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ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT
An Autonomous Institution

Approved by AICTE, New Delhi
Affiliated to JNTUGV - VIZIANAGARAM
Accredited by NBA (UG: CSE,ECE,EEE,ME,CE & IT)
Accredited by NAAC(UGC) with A+ Grade
Recognised by UGC Under Section 2(f) & 12(B)
TEQIP Participated College
Recognised by Scientific & Industrial Research Organisation(SIRO)

ATTENDANCE SHEET OF INSTITUTION DEVEVELOPMENT COMMITTEE MEETING

S.No	Name of the Member	Designation	Signature
1	Prof. V.V Nageswara Rao	Director	
2	Dr. A. S.Srinivasa Rao	Principal	
3	Dr. B.V. Ramana	Dean Academics	
4	Dr. U.. D. Prasan	Dean P & D	
5	Dr. Chappa Ramesh	Dean IQAC	
6	Dr. D. Sreeramulu	Dean R & D	
7	Dr. R. Santhi Kumar	Dean SA	
8	Dr. G. Sateesh Kumar	Dean IIC	
9	Dr. Pedapenki Dinakar	HOD CIVIL	
10	Dr. Yegireddi Ramesh	HOD CSE	
11	Dr. T. Naresh	HOD –CSD, CS & MCA	
12	Dr. MVB Chandra Sekhar	HOD -CSM	
13	Dr. V. Ashok Kumar	HOD ECE	
14	Dr. D. Vijay Kumar	HOD EEE	
15	Dr. B. Ramesh Naidu	HOD IT	
16	Dr. Palli Srihari	HOD MECH	
17	Dr. B. Siva Kumar	HOD MBA	
18	Dr. M.V. Ratnamani	HOD - BS&H- CSE	
19	Dr. M. Ramanaiah	HOD - BS&H- Non CSE	
20	Dr. G. Prasanna Lakshmi	Professor (CSE)	
21	Dr. G. Vasanti	Professor (BS &H)	
22	Dr. V. Chitti Babu	Controller of Exams	
23	Dr. M.N.V.S.S. Kumar	TPO	
24	Dr. B. Rajesh	In-charge (IIPC)	
25	Dr. M.V. Subba Rao	Librarian	
26	Dr. V.V.V.S.S.P. Srikanth	In-charge (T&P Cell)	

Counseling Code
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MINUTES OF THE INSTITUTIONAL DEVELOPMENT COMMITTEE MEETING HELD ON 19th June, 2025 AT 11.00 AM IN "A" BLOCK "MEETING HALL" AT ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI CAMPUS.

The following decisions were taken after discussion among the members:

1. Accommodation for New Sections/Branches (A.Y. 2025–26)

- It has been resolved to shift **B.Tech IT Branch classes to the "H" Block**. As per AICTE norms, 50% of Classrooms and 25% of Tutorial Rooms are mandatory. The "H" Block has more than adequate infrastructure to meet these requirements.
- **Three** new **Computer Labs for UG in "H" Block** and one **Computer Lab for Diploma in "F" Block, One Lab for TPC in "A" Block** are being established.
- **AICTE IDEA Lab** and **NSDC Lab** are under establishment to support innovation and skill development.
- **Latest lab equipment**, including **350 advanced computer systems**, has been procured to ensure world-class laboratory standards.
- All civil works and furniture installations are targeted for completion by **15th August, 2025**.

2. Staff Requirements for New Sections/Branches

- The Management has approved the recruitment of faculty for newly introduced courses.
- Faculty recruitment advertisements were published **twice in The Hindu** and **once in Eenadu daily News papers.**
- As per AICTE norms (1:20 faculty-student ratio), the institution currently has more than sufficient teaching staff for both existing and upcoming programs.
- So far, **25 Teaching Staff** and **3 Non-Teaching Staff** have been recruited, with additional recruitment in progress.

3. Admissions (APEAPCET/ECET/ICET/Polytechnic)

- An **Admission Help Desk** is functional in the "A" Block.
- Continuous communication is being maintained with potential candidates through promotional materials, campus videos, and helpline support.
- It is expected that, all **Convener and Category "B" seats** will be filled successfully in the A.Y 2025-26

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4. Review of Campus Placements and Training

- We are expecting that Cognizant, Accenture, Virtusa, and Hexaware will hire our students within a couple of weeks for 2025 Pass out Batch.
- **72% placement** has been achieved to date, with **TCS, Wipro, and Infosys** as major recruiters.
- Although placement progress is slightly slower than the previous year, full capacity placement is anticipated by the end of the cycle.
- The Director emphasized that **Training & Placement activities must be prioritized,** as they are a key institutional performance parameter.
- Faculty members were advised to extend complete support to the **Placement and Training Department.**

5. Academic Policies and Honours Program

- The Director instructed that **strict evaluation standards** be maintained in all examinations.
- Question papers must be of high quality to ensure comprehensive assessment.
- **100% classwork completion** is mandatory.
- **HODs are responsible** for daily monitoring of classwork, lab sessions, syllabus coverage, and revisions.

6. R&D Policy, Implementation, and Funded Projects

- **Mandatory Research Publications:** Every faculty member must publish at least one research article annually, in line with the institute's R&D policy.
- **Project Proposal Submission:** All Ph.D. holders must submit research proposals to funding agencies, focusing on national priorities or emerging technologies.
- **Scopus-Indexed Publications for B.Tech Projects:** Final-year B.Tech projects must be published in journals indexed in Scopus or higher. Faculty mentors must ensure the quality and publication process.
- **Patent Filing:** All patents (faculty or student developed) must be filed under the institute's name, following institutional IP policies.
- The Director appreciated the increased **R&D activities** compared to the previous year.
- **R&D incentives** have been revised to benefit both staff and students.
- It is expected that each UG/PG project should aim for **Scopus-indexed publication.**
- Faculty were encouraged to conduct multiple **FDPs, national/international seminars,** and to actively seek **national/international project funding.** Senior faculty are advised to guide junior faculty in this regard.

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7. Institution Innovation Council (IIC) Activities

- The **Innovation Cell** is actively involved in setting up the AICTE IDEA Lab and NSDC Lab, which are government-sanctioned.
- These labs are expected to significantly benefit students' future career development.

8. Review on NIRF/ATAL Rankings

- In the **2024–25 NIRF Rankings**, the institution ranked in the **201–300** band.
- Considering our infrastructure, faculty strength, and academic outcomes, the goal is to **achieve a rank within the top 100** from the academic year 2025–26 onward.

