



# ADITYA

## Institute of Technology And Management

(An Autonomous Institution)

Approved by AICTE, Permanently affiliated to JNTU, Kakinada  
Accredited by NBA & NAAC, Recognised by UGC under 2(f) 12(b)

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Minutes of the 1<sup>st</sup> meeting of the Academic Council held at 11-00 A.M. on Sunday, the 4<sup>th</sup> August, 2013.

### **Agenda:**

1. To approve –
  - a) academic rules & regulations of Aditya Institute of Technology and Management
  - b) course structure of B.Tech., M.Tech, MCA & MBA
  - c) syllabus to I & II – year B.Tech, M.Tech, MCA & MBA courses.
2. Any other points with the permission of the chair.

### **MEMBERS PRESENT:**

#### External members:

1. Dr.B.L.Deekshatulu
2. Dr.Somnath Sengupta
3. Dr.Ch.Saibabu
4. Dr.V.Ravindra
5. Prof.V.Ramachandra Raju
6. Dr.P.Uday Bhaskar
7. Dr.C.Krishna Mohan
8. Mr.Surampudi Srikanth
9. Dr.M.Ambedkar

#### Internal Members:

1. Dr.K.B.Madhu Sahu
2. Prof.D.T.V.Dharmajee Rao
3. Prof.A.S.Srinivasa Rao
4. Dr.D.Vijaya UMAR
5. DR.N.Hari Babu
6. Prof.G.Nageswara Rao
7. Mr.Ch.Kannam Naidu
8. Mr.G.Satyanarayana Murthy
9. Dr.D.Vishnu Murthy
10. Dr.P.Venkoji
11. Dr.N.B.Venkateswarlu
12. Dr.C.J. Rao
13. Mr.B.Srinivasa Rao
14. Mr.M.Bala Krishna

Prof. V.V.Nageswara Rao, Director welcomed all the external & internal members to the meeting and briefed about the Institution.

The chairman of the Academic Council, Dr.K.B.Madhu Sahu, Principal explained the proposed Academic Rules & Regulation to be adopted by the institute, course structure of all programs & syllabus of I & II-year B.Tech., M.Tech., MCA & MBA courses during which the following points were discussed :

The members discussed and approved the AR13 Regulations including introducing new courses for B.Tech based on the Stakeholders feedback

**Points discussed & Resolved:**

1. Credits: Discussed briefly about the credits to be allotted for I-Sem. in the I-year B.Tech.  
Resolution: It is resolved that 6 theory + 3 labs to be allotted in the I-year I-Sem instead of 6+4 courses due to late admissions, etc.
2. Marks: Discussed about the marks to be allotted for theory and Lab for UG courses.  
Resolution: It is resolved that the total marks of 100 to be reduced to 75 for labs and the same can be divided as 50 marks for external and 25 marks for internal.
3. Objective Questions: Discussed about the objective questions in internal question papers.  
Resolution: It is resolved to prepare the internal question papers consisting of both objective and descriptive questions.
4. Min. credits for promotion: Discussed about the credits required for promotion to III & IV Year.  
Resolution: Minimum 40% credits to be implemented instead of 50% credits for promotion to III & IV year.
5. Distinction: Discussed briefly and some members opinioned that distinction may not be given even the student secures more than 70% marks, if back-logs were there in any year.  
Resolution: It is resolved that if a student secures more than 70% marks, he/she must be given distinction even completed the Degree with supplementary and a star (\*) mark to be mentioned against the subjects, which the student passed in supplementary.
6. Gap for preparation: Some members opinioned to change the word “minimum gap” as “usual gap”.  
Resolution: It is decided to change the word as “usual gap” in place of “minimum gap” for preparation at the end of the Semester.

