
- 5) NBA documentation
- 6) Any other requirements



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

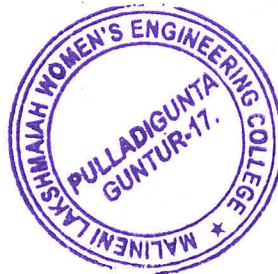
Date: 15-10-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Oct-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 15th October, 2018 at 2.30 PM in the Principal chamber:

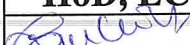


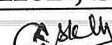
- 1) **Timetables for External Lab exams:** Principal advised to smoothly conduct external lab examinations as per the timetable issued by JNTUK.
- 2) **Smooth conduct of JNTUK examinations:** Principal advised to issue hall ticket to students and smoothly conduct all JNTUK examinations as per the timetable issued by JNTUK.
- 3) **Conduct of Revision classes:** Principal informed HoD's to plan revision classes and conduct study hours to students as End examinations are fast approaching.
- 4) **Performance of Mid 1&2:** Principal verified the performance of Mid 1 & 2 marks. He advised to identify the students who got less than 40 % of marks and provide question bank and instruct faculty member to conduct study hours.
- 5) **NBA documentation:** Principal reviewed the documentation for the NBA and advised all the HoD's to update all the files on every day without fail
- 6) **Any other requirements:** Principal enquired about the working of various committees




Principal

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 15-10-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 15-10-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Ganthoumi	Prof. Head	K. Ganthoumi
5)	V. Jhansi Lakshmi	Ast. Professor, HOD	V. Jhansi Lakshmi
6)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
7)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 13-08-2018

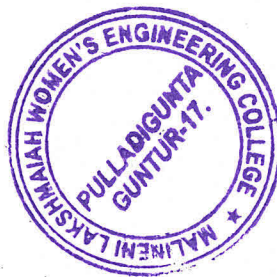
Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Aug-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 13th August, 2018 at 2.30 PM without fail.

Agenda:

- 1) Previous semester result analysis
- 2) Mid exam result analysis
- 3) Syllabus coverage
- 4) NBA documentation
- 5) Any other requirements




Principal

(Dr. J. Apparao)

**MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 13-08-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Aug-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 13th August, 2018 at 2.30 PM in the Principal chamber:

- 1) **Previous semester result analysis:** HoD's presented the result analysis of previous semester later Principal advised HoDs to improve the pass percentage further. The Performance of the students is discussed. It is resolved to arrange for remedial classes for the slow learners.
- 2) **Mid exam result analysis:** Principal verified the mid marks of current semester students and advised to identify the slow learners. Conduct special classes to slow learners to achieve better marks in mid and external examinations.
- 3) **Syllabus Coverage:** Principal verified the % of syllabus covered for all the subjects in all programs. He advised to take additional classes to complete the syllabus on time.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to be cautious in cross checking the data filled.
- 5) **Any other requirements:** Principal enquired about the working of anti-ragging committee.




Principal

(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 13-08-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 13-08-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr J. Appa Rao	Principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Ganthoumi	Prof. & Head	K. Ganthoumi
5)	Dr G. Rama Swamy	Professor, HOD	G. Rama Swamy
6)	V. Thansi Lakshmi	Asst. professor, HOD	V. Thansi Lakshmi
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 24-09-2018

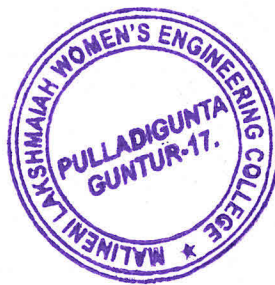
Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Sep-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 24th September, 2018 at 2.30 PM without fail.

Agenda:

- 1) Timetables for Internal Lab exams
- 2) Verification of syllabus coverage
- 3) Preparation for final exams
- 4) NBA documentation
- 5) Any other requirements

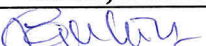


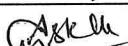



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

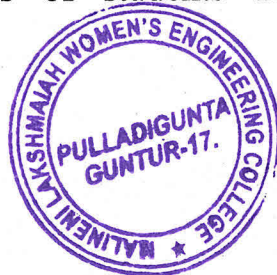
Date: 24-09-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Sep-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 24th September, 2018 at 2.30 PM in the Principal chamber:

- 1) **Timetables for Internal Lab exams:** Principal advised to conduct internal lab exams to II, III & IV B. Tech students in this week.
- 2) **Verification of Syllabus Coverage:** Principal verified the % of syllabus covered by the entire faculty member in various departments.
- 3) **Preparation for final exams:** Principal advised to prepare study hour timetable and conduct study hours in the next week. He also advised to provide question bank and JNTUK question papers to all the students.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to update all the files with correct data. He advised to give instructions to all criterion coordinators to acknowledge the status to the HoDs.
- 5) **Any other requirements:** Principal enquired about the working of all committees and problems of students and staff members in the departments.