9. Review of NAAC/NBA/IQAC Activities

- **NAAC Renewal** is pending due to New grading's announcement / technical issues but will be completed before the A.Y. 2025–26 ending.
- **NBA inspections** for Civil, IT, and MBA programs are scheduled for **18th & 15th July 2025**.
- **Mock inspections** are to be conducted by **10th July 2025**.
- **IQAC activities** are ongoing and progressing as scheduled.

10. Examination Procedures, Confidentiality, and Reforms

- The Director reviewed the examination processes and suggested maintaining **strict confidentiality**.
- **Semester-end results** are to be announced **within one calendar month** post-examinations.

11. Implementation of New ERP System

- Planning is underway to prepare the **latest version of Bees Software (Cloudilya ERP)**, which is user-friendly for students, parents, and faculty.
- **Cloudilya ERP** will handle academics, exam results, fee payments, class management, marks uploading, student attendance, staff payroll, and dues tracking.

12. Review of Tuition Fee Collection

- Due to delayed reimbursements from the State Government the Management is planning to collect the fees will be collected from **non-reimbursement students, Category "B" students**, and for **transport and hostel**, at the **start of each semester**.

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13. Review of Syllabus Coverage, Labs, Attendance & Counselling

- The **Dean of Academics** emphasized strict monitoring of syllabus completion, classwork, labs, and attendance.
- Assistant HODs will be responsible for daily oversight.
- Students are encouraged to participate more actively in **R&D initiatives**.

14. Parent Communication Mechanism

- Counselors are regularly updating parents on student performance, particularly in cases of absenteeism or behavioral concerns.
- The new **ERP system with mobile app integration** will soon allow parents to monitor their wards' academic and behavioral progress in real-time.

15. Student Discipline and Control Mechanisms

- No major indiscipline cases reported in the past year.
- The **Disciplinary Committee, Dean(SA) and In-charges** are functioning effectively.
- Late-coming has reduced in the past six months. However, it was resolved that **student entry gates will be closed at 9:30 AM sharp** to enforce punctuality.

16. Review on Student Internships and Projects

- As per the curriculum, the institute is offering **value-added internship programs** to all students across departments.
- Students have shown keen interest in participating in these internship opportunities.
- The institution has signed **nearly 50 MoUs with reputed industries** to facilitate internships and live projects.
- An **Internship Monitoring Application** is being developed to streamline and track internship activities and student progress.
- It is mandatory that all **Final-year B.Tech projects** be drafted and published in **Scopus-indexed or equivalent journals**. Faculty mentors are responsible for ensuring quality guidance and publication outcomes.

17. Review on IIPC / SAC / SSC / EDC / CGC / Alumni / NCC / NSS Activities

- Activities under **IIPC, SAC, SSC, EDC, CGC, Alumni, NCC, and NSS** are being conducted regularly as per the academic calendar.
- The committee appreciated faculty members who successfully obtained project funding from **AICTE and UGC**.
- It was resolved that **Alumni meets will be conducted twice a year** — once in **offline mode** and the second one in **online mode**.
- **NCC programs** are being conducted regularly during vacation periods.

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- It was resolved to **introduce Foreign Language courses** for students to enhance global employability.
- The NSS & NCC Programme Officers were advised to **organize an awareness program on cleanliness and hygiene**.

18. Review on Sports Facilities

- The Director informed that the college is planning to construct an **Indoor Stadium** in the A.Y. 2026–27.
- The **Physical Director** has been instructed to **submit a quotation** for the procurement of sports and games equipment for A.Y. 2025–26.

19. Review on Library Facilities and Utilization

- The **newly established library** in the academic block is well-arranged and spacious.
- Student engagement with **e-journals and physical book resources** has significantly increased. The **Digital Library** usage and footfall have notably improved.
- **Seating capacity** has been enhanced to **600 students**.
- The Director advised extending **library hours during semester examinations** to support student preparation.

20. Review on E-learning Facilities

- The Director instructed the **Dean of Academics** to ensure **recording of M.Tech classes** starting from **July 2025**, categorized by **branch and academic year**.
- A minimum of **two textbooks per subject** should be referred to for video content.
- **E-classroom and LMS (Learning Management System)** usage has improved.
- The number of **NPTEL/SWAYAM certifications** among students is steadily increasing.
- Training programs are to be arranged for faculty on the **effective use of digital learning platforms** and integration with the curriculum.

21. Fresher's Day / Annual Day / College-Level Events

- The **Annual Day celebration** was successfully conducted.
- **Fresher's Day** is scheduled tentatively for **mid-August 2025**, subject to the **APEAPCET counseling schedule**.

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22. Training for Students and Faculty

- The Director instructed the Academic Team to both **organize and participate** in **Faculty Development Programs (FDPs)**, particularly in emerging technologies like **Artificial Intelligence, Data Science, and IoT**.
- Students are encouraged to actively **participate in college-level and national-level hackathons**, as well as to **publish in national and international journals**, which will enhance their career prospects.

23. Future Plans

- Enhance placement opportunities with a focus on **higher salary packages**.
- Motivate students to **initiate start-ups** and become contributors to **community development**.
- Work towards **improving the institute's NIRF ranking to below 100** starting from the A.Y. 2025–26.
- Construction of **staff quarters** and **residential accommodation** will commence shortly.
- A **sports complex** is planned to be initiated in A.Y. 2026–27.
- Construction of a **new academic block** is planned by replacing the existing temporary sheds.
- Plans are underway to celebrate the institution's **Silver Jubilee** in **2026** with grandeur.

CHAIRMAN

DIRECTOR
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MINUTES OF THE INSTITUTIONAL DEVELOPMENT COMMITTEE MEETING HELD ON 19ᵗʰ October, 2024 AT 11.00 AM IN "A" BLOCK "MEETING HALL" AT ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI CAMPUS.

The following decisions were taken after discussion among the members:

1. **Accommodation for New Sections/Branches for A.Y. 2024-25**

   Members discussed about the required infrastructure, faculty, books, and other needs. for the new additional sections of CSE, ECE, and CSD for the academic year 2024-25, According to AICTE guidelines, 50% of Classrooms and 25% of Tutorial rooms are sufficient, hence Director sir instructed the HODs to plan for infrastructure utilisation for Class Work as per the AICTE Guidelines. The exclusive first B.Tech classes in "H" Block will be ready within two months for class work sessions.