7. Moderator for question paper: Discussed briefly about the appointment of moderator for scrutiny of question papers set by external experts.  
Resolution: It is resolved that moderator need not be appointed for verification of question papers.
8. Question papers & answer paper evaluation: Discussed briefly about the preparation of question papers and evaluation of answer papers.  
Resolution: It is resolved that 2 sets of question papers to be prepared for each subject by one external expert and answer papers also to be evaluated by the external examiner.
9. Choice of questions: Discussed about the choice of questions for UG&PG.  
Resolution: The members opinioned that no choice of questions will be given in internal mid examination for UG&PG.
10. Marks for out of syllabus question: The members discussed and expressed their views.  
Resolution: A moderation committee should be constituted with the Principal, all HODs and external subject expert from outside the college to decide about the moderation of marks due to out of syllabus and poor results.
11. Credits for MCA & MBA: The members discussed about the number of credits for M.Tech and MCA.  
Resolution: It is decided that the total number of credits for M.Tech are 80 and for MCA are 120.
12. Marks for PG : Discussed about the marks to be allotted to PG courses.  
Resolution: It is resolved that out of total 40 marks, 30 marks for descriptive, 5 marks for assignment and 5 marks for seminar to be allotted.
13. Seminars for M.Tech./PG: Discussed briefly that how many seminars to be conducted for M.Tech  
Resolution: It is decided by the members that one Seminar per subject per semester for PG is to be conducted. Also decided to award the marks based on the literature survey and mode of presentation.
14. External Examiner for project viva voce & Marks for MBA: Discussed briefly and resolved as under.  
Resolution: It is resolved that project viva voce to be conducted by the external examiner, preferably from industry and out of total internal marks of 40, 30 marks for mid exam., 5 marks for seminar and 5 marks for case study to be allotted.



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Minutes of the 2<sup>nd</sup> meeting of the Academic Council held at 11-00 A.M. on Sunday, the 29<sup>th</sup> June, 2014.

### **Agenda:**

1. To approve the Syllabus of 2<sup>nd</sup> & 3<sup>rd</sup> year B.Tech of EEE, CSE, ECE, IT, Mechanical & Civil branches.
2. To approve the moderation policy of B.Tech., M.Tech. & MBA.
3. To approve the format of Memorandum of Grades for B.Tech., M.Tech. & MBA.
4. To approve the transitory Regulations regarding subjects & balancing of Credits.
5. To approve the panel of Examiners.
6. Any other points raised by the members.

### **MEMBERS PRESENT:**

#### External members:

1. Dr.B.L.Deekshatulu
2. Dr.Somnath Sengupta
3. Dr.Ch.Saibabu
4. Prpf.V.Ramachandra Raju
5. Dr.P.Uday Bhaskar
6. Dr.C.Krishna Mohan
7. Mr.Surampudi Srikanth
8. Dr.M.Ambedkar

#### Internal Members:

1. Dr.K.B.Madhu Sahu
2. Prof.A.S.Srinivasa Rao
3. Dr.G.S.N. Murthy
4. Dr.D.Vijaya Kumar
5. DR.N.Hari Babu
6. Dr.B.V.Ramana
7. Mr.Ch.Kannam Naid
8. Dr. G.Vasanthi
9. Dr.D.Vishnu Murthy
10. Dr.N.B.Venkateswarlu
11. Dr.C.J. Rao
12. Mr.B.Srinivasa Rao
13. Mr.M.Bala Krishna

Points discussed & approved :

1. The committee reviewed the minutes of the 1<sup>st</sup> meeting and satisfied with the action taken on the issues requires modifications/corrections.
2. Discussed briefly about the syllabus of 2<sup>nd</sup> & 3<sup>rd</sup> year B.Tech. and approved by the members.
3. Discussed about the percentage of credits for promotion to next year/Semester. The members opinioned to enhance the percentage of Credits from 40% to 50% and suggested to implement the same from this academic year. If any problem or protest comes from the students, the decision may be modified in the next Academic Council meeting.
4. Discussed about the moderation policy and the members opinioned that this policy may be adopted basing on the pass percentage subject-wise and the marks may be allotted on the following basis for the Programs of B.Tech., M.Tech & MBA.
  - i) if the pass percentage is less than 60% - 3 marks to be added
  - ii) if the pass percentage is less than 50% - 4 -do-
  - iii) if the pass percentage is less than 40% - 5 -do-

However, after adding the above grace marks, the total marks should be limited to pass marks only, even if the total marks exceeds the limit after adding the grace marks.

