

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI

Minutes of the Governing Body meeting held at 3-30 P.M. on 29th May, 2013 in the College Premises under the Chairmanship of Dr. D.Nageswara Rao :

Members participated :

<u>Name</u>	<u>Designation</u>
Prof.D.Nageswara Rao	Chairman
Dr.K.Someswara Rao	Member
Sri L.L. Naidu	Member
Sri T. Naga Raju	Member
Sri V.Lakshmana Rao	Member
Prof. V.V.Nageswara Rao	Member
Prof. N.B.Venkaeswarlu	Member
Prof. M.Mahesh	Member
Sri V.Raja	Member
Sri S.Chandramani	Member
Prof. K.B.Madhu Sahu	Member Secretary

To Introduce New Courses in R13 Regulations:

The Members discussed and approved to introduce new courses in R13 Regulations based on the feedback of stakeholders in the Academic Year 2013-14.

To Provide Seed Money to faculty for Research

BOG members suggested to provide Seed money to faculty for Research from 1st July, 2013 onwards

To Approve the Budget for the year 2012-13

The Committee has discussed and verified the utilized Budget for the year 2012-13 and also thoroughly discussed and approved the Budget for the year 2013-14.

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ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT,
TEKKALI

Minutes of the Governing Body meeting held at 3-30 P.M. on 26th April, 2014 in the College Premises under the Chairmanship of Dr. D.Nageswara Rao :

Members participated :

<u>Name</u>	<u>Designation</u>
Prof.D.Nageswara Rao	Chairman
Dr.K.Someswara Rao	Member
Sri L.L. Naidu	Member
Sri T. Naga Raju	Member
Sri V.Lakshmana Rao	Member
Prof. V.V.Nageswara Rao	Member
Prof. N.B.Venkaeswarlu	Member
Prof. M.Mahesh	Member
Sri V.Raja	Member
Sri S.Chandramani	Member
Prof. K.B.Madhu Sahu	Member Secretary

POINTS DISCUSSED:

Budget

It is thoroughly discussed and approved the utilized Budget for the financial year 2013-14 and passed unanimously.

The Budget estimates as enclosed for the financial year 2014-15 are discussed thoroughly and approved by the Governing Body.

Admissions for the Academic year 2014-15:

Members discussed about the admissions for the academic year 2014-15 and suggested the Director, Prof.V.V.Nageswara Rao to take necessary steps for betterment of admissions.

Closure of courses:

Looking into the poor admissions for the last 3 years, the management decided to close PG course of MCA & Diploma course of CME from the Academic year 2014-15 and accordingly suggested the Director Prof.V.V.Nageswara Rao to take action in this regard.

Faculty Requirement :

Discussed about the Faculty position, requirement for the academic year 2014-15 as per the AICTE norms. The Body decided to give paper notification and recruit the required Faculty. The Director, Prof. V.V.Nageswara Rao is directed to take necessary steps.

Functioning of various Cells:

Discussed about the functioning of various Cells like R&D, Placement, EDC, IIPC, etc. and satisfied with the activities going on. New R&D Policy proposed by Dean (R&D) was discussed and approved.

Placements:

Reviewed the placements as on date and the existing training facilities in the Campus. It is decided to give special focus on placements. It is also decided to enter in to more MoUs with industries to improve the job opportunities.

Consultancy Policy

The Consultancy Policy was discussed and approved by the members.

The meeting is concluded with vote of thanks by the Convener.

CHAIRMAN

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT,
TEKKALI

Minutes of the Governing Body meeting held at 3-30 P.M. on 21st June, 2015 in the College Premises under the Chairmanship of Dr. D.Nageswara Rao :

Members participated :

<u>Name</u>	<u>Designation</u>
Prof.D.Nageswara Rao	Chairman
Dr.K.Someswara Rao	Member
Sri L.L. Naidu	Member
Sri T. Naga Raju	Member
Sri V.Lakshmana Rao	Member
Prof. V.V.Nageswara Rao	Member
Prof. N.B.Venkaeswarlu	Member
Prof. M.Mahesh	Member
Sri V.Raja	Member
Prof. N.B.Venkateswarlu	Member
Prof. K.B.Madhu Sahu	Member Secretary

POINTS DISCUSSED:

Admissions for the Academic Year 2015-16

Discussed about the steps to be taken to improve the admissions for the academic year 2015-16 through counseling & under management quota. Members suggested to pay more attention to improve the PIO admissions.

Faculty Requirement :

Discussed about the present Faculty position as per the AICTE norms. It is decided to recruit few more senior faculty with Ph.D qualification.

