

**MINUTES OF THE MEETING HELD ON 28TH AUGUST, 2017 AT 3.00 PM
IN INCUBATION CENTER WITH THE PRINCIPAL, ALL DEANS,
ASSO.DEANS AND HODs.**

A G E N D A

1. ADMISSIONS IN THE CURRENT ACADEMIC YEAR.
2. COMMUNICATION IN ENGLISH/REGISTER WITH NPTEL BY FACULTY AND STUDENTS.
3. PLACEMENT ACTIVITIES
4. QUALITY TEACHING BY FACULTY

The following decisions were taken after discussion among the members:

1. ADMISSIONS (DIPLOMA, B.TECH & MBA)

Due to moderate admissions in Diploma, B.Tech as well as MBA in this Academic Year 2017-18 as compared with previous year admissions, Director is of the opinion that in order to boost the admissions in the next academic year, a team of staff members are to visit various schools & colleges (including Polytechnic) to give awareness among the students for joining in engineering college in between March and April of next year to increase admissions in the next year.

2. COMMUNICATION IN ENGLISH/REGISTER WITH NPTEL BY FACULTY AND STUDENTS

Though, we have issued several circulars to speak in English with the students and among the faculty, some of them are not following the instructions. Hence, Director has opined that henceforth, all the teaching staff should teach the lessons in the class room in English only and also motivate the students to speak in English for better vocabulary and communication skills.

Director is also of the opinion that every faculty should register with NPTEL in order to increase the standards of teaching and learning process and also to motivate the students to register NPTEL.

3. PLACEMENT ACTIVITIES:

In order to improve the placements rate, the departmental coordinators should motivate the 3rd and 4th year B.Tech students to take GATE/GRE courses/attend modular programme classes regularly during off-campus and on-campus placements. Also motivate the students to attend seminars/workshops/conferences. Training & Placement Department is to invite the reputed industries and other organizations for in-campus placement activities.

4. QUALITY TEACHING BY FACULTY

Director has opined that in order to increase the pass percentage, quality education to the students is necessary. Hence, he advised to all the HODs to monitor the teaching, learning standards of the faculty by visiting each class room. He also advised that the lecture notes should be up-loaded in e-portal regularly after verification by the concerned HOD. Director is also opined that the HODs of the department are to play the key role for achieving better pass percentage.

Lastly, Director emphasized the need to motivate the students to speak only in English with their colleagues for achieving better vocabulary and communication skills, which will help the students for better placements.

DIRECTOR

MINUTES OF THE MEETING OF THE COLLEGE ACADEMIC COMMITTEE

The Meeting of the Academic Committee of AITAM, Tekkali held on 29th November, 2nd December, 8th December and 11th December, 2016 at Incubation Centre (D-Block)

Dr. K.B.Madhu Sahu, Principal welcomed all the members of the Academic Committee and presented the following Agenda of the meeting for discussion:.

- I. R&D Policies to encourage Faculty and Students.
- II. Innovations
- III. Strategies to improve the pass percentage.
- IV. Strategies to motivate towards GATE, GRE & CAT Admission Tests.
- V. Strategies to improve communication in English in the campus
- VI. Problems and prospects of teaching and learning process. .

The following decisions were taken after discussion with the members:

I & II. R&D Policies to encourage faculty, students and Innovations

(A) FACULTY

(1) Performance based Faculty Annual Increments

- Annual Increments will be based on the appraisal and publication as per norms given below:
 - (i) Every faculty up to Asst.Professor cadre has to publish at least one article in any Peer reviewed journal based on his/her research work or B.Tech/M.Tech student's project work every year. However, it may be extended one more year based on his/her explanation..
- Doctorates have to publish an article/paper in Scopus Indexed/SCI Journal at least once in two years.
 - (i) 1st and 2nd Authors (Maximum of two authors) from the college/department will be considered for claim the same paper.
 - (ii) If Doctorates guiding a research scholar as co-guide, then 3rd name with college name will also be considered for claim the same paper.
- Academic Administrators of the college have to publish an article/paper in Scopus Indexed/SCI Journal at least once in three years.

(2) Promotion Rules:

- Any Engineering faculty will be conspired for regular pay scale of Asst.Professor after completion of 4 years of continuous service in the college.
- Any MBA/BS&H faculty will be considered for regular pay scale of Asst.Professor after completion of 5 years of continuous service in the college with M.Phil/NET/SET qualification.

- There after any promotion to the next level i.e. Associate .Professor, he/she must possess Ph.D with 5 years of regular service as Asst.Professor.
- Similarly promotion to Professor, he/she should possess PhD with 5 years regular service as Asso.Professor in the college and one publication in SCI/Scopus Indexed journal publication.