5. Discussed about the Format of Memorandum of Grades and the members suggested to add “Controller of Examinations” at bottom of the Memorandum for counter sign, otherwise the Memorandum is approved..
6. Discussed about the Transitory Regulations and approved the same. The members suggested to follow the JNTU regulations for the students who joined under JNTU regulations till completion of his/her course as the certificate will be issued by the University and also suggested to up-load the data of those students time to time in JNTU Portal.

7. Discussed briefly about the panel of Examiners for question paper setting. The members suggested that the Panel Examiners should be from outside having designation of Professors & Associate Professors in case of private Colleges and Asst. Professors in case of Universities & IITs. The details of the Panel Experts should not be disclosed. The question paper should not be moderated for out of syllabus questions, etc. The moderations should be made only at the time of valuation, for which approval from the Council members should be taken in the next Academic Council meeting. The Chief Examiner has to examine 10% of the papers of every subject, which is final.
  
8. The members opined that the Academic Council meeting should be conducted twice in a year

**CHAIRMAN**

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 29<sup>TH</sup> NOVEMBER, 2015 IN  
THE COLLEGE CAMPUS**

Prof. V.V. Nageswara Rao, Director, AITAM introduced all the Academic Council members and Dr. K.B.Madhu Sahu, Principal of the college welcomed the members.

The members reviewed the Minutes of the previous Academic Council Meeting held on 29<sup>th</sup> June, 2014 and confirmed the same minutes and satisfied.

Dr. K.B.Madhu Sahu, Principal of the college presented a brief PPT about the Academic Regulations 2016 for B.Tech and MBA for the students admitted from the Academic Year 2016-17 onwards during which the following points were discussed:

1. **Credits**: Discussed briefly about the credits to be followed in the 1<sup>st</sup> year B.Tech onwards in the AR-16 Regulations. The members suggested to follow UGC norms in giving credits.
2. **Complimentary Course**: The Complimentary course as suggested in the AR-16 Regulations, henceforth the same should be changed to Generic Courses.
3. **Internal Mid Examinations**: The members suggested to conduct 2 mid examinations in a semester instead of 3 mid examinations with the duration of 120 minutes for 25 marks. The members have also suggested to compare with the National Institutions and discuss the same in the BOS meeting for finalization. The members have also pointed out that conducting two examinations in a day is not good.
4. **Introduction of Massive Open Online Courses (MOOCs)**: The members suggested to introduce MOOCs in every semester after 2-1, which will be thoroughly discussed in BOS meeting for finalization.
5. **Introduce Extra-Curricular Activities**: The members opined to introduce extra and co-curricular activities like NSS/Sports/Games by giving credit.
6. **Involvement of Hostel students**: The members suggested to involve more students from hostels in all projects.
7. **Ratification of Regulations for re-admitted students:**

The members ratified the following for re-admitted students from previous Regulations (JNTUK, GVP etc.) to the existing AR-13 Regulations of AITAM

- Credit equivalences shall be drawn for the students re-admitted into AR-13 Regulations from the earlier regulations. A student has to register for the substitute / compulsory (additional) / pre-requisite subjects identified by the respective Boards of Studies. A student has to clear all the backlog subjects in previous regulations by attending supplementary examinations conducted by previous regulations and
- The student has to register for substitute / additional / pre-requisite subjects along with the regular subjects in new regulations as prescribed by respective Board of Studies, attend the classes, qualify in examination and earn credits.