2. **Staff Requirement for New Sections/Branches for A.Y. 2024-25**

   Over the last six months, we have recruited more than 20 faculty members. Currently, we have more than enough faculty (1:19 ratio) according to AICTE and university norms for all programs and branches, including the newly established sections of UG in CSE, ECE, and CSD, as well as PG in MCA.

3. **APEAPCET/ECET/ICET/Polytechnic Admissions**

   Admissions for the Diploma, B.Tech, M.Tech, MBA, and MCA programs for the academic year 2024-25 have been completed. Except for the Civil branch, almost all other branches have filled 100% of their approved intake. The Civil branch is also expected to complete with lateral entry admissions in A.Y 2025-26.

   This academic year (2024-25), the following admissions are happened at our college:
   Diploma - 1038, B.Tech – 1469, M.Tech – 27, MBA – 41, MCA – 63

4. **Review on campus placements/training**

   Every year college placements are increasing with good and attractive packages. Director Sir and other committee members appreciated the efforts of TPC department for the achievement. From this Academic Year (A.Y. 2024-25) the Management decided to spent an additional amount of Rs. 6,000/- for each selected student for Intensive Training towards to increase success rate in getting good placements with

higher packages. The Student has to refund the amount if he/she was selected with a package of more than 6L per annum. The paid back amount will be used as seed fund for upcoming batches.

5 MNCs are ready to recruit our students in November and December 2024.

It is noticed to the Director, that some of the students are not showing interest to placements classes, In this regard Director sir instructed the HODs, that attendance for Training and Placement purposes will also be considered as part of the overall attendance, in order to encourage more students to participate in Placement Training.

5. Review on Academic Policies & Honours Program

Before finalizing the regulations, the panel members are preparing the syllabus, and at times, they review and revise it multiple times, which may lead to a complete overhaul. While many students register for the honors program, there is a decline of at least 50% in enrolment by the end of the IV-II semester compared to the initial registrations.

6. R&D Policy and Implementation

- ➢ Members discussed thoroughly on existing Research Promotion Policy and Changes to be made in that for feature. Discussed about SCI Publications, Indexed publications, Books & Book Chapters also.
- ➢ All the Faculty should submit at least 1 SCI Publications, Indexed publications, Books & Book Chapters for each Academic Year.
- ➢ Each faculty must publish minimum 1 Scopus Indexed paper per year
- ➢ Each Department must organise one On line FDP / Off line FDP
- ➢ Should plan to conduct One International Conference / year.
- ➢ All B.Tech projects should be converted into a Scopus Indexed Journals / Conferences.
- ➢ Introduce **research projects or mini-thesis** as part of UG/PG curricula to engage students in research early.
- ➢ Provide research fellowships or stipends to PG students to motivate research participation.
- ➢ Organize regular student research conferences and competitions.
- ➢ Collaborate with external funding agencies to offer research internships for students.
- ➢ Central project co-ordinator will monitor and review the Publications and Projects
- ➢ HODs should encourage their faculty to attend at least one International conference every year.

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- ➤ A new & dedicated R & D Lab was established in 1st Floor of "A" Block with 30 high end systems.
- ➤ HODs should see that, patents to be published on the College name and should encourage to publish Utility patents.
- ➤ For NIRF Rank, Indexed publications should more than the existing faculty number.
- ➤ For publications download purpose, In the Library one staff member will be allotted.
- ➤ All the Faculty should publish a Paper & simultaneously they can attend the International Conference also.

7. Review on IIC activities

The members discussed and suggested that the IIC department motivate 4th B.Tech students to work on projects with innovative ideas.

This academic year, we received excellent project submissions from our students, and many students applied to submit their projects.

8. Review on NIRF/ATAL Rankings

To achieve a better NIRF ranking in the 2025 cycle, focusing on Research & Development (R&D) is critical, especially since it plays a significant role in the overall NIRF scoring. Here's a strategic action plan for improving R&D outcomes and enhancing your rank across all relevant parameters.

9. Review on NAAC/NBA/IQAC activities

In this Academic year the college has to go for Renewal / Apply NAAC and NBA for IT / CIVIL / MBA departments, hence it was decided to upload the required documents by the end of December, 2024 and to complete the accreditation process at the earliest (i.e., by end of A.Y 2024-25)

10. Review on Examination section/Procedure of examinations/ Confidentiality in examinations/Reforms

It sounds like good for outlining procedures for maintaining transparency and confidentiality during examinations. Here's a refined version of your points:

Online Seating Arrangements: The seating arrangement for examinations will be displayed online to students 30 minutes before the start of the exam to ensure confidentiality.

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Result Declaration: Results for the semester-end examinations will be declared within three weeks following the completion of the last examination.

Invigilation Monitoring: The Heads of Departments (HODs) will be responsible for monitoring invigilation duties during examinations.

11. Review on tuition fee collection

Members discussed and Noticed about Semester-Wise Tuition Fee Collection
All students (except those eligible for fee reimbursement) are required to pay the **Semester-wise Tuition fee** at the time of **Semester registration**.
To ensure smooth coordination and timely payment, **Student Counselors** will also be involved in this process.

12. Review on syllabus coverage/class work/labs/student attendance
All the HODs are instructed that Teaching & Learning Process should complete carefully. Labs should be 3 Hours. Faculty should Teach & explain in the Labs., Programmers / Technicians will support in this practicals.

Some of the members advised that 2 + 1 is good for TPC Classes, the decision is pending due to waiting for committee report.

13. Student counselling mechanisms and implementation
Student attendance system & monitoring is going on.
Bees System Attendance also going on.

14. Review on parent communication mechanism and implementation

To make the parents aware about their ward performance in the Academics, the counsellors shall send the progress report along with the Attendance Particulars to their parents time to time.

15. Review on student indiscipline and control strategies
The committee discussed and satisfied about the active participation of the Disciplinary Committee, Campus Disciplinary In-charges, Physical Directors, Departmental Disciplinary Coordinators are coordinating very good. Other than Small issues no problems arrised recently.