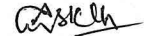



Principal

(Dr. J. Apparao)

**MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17**

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 24-09-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 24-09-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	J. Appa Rao
2)			
3)			
4)			
5)	Dr. K. Ganthavani	prof. & Head	K. Ganthavani
6)	M. Thansi Lakshmi	Asst. professor, HOD	M. Thansi Lakshmi
7)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
8)	Dr. A. Srikeishna Chaitanya	Professor, HOD	A. Srikeishna Chaitanya
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 25-06-2018

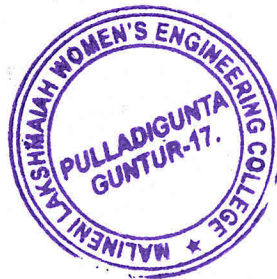
Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/June-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC)** meeting with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 25th June, 2018 at 2.00 PM without fail.

Agenda:

1. Checking the feedback from the students for teaching staff.
2. Progress of Labs
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements





Principal

(Dr. J. Apparao)
PRINCIPAL

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

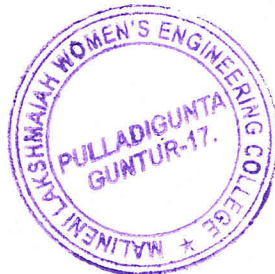
Date: 25-06-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/June-01/MoM

Minutes of the CAC meeting

The meeting of the CAC was held on 25th June, 2018 at 2.00 PM in the Principal chamber:

- 1. Checking the feedback from the students for teaching staff :** Principal verified the students feedback on all the faculty and suggested few faculty members to improve their performance.
- 2. Feedback of Lab:** Principal verified the feedback on labs and discussed the problems of students.
- 3. Checking of Course files & Lesson Plan:** Randomly principal verified the course file and lesson plan and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal suggested to increase the CO attainment level in individual courses by respective faculty.
- 5. Any other requirements:** Principal suggested to informing to students about college opening.




Principal

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 25-06-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.00 PM on 25-06-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr J. Appa Rao	principal	J. Appa Rao
2)			
3)	Dr. K. Gantholli	professor & Head	Gantholli
4)	Dr G. Rama Swamy	Professor, HOD	G. Rama Swamy
5)	Dr. A. Sri Krishna Chaitanya	Professor, HOD	A. Sri Krishna Chaitanya
6)	V. Jhansi Lakshmi	Asst professor, HOD	V. Jhansi Lakshmi
7)			
8)			
9)			
10)			



**Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)**

Date: 13-08-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Aug-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 13th August, 2018 at 2.30 PM without fail.

Agenda:

- 1) Previous semester result analysis
- 2) Mid exam result analysis
- 3) Syllabus coverage
- 4) NBA documentation
- 5) Any other requirements




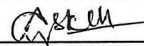



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 13-08-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/Aug-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 13th August, 2018 at 2.30 PM in the Principal chamber:

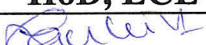


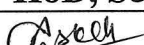
- 1) **Previous semester result analysis:** HoD's presented the result analysis of previous semester later Principal advised HoDs to improve the pass percentage further. The Performance of the students is discussed. It is resolved to arrange for remedial classes for the slow learners.
- 2) **Mid exam result analysis:** Principal verified the mid marks of current semester students and advised to identify the slow learners. Conduct special classes to slow learners to achieve better marks in mid and external examinations.
- 3) **Syllabus Coverage:** Principal verified the % of syllabus covered for all the subjects in all programs. He advised to take additional classes to complete the syllabus on time.
- 4) **NBA documentation:** Reviewed the documentation for the NBA and advised all the HoD's to be cautious in cross checking the data filled.
- 5) **Any other requirements:** Principal enquired about the working of anti-ragging committee.




Principal

(Dr. J. Apparao)
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 13-08-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 13-08-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Anand	Principal	J. Anand
2)			
3)			
4)	Dr. K. Gontha Reddy	Prof. & Head	G. Reddy
5)	V. Jhansi Lakshmi	Ast. Professor, HOD	V. Jhansi Lakshmi
6)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
7)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 07-05-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/May-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 7th May, 2018 at 2.30 PM without fail.