Faculty Ratification:

Discussed about the Faculty Ratification by the University and decided to go for ratification in the month of December 2015 to improve the Ratification percentage as per the UGC norms. Accordingly, members suggested to take initiative in this regard.

Placements:

Reviewed the previous years placements and MOUs with the clients and the existing training facilities in the campus. It is decided to give the special focus on placements, training facilities to improve the placements during the current academic year onwards.

NBA work progress:

Discussed about the progress of NBA work for PG courses of M.Tech & MBA and the members are satisfied with the progress.

Functions of various Cells:

Discussed about the functioning of various cells and the members are satisfied with the improvement. The R&D Guidelines proposed by Dean (R&D) was discussed and approved.

The meeting is concluded with vote of thanks by the Convener.

CHAIRMAN

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI

MINUTES OF THE MEETING

The Meeting of the Governing Body of AITAM, Tekkali held on 14th May, 2016 at 10.10 AM in the Chairman's Chamber.

Members Present:

1.	Prof. D. Nageswara Rao	Chairman
2.	Dr. Dinesh Panjwani	Member - UGC Nominee
3.	Sri B. Lakshmana Rao	Member - State Government Nominee
4.	Dr. T. Radhakrishna	Member – Nominated by College
5.	Dr. C. Krishna Mohan	Member – Nominated by College
6.	Dr. K. Someswara Rao	Member – Management
7.	Sri L.L.Naidu	Member – Management
8.	Sri T. Nagaraju	Member – Management
9.	Sri V. Lakshmana Rao	Member – Management
10.	Smt. V. Sudha Priya	Member - Management
11.	Prof. V.V.Nageswara Rao	Member – Faculty Nominee
12.	Dr. D. Vishnu Murty	Member – Faculty Nominee
13.	Dr. K.B. Madhu Sahu	Member Secretary

Dr. D. Nageswara Rao, Chairman welcomed all the members in general and new members (Dr. Dinesh Panjwani, Prof.T.Radhakrishna, Sri B. Lakshmana Rao, Dr. C. Krishna Mohan) in particular to the meeting.

Prof. V.V.Nageswara Rao, Director presented a detailed PPT on overall progress of the college in brief.

The following decisions (agenda wise) were taken after detailed discussion among members in the meeting.

1. Confirmation of the minutes of the previous meeting of the Governing Body.

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

2. Details of sanctioned strength, admitted candidates, New branches, /Specializations, closure of branches/specializations, reduction in intake.
 - BoG satisfied with 100% admissions (Convener Quota) and 95% overall admissions, New PG Course i.e. M.Tech (Structures) and closure of M.Tech (I.T.) All members Discussed and approved.
 - BoG suggested improving PG admissions by changing the syllabus (more percentage of Industry oriented) of M.Tech.
3. Attendance particulars of the students in the last semester, viz., condonation and detention details.

All members discussed and approved condonation and attendance details.
4. Credit equivalence for the students shifted from other college and Universities.

Since there are no students shifted from other college and universities, no decision was taken.
5. Details of the re-admitted candidates.

Members discussed and approved four students who have detained earlier and re-joined during the Academic Year 2015-16.
6. Malpractice cases in examination conducted during the previous semester.

BoG appreciated the Director, Principal, Faculty & Examination cell for no cases of malpractice in the previous semester.
7. Details of the scribe permitted during the previous examination.

No Scribe permitted in this academic year.
8. Analysis and Statistical evaluation of the results of the previous semester and corrective measures to improve the performance.

Members discussed about the result analysis of each semester of each department and approved the same. BoG suggested improving the Results.
9. Details of deficiencies pointed out by the University and compliance reports submitted by the University.

No deficiencies pointed out by university hence no compliance reports was submitted.
10. Details of placement track record of the outgoing students and efforts to improve in current semester.

Members discussed briefly the placement track record of the outgoing students and appreciated the efforts by all and suggested to improve the placement activities further.

11. Details of the Grievances, Redressed, Anti Ragging cases and information about the action taken by the college administration to improve in future.

Members discussed and suggested to take preventive measures for Ragging.

12. Details of the Faculty Ratified during previous academic year and future plan for next level Ratification.

BoG appreciated and congratulated the ratified faculty (76 percentage) by the university and approved the same.

13. Details of the Income and Expenditure statements of the college.

Members discussed and approved the statements presented at BoG meeting.