16. Review on student Internships/Projects
For IV-II B.Tech Students, provide Full time Internship (for Full Semester) with good Stipend and Pre-placements also. The students should go through proper channel (through IIPC)

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17. **Review on IIPC/SAC/SSC/EDC/CGC/Alumni/NCC/NSS Activities**

For Students Academic session, Without any disturbance to the above and continue the process of EDC, IIC, SAC Co-ordinators shall internally focus on that, to get the innovative ideas will be generated. As per requirement 10,000 Sq.F space is provided at present. Dr. G. Sateesh Kumar, will look this matters. Along with the class work, placements, IIC are one track.

The CGC members are advised that, they can motivate the students to go for Civil Services and Central Government Services in Group I Cadre.

The members advised Dr. Dasari Yugandhar, Alumini co-ordinator, contact the Alumini members for more students placement while in the campus.

Members discussed and suggested IIC Department to motivate 4th B.Tech Students Projects as innovative ideas.

Director sir instructed TPO & IIPC Convener to Channelize to establish more Centre of Excellences within the campus.

18. **Review on Sports facilities**

Director sir assigned Dr. R. Santhi Kumar to monitor the Physical Education Department, and the Physical Directors should stay in the Ground up to evening 6.00PM with time sharing by mutual understandings of the PDs.

19. **Review on Library facilities and utilization**

Members discussed that, after establishment of New Central Library members satisfied about the Library Books and E- Learning process.

Faculty can use the Digital Library for their R&D works.

For New UG & PG Courses Books and additional Infra structure purchase issues discussed

20. **Review on E-learning facilities**

The members discussed and stated that they are uploading the study materials & Online Classes for B.Tech branches and processing them for PG students. The Director expects that the maximum number of students will utilize these resources for academic purposes, placement preparation, and job-oriented learning. The members also suggested that students preparing for GATE and CAT should utilize the high-standard books available in the library.

21. **Fresher's day/Annual day/College level events**

The members discussed and appreciated the Director for increasing the merit scholarships up to ₹60 lakhs. They also deliberated on awarding merit scholarships to

EAMCET/EAPCET rank holders below 20,000 and **ICET** rank holders below 10,000, along with distributing gold and silver medals to students in the Diploma, B.Tech & M.Tech & MBA 2nd, 3rd, and 4th years.

The distribution of gold and silver medals for the outgoing batch will take place on **Graduation Day**.

The members further discussed the **Go-Kart event**, scheduled for **November 2024**, and the **Hackathon event**, which will be organized along with the **Annual Day** celebrations in **January/February 2025**.

Director Sir announced that, **Dr. D. Vijay Kumar, HOD EEE** will Co-ordinate the Annual Day Celebrations.

Training to students/faculty

Members discussed and resolved to Every department should Organise 1 Off Line & 1 Online Faculty Development Programme in the Academic Year.

8 Faculty allotted for FDPs Organisation in association with the Skill Development organisation. Departments can be organise the Students Trainings also.

Resolved to Organise the International conference through Off Line and Online by the Institution Level very academic year.

- Encourage publishing in reputed, indexed journals (Scopus, Web of Science, ABDC).
- Develop internal review mechanisms to guide faculty in improving research papers before submission.
- Promote joint publications with other institutions and industries to improve visibility and impact.
- Use Google Scholar, ResearchGate, and institutional repositories to boost research visibility.
- Promote faculty profiles on platforms like ORCID and Google Scholar to monitor and boost citations.
- Approach industries to seek collaborative R&D projects under CSR programs.
- Highlight funded projects prominently in institutional reports and NIRF submissions.

22. **Future plans**

Members appreciated the Director about NIRF Rank bond between 200-300 and decided to give good effort for 2025 NIRF Rank should be below 200 Rank.

To Establish Centre of excellence in the College

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The following decisions were taken after discussion among the members:

1. Accommodation for New Sections/Branches for A.Y. 2023-24

   For New Additional Sections of CSE & ECE for the A.Y 2023-24 and discussed about required faculty, Books, Infrastructure, etc., and discussed that, As per the AICTE 50% Class Rooms are enough, we can accommodate minimum 75% of accommodation to exclusively for Class Work. All the HODs are instructed to prepare Time Tables as per availability. In the Time Table Room No. also incorporate for each period. For Mid & End Examinations for Each Bench 3 different branches / Year students can be allotted. For Library Shifting purpose there will be Maximum 3 months time will be taken.

2. Staff Recruitment for New Sections/Branches

   Since last 6 months we have recruited 20 faculty members, at present we are having more than enough Faculty as per AICTE & University norms in all Programmes & all branches including Newly sectioned Sections of CSE & ECE.

3. APEAPCET/ECET/ICET/ Polytechnic Admissions/Orientation Programme

   For A.Y 2023-24 Admissions process is started. For ECET students, those who are admitted through convener they will continue their 2nd B.Tech Class work. For B.Tech 1st Year Class Work & Orientation programme may be conducted at the end of August, 2023. For Orientation Programme initiation is given to Dean, Dr. D. Vishnu Murthy. For M.Tech Physical Class work will be conducted in every week Thursday, Friday, Saturday and Online Classes recordings also available to all the students in the website. And the Course materials also kept in the website. From next regulation onwards Internal Marks & External Marks for PG Students 60:40 and for Internal Examinations, 80% weightage for best Mid and 20% weightage for other Mid.

4. Review on Campus placements

Every year our Placements are increasing with good packages. For better Packages in the Placements in the MNCs purpose we have selected 100 meritorious students from all braches. We will provide them a Special Training in all aspects. In this 100 students any student recruited for more than Rs.8.00 Lakhs /Annum Package, he will pay the Training Fee. Otherwise he/she will not pay the Fee. Our majority of Stakeholders (Parents) will observing and join their children depends on the Placements position only. Therefore Director advised the HODs to give Highest priority to Training & Placement classes.

5. R & D Policy & implementations

Members discussed thoroughly on existing Research Promotion Policy and Changes to be made in that for feature. Discussed about SCI Publications, Indexed publications, Books & Book Chapters also. Incentives will be given to qualitative publications (100%) to 1st Author & (50%) will be given to 2nd Author onwards subjected to 1 incentive for 1 Article / Document. And announced that the incentives will be given to the faculty 2 times in a year (i.e., Annual Day & Teachers day)

6. Review on Honors Courses

Members satisfied on the present continuing students for Honors Course and discussed about decreasing the No. of students for Honors course. Members discussed the reasons for decreasing the No. of students year by year continuing.
Members discussed about to introduce Two new courses in honors programmes 1. VLSI / ECE Department & 2. Cyber Security / CSE (AIML) Department.

