

Sample Minutes of the Meetings

**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

DIRECTOR

Aditya Institute of Technology

Amalapuram

2020-21

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ADITYA INSTITUTE OF
TECHNOLOGY AND MANAGEMENT



An Autonomous Institution

Approved by AICTE New Delhi
Affiliated to JNTUK
Recognised by UGC under sections 2(f) & 2(b)
Recognised by Scientific & Industrial Research Organizations (SIRCOs)
TEQIP Funded College

MEMBERS PRESENT IN ACADEMIC COUNCIL MEETING HELD ON 18.11.2017

SL.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1	Dr. B.L.Deekshatulu	Honorary Chairman	
2	Dr.K.B .Madhu Sahu	Chairman	
3	Dr.G.Sateesh Kumar	Member	
4	Dr.G.S.N.Murthy	Member	
5	Dr.D.Vijay Kumar	Member	
6	Dr.C.J. Rao	Member	
7	Dr.B.V.Ramana	Member	
8	Dr. G. T. Naidu	Member	
9	Dr.G.Vasanthi	Member	
10	Dr.B.Balaram	Member	
11	Prof.V.V.Nageswara Rao	Member	
12	Dr. D.Vishnu Murthy	Member	
13	Dr.A.S. Srinivasa Rao	Member	
14.	Dr. N. Hari Babu	Member	
15	Dr. Aniruddin Dasu, V.P., Polaris FT, Hyd.	Member	
16	Dr. N.C.Siva Prakash, Prof., IISC, Bangalore	Member	
17	Dr.N.K.Srinath, Prof., RVC, Bangalore	Member	
18	Mr. Surampudi Srikanth, HR, TCS, Hyd.	Member	
19	Dr.Prasad Reddy PVGD, Prof., AU, Vizag	Member	
20	Dr.Srinagesh Chatarajupalli, Hyd. STP DC Manager, Infosys, Hyd.	Member	
21	Dr.Ch. Satyanarayana, DAP,JNTUK	Member	
22	Dr.P.Subba Rao, DE, JNTUK	Member	
23	Dr.A.Swarna Kumari, Programme Director, Empowerment of Women & Grievances, JNTUK	Member	
24	Dr.D.Azad	Member Secretary	



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

4. Any other points raised by the Members:

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

The meeting ended at 1.45 PM with a vote of thanks by Prof.V.V.Nageswara Rao, Director followed by Lunch.

K.B. Madhu Sahu
(Dr. K.B.Madhu Sahu)
CHAIRMAN
Academic Council

DEPARTMENT OF CSE

Minutes of the 4th meeting of Board of Studies of CSE Department held on Saturday & Sunday
i.e. 28th & 29th January, 2017 in the College Campus.

Agenda:

1. To discuss & finalize the B.Tech. III Year Syllabus of AR16 Regulation.
2. To discuss & finalize the syllabus of Open Electives offered by CSE to other Departments. (AR-16 Regulation).
 - Open Elective-III (Social Networks)
 - Open Elective -IV (Simulation & Modeling)
3. To discuss & finalize the Electives offered by CSE to other Departments. (AR-16 Regulation)
 - COA (ECE Dept. 3-1)
 - Java Programming (Mech. Dept. 3-2)
4. Any other points with the permission of the Chair.

SLNo	Name of the Member	Designation	Nomination	Signature
1	Dr. G.S.N. Murty	HOD, CSE	Chairman	
2	Dr. D V L N Somayajulu	Professor in CSE, Chair, Electronics & ICT Academy, NIT Warangal.	Expert member Nominated by Academic Council	
3	Dr. R. Govinda Rajulu	Professor, IIT - Hyderabad	Expert member Nominated by Academic Council	—
4	Dr. D. Rajya Lakshmi	Professor in CSE & Vice Principal (Academics), UCEN, JNTUK, Narasaraopet.	Expert member Nominated by University	
5	Mr. Ajay Reddy	Vice President at Capgemini India	Expert member Nominated from Industry Related to Placements	—
6	Prof. P S S Raju	Professor & Head-CSE, MVGR College of Engineering, Vizianagaram.	Special Invitee	
7	Mr. K Tata Rao	TCS, Hyderabad.	PG Alumni	—