- For all re-admitted students marks or grades obtained in previous regulations shall be converted to equivalent CGPA in new regulations based on CGPA class will be awarded.
8. **Ratification of Promotion Rules for AR-13:** The members ratified the Promotion Rules with the following charges:
    - The members suggested that a student shall be promoted from II to III year if he fulfills the academic requirements of total 40% credit from regular and supplementary examinations of 1 year and II year examinations, irrespective of whether the candidate takes the examination or not.
    - The members have also suggested that a student shall be promoted from III year to IV year only if he fulfills the academic requirements of total 40% credits from regular and supplementary examinations of 1 year, II year and III year examinations, irrespective of whether the candidate takes the examination or not.
    - This is applicable only for the students who have admitted in 2013. This consideration was given due to Samaikandhra Agitation.
  9. **Proposal for Moderation Policy:** The members suggested to follow the existing Moderation Policy without any changes.
  10. **Proposal for Grade Marks:** The members approved that if any student shortfalls of 0.02 CGPA in B.Tech, M.Tech and MBA, they may be considered for award of Distinction/First Division/Second Division.
  11. **Uniform Grading System:** In order to maintain an uniformity for grading system as well as award of Divisions in all Autonomous Colleges under JNTUK are framing rules which will be sent to us shortly for adoption in AR-16 Regulations.
  12. The members suggested that henceforth the meeting of the Academic Council should be conducted twice in a year and within time frame.
  13. The members discussed and approved the AR16 Regulations including introducing new courses for B.Tech, M.Tech and MBA programmes based on the Stakeholders feedback.

As there were no other points to discuss, the meeting ended with vote of thanks to the Chair.

**Dr. K.B. Madhu Sahu**  
Chairman  
Academic Council



**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 6<sup>TH</sup> MARCH, 2016 IN THE COLLEGE CAMPUS.**

Prof. V.V. Nageswara Rao, Director welcomed the members of the Academic Council.

Dr. B.L.Deekshatalu, Honorary Chairman of the Committee presided over the meeting.

Prof. V.V.Nageswara Rao, Director presented a brief PPT about the actions taken on the minutes of the Previous Academic Council Meeting held on 29<sup>th</sup> November, 2015.

The following decisions were taken after detailed discussions in the meeting:

1. **Confirmed the minutes of previous Academic council meeting held on 29.11.2015**

The members discussed and confirmed the previous minutes as follows:

- (1) Credits: Approved.
- (2) Open Elective: In the last meeting, the members suggested to change Complementary Course to Generic Course. But in this meeting, the members Approved as Open Elective
- (3) Internal Mid Examinations: Approved. Two Mid Examinations per semester  
80% weightage to the best out of two Mid examination marks  
20% weightage to remaining Mid Exam. Marks
- (4) Introduction of Massive Open Online Course (MOOCs) Approved
- (5) Ratification of Regulations for re-admitted students: Approved
- (6) Ratification of Promotion Rules for AR-13: Approved
- (7) Proposal for Moderation Policy: Approved
- (8) Proposal for Grace Marks: Approved
- (9) Uniform Grading System: Awaiting from JNTUK for adoption in AR-16 Regulations.

(2) **Approved the IV-Year Syllabus for AR-13 Regulations:**

The members discussed in detail and approved the proposed syllabus of IV-year AR-13 Regulations.

- (3) **Approved 1<sup>st</sup> and 2<sup>nd</sup> year B.Tech, M.Tech and 1 & II year MBA Course structure, syllabus and academic regulations of AR-16:**

**The members discussed in detail about the proposed AR-16 Course Structure, Syllabus and Academic Regulations.**

**The meeting ended with vote of thanks by the Director.**

**CHAIRMAN**

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 19<sup>TH</sup> MARCH 2017 IN THE COLLEGE CAMPUS AT 11.00 A.M.**

Dr. K.B.Madhu Sahu, Principal welcomed all the members of the Academic Council and presented a brief PPT on Agenda at Business Incubation Centre (D Block)

After witnessing the PPT of previous Academic Council appreciated the progress & action taken on the Agenda. The following decisions were taken after discussion among members:

1. **To confirm the minutes of previous Academic Council Meeting:**

Members suggested to explore all possibilities to introduce Massive Open Online Courses (MOOCs) in every semester from III-I onwards instead of II-I semester.

In the last meeting, UNT University Representative told to send the rules of uniform grading system as well as award of Divisions. But, not yet received so far. Hence, members suggested to contact JNTUK once again for the same.

