# A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY
## (Autonomous)
**Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC**
**Recognized by UGC 2(f), An ISO Certified 9001:2015**
*Vinukonda Road, Petlurivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.*

Estd : 2007

## D A C - COMPUTER SCIENCE & ENGINEERING 2024-25

### Purpose

To oversee, plan, and enhance the quality of academic delivery, curriculum implementation, and student learning outcomes within the Department of Computer Science and Engineering, ensuring alignment with institutional goals and industry standards.

### Functions

- Review and monitor the implementation of the academic curriculum and syllabus
- Plan and coordinate the academic schedule, including timetables and exam schedules
- Facilitate adoption of innovative teaching-learning methodologies and tools
- Organize seminars, workshops, and expert lectures to supplement curriculum
- AdMress academic-related grievances from students and faculty
- Monitor student academic performance and recommend remedial actions
- Coordinate with the placement cell for industry-academia interactions
- Recommend procurement of academic resources like books, software, and lab equipment

### Objectives

- **Academic Excellence:** Ensure high standards of teaching and learning within the department.
- **Curriculum Relevance:** Continuously update and align the curriculum with current industry trends and technological advancements.
- **Student Success:** Improve student performance, progression, and placement rates.
- **Faculty Development:** Identify and encourage faculty to participate in development programs and adopt best practices.
- **Resource Optimization:** Ensure optimal utilization of academic resources and infrastructure.
- **Continuous Improvement:** Foster a culture of feedback and innovation in academic processes.

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## Committee Composition (For CSE Department)

| S. No. | Name | Designation | Role in Committee |
|--------|------|-------------|-------------------|
| 1 | Mr. M. Anand Kumar | Head of Department (CSE) | Chairman |
| 2 | .Mr.V.V.B.Chari | Assistant Professor | Member |
| 3 | Dr.M.E.Prasad | Assistant Professor | Member |
| 4 | Mr.Sk.Subhani | Assistant Professor | Member |
| 5 | Mrs.Ch.Rekha | Assistant Professor | Member |
| 6 | Mr.M.Bharat | Student Affairs Coordinator | Special Invitee |
| 7 | M..Pavan Kumar | Student -- Final Year CSE | Student Representative |

## Meeting Frequency

- **Bi-Annual Meetings:** One at the beginning of each semester to plan activities and one at the end for review.
- **Special Meetings:** Convened as needed to address urgent academic matters.

## Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with action items.
- **Academic Calendar:** Department-specific academic schedule.
- **Student Performance Reports:** Analysis of results and outcomes.
- **Activity Reports:** Documentation of seminars, workshops, and guest lectures conducted.
- **Grievance ReMressal Log:** Record of academic issues raised and resolved.