14. Progress of Autonomous Status.

- BOG expressed satisfaction about present progress and suggested to send the faculty to IIT's/NIT's/IIM's for training and also improve R&D activities, External Funding and Consultancy in each Department.
- Members also suggested to put proposal to Hon'ble Vice- Chancellor, JNTUK for 100% AUTONOMY.
- More Decentralization is recommended for faster Growth.
- Motivate the students to attend one or two workshops/seminars/conferences regularly in each semester.
- Concentrate more on Soft books than Hard books.
- Prepare Strategic plan for next Five years
- The Members approved the AR-16 Regulations for B.Tech, M.Tech and MBA programmes including introducing new courses based on the stakeholders feed back

15. Approval for R&D Guidelines:

R&D Guidelines proposed by Dean R&D was discussed and approved

16. Preparation for the NBA accreditation.

BoG appreciated for the application for re-accreditation for SIX UG & TWO PG courses.

17. TEQIP-II Progress and activities.

Dr.D.Vishnu Murty, TEQIP Coordinator presented a detailed PPT about TEQIP – II Progress. BoG appreciated the total cumulative expenditure of Rs 404.35 Lakhs upto 31-03-2016. BoG discussed and approved the total expenditure of Rs 134.01 Lakhs for the financial year 2015-16. BoG also expressed satisfaction and appreciated the efforts made by Team.

The members also suggested the following:

- 1. Invite Large scale Industries like TECH MAHINDRA to offer some courses in the Campus.**
- 2. Better to follow the 2013 Regulations instead of 2016 Regulations for external examinations.**
- 3. Each Department should apply for FIST Grant from AICTE.**
- 4. Identify 5 to 10 best students and motivate for higher studies and Ph.D. every year.**
- 5. Understand and follow NIRF guidelines.**
- 6. One week summer training of faculty is to be introduced in the Campus.**
- 7. Special focus on international conferences and publications in refereed Journals.**
- 8. Focus more on Community Development programmes through NSS & Entrepreneurship Development Cell.**

The meeting ended at 1:00 pm with vote of thanks by principal followed by lunch.

**Sd/-
CHAIRMAN**

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI

MINUTES OF THE MEETING

The Meeting of the Governing Body of AITAM, Tekkali held on 25th March, 2017 at 10.30 AM in the Chairman's Chamber.

Members Present:

1.	Prof. D. Nageswara Rao	Chairman
2.	Smt T.R.S.Lakshmi	Member - State Government Nominee
3.	Dr. C. Krishna Mohan	Member – Nominated by College
4.	Dr. K. Someswara Rao	Member – Management
5.	Sri L.L.Naidu	Member – Management
6.	Sri T. Nagaraju	Member – Management
7.	Sri V. Lakshmana Rao	Member – Management
8.	Smt. V. Sudha Priya	Member - Management
9.	Prof. V.V.Nageswara Rao	Member – Faculty Nominee
10.	Dr. D. Vishnu Murty	Member – Faculty Nominee

Dr. D. Nageswara Rao, Chairman welcomed all the members in general and new members (Smt T.R.S.Lakshmi) in particular to the meeting.

Prof. V.V.Nageswara Rao, Director presented a detailed PPT on overall progress of the college in brief.

The following decisions (agenda wise) were taken after detailed discussion among members in the meeting.

1. Confirmation of the minutes of the previous meeting of the Governing Body.

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

2. Details of sanctioned strength, admitted candidates, New branches, /Specializations, closure of branches/specializations, reduction in intake.

- BoG satisfied with 84% overall admissions in UG courses, dissatisfied with 21% admissions in M.Tech and 27% in MBA. Director explained the reasons and situation about PG admissions hence applied for Reduction in intake of all M.Tech courses from existing strength to 18 and MBA from 120 to 60 and closure of M.Tech (DECS.) All members Discussed and approved.
- BoG suggested improving the PG admissions by changing the syllabus (more percentage of Industry oriented) of M.Tech and MBA.

3. Attendance particulars of the students in the last semester, viz., condonation and detention details.

All members discussed and approved condonation and attendance details.

4. Credit equivalence for the students shifted from other college and Universities.

Since there are no students shifted from other college and universities, no decision was taken.

5. Details of the re-admitted candidates.

Members discussed and approved 18 students who have detained earlier and re-joined during the Academic Year 2016-17.

6. Malpractice cases in examination conducted during the previous semester.

Discussed and noted that there are 16 cases of malpractice in the academic year 2016-17 and suggested the CE to take measures to reduce malpractices in the next year.

7. Details of the scribe permitted during the previous examination.

Discussed and approved the Scribe permitted in this academic year.

8. Analysis and Statistical evaluation of the results of the previous semester and corrective measures to improve the performance.