7. NIRF Ranking

The Members discussed about NIRF Rankings. In previous years to get a Rank 30.00 marks is enough. But this year we got 32.43%, as per the present norms we missed the Rank in very small variation.

8. Focus on Patents/Grants/Innovations/ Startups

For Publications and Patents, which will be Published /granted on College Name, it will reimburse by the college (100%), If it is on Individual Incentive Cash award will be given the concern.

9. Tuition fee collection
To Pay the Tuition Fee within the time, we have to educate the Parents & Students to pay the Tuition Fee while at Registration process only. Government is crediting the Fee reimbursement amount in the Mother's Accounts. But many of the students are not paying within the stipulated time.

10. Syllabus completion/Feedback/MIDs/Assignments/Labs/Attendance/M.Tech Class work

All the HODs are instructed that Teaching & Learning Process should complete carefully. Labs should be 3 Hours. Faculty should Teach & explain in the Labs., Programmers / Technicians will support in this practicals. Members are discussed about to conduct the MID Examinations in After Noon session and Class Work in the Morning session with effective from next regulation for B.Tech Students.

11. Online Communication with respect to Fee Payment, Attendance, Internal & External Marks & Hostel Attendance.

Counselors should concentrate on Attendance, Fee Payments, Backlogs. All the faculty members should post the daily attendance of the Students in the Bees. Director instructed the HODs that, if any faculty not posted the attendance in bees "Memo" will be issued through proper channel. Counselors should touch with the parents those who are in back word any aspect.

12. Indiscipline activities-Control Strategies

The committee discussed and satisfied about the active participation of the Disciplinary Committee, Campus Disciplinary In-charges, Physical Directors, Departmental Disciplinary Coordinators are coordinating very good. Other than Small issues no problems arrised recently.

13. Internships

The committee discussed and Satisfied about the conducting and participation in the Internships. For MBA students, those who are studied B.Tech in UG programme, they can be provide Business Analytics subject as a optional.

14. IIPC / IIC / CGC / EDC / SAC Activities

For Students Academic session, Placement Training is very important. Without any disturbance to the above and continue the process of EDC, IIC, SAC Co-ordinators shall internally focus on that, to get the innovative ideas will be generated. As per requirement 10,000 Sq.F space is enough at present. Dr. D. Azad, Dr. G. Sateesh Kumar, Dr. D. Vishnumurthy will look this matters. Along with the class work, placements, IIC are one track.

The CGC members are advised that, they can motivate the students to go for Civil Services and Central Government Services in Group I Cadre.

The members advised Dr. Dasari Yugandhar, Alumini co-ordinator, contact the Alumini members for more students placement while in the campus.

Members discussed and suggested IIC Department to motivate 4th B.Tech Students Projects as innovative ideas.

Director sir instructed TPO & IIPC Convener to Channelize to establish more Centre of Excellences within the campus.

15. Sports and Games

The Physical Directors are creating Team Spirit through the sports and games to the students. Members are satisfied with the Games & Sports for Boys & Girls going on the Out Door and In door games & Gym also.

16. Annual Day/Fresher's Day/Placement Achievers Day/ ASPIRE / Hackathon /Go-Kart

Members Discussed and appreciated the director for Merit scholarships were raised up to 60 Lakhs and discussed about Merit Scholarships to EAMCET / EAPCET students below 20000 and ICET 10000 and Gold & silver Medals to 2nd,3rd, 4th Year students. Outgoing Batch students Gold & Silver medals distribution on Graduation day.
Members discussed about Go-Kart event which is to be held in the month of November, 2023 and Hackathon event along with Annual Day 2024 which is to be held in the month of February / March 2024.

17. Recording of Video Lectures by Faculty

Members advised to Dean Academics & Planning to record all the Lectures of UG & PG classes to complete before August, 23 ending to utilize as a Video Lectures to the students to learn at anywhere and review of the classes also.

18. E – Learning facility

Members are discussed and said that, they are uploading the materials of Academic and Placements in what's app groups. Maximum number of students are utilizing that for Academic, Placements oriented and Job Oriented.
Members suggested that the students who are going for GATE, CAT are utilize the High standard books

19. Attendance for Jagananna Vidya Deevena & Jagananna Vasati Deevena / FRS

Members discussed and advised the HODs that the Bees and FRS attendance is mandatory. Faculty should post all the attendance on the same day in the Bees. Facial Recognition system also very important. And the same reports should be sent to JVD & State department also.

DIRECTOR
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ADITYA INSTITUTE OF TECH & MGMT
TEKKALI- 532 201

MINUTES OF THE INSTITUTIONAL DEVELOPMENT COMMITTEE MEETING HELD ON 24th MAY, 2022 AT 11.00 AM IN "A" BLOCK "MEETING HALL" AT ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI CAMPUS.

The following decisions were taken after discussion among the members:

1. **Accommodation for New Sections/Branches for A.Y. 2022-23**
   For New Sections/Branches for A.Y. 2022-23 additional course at UG level B.Tech Computer Science and Engineering (Data Science)- 60 Seats, Additional Intake B.Tech -Computer Science and Engineering (Artificial Intelligence & Machine Learning) - 60 to 120 Seats & (2) B.Tech – Information Technology – 120 to 180 and discussed about required faculty, Books, Infrastructure, etc., and decided to improve the Infrastructure facilities like Class Rooms, Laboratories for Diploma and B.Tech New Course & Additional Intakes by constructing New Floor on "F" Block "3rd Floor" and built a New Building exclusively for Central Library at besides of "B" Block to reach the additional infrastructure facilities. For Assessment of requirements are endorsed to Dean Academics Dr. D. Vijay Kumar.

2. Staff Recruitment for New Sections / Branches

As per AICTE Norms up to A.Y. 2022-23 Faculty Student Cadre Ratio is 1:20, as on date we are having 1:15., at present is more than enough. Director assigned to Dr. Dasari Yugandhar, Associate Dean to Identify the faculty in EEE, & ECE to complete minimum 2 NPTEL Courses to take the CSE branch related subjects of other Departments. In June 2022 College has going to Faculty recruitment Notification, to fill up the vacancies of the posts of teaching and non-teaching, technical and non-technical posts wherever and whenever necessary to run the college smoothly for the A.Y. 2022-23. Director Sir assigned to Principal to identify the Department wise requirements of Teaching and Non Teaching for existing and New Courses, as per the AICTE/UGC/JNTUK Norms.

