



Bhoj Reddy Engineering College for Women
(Sponsored by Sangam Laxmibai Vidyapeet, approved by AICTE and affiliated to JNTUH)
Vinaynagar, IS Sadan Crossroads, Saidabad, Hyderabad – 500 059, Telangana, www.brecw.ac.in

Dr J Madhavan
Principal

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1 December 2023

College Academic Committee
Academic Year – 2023-24

S No	Members of the Committee	Department	Designation
1	Ms G Jyothi Associate Professor & Head-A&E Section	A&E Section	Coordinator
2	Ms K Shireesha Associate Professor	CSE	Member
3	Ms Nikhat Parvin K Associate Professor	ECE	Member
4	Ms S Mayuri Assistant Professor	EEE	Member
5	Ms MK Mehveen Associate Professor	IT	Member
6	Mr B Raja Narender Assistant Professor	GE	Member

Coordinator will distribute the various academic activities among the members and inform the Principal accordingly. The Department Liaison Officers should provide the required information promptly.

Functions of the Committee:

- 1 Study the curricula and programs of instructions in the disciplines within the purview of the committee and make suggestions and recommendations concerning the improvement of instructions.
- 2 Perform attendance analysis fortnightly and arranges for counselling the students those who have short fall in the attendance and inform the parents/ guardians.
- 3 Assess the performance in the mid exams and take corrective measures and record the same.
- 4 Assess the students' performance in the semester exams and take corrective measures, if needed.
- 5 Create effective attendance monitoring systems for the students, examine student attendance and develop strategies to address attendance needs.
- 6 Maintaining attendance records by every fortnight, month and semester followed by uploading online on JNTUH portal. Identifying students with excessive absents.
- 7 Review student progress periodically.

Schedule to meet: **Second Monday** of every month at 15:45 hrs onwards, Principal's Office.

- 1) Agenda is to be prepared ahead of the meeting and sent to Principal and all members
- 2) Attendance to be obtained in the Committee Register.
- 3) Minutes of the Meeting to be noted and circulated to all members, HODs, HOFs and Principal.
- 4) Filing: Minutes copy to be pasted/filed in the committee register.
- 5) At the end of semester, report should be submitted to Principal


Principal

Copy to: Vice Principal/All HODs, HOFs, Head-A&E Section and concerned members for information and circulation.