Agenda:

- 1) Workload Calculation
- 2) Staff requirement
- 3) Additional Equipments required
- 4) Library books requirements
- 5) NBA documentation
- 6) Departmental academic calendar for upcoming semester.
- 7) Any other requirements



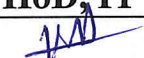
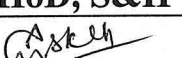



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 07-05-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/May-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 07th May, 2018 at 2.30 PM in the
Principal chamber:

- 1) **Workload Calculation:** Principal verified the workload details presented by all the HoDs.
- 2) **Staff requirement:** Principal assured sufficient faculty members will be recruited as per the departmental requirements.
- 3) **Additional Equipments required:** According to the HoD information additional equipments are not necessary and Principal advised to proposal if required.
- 4) **Library books requirements:** Principal advised to syllabus and provide requirement of books for B.Tech students.
- 5) **NBA documentation:** Management has decided to apply for NBA in this regard all the HoD's are instructed to maintain documentation as per NBA.
- 6) **Departmental academic calendar for upcoming semester:** Principal advised HoDs to prepare Department academic calendar referring JNTUK calendar with tentative dates of Guest Lectures, Industrial visits, FDPs, Sports events etc.,
- 7) **Any other requirements:** Principal advised HoDs to give proposals for stationary for the upcoming semester.




Principal

(Dr. J. Apparao)

MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 07-05-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 07-05-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Anurag Rao	Principal	
2)			
3)			
4)	Dr. K. Ganthanuri	Prof. & Head	
5)	V. Jhansi Lakshmi	Asst. Professor, HOD	
6)	Dr. A. Srikrishna Chaitanya	Professor, HOD	
7)	Dr. G. Rama Swamy	Professor, HOD	
8)			
9)			
10)			



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 04-06-2018

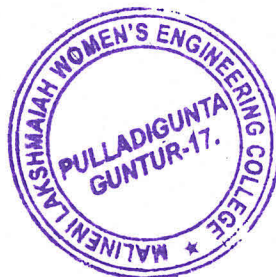
Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/July-01

CIRCULAR

It is hereby informed that the undersigned will convene a **College Academic Committee (CAC) meeting** with all the Heads of the Departments & Professor/ Associate Professors today, i.e., 4th June, 2020 at 2.30 PM without fail.

Agenda:

1. Verification of Subject allocation
2. Timetable verification
3. Checking of Course files & Lesson Plan
4. NBA documentation
5. Any other requirements



Principal

(Dr. J.Apparao)

PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H

HoD's are requested to circulate among the Professors & Associate Professor in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

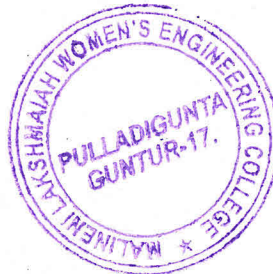
Date: 04-06-2018

Ref no.: MLEW/A.Y.18-19/I Sem. /CAC/June-01/MoM

Minutes of CAC meeting

The meeting of the CAC was held on 4th June, 2018 at 2.30 PM in the Principal chamber:

- 1. Verification of Subject allocation:** Principal verified the workload allotted to all individual faculty members in various departments.
- 2. Timetable verification:** Principal verified and approved the timetables prepared by various departments.
- 3. Checking of Course files & Lesson Plan:** Principal randomly verified one course file and lesson plan and advised to follow NBA formats and suggested for proper mapping of COs & POs.
- 4. NBA documentation:** Principal suggested doing the proper documentation for every event held in the department.
- 5. Any other requirements:** Principal suggested informing to students about the commencement of class work for the upcoming semester.




Principal

(Dr. J. Apparao)
PRINCIPAL
MALINENI LAKSHMAIAH
WOMEN'S ENGINEERING COLLEGE
PULLADIGUNTA, GUNTUR-17

CC to:

HoD, ECE	HoD, CSE	HoD, IT	HoD, S&H
			

HoD's are requested to circulate among all the faculty members in the department.



Malineni Lakshmaiah Women's Engineering College :: Guntur
(Approved by AICTE, Affiliated to JNTUK, Kakinada)

Date: 04-06-2018

CAC Meeting Attendance

The following Heads of the Department & Professor/ Associate Professor
have attended the meeting at 2.30 PM on 04-06-2018 in the Principal chamber:

S.No.	Name	Designation	Signature
1)	Dr. J. Appa Rao	principal	J. Appa Rao
2)			
3)			
4)	Dr. K. Gontham	prof. & Head	G. Gontham
5)	Dr. G. Rama Swamy	Professor, HOD	G. Rama Swamy
6)	V. Jhansi Lakshmi	Asst. professor, HOD	V. Jhansi Lakshmi
7)	Dr. A. Srikrishna Chaitanya	Professor, HOD	A. Srikrishna Chaitanya
8)			
9)			
10)			