Since no further comments have been received on the minutes of the previous meeting, the same would stand confirmed.

2. **To Ratify the III-Year B.Tech Syllabus of AR-16 Regulations:**

After reviewing the thorough discussions, the members agreed and ratified the III-Year B.Tech Syllabus of AR-16 Regulations.

3. **To Ratify the I & II year MBA Syllabus (AR-17) w.e.f 2017-18 admitted batch:**

After reviewing and thorough discussions, the members approved MBA AR17 Regulations.

4. Any other points raised by the members:

A. **Improvement of internal marks in fast track system**

Director emphasized the need to frame a set of rules to the students those who want improvement to internal marks in theory subjects. All the members suggested to give chance to the students as a part of fast track system. However, the students have to register for failed subjects and attend the classes during summer vacations as per college norms. All the registered students have to pay an amount as per the below given formula for each credit:

Tuition fee per year x 4 years

180 credits

B. **Moderation Policy:**

Members suggested that if the results of a programme in a semester is less than 50%, Maximum 5 marks may be added to all/some failure subjects to attain pass marks as per Academic Regulations in that semester. However, the total marks of the subject should not exceed pass mark after implementing moderation policy.

The meeting ended with a vote of thanks by the college Principal.

Dr. K.B. Madhu Sahu  
Chairman  
Academic Council

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 18<sup>TH</sup>**  
**NOVEMBER, 2017 IN THE COLLEGE CAMPUS AT 11.00 AM.**

**Dr. K.B.Madhu Sahu, Principal and Chairman of the Academic Council welcomed all the members at 11 A.M. and presented a brief PPT on the action taken on the minutes of the previous meeting on 19<sup>th</sup> March, 2017 and pointwise Agenda at Incubation Center in AITAM Campus.**

**The following decisions were taken after detailed discussion among the members”**

**1. Confirm the Minutes of the previous Academic Council Meeting:**

**The members appreciated the action taken on the previous meeting to explore all possibilities to introduce Massive Open Online Courses (MOOCs) in every semester from III-I onwards instead of II-I.**

**The members also suggested representing JNTUK again to send the rules of uniform grading system as well as award of Divisions.**

**Since no further comments have been received on the minutes of the last meeting from the members, the same would stand confirmed.**

**2. To increase the Percentage of Faculty with Ph.D**

**a) The members suggested to constitute a Doctoral Committee to review and monitor progress of Ph.D completed, registered and to be reregistered for Ph.D for every six months.**

**b) The members also suggested that faculty designated Associate Professor should register for PhD in any University/Institute within 6 months and complete their Ph.D within five year.**

**c) The members suggested to prepare a RoadMap for 30% Ph.D holders in next 3 years.**

**3. About proposed New Regulations (AR-18)**

**a) The members agreed unanimously regarding the internship/Project for a period of six months (Total IV-II Semester) for few meritorious students of 2018 admitted batch students provided if they complete two subjects in IV-II semester either in III-I or III-II as per Flexible Credit System.**

**b) The members suggested motivate more students to attend GATE examinations instead of giving credits to subjects.**

- c) **The members agreed unanimously regarding open electives (interdisciplinary) to introduce in II-II, III-I and III-II (3 subjects) instead of II-I Semester to IV-I semester.**
- d) **The members agreed unanimously to introduce the practice of 40:60 marks system (internal assessment 40 and external assessment 60) in the proposed new regulations (AR-18) and suggested to make 30 + 45 marks (internal assessment 30 and external assessment 45) instead of 25+50 marks for Labs.**
- e) **Members appreciated and agreed to depute two faculty to industry every year (minimum one week duration) to increase industry-Institute relations, Research and Consultancy.**
- f) **Members agreed in principal to introduce one credit to NSS/CSR/Social Service and One credit to NPTEL/Skill development but suggested to plan for detailed evaluation criteria.**
- g) **Members agreed to introduce Human Values as subject to all branches of Engineering and offer 2 credits only after detailed study of Syllabus from various reputed universities and institutes.**