Members discussed about the result analysis of each semester of each department and approved the same. BoG suggested improving the Results.

9. Details of deficiencies pointed out by the University and compliance reports submitted by the University.

No deficiencies pointed out by university hence no compliance reports was submitted.

10. Details of placement track record of the outgoing students and efforts to improve in current semester.

Members discussed briefly the placement track record of the outgoing students and appreciated the efforts by TPC & staff and suggested to improve the placement activities further.

11. Details of the Grievances, Redressed, Anti Ragging cases and information about the action taken by the college administration to improve in future.

Members discussed and appreciated the Anti Ragging committee for no ragging cases in this year and also suggested to take preventive measures for next year.

12. Details of the Faculty Ratified during previous academic year and future plan for next level Ratification.

BoG appreciated and congratulated 174 ratified faculty (71.31 percentage) by the university and approved the same.

13. Details of the Income and Expenditure statements of the college.

Members discussed and approved the statements presented at BoG meeting. Members suggested to include two slides on Budget and Action plan for future Academic Year.

14. Progress of Autonomous Status.

- BOG expressed satisfaction about present progress and suggested to send the faculty to IIT's/NIT's/IIM's for training and also improve R&D activities, External Funding and Consultancy in each Department.
- Members also suggested to put proposal to Hon'ble Vice- Chancellor, JNTUK for 100% AUTONOMY.
- Suggested 40: 60 Internal & External marks system for the benefit of the students.
- Better to remove some subjects unrelated to concern branch. For Example Engineering Drawing to CSE branch students.
- BoG appreciated for appointment of 22 Adjunct Faculty for 10 Departments and asked to display in college website.
- Prepare Strategic plan for next Five years

15. Incentives for faculty Research and Publications:

The incentives for faculty Research and Publications proposed by Management was discussed and approved and suggested to include in HR Policy.

16. Preparation for the NBA & NAAC accreditation.

BoG appreciated for the application for accreditation for FOUR UG & TWO PG courses. Members suggested to apply for NAAC as soon as possible.

17. TEQIP-II Progress and activities.

Dr.D.Vishnu Murty, TEQIP Coordinator presented a detailed PPT about TEQIP – II Progress. BoG appreciated the total cumulative expenditure of Rs 525.21 Lakhs upto 28-02-2017. BoG discussed and approved the budget for various proposals of Rs74.79 Lakhs for the financial year 2016-17. BoG suggested to complete all the procurement and other activities by 31-03-2017 as per the NPIU guidelines as the TEQIP-II PROJECT closes by march 2017. BoG also expressed satisfaction and appreciated the efforts made by TEQIP Team. Details of TEQIP Activities & expenditure is enclosed.

18 ANY Other points with the permission of the Chair:

Minutes of the Academic Council Meeting held on 19th March 2017 were discussed and approved to implement from this Academic Year 2016-17.

Copy of Minutes of Meeting enclosed.

The members also suggested the following:

1. The pass percentage should increase from 58.4% to 70 % .
2. Each Department should apply for FIST Grant from AICTE.
3. Understand and follow NIRF guidelines.
4. One week summer training of faculty is to be introduced in the Campus.
5. Special focus on international conferences and publications in refereed Journals.
6. Focus more on Community Development programmes through NSS & Entrepreneurship Development Cell.

The meeting ended at 1:30 pm with vote of thanks by Director followed by lunch.

CHAIRMAN

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

MINUTES OF THE MEETING

The meeting of the Governing Body at AITAM, Tekkali held on 3rd June, 2017 at 10.30 AM in the Chamber's of Chairman

Members Present:

- | | | |
|----|--------------------------|--------------------------|
| 1. | Prof. D. Nageswara Rao | Chairman |
| 2. | Dr. K. Someswara Rao | Member – Management |
| 3. | Sri L.L.Naidu | Member – Management |
| 4. | Sri T. Nagaraju | Member – Management |
| 5. | Sri L. Lakshmana Rao | Member – Management |
| 6. | Smt. V. Sudha Priya | Member - Management |
| 7. | Prof. V.V. Nageswara Rao | Member - Management |
| 8. | Dr. Vishnu Murty | Member – Faculty Nominee |
| 8. | Dr. K.B.Madhu Sahu | Member – Secretary |

Dr. D. Nageswara Rao, Chairman welcomed all the members and overview the agenda to be discussed.

Prof. V.V. Nageswara Rao, Director presented a detailed PPT on over all progress of the college in brief.

The following decisions (agenda wise) were taken after detailed discussions among members in the meeting.

