



Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET / ICT-LMS / 2021 – 22 / CO

Date: 16-08-2021

ICT / LMS Committee – Convening Order

AY 2021 – 2022

The college ICT / LMS Committee is constituted with the following members for the academic year 2021 – 22 to make necessary arrangements for the improvement of ICT / LMS facilities.

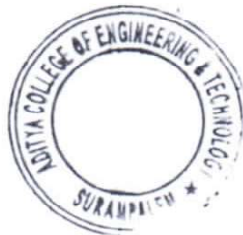
S No	Name of the Committee Members	Designation	Role
1	Dr. T K Rama Krishna Rao	Principal	Chairman
2	Mr. Thiruveedula Srinivasulu	Asst. Professor	Coordinator-1
3	Mr. Peyyety V S Murali Krishna	Asst. Professor	Coordinator-2
4	Mr. Rajeev Kumar	Asst. Professor	Member
5	Mrs. N M J Debroah	Asst. Professor	Member
6	Mr. Gattineni Bala Sai Krishna 18P31A1218	Student	Member
7	Mr. Kadali Hemanth Kumar 19P31A04F2	Student	Member

Principal

PRINCIPAL
Aditya College of
Engineering & Technology
SURAMPALAM- 533 437

Copy to:

1. All member of the Committee
2. IQAC



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Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/PRINC/ICT-LMS/A.Y-2021-22

Date: 25-08-21

Circular

All members of ICT/LMS committee of the college are hereby notified that, the ICT-LMS Committee meeting is scheduled on Aug 26, 2021 at the Department of IT lab-4, VB bhavan I Floor at 3:00 pm. Everyone is required to attend.

The meeting's agenda is as follows:

- i) To discuss about the Responsibilities, Objectives and Roles.
- ii) To Be Planned Events
- iii) For scheduling all associated activities without interfering with academic activity on a daily basis.


Coordinator


Principal

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Copy to:

IQAC Coordinator

All HODs

A.O

TPO

Faculty concerned


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ICT/LMS COMMITTEE MINUTES OF MEETING

- I. The Meeting was held on 26th Aug 2021 from 3:00 to 4:00 PM in the Department of IT.
- II. The Convener welcomed all the committee members
- III. SOP, Objectives, Roles & responsibilities was finalized during the meeting.

STANDARD OPERATING PROCEDURE OF ICT/LMS COMMITTEE

- The goal of ICT/LMS (information and communications technology / Learning Management system) is to use E-Learning as a tool for self-actualization education. By giving a benchmark, the key principles to be motivated about ICT/LMS can be learned.
- Video lectures, well accepted materials, self-assessment, and an online forum for discussion of doubts are all available.
- Improve technical understanding of courses, provide an alternative to traditional formal education, achieve sustainable development goals, and provide a flexible learning schedule ACET students are empowered by an online collaboration digital platform that provides open access to knowledge, education, and learning to anybody, anywhere, at any time.
- The committee was constituted to take over ICT/LMS-related operations.
- Before the end of the previous academic year, the convener of the ICT/LMS committee is obliged to release correspondence pertaining to the activities to be done for that academic year, which has been duly approved by the IQAC coordinator.
- In the month of May, the chairman of the ICT/LMS committee issued an office order regarding the members of the Committee for the next academic year.

OBJECTIVES OF ICT/LMS

- The main objective of Learning Management Systems is to enhance the learning process.
- LMS is web based which improve classroom teaching, learning methodology. One can access materials anytime, from everywhere, teachers can modify the content, and students can see the updated material.
- Students and teachers can re-use the material every time they need.

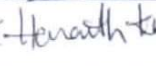
ROLES & RESPONSIBILITIES OF THE COMMITTEE

- Ensure that the faculty should prepare e- content for the allotted subject
- Analyze the need and use of ICT infrastructure.
- Identifying the new ICT tools and conducting workshops for the faculty.
- Create awareness and attitude towards ICT's
- Ensure that the efficient e-learning implementation is to be done through Open Source
- Motivate the faculty to use LMS software provided by the Institution
- Conduct meetings twice in a year to enhance the services.
- Committee will take care about developing course contents, tracking student progress.
- Taking the feedback from students to improve the quality of ICT/LMS.
- Create provisions to support Any -Where -Any -Time (A WAT) learning opportunities.

FREQUENCY OF COMMITTEE MEETING

- Starting of every semester first meeting will be conducted to discuss the activities to be conducted in that semester.
- At the end of the semester meeting will be conducted to review all the activities and action plan for next semester of the academic year.
- We may conduct the meetings as and when required.

The List of Committee members attended the meeting:

S No	Name of the Committee Members	Designation	Role	Signature
1	Dr. T K Rama Krishna Rao	Principal	Chairman	
2	Mr. Thiruveedula Srinivasulu	Asst. Professor	Coordinator-1	
3	Mr. Peyyety V S Murali Krishna	Asst. Professor	Coordinator-2	
4	Mr. Rajeev Kumar	Asst. Professor	Member	
5	Mrs. N M J Debroah	Asst. Professor	Member	
6	Mr. Gattineni Bala Sai Krishna 18P31A1218	Student	Member	
7	Mr. Kadali Hemanth Kumar 19P31A04F2	Student	Member	


Coordinator


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Ref: ACET/ICT-LMS/2021-22/MOM

Date: 26-08-21

ICT/LMS COMMITTEE MINUTES OF MEETING

1. The meeting was held in the Department of IT, ROOM NO: 106, on Aug 26, 2021 from 3:00 to 4:00 PM.
2. The Convener extended a warm welcome to all members of the committee.
3. The Convener began the meeting by congratulating them on the successful completion of the current academic year's programmes.
4. With the help of all committee members, all of the events went off without a hitch.
5. Discussed the issues that arise during the execution of programmes.
6. Members of the committee provide suggestions for changes.
7. The proposals were adopted by all members.
8. There were no non-conducted or extra-conducted events..

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4	Mr. Rajeev Kumar	Asst. Professor	Member	
5	Ms. N M J Deborah	Asst. Professor	Member	
6	Mr. Gattineni Bala Sai Krishna 18 P31A I218	Student	Member	
7	Mr. Kadali Hemanth Kumar 19 P31A04F2	Student	Member	

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