(3) Incentives for publication:

- (a) Incentives to any faculty will be sanctioned in the month of March and September of every year.
- (b) If any faculty has external funded Projects, 2-5% of the project fund will be sanctioned as incentive as per Committee's recommendations.
- (c) If the name of the Research Guide as 1st Author, then the 2nd name of Author may be considered if the college name appears in the journal.

(d) Publication incentives for Engineering Faculty

Scopus Paid Journal: 1st Author – Rs.5000/-
 2nd Author – Rs.3000/-
 3rd Author – Rs.2000/-

Scopus Free Journal: 1st Author – Rs.7500/-
 2nd Author –Rs.4500/-
 3rd Author – Rs.3000/-

SCI Paid Journal: 1st Author – Rs.10000/-
 2nd Author –Rs.5000/-
 3rd Author – Rs.3000/-

SCI free Journal 1st Author – Rs.20000/-
 2nd Author –Rs.7500/-
 3rd Author – Rs.5000/-

(e) Publication incentives for BS&H & MBA Faculty

Scopus Paid Journal: 1st Author – Rs.3000/-
 2nd Author – Rs.2000/-
 3rd Author – Rs.1500/-

Scopus Free Journal: 1st Author – Rs.5000/-
 2nd Author –Rs.3000/-
 3rd Author – Rs.2000/-

SCI Paid Journal: 1st Author – Rs.5000/-
 2nd Author –Rs.3000/-
 3rd Author – Rs.2000/-

SCI free Journal 1st Author – Rs.10000/-
 2nd Author –Rs.5000/-
 3rd Author – Rs.3000/-

(4) General

- Every PhD faculty has to submit any one project proposal to any one of the External Funding Agencies once in two year.
- Faculty must attend/present a paper in an International Conference in abroad once in every three years for which, the college will sanction an amount of Rs. 30,000/-.
- Faculty can attend workshops/SDPs/FDPs as per HR Policy.
- OD will be given to a faculty twice in a year for paper presentation in National Conferences.
- The College will sanction actual TA & DA as per norms and 50% of Registration fee up to the limit of Rs.10,000/- for presentation of paper in International Conferences organized by premier institution like IITs/NITs/IIITs/Universities. However, for attending/presenting a paper In case of other organizations and private institutions, the college will sanction actual TA/DA as per norms and 50% of Registration fee up to the limit of Rs..6000/-
- The college will extend full support in all aspects of applying for PATENTS.

(B) STUDENTS

- An incentive will be sanctioned to M.Tech students for publication in Scopus indexed Journal as per the existing norms.
- Any B.Tech/M.Tech student who is having 75% of attendance and possess the membership of Professional Society, can attend conferences through Student Activity Centre (SAC) subject of prior permission from the respective HOD.
- An incentive of Rs.1000/- and Rs.500/- will be awarded to the 1st and 2nd prize winners in the conferences/seminars/workshops.
- A maximum sum of Rs.3000/- will be reimbursed along with TA/DA and Registration Fee to a student who will get 1st and 2nd prize in any conference/seminar/workshop organized by premier institutions like NITs/IITs/IIITs/Universities..
- Innovative project funding for students will be continued subject to approval of expert committee (SAC).
- If the student have any grievances, he/she should represent the same to the concerned HOD.
- The innovative projects by the students can be kept in good condition and exhibit separately in concerned departmental project labs.

(III) Strategies to improve the pass percentage:

- (a) Subject wise coordinators have to take responsibility.
- (b) Rotation of each department coordinator
- (c) Syllabus coverage and lesson plan of each department. as per schedule.
- (d) Conduct class work for 6 days and no other programmes for 1st Year B.Tech students.
- (e) After announce the results of 1st year – 2nd Sem, Identify 20 weak students in each discipline and take remedial classes to them
- (f) Do not allow the students to the lab if they attend without records of previous experiment.
- (g) The percentage of Detention of students should be strictly observed and take steps accordingly to reduce detention candidates.
- (h) Workload to faculty.
 - Two same subjects will be given to the faculty who have 2 years of overall experience in the college.
 - Two same subjects should not be continued for more than 2 years. After 3 years, one subject is new and one subject is old. However, identify the faculty before 6 months for the new subject. HODs may take a decision keeping the interest of the students and not the interest of the faculty.
 - Exclusive faculty for all subjects of 1st Year.
 - Sr. faculty will be given one subject in 3rd or 4th year and one subject in 2nd year

(IV) Strategies to motivate towards GATE, GRE & CAT Admission Tests

- (a) Awareness programme to be conducted for GRE/GATE/CAT to motivate the students
- (b) All Faculties of the Department are responsible for achieving the target of GRE/GATE/CAT

(V) Strategies to improve communication in English in the campus

- (a) Every Monday is observed as English Day in the campus.
- (b) BS&H Department will take the initiative for English Day.
- (c) Every faculty must ask every student to give presentation on some topic in the class.