1. **Confirmation of the minutes of the previous meeting of the Governing Body.**

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

2. **Budget of the institution land departments was discussed and approved (detailed enclosed)**

3. **BoG members discussed and approved the enhancement of financial powers from Rs.25000 to Rs.50000 to Principal and from Rs.5000 to Rs.10000 to all HODs with immediate effect.**

4. BoG members appreciated the approvals sanctioned by AICTE, JNTUK for the Academic Year 2017-18.

5. Details of the Grievances, Redressed, Anti-Ragging cases and information about the action taken by the College administration to improve in future:

Members discussed and appreciated the Anti Ragging committee for no ragging cases in this year and also suggested to take preventive measures for the coming academic year.

6. Introduction of R17 Regulations for MBA

The members discussed and approved the R17 Regulations for MBA.

7. TEQIP-II Progress and activities:

Dr. D. Vishnu Murty, TEQIP Coordinator presented a detailed PPT about TEQIP – II progress. BoG appreciated the total cumulative expenditure of Rs.543.57 lakhs upto 31.05.2017. BoG discussed and approved the budget of Rs.68.43 lakhs for the software delivered and services rendered upto 31.03.2017 as per the NPIU guidelines. BoG also expressed satisfaction and appreciated the efforts made by TEQIP team.

The meeting ended at 1.30 PM with vote of thanks by Director followed by Lunch.

Sd/-
CHAIRMAN

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI

MINUTES OF THE MEETING

The Meeting of the Governing Body of AITAM, Tekkali held on 3rd February, 2018 at 10.30 AM in the Chairman's Chamber.

Members Present:

1.	Prof. D. Nageswara Rao	Chairman
2.	Dr. Dinesh Panjwani	Member - UGC Nominee
3.	Smt. T.R.S. Lakshmi	Member - State Government Nominee
4.	Dr. K. Someswara Rao	Member – Management
5.	Sri L.L.Naidu	Member – Management
6.	Sri T. Nagaraju	Member – Management
7.	Sri V. Lakshmana Rao	Member – Management
8.	Smt. V. Sudha Priya	Member - Management
9.	Prof. V.V.Nageswara Rao	Member – Faculty Nominee
10.	Dr. D. Vishnu Murty	Member – Faculty Nominee
11.	Dr. K.B. Madhu Sahu	Member Secretary

Dr. D. Nageswara Rao, Chairman welcomed all the members.

Prof. V.V.Nageswara Rao, Director presented a detailed PPT on overall progress of the college in brief.

The following decisions (agenda wise) were taken after detailed discussion among members in the meeting.

2. Confirmation of the minutes of the previous meeting of the Governing Body.

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

2. Details of sanctioned strength, admitted candidates, New branches, /Specializations, closure of branches/specializations, reduction in intake.

- BoG satisfied with 83% overall admissions in B.Tech. The members of BOG suggested to take special initiatives to improve the admissions in both Diploma and M.Tech. The members also noted reduction of intake for MBA from 120 to 60. Members also suggested to separate the convenor quota and Management quota filled seats and show in PPT.

- Members also suggested to introduce Teaching Assistanceship to M.Tech students in order to improve M.Tech Admissions.

3. **Attendance particulars of the students in the last semester, viz., condonation and detention details.**

All members discussed and approved condonation and attendance details. Members suggested to take appropriate steps to reduce detention rate of students and also promote CSR activities to reduce the dropouts.

4. **Details of the re-admitted candidates.**

Members discussed and approved 36 students who have detained earlier and re-joined during the Academic Year 2017-18 in UG Programme and also 2 students in PG(MBA) course.

5. **Malpractice cases in examination conducted during the previous semester.**

BoG appreciated the Director, Principal, Faculty & Examination cell for no cases of malpractice in the previous years and noted 25 cases during 2017-18 and suggested to counsel the students.

6. **Details of the scribe permitted during the previous examination.**

No Scribe permitted in this academic year.

7. **Analysis and Statistical evaluation of the results of the previous semester and corrective measures to improve the performance.**

Members discussed about the result analysis of each semester of each department and approved the same. BoG suggested to take appropriate steps to improve 1st year results in particular to reach at least 70%, besides overall results of the final year.

8. **Details of placement track record of the outgoing students and efforts to improve in current semester.**

Members discussed briefly the placement track record of the outgoing students and appreciated the efforts taken by all in improving the placement and suggested to take further appropriate steps to increase the placement activities further.

9. **Details of the Grievances, Redressed, Anti Ragging cases and information about the action taken by the college administration to improve in future.**

Members appreciated for no ragging case was found in the Academic Year 2017-18 and suggested to take preventive measures for zero Ragging.

