Aditya College of Engineering & Technology

(Permanently Affiliated to JNTUK Kakinada. Approved by AICTE – New Delhi)
Recognized by UGC under section 2(f) & 12(B) of UGC Act 1956
Aditya Nagar, ADB Road, Surampalem - 533437
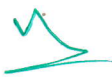
Academic Year 2022-23

ACADEMIC COMMITTEE

Standard Operating Procedure (SOP)

The standard operating procedure will be

1. By collecting feedback from the specified stake holders (Faculty / Student / Parent / Alumni / Employer).

2. The feedback from the stakeholders will be analyzed by the academic committee.

3. As per the requirements and suggestions given by stake holders the required perspective plan will be created by the academic committee and proposed in front of the governing body for approval.

4. Once acceptance is given by the governing body the execution of the perspective plans the action taken report will be submitted to the governing body.

Chairman
PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALEM- 533 437

Academic Year 2022-23

ACADEMIC COMMITTEE

Standard Operating Procedure (SOP)

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                    ┌─────────────┐
                    │    START    │
                    └─────────────┘
                           │
                           ▼
      ┌──────────────────────────────────────────┐
      │   Collect Feedback from Stake Holders      │
      │ (Students / Faculty / Alumni /Parents / Employer) │
      └──────────────────────────────────────────┘
                           │
                           ▼
         ┌──────────────────────────────────┐
         │  Review of Feedback Report Analysis │
         └──────────────────────────────────┘
                           │
                           ▼
         ┌──────────────────────────────────┐
         │   Preparation of Perspective plan  │◄──────┐
         └──────────────────────────────────┘        │  No
                           │                          │
                           ▼                          │
      ┌──────────────────────────────────────────┐   │
      │ Presentation of Perspective plan to the    │───┘
      │            Governing body                  │
      └──────────────────────────────────────────┘
                           │  Yes
                           ▼
      ┌──────────────────────────────────────────┐
      │ Monitoring of academic events as per Perspective plan │
      └──────────────────────────────────────────┘
                           │
                           ▼
      ┌──────────────────────────────────────────┐
      │ Submission of Action taken report to the Governing body │
      └──────────────────────────────────────────┘
                           │
                           ▼
                    ┌─────────────┐
                    │   FINISH    │
                    └─────────────┘
```

Chairman
PRINCIPAL
Aditya College of
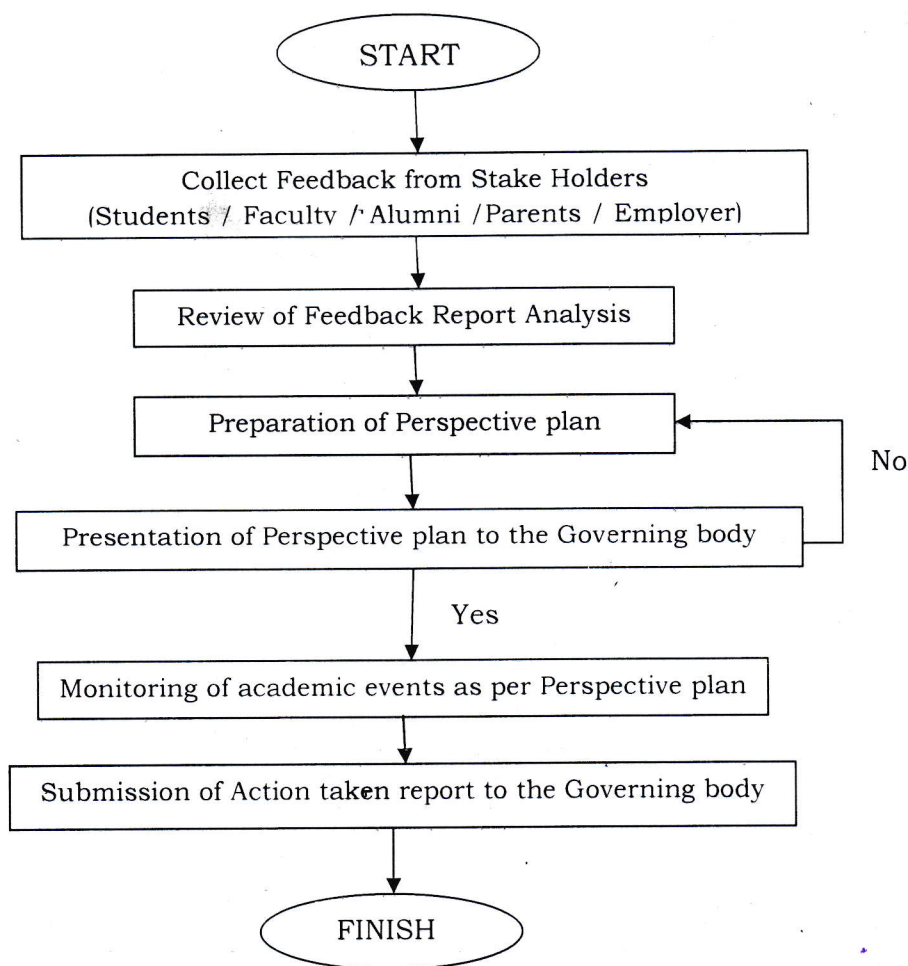Engineering & Technology
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Academic Year 2022-23

ACADEMIC COMMITTEE

ROLES & RESPONSIBILITIES

1. Collect feedback from various partners:

Collecting feedback from the various stakeholders in the action taken by the academic advisory board for the smooth working of the association and its improvement.

1.1. Students:

The board works for the general prosperity and all-encompassing advancement of the students of the organization so they may stand as loyal pioneers and as dynamic members in the society. The important ideas can be taken from the students as a type of feedback for the improvement of the students.

1.2. Faculty:

Faculty members are the central source for the operation of the academic advisory board rules and strategies. For the improvement of the students, the important feedback of the teachers will be supposed, discussed and executed according to the decision taken by the board of trustees.

1.3 Alumni:

The Alumni network has a genuine advantage for present students. As a brand representative of the organization alumni will play an essential role in the advancement of the student career. Alumni also give their important time to offer career support to existing students.

1.4. Employer:

In order to get the best job offers the employer feedback is very important. The significant feedback and ideas will be taken from the employer through the alumni and the equivalent is scrutinized in the academic board meeting to enhance the placements.

1.5. Parents:

The parents will share their ideas and opinions with the committee for the advancement of the students. The significant ideas and feedback of the parent will be recorded and examined during the academic advisory group meetings.

2. Feedback reports analysis and review by the academic committee:

Partners' feedback can be gathered and scrutinized with the assistance of the academic panel members and the essential reports can be created to communicate with the governing body to make a further move. A college level combined feedback report will be prepared to make vital actions.

3. Monitoring and conducting the occasional events according to the perspective plan:

When the confirmation is given by the governing body, the events will be planned department wise and conducted according to the proposed plan and monitored by the academic board.

4. Submission of Action taken Report to the Governing Body:

Action taken report will be set up by each and every department for additional examination and improvement of future occasions and events.

5. To review, exhort on and create strategies on evaluation to know the quality levels of teaching and learning process

6. To review and frame some strategies to upgrade the motivation of the students towards learning and to inspire them.

7. To review and encourage elective subjects to be offered by the concerned departments.

8. To screen and follow up students learning outcomes.

9. To introduce and advance distinctive teaching techniques

10. To record students' individual information and other learning experience records efficiently to help students in their further studies or build up their career path.

11. To help and support the teachers' advancement through holding distinctive training and orientation programs.

12. Issuing the rules to all departments to organize guest lectures by esteemed personalities from the industry and organizing some workshops, coordinating some occasions to enhance the knowledge levels and skills among students.

13. Encouraging and upgrading the teaching productivity through the appraisal framework.

14. Make guidelines for sports, extracurricular activities. Furthermore, appropriate support and maintenance of the playground, gyms and hostels.

15. Frequency of the gathering is 2 times in each year.

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