(VI) Problems and prospects of Teaching and Learning process. .

- (a) Implementation of Syllabus coverage and lesson plan and number of units must be covered.
- (b) Conduct tutorial classes regularly.
- (c) We can conduct special classes and examinations every year during summer vacations for which faculty will be paid separate remuneration from student fee.

DIRECTOR

MINUTES OF THE MEETING OF THE COLLEGE ACADEMIC COMMITTEE HELD
ON 26TH APRIL, 2017 & 11TH MAY, 2017 AT 3.00 PM

All the members except Dr. Ch. Ramesh, Dr. B. Rajesh and Mr. BVG Murali Krishna attended the meeting.

All the members except Dr. B. Rajesh and Mr. BVG Murali Krishna attended to the 2nd meeting. .

The following agenda was discussed in the meetings and decisions were taken accordingly:

1. Discipline and pledge by the students.
2. Accountability of the faculty.
3. Increase the pass percentage
4. Remedial classes
5. Introduction of Modular/GATE classes
6. Saturday is a working day for all students.
7. Promotion Rules
8. Maintain Lesson plan with lecture notes by IQAC.

1. Discipline:

Director emphasized the need to motivate the students to maintain discipline in the campus. Hence, it is highly necessary to take a pledge by the students in their respective class rooms in the Academic Year 2017-18 at the time of beginning of their class work. Respective HODs are to take the responsibility to take the pledge by the students.

PLEDGE BY THE STUDENTS

1. WE THE STUDENTS OF _____ YEAR B.TECH/M.TECH/MBA PLEDGE THAT WE WILL NOT THROW ANY PLASTIC USED ITEMS/BISCUIT WRAPPERS ETC. IN THE SURROUNDINGS OF THE CAMPUS AND MAKE THE CAMPUS HYGIENIC CONDITION IN ALL RESPECTS.
2. WE WILL MAINTAIN DRESS CODE WEARING SHOES, ID CARDS.
3. WE WILL NOT USE THE MOBILE PHONE INSIDE THE CAMPUS.
4. WE WILL MAINTAIN FRIENDLY RELATIONSHIP WITH ALL THE STUDENTS AND MAKE THE CAMPUS FREE WITHOUT ANY RAGGING INCIDENTS.
5. WE WILL SWITCH OFF ALL THE LIGHTS AND FANS IN BOTH CLASS ROOMS AND LABORATORIES WHEN THERE IS NO CLASS WORK/LAB WORK.
6. WE WILL MAINTAIN DISCIPLINE IN THE CAMPUS.
7. THE MANAGEMNT MAY TAKE SEVERE ACTION IF ANY STUDENT DEVIATES THE RULES AND REGULATIONS OF THE COLLEGE.

2. Accountability:

Every faculty should be accountable to the students, parents & Management.

3. Increase the pass percentage

The Governing Body in their meeting held on 25th March, 2017 have suggested to increase the pass percentage to 70% or more. The Academic Committee also emphasized to increase the pass percentage. Accordingly, all the HODs are advised to follow the minutes.

4. Mandatory for Remedial Classes.

In order to improve the pass percentage of the students, Director and Committee decided to make Remedial classes Mandatory to the weak students. Accordingly, identify 20 weak students in each branch based on the results of the previous semester and take remedial classes to them.

5. Introduction of Modular/GATE classes:

Director is of the opinion to introduce Modular/GATE classes in all the branches on alternative days from the next Academic Year onwards (except for 1st year B.Tech.) which will boost the Students to get better results in GATE/Competitive examinations/campus interviews.

6. Saturday is working day for all the students

Director and Committee decided that every Saturday is a working day for all the students from the next Academic Year onwards.

7. Promotion Rules to the Teaching Staff:

Dr. N.Haribabu, Dean (R&D) have framed a set of rules for promotion to the teaching staff to their next higher grade in addition to the rules which have approved in the last meetings of the Academic Committee. Director informed to Dr. Haribabu to send the same to all the HODs for their information. The same will be approved in the next meeting of the Academic Committee.

8. Preparation of Lesson Plan with Lecture Notes:

Director informed to all the HODs to prepare lesson plan and lecture notes before commencement of the Academic Year 2017-18. Associate Dean, IQAC is entrusted to look after the task.

DIRECTOR