10. **Details of the Faculty Ratified during previous academic year and future plan for next level Ratification.**

BoG appreciated and congratulated the ratified faculty(72%) by the university and approved the same.

11. **Details of the Income and Expenditure statements of the college.**

Members discussed and approved the statements presented at BoG meeting.

12. **Progress of Autonomous Status.**

- BOG expressed satisfaction about present progress and suggested to send the faculty to IIT's/NIT's/IIM's for training and also improve R&D activities, External Funding and Consultancy in each Department.
- Members congratulated the Management Members on receiving the ISTE Best Chapter Award (Andhra Pradesh)
- More Decentralization is recommended for faster Growth.
- The decisions taken in previous Academic Council meeting were discussed and approved.
- Members suggested to introduce short term questions in question 1 which will be compulsory. Detailed criteria for evaluation process for MOOCs/NPTEL/Skill Development has to finalize and implement.
- All students have to pass non credit courses also with minimum marks before awarding the Provisional Certificate.
- An undertaking from the Faculty is a must while sponsor for training in industry.
- Mini project may be considered as one of the compulsory subject In each course of the B.Tech programme.
- Human values course to be named as Professional Ethics

13. **Preparation for the NBA accreditation.**

BoG appreciated the efforts taken in receiving re-accreditation from NBA in four UG programmes (EEE, ECE, CSE and Mechanical) for 3 years and also suggested to apply for re-accreditation for other two UG Programmes (IT & Civil). The members have also suggested to apply for re-accreditation by NAAC.

14. The new R&D Guidelines proposed by Dean (R&D) was discussed and approved.

15. **TEQIP-II Progress and activities.**

Dr. D. Vishnu Murty, TEQIP Coordinator presented PPT on detailed expenditure in each activity with beneficiaries. BOG members appreciated the efforts made by Director, Principal, TEQIP Coordinator, HODs, Faculty and congratulate on successful completion of the TEQIP -II project by July 2017. The activities would continue with the utilization of Four Funds as per Commissioner's letter.

The meeting ended at 1:00 pm with vote of thanks by principal followed by lunch.

Sd/-
CHAIRMAN

ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI

MINUTES OF THE MEETING

The Meeting of the Governing Body of AITAM, Tekkali held on 21st July, 2018 at 10.30 AM in the Chairman's Chamber.

Members Present:

1.	Prof. D. Nageswara Rao	Chairman
2.	Dr. Rajesh Siddavatam	Advisor
3.	Dr. T. Radhakrishna	Member
4.	Dr. K. Someswara Rao	Member – Management
5.	Sri L.L.Naidu	Member – Management
6.	Sri T. Nagaraju	Member – Management
7.	Prof. V.V.Nageswara Rao	Member – Faculty Nominee
8.	Dr. D. Vishnu Murty	Member – Faculty Nominee
9.	Dr. K.B. Madhu Sahu	Member Secretary

Dr. Rajesh Siddavatam, Vice Chancellor. Saveetha Amaravati University, Vijayawada has been inducted as Advisor in the Governing Body for the period of three years.

Prof. D. Nageswara Rao, Chairman welcomed all the members

Prof. V.V.Nageswara Rao, Director presented a detailed PPT on overall progress of the college in brief.

The following decisions (agenda wise) were taken after detailed discussion among members in the meeting.

3. Confirmation of the minutes of the previous meeting of the Governing Body.

Since no further comments have been received on the minutes of the previous meeting held on 3rd February, 2018 of the Governing Body, the same would stand confirmed.

4. Details of sanctioned strength, admitted candidates, New branches, /Specializations, closure of branches/specializations, reduction in intake.

- Members of BoG suggested to concentrate on 100% admissions in B.Tech, Diploma, MBA and M.Tech from the next academic year onwards.

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- The members are of the opinion that the student is the Brand Ambassador of the college to increase the admissions. Hence concentrate on them to get more students by word of mouth publicity.

3. Attendance particulars of the students in the last semester, viz., condonation and detention details.

All members discussed and approved condonation and attendance details. Members suggested to take appropriate steps to reduce detention rate of students and also promote CSR activities to reduce the dropouts

4, Details of the re-admitted candidates.

Members discussed and approved the students who have detained earlier and re-joined during the Academic Year 2017-18 in UG Programme and also the students in PG (MBA) course.

5. Malpractice cases in examination conducted during the previous semester.

BoG appreciated the Director, Principal, Faculty & Examination cell for no cases of malpractice in the previous years and noted 25 cases during 2017-18 and suggested to counsel the students.