3. APEAPCET/ECET/ICET/ Polytechnic Admissions/Orientation Programme

2022-23 Admissions in process, Notifications & Dates of CETs were announced by the Government, Director Sir instructed to Dr. MNVS Santosh Kumar, TPO to create Innovative Social Media posts and share through the Social Media regarding College achievements. It is decided to add all the Deans, Associate Dean & In-charges in the AITAM Digital Marketing Group. As per the JNTU & APSCHE guidelines it is decided to start the Orientation Programme & Class work.

4. Review on Campus placements
Training & Placement Officer, Dr.MNVS Santosh Kumar announced that, for A.Y 2022-23 already 980 students placed in various MNCs. The members discussed about the Placement activities and Satisfied & discussed about the steps for taken to improve the Quality of Placements for next Academic Year. It is decided that the Placement Training will be commence from I-I onwards. It is decided to celebrate the Annual Day & Placement Achievers day on 16th June,2022 & 26th June, 2022 respectively.

5. AI Led Management Services (AIMS)(IT Operations-1, IT Operations-2, Soft skills)- VIRTUSHA Proposal - Course Curriculum (AR20)
It is decided to organize IT Operations (I & II) subjects as a value added course for present 3rd Year students in IV-I semester and as a advanced skill oriented course for present 2nd Year students in III-I & III-II Semester, as per the proposal of Virtusa Software Company.

6. Review on Honors Courses:
For B.Tech Honors course students were identified as per the minimum CGPA 8.5 & above (Or) not more than the 35% of the Admitted Intake.

7. NIRF Ranking
NIRF Ranking is most important for some of the MNCs to recruit our students and AICTE also asking NIRF Rank below 100 for granting the Projects. We are missing NIRF Rank in small margin. Expected that at least we get rank below 200. It is decided to visit some Engineering Colleges having Good NIRF Rank.

8. Focus on Patents/Grants/Innovations/ Startups

It is decided to keep more focus on Patents/Grants/Innovations/ Startups to elevate the level of the college. Our Alumni student Mr. Sandeep Kumar Battula presented his achievements through his Startup company "Qualivon Technologies Private Limited" to the members of the Institutional Development Committee.

9. Tuition fee collection

Discussed about Fee Collection from the Convener, Spot & Management Students. It is decided to collect the all types of fee at the beginning of every semester without any delay.

10. Syllabus completion/Feedback/MIDs/Assignments/Labs/Attendance

Syllabus completion

Syllabus completion is most important issue. We shall complete all chapters of Theory & Labs and the Director instructed to Dean Academics, Dr. D. Vijay Kumar to pursue the syllabus completion status from the Staff as well as students also.

Feed back :

Some of the faculty members are identified with satisfactory level, HoDs shall discuss with them to improve their feedback levels without any delay, If the same report will be in this year also, there shall be a action on that candidates. Director advised all the HODs to educate the students before taking the feedback about the faculty.

MIDs:

Quality Question papers, assignments are to be given. Methods of Evaluation, Quality of evaluation has to improve. Internal Marks should post to their parents (1st MID, Final MID, Semester end Exams)

Assignments:

Director advised that the Students assignments should complete with their own hand writing only and without copying.

Labs :

Labs shall complete as per the curriculum, If any labs engaged with other activities then the HODs can contact other departments to engage their Labs in other departments for doing Practicals.

Attendance :

We are giving Weekly Circulars to improve the Attendance and every student should have minimum 75% to promote into next semester and also to get Jagananna Vidya Deevena & Vasati Deevena.

11. Online Communication with respect to Fee Payment, Attendance, Internal & External Marks & Hostel Attendance.

Fee Payment: To make the parents aware of the fee dues about their ward, it is decided that to send the SMS to parents mobiles monthly at least twice.

Attendance : All the faculty should post the attendance in Bees on the same day. It is mandatory to all the faculty. While before leaving the college premises he/she should complete the students attendance in the bees.

Internal & External Marks: To make the parents aware about their ward performance in the Academics, the cancellers will send the progress report to their parents time to time.

12. Indiscipline activities-Control Strategies:
Director instructed Dean Student affairs how to take preventive actions to control the indiscipline and also said if any students involved multiple times, Collect the Caution Deposit from the accused students..
Discussed about some of the already campus recruited students are involving in the Indiscipline activities, Hence Director instructed to TPO Dr. MNVSS Kumar that they should instruct the campus recruited students should keep discipline in the Campus otherwise keep their placement on hold.
If any student found that he / she involved in any indiscipline activity, it is decided that, He/She shall be suspended from the College immediately till pending enquiry.

13. Internships
Internship co-ordinator will monitor through IIPC & Concern Department HOD. If any Financial issues, they should take permission from Director. Social Internship can be introduced to 2nd Year students.

14. IIPC / IIC / CGC / EDC / SAC / Alumni Activities:
It is decided that select the active students in the 1st 5Batches alumni to conduct the programme for to share the budget of 50% amount from the Alumni to construct a Building for the Student Alumni. The

Management will provide 50% amount from the Society. If any activity is planned in the Department, the HODs are advised that, to inform IIC before 2days in advance.

15. Sports and Games:
Outdoor Gym is ready for use. Indoor Sports complex in process.

16. Annual Day/Fresher's Day/Placement Achievers Day/ ASPIRE
Tentative date for Annual day is 16th June, 2022. And 26th June, 2022 Achiever's day. Discussed about Merit Scholarships to EAMCET / EAPCET students below 20000 and ICET 10000 and Gold & silver Medals to $2^{nd}, 3^{rd}, 4^{th}$ Year students. Releaved Batch students Gold & Silver medals distribution on Graduation day.

17. Recording of Video Lectures by Faculty
For M.Tech Students it is decided to provide video lectures and E-learning facility as soon as possible.

18. E – Learning facility

The Video lectures need to be recorded by the Senior faculty in all the Departments. It should be kept in the Library as well as e-learning portal.

It is decided to procure the following facilities for e-content development.
   i. Media Centre
   ii. Audio-visual Centre
   iii. Lecture Capturing System (LCS)
   iv. Mixing equipment and software for editing

19. Attendance for Jagananna Vidya Deevena & Jagananna Vasati Deevena

It is decided that to send the circulars in the begging of the every week of every semester to make the students alert and aware about the Attendance requirement of minimum 75% to get Jagananna Vidya Deevena & Vasati Deevena.