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8	Dr. Srinivas Prasad	Professor & Head, CSE Dept., GMRIT, RAJAM.	Special Invitee	—
9	Prof. D.T.V. Dharmajee Rau	Professor	Faculty Member	<i>[Signature]</i>
10	Dr. Ch. Ramesh	Professor	Faculty Member	<i>[Signature]</i>
11	Dr. G. Nageswara Rao	Professor	Faculty Membes	<i>[Signature]</i>
12	Dr. U.D. Prasan	Professor	Faculty Member	<i>[Signature]</i>
13	Sri R. Srinivas	Assoc. Professor	Faculty Member	<i>[Signature]</i>
14	Sri Y. Ramesh	Assoc. Professor	Faculty Member	<i>[Signature]</i>
15	Sri M.V.B. Chandra Sekhar	Assoc. Professor	Faculty Member	<i>[Signature]</i>
16	Sri P.K. Sahu	Assoc. Professor	Faculty Member	<i>[Signature]</i>
17	Sri S. Vishnu Murthy	Assoc. Professor	Faculty Member	<i>[Signature]</i>

Contd. 3....

Counseling Cells

ADITTEKKALI - 532 201, Srikakulam Dist., A.P.
Tel: 08945 245666, 0 94401 95534.Email: info@adityatekkali.edu.in
aditya.tekkali@adityatekkali.edu.in
www.adityatekkali.edu.in



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MINUTES OF THE MEETING OF Ith BOARD OF STUDIES (BOS)**Suggestions/Resolutions with regard to III B.Tech I semester syllabus of ARI6 Regulations**

- In case of Self Study Course, it is suggested to give a list of online courses; The student may register for online course and has to submit report at the end of the semester.
- It is suggested to request other departments to offer relevant courses as Open Electives like Optimization Techniques (Mech Dept), GIS (Civil), Operations Research (Mech.), Wireless Sensor Networks (ECE), Linear Algebra (BS&H), MEFA (MBA), Microprocessors(ECE) etc.,
- It is advised to introduce event driven programming and cover generics in java programming, Remove the prescribed book by E Balagurusamy and introduce "thinking in java" by Bruce Eckel.
- It is advised to make the experiments more generic in various labs.

Suggestions/Resolutions with regard to III B.Tech II semester syllabus of ARI6 Regulations

- Resolved to include Artificial Intelligence in the place of Computer Graphics and Computer Graphics can be chosen as Open Elective..
- Resolved to make Software testing as a compulsory subject in place of Cryptography & Cyber Security
- Resolved to Introduce Software testing CASE tools lab in place of Cryptography and Cyber security lab.
- It is advised to move the Cryptography & Cyber Security as a discipline elective in IV Year I semester
- Resolved to Change title "IT infrastructure management" as "IT systems management" in Open Elective-IV.
- It is suggested to add few experiments on AJAX and Web services in WT lab
- It is suggested to change the title of Advanced Data bases as Distributed Data bases and remove OODB.
- It is resolved to include process diagrams, Data flow models, disaster management etc. in MIS (Open Elective-IV) and E-Commerce unit may be removed.

General Suggestions:

- / Avoid too many prescribed and reference books. Prescribed books must be 1 or 2 and reference books must be 2.
- Use latest edition books as reference and prescribed books.
- Within the syllabus, write the author name/text book from which those topics are covered.
- Write web links in references.
- Use Pedagogy research tool developed by IIT Kharagpur for writing Course Outcomes effectively. This tool can be downloaded freely.
- Utilize more people from industry to teach practical stuff like programming to the students.
- Questions papers must be set to map COs.

Dr. G S N Murty
HOD, CSE & Chairman, BOS
Head, Dept. of CSE



GRC Meeting on 02-08-2017

Minutes of the urgent meeting of Grievance Redressal Cell Committee held on 02-08-2017 at 10:30 AM in the PC Chamber with Dr. K. B. Madhu Sahu, in chair.

Members present

1. Prof. Dr. V. Sharmajee Rao
2. Dr. D. Azad
3. Sri T. Prabhakara Rao
4. Sri B. Kishore Kumar
5. Sri Ch. Raja Sekhara Rao
6. Dr. H. V. Subba Rao

The urgent meeting has been to discuss the contents of the letter dated: 31-07-2017, and 01-08-2017 in which the following allegations are made regarding the Evaluation and Re-Answer Scripts.

1. Paper valuation is not getting expected marks to the students have written the answers well and excellently.
2. Lot of difference in marks before and after revaluation.

The members of the committee discussed the matter with serious concern, they have suggested the Controller of Examinations (CE) that the papers must be evaluated by the Examiners strictly as per key and scheme of valuation.

The Controller of Examinations (CE) has issued clear cut instructions to all Examiners to evaluate the answer scripts as per scheme of valuation and key with out any deviation.

1. ~~problems~~ (convenor)

2. ~~7/11~~

3. ~~T. Prabhakar~~

4. ~~J~~

5. ~~Dr. J. S. D.~~

6. ~~Dr. S. S. S.~~