6. Details of the scribe permitted during the previous examination.

No Scribe permitted in this academic year.

7. Analysis and Statistical evaluation of the results of the previous semester and corrective measures to improve the performance.

Members discussed about the result analysis of each semester of each department and approved the same. BoG suggested to take appropriate steps to improve the overall results to 70%, besides overall results of the final year.

8. Details of placement track record of the outgoing students and efforts to improve in current semester.

- Members discussed briefly the placement track record of the outgoing students and appreciated the efforts taken by all in improving the placement and suggested to take further appropriate steps to increase the placement activities.

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- **Members suggested to improve the self confidence of the students first in order to attend placement classes and interviews. Members also suggested to allot placement classes for 50 minutes in the 1st day and 40 minutes in the 2nd day on the following:**

1st day:	20 minutes	Teach the syllabus
	20 minutes	Involve the students
	10 minutes	Summarize and conduct small test. Ask questions.
2nd day:	20 minutes	Review what taught on 1st day.
	20 minutes	show the video.

- 9.. **Details of the Grievances, Redressed, Anti Ragging cases and information about the action taken by the college administration to improve in future.**

Members appreciated for no ragging case was found in the Academic Year 2017-18 and suggested to take preventive measures for zero Ragging.

10. **Details of the Faculty Ratified during previous academic year and future plan for next level Ratification.**

BoG appreciated and congratulated the ratified faculty by the university and approved the same.

The members suggested to initiate the faculty to publish in reputed international journals. Never encourage the faculty for paid journals.

11. **Details of the Income and Expenditure statements of the college.**

Members discussed and approved the statements presented at BoG meeting

12. **Preparation for the NBA & NAAC accreditation.**

BoG appreciated the efforts taken in receiving re-accreditation from NBA in four UG programmes (EEE, ECE, CSE and Mechanical) for 3 years and also have applied for re-accreditation for other two UG Programmes (IT & Civil). The members have also suggested to apply for re-accreditation by NAAC at the earliest possible.

(Contd....p/4)

:4:

13. **Any other matter with the permission of the chair**

1. **Members suggested to think ICT branch instead of IT Branch**
2. **Members suggested to improve 1st year 1st sem results from 58% to 75% and also reduce the number of subjects in I/I semester so that confidence will improve among the students after passing I/I.**
3. **Members suggested to follow the AP Private Universities Act and go to Deemed University status after completion of 10 years of Autonomous.**
4. **The feedback of the students will be taken as base to organize the next day classes.**

As there were no other points to discuss, the meeting ended with Vote of Thanks to the Chair and all the members followed by lunch.

**Sd/-
CHAIRMAN**

**ACTION TAKEN REPORT ON THE MINUTES OF THE GOVERNING BODY
MEETING HELD ON 29TH MAY 2013**

RECOMMENDATION	ACTION TAKEN
To Introduce New Courses in R13 Regulations:	The members approved the introduction of new courses in R13 Regulations and implement from the Academic Year 2013-14
To Provide Seed Money to faculty for Research	The members approved the Seed Money to faculty for Research programme for implementation with effect from from 1 st July, 2013 onwards.
Budget: To discuss the utilized budget of 2012-13 and approve the budget for the year 2013-14	The members discussed and verified the utilized budget for the year 2012-13 and also discussed and approved the Budget for the year 2013-14,

**ACTION TAKEN REPORT ON THE MINUTES OF THE GOVERNING BODY
MEETING HELD ON 26th April, 2014**

RECOMMENDATIONS	ACTION TAKEN
Budget To discuss the utilized budget for 2013-14 and approve the budget for the year 2014-15	The members thoroughly discussed and approved the utilized budget for the financial year 2013-14 and the budget for the financial year 2014-15 was discussed and approved.
<u>Closure of courses</u> Due to poor admissions in to MCA and Diploma Course of CME, the management decided to close PC Course of MCA and Diploma Course of DCME from the next academic year 2014-15 and suggested Director to apply for No Objection from Government as well as JNTUK for closure of both the courses	The Director has applied to the respective authorities and received NOC for closure of DCME vide letter No.SBTET/B4/NOC/2013-14, dated 8.2.2014 and received NOC for closure of MCA vide letter No.5319/EC/A2/2014, dated 9.7.2014, Govt.of AP, Higher Education Department.
Functioning of R&D Cell	The new R&D Policy proposed by Dean (R&D) was approved
Preparation of Consultancy Policy	The Governing Body approved the Consultancy Policy

**ACTION TAKEN REPORT ON THE MINUTES OF GOVERNING BODY HELD ON
21ST JUNE, 2015**

RECOMMENDATIONS	ACTION TAKEN
Faculty Requirement: The Governing Body authorized the Director to recruit few more senior faculty with Ph.D qualification..	Staff Selection Committee recruited 21 faculty members in the month of June, 2015
Functioning of R&D Cell	The R&D guide lines proposed by Dean (R&D) was approved.