DIRECTOR

MINUTES OF THE INSTITUTIONAL DEVELOPMENT COMMITTEE MEETING HELD ON 26th NOVEMBER, 2021 AT 2.30 PM IN "A" BLOCK "MEETING HALL" AT ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI CAMPUS.

The following decisions were taken after discussion among the members:

1. 2021-22 Academic Year Admissions and commencement of Class Work

   Admissions in process, 1st phase allotments will be announced soon. As per the JNTUK & APSCHE guidelines we will start the Class work cum Orientation Programme as soon as possible.

2. Staff Recruitment

   As per the Departments requirements we have processed the faculty recruitment. In this regard we have given a faculty recruitment paper add in HINDU Daily news paper on 11th August, 2021 & 3rd November, 2021. We recruited the faculty for the departments of Civil, Mechanical, ECE, CSE, IT, Bs & H, TPC & Diploma.

   Since last 2 months we recruited 20 faculty members, to apply for University Ratification

3. Review on Campus Placements

YEAR	BRANCH WISE PLACEMENT DETAILS									
	CSE	IT	ECE	EEE	CE	ME	MBA	Total (Selected)	Total (Eligible)	%
2021 - 22	200	48	162	74	31	49	3	567*	650*	87.2
2020 - 21	151	09	141	140	21	59	21	542	692	78.3
2019 - 20	149	30	120	110	60	67	29	565	690	81.9
2018 - 19	150	27	126	119	78	78	34	612	683	89.6
2017 - 18	120	08	130	118	74	95	29	574	682	84.2
2016 - 17	80	04	141	110	90	106	18	549	647	84.9

Yearly Students Placements percent is increasing. Members appreciated the TP Cell for their continuous efforts in improving the placements and suggested to Make more efforts to get 100% Placements.

For 2022 Pass outs remaining students of EEE, Mechanical, Civil students should follow the Infosys Training to get minimum 90% placements
For 2023 Pass out students expecting 230 placement in this Academic Year.

4. Emerging Area / Honors / Training to faculty
We have identified Six domains offer as Minor or Major
One Major and One Minor is suggested
Departmental Level Identification of Faculty for Training in the Domains.
Faculty to be identified for smart cities
Books to be procured for Emerging Courses useful Journals to be subscribed.

5. Preparation for NBA - IT & CIVIL Branches
Prepare & Check the following (as per NBA Norms) for four departments IT & Civil
All Labs/Equipment / Boards Lab Manuals should be verified by the Co-ordinators and HODs
All the required Boards, Flexes, if necessary.
We should display everything in the Departments.

6. Target NIRF < 200
Most of the funding agencies are asking the status of NIRF Ranking,
We have completed the application process and submitted
We should ready for next Academic year to get the NIRF Rank below 200.

7. Focus on Research & Development – Patents / Grants / Innovations / Startups

R & D Targets are very clear

Faculty should focus on R&D and publication of Patents and Grants of Patents

Conferences and Workshops are to be organized by IITs

Hockthons are to be organized.

Best Researcher (Department wise) and Best Department in Research will be announced and felicitated on Teachers Day from next Academic year onwards.

8. Syllabus completion / Feed back / MIDs / Assignments / Labs, Attendance etc.,

Syllabus completion / Feed back / Mids / Assignments Labs, Attendance etc., going on well.

Feed back :

Some of the faculty members are identified with satisfactory level, HoDs shall discuss with them to improve their feedback levels.

Quality Question papers, assignments are to be given

9. Internships :

Current year Internships are to be finalized for 3rd year students.

Next semester onwards start the Online Internships after II – II.

Some of the companies are giving virtual training also.

HOD is the decision maker for internships.

To upload all MoUs to AICTE Portal

Suggestions:

* Staff & Students should follow the COVID 19 precautions. The things are dexterous, everyone should wear Masks while in campus and College buses also.

* In view of all the things, avoid the mass gathering conduct Off line meetings.

* To Display NO MASK – NO ENTRY play cards in Buses and Class Rooms Entrance

* For 2022 Pass outs remaining students of EEE, Mechanicl, Civil students should follow the Infosys Training to get minimum 90% placements.

* In order to streamline the student attendance and to check the attendance irregularity, it was decided to impose Rs 500/- as a fine for the student who got less than 75% attendance during the month (w.e.f. 1.12.2021).

* For the 3rd Year, Academic Calendar will be deferred for One week due to Placement Training.

* For Final Year, 5days (Monday – Friday) Class work and Project work on Saturday, to complete the projects as early as possible.

* Students Projects should complete with good quality, Dean Academics can look in this matter.

* Should avoid mobiles in Classes and Examination Halls. If anyone found in the examination hall, collect the mobile and Handover to Dean A & P

DIRECTOR
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Aditya Institute of Technology
And Management
TEKKALI

MINUTES OF THE INSTITUTIONAL DEVELOPMENT COMMITTEE MEETING HELD ON 23rd FEBRUARY, 2021 AT 2.30 PM IN "D" BLOCK "INCUBATION CENTER" AT ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI CAMPUS.

The following decisions were taken after discussion among the members:

1. **2020-21 Academic Year Admissions**

   Admissions of Diploma, B.Tech., M.B.A., M.Tech almost completed. This year except M.Tech all programmes admissions are good compared to last year admissions hence satisfactory.

2. **Staff Recruitment**

   As per the Departments requirements we have processed the faculty recruitment, for Mechanical and Civil

   We are looking Faculty for English and Statistics

3. **Annual Day Celebrations**
   ➢ Academic Performances
   ➢ Gold and Silver Medals to Top Rankers
   ➢ Bhagyalakshmi Scholarships to meritorious Students

   Due to COVID 19 Pandemic No Annual Day Celebrations, No Convocation, will be organized in this Academic Year. However One day we will issue the Academic performance Oriented Gold & Silver Medals & Scholarships to meritorious students

4. **Freshers day**
   Decision under hold, depending upon COVID 19 situation we will decide.

5. **COVID – 19 Precautions**
   a. Any where in the College campus or in the Bus, every student has to wear Mask and Sanitise / Wash hands frequently.
   b. Hostel Rooms, Corridors, Buses, Bathrooms should be sanitized every day
   c. Thermal Scanning is a must in the Exam Hall. Any student have any symptoms of COVID inform to the Concern HODs immediately.