**4. Any other points raised by the Members:**

- a) **The members suggested to hold departmental meetings with all the faculty under the chairmanship of HODs concerned and discuss about the results of the students and remedies/corrective actions to be taken for better results and other activities in every 3 months.**
- b) **Some of the members suggested to send the PPT well in advance (before three days) of the meeting for their information.**

**The meeting ended at 1.45 PM with a Vote of Thanks by Prof. V.V. Nageswara Rao, Director followed by Lunch.**

Dr. K.B. Madhu Sahu  
Chairman  
Academic Council

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 15<sup>TH</sup> JULY, 2018 IN THE  
COLLEGE CAMPUS AT 10.30 AM**

All the members except the following could not attend the meeting due to their pre-occupation:

1. Dr. N.K.Srinath, Professor, RVC Bangalore
2. Sri Sundar KS, VP & Head, Infosys Ltd., Bangalore
3. Dr. Ch. Satyanarayana, DAP, JNTUK
4. Dr. M. Ramalinga Raju, Director of Admissions, JNTUK

Sri B. Srinivasa Rao, Asst. HOD has attended the meeting in place of Dr. D. Vijay Kumar, HOD, EEE

Sri Rayapu Boyapaty, General Manager, HR, IBM Corporation, Hyderabad has been inducted as New Member in the Academic Council for 3 years.

Prof. V. Nageswara Rao, Director welcomed all the members and presented a brief PPT on the action taken on the minutes of the previous meeting held on 18<sup>th</sup> November, 2017 and point wise agenda at Incubation Centre.

All the members appreciated the Branch wise placement details as well as students results in 2016-17 and 2017-18 as shown in the PPT.

Regarding Research Projects shown in the PPT, the members suggested to change the Mini Project as Minor Project and final year project as Major Project.

Regarding Student Achievements shown in the PPT, the members suggested that the students of IV-I and IV-II may be sent to 6 months internship programme based on the following criteria:

- (a) The students should have no backlog subjects or labs.
- (b) The student should have minimum of 8.0 CGPA

The following decisions were taken after detailed discussion among the members:

1. **Confirm the Minutes of previous Academic Council Meeting held on 18<sup>th</sup> November, 2017:**

- (a) To increase the percentage of Faculty with PhD.

While confirming the minutes, the members suggested to form an Internal Research Committee to review the progress of PhD faculty instead of Doctoral Committee.

Dr. P. Subba Rao, DE, JNTUK suggested to send a request to JNTUK for more number of full time PhDs and Part time PhDs.

Members also suggested to think for QIP programme for PhD pursuing in IITs and NITs.

2. **Approval of AR16 – IV B.Tech Syllabus:**

The members approved the AR16 – IV B.Tech syllabus

### **3. Approval of AR18 Regulations, Course Structure and I B.Tech Syllabus:**

- a) Regarding the Methodology for Internal Assessment, the members suggested to give 25 marks for descriptive type questions and 10 marks for Case Study and Assignments (Case Study – 1, Assignments – 2) and 5 marks for objective assessment instead of 30 marks and 10 marks.
- b) The members suggested for 70% weightage of highest score and 30% weightage to lowest score in the mid examinations instead of 80% and 20% as proposed in the meeting.
- c) Regarding Midterm Examination pattern, the members suggested to give internal choice either or to all 3 questions.
- d) The members suggested that the Academic Audit should be done by External Auditors/Experts.
- e) The Academic Calendar of the college to be discussed in the Academic Council.
- f) The Academic results should be ratified by the Academic Council.

### **4. Any other matter with permission of the Chair**

The members suggested the following:

1. Vision document for next 10 years to be planned.
2. Introduce best teacher and student awards
3. SWOT analysis has to be done
4. Every faculty should be thorough with NPTEL course
5. Better to conduct One week workshop on laboratory course also.
6. From the next Academic Council meetings, the HODs should present their Departmental achievements through PPT.
7. Fix an Uniform Date for Graduation Day for every year.
8. Improve NIRF Ranking.

The meeting ended with Vote of Thanks by the Chair at 1.30 PM and followed by lunch.

**CHAIRMAN**