**ACTION TAKEN REPORT ON THE MINUTES OF GOVERNING BODY HELD ON
14th MAY, 2016**

RECOMMENDATIONS	ACTION TAKEN
Point No.14: Progress of Autonomous Status Approval of AR-16 Regulations for B.Tech, M.Tech and MBA programmes.	The Members approved the AR-16 Regulations for B.Tech, M.Tech and MBA programmes including introducing new courses based on stakeholders feedback.
Point No.15: Approval of R&D Guidelines	Revised R&D Guidelines proposed by Dean, R&D was approved.

**ACTION TAKEN REPORT ON THE MINUTES OF GOVERNING BODY HELD ON
25th MARCH, 2017**

RECOMMENDATIONS	ACTION TAKEN
Point No.15: Incentives for Faculty Research and Publications	The incentives for faculty Research and Publications proposed by Management was approved and included in HR Policy

**ACTION TAKEN REPORT ON THE MINUTES OF GOVERNING BODY HELD ON
3RD JUNE, 2017**

RECOMMENDATION	ACTION TAKEN
Point No.6: Introduction of R17 Regulations for MBA	The members approved the R17 Regulations for MBA and implement from 2017-18 admitted batch.

**ACTION TAKEN REPORT ON THE MINUTES OF GOVERNING BODY HELD ON
3RD FEBRUARY, 2018**

RECOMMENDATIONS	ACTION TAKEN
<p>2. Details of sanctioned strength, admitted candidates, New branches, /Specializations, closure of branches/specializations, reduction in intake.</p> <ul style="list-style-type: none"> • to separate the convenor quota and Management quota filled seats • to introduce Teaching Assistanceship to M.Tech students in order to improve M.Tech Admissions. 	<ul style="list-style-type: none"> • Admissions are going on now. After completion of admissions we show convener Quota and Management Quota separately • We are offering Teaching assistantship to M.Tech students
<p>3. Attendance particulars of the students in the last semester, viz., condonation and detention details. To take appropriate steps to reduce detention rate of students and also promote CSR activities to reduce the dropouts</p>	<ul style="list-style-type: none"> • Online message to the parents even they absent for one period. • Counseling hour is provided • Teacher councilor continuously making follow-up to improve the attendance
<p>7. Analysis and Statistical evaluation of the results of the previous semester and corrective measures to improve the performance. To take appropriate steps to improve 1st year results in particular to reach at least 70%, besides overall results of the final year.</p>	<ul style="list-style-type: none"> • Now target fixed 75% for first year result • Identify weak students after first mid exams Then remedial classes extra classes after college hours
<p>8. Details of placement track record of the outgoing students and efforts to improve in current semester.</p>	<p>Providing internship to students some of them being offered pre placement offers.</p> <ul style="list-style-type: none"> ❖ P. Hemanth , Vanitha , Supriya, V. Priyanka, P.Priyanka Completed internship at Metrix Lab with stipend of Rs. 10000/- per month. ❖ Our students got Paid internship in TCS, Effectronics and HPCL. ❖ Most of our students did their internship at ISRO, DRDO, CYIENT, L&T, T-Hub, Mahindra & Mahindra, Ashok Layland, ISUZU, LANCO etc. ❖ Improving Industry- Institute relations through IIC.

<p>12. Clarification of student evaluation</p>	<p>Internal Midterm Exam (25 M +15 M=40M)</p> <p>a) Duration 90 Minuets</p> <p>b) Answer 3 descriptive questions with internal choice.(3x10=30M), scale down to 25 marks.</p> <p>c) 70% of best two+ 30% remaining Mid</p> <p>d) 10 Marks for two assignments (or) one case study (Group wise),</p> <p>e) 5 marks for objective tests.</p> <ul style="list-style-type: none"> ○ All students have to pass non credit courses also with minimum marks before awarding the Provisional Certificate put it in practice. ○ An undertaking from the Faculty is a must while sponsor for training in industry implementation. ○ Mini project may be considered as one of the compulsory subject in each course of the B.Tech programme yes Mini project renamed as Minor project. ○ Human values course is in place as per recommendations of AICTE (2018).
<p>15. R&D Guidelines</p>	<p>The new R&D guidelines proposed by Den (R&D) was approved.</p>