6. **2021 Batch / 2022 Batch students – Campus Placements**

   - National Level Hackathon is to be organized at our College Campus.
   - Quality of Placements is important
   - Initiate the process in II – II Semester.

7. **Emerging Area / Honors / Training to faculty**

   - We have identified Six domains offer as Minor or Major
   - One Major and One Minor is suggested
   - Departmental Level Identification of Faculty for Training in the Domains.
   - Faculty to be identified for smart cities

8. **Preparation for NBA**

   - Prepare & Check the following (as per NBA Norms) for four departments CSE, Mech, EEE, ECE
   - All Labs/Equipment / Boards
   - Lab Manuals should be verified by the Co-ordinators and HODs
   - All the required Boards, Flexes, if necessary.
   - We should display everything in the Departments.

9. Target NIRF < 200

- Most of the funding agencies are asking the status of NIRF Ranking,
- We have completed the application process and submitted
- We should ready for next Academic year to get the NIRF Rank below 200.

10. Focus on Research & Development – Patents / Grants

R & D Targets are very clear

Faculty should focus on R&D and publication of Patents and Grants of Patents

Within a week we will discuss about R&D New Policy

11. Class work in next semester Online / Off Line

We will decide the Class work for next Semester Online / Off Line depends on the situation of COVID 19.

12. Syllabus completion / Feed back / MIDs / Assignments / Labs, Attendance etc.,

o Syllabus completion / Feed back / Mids / Assignments Labs, Attendance etc., going on well.

o **Feed back :**

o Some of the faculty members are identified with satisfactory level, HoDs shall discuss with them to improve their feedback levels.

13. Internships

- Current year Internships to be finalized for 3rd year students.
- Some of the companies are giving virtual training also.
- HOD is the decision maker for internships.

Suggestions:

- All the Committees Minutes should be checked by Dr. D. Vishnu Murthy, Dean (A & P) and counter signed by the Principal.
- Record Lab Manuals should not be written in the Labs by dictation. Put the Lab Manuals in the College Web site. Demonstration would be better.
- Give Assignments to I Year B.Tech Students. Adopt innovative Teaching Learning process
- Every Department has to work innovatively and compete each other with co-ordination. HoDs shall take some innovative steps to improve the Department performance.
- We can start project work from III - II semester, and finish it within IV – I, semester So that IV – II will be free. Minor Project can be extended to Major Project Work.

DIRECTOR

MINUTES OF THE INSTITUTIONAL DEVELOPMENT COMMITTEE MEETING HELD ON 12th NOVEMBER, 2019 AT 10.30 PM IN "D" BLOCK "INCUBATION CENTER" AT ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT, TEKKALI CAMPUS.

The following decisions were taken after discussion among the members:

I. R20 – REGULATIONS :

- Total Credits will not change
- No Changes in the Regulations
- No 0.5 credit to any subject and Semester Total credits should not be fraction 0.5 (Round Off)
- At least One Lab to be integrated to theory (for 1st year or II year onwards) in one semester. If there is any possibility 2 or more labs depends on Infrastructure availability. Software related theories can be integrated with Theory but related software has to buy.
- Same credits are to be maintained for 1st year in all courses
- Self study course is to be introduced in 2nd & 3rd Years as an Audit Course (2 Periods per week)

Suggestions:

- Internship in Every Year (IIPC) to be introduced.
- Methods of Evaluation, Quality of evaluation has to improve
- All Departments & Training & Placement cell are requested to suggest Industry related subjects for II & III Year students (for R20 Regulations) to increase the Employability among the students.
- Better to give credits to Training & Placement cell, So that everybody will attend to the classes. Reduce Inter disciplinary subjects and introduce Reasoning, Arthematic etc., as a subject. TPC has to plan for Evaluation, Periods, and syllabus for III-I, III-II semester but for IV-I English & Soft Skills is a must. Better to introduce some syllabus in III-I and remaining in III-II semester.

- Instead of 5 Units 6 Units of each subject (6 X 10 = 60) would be better for MID and External Evaluation.
- TPC has to continue 3 periods Reasoning & Aptitute as it is.
- Better to visit to various colleges
- i.e., SRM – Vijayawada, VIT – Vellore, VIT – Vijayawada,
- NIT – Warangal, IIT – Hyderabad, IIIT – Hyderabad,
- VNR –Nalgonda, BVRIT, CBIT, VR Siddardha for in depth study of Best Practices.

II. SPORTS & CULTURAL ACTIVITIES:

- Discussed about preparation & Estimate of Running track
- Fencing, Dressing Room, Fitness Gym to Girls in Girls Hostel

Observations:

- No regular activity is going on, Physical Directors are not staying upto 6PM.
- Mr. N. Prem Kumar is not implementing cultural activities on Every Saturday evening.

III. Innovation & Enterpreneurship:

- Alumni Meet at Bangalore
- Career Arena to be Organised in December 2019
- Innovation Committee to be formed
- Incubation Centre to be more active

IV. Department Library:

- HODs should take care about issue & return of the Books. They should maintain a Register for issue and return of the books
- Up to 2018 December all the faculty should return all the books, Otherwise fine will be imposed.
- CSE Department designed software for issue & return of the Books. Hence all departments have to take the help of CSE Department in Library Management.

V. Teaching Methodology:

- NPTEL / Moocs course is to be provided compulsory in a semester
- For MBA IIM, Visakhapatnam faculty services to be utilized.
- Introduce Smart board to   Labs for Integration courses (Theory & Labs)
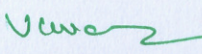
VI. IQAC:

- Delay in submitting the papers, Internal Marks, Attendance
- Monthly Attendance, Faculty Attendance mark by student. Hence immediate steps has to initiate for more efficiency.

VII. B.Tech (Hons) by AICTE:

- 10 Credits (Online Mode) is necessary for B. Tech (Hons) for which we need approval by Affiliated University JNTUK.
- Faculty mentor is to be introduced for B.Tech (Hons).
- Introduce NPTEL Courses to get 10 Max credits

VIII. Students fee Collection:

- Continuous follow up to the students, Parents for fee collections is a must.
- If any student is due then better to, stop them for Mid examinations.
- If they pay before semester fee due then conduct 1st mid exams along with 2 Mid Examinations. (II Mid examination at Morning – Afternoon I Mid on same day).

DIRECTOR

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