



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada

Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/AC/2019-20/CO

Dt. 27-05-2019

ACADEMIC COMMITTEE-CONVENING ORDER AY 2019-2020

NOTICE

The undersigned is pleased to constitute Academic Committee with the following members for the academic year 2019-20 to strengthen the academic facilities in the Institute and to procure the required resources.

S.No	Name Of The Faculty	Designation	Role
1	Dr.A.Ramesh	Principal	Chairman
2	Prof.K.Manoj Kumar Reddy	Vice Principal & HOD-EEE	Convener
3	Dr.Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member
4	Mr.G.Rama Krishna	HOD-ECE	Member
5	Mr.Y.K.S.Subba Rao	HOD-ME	Member
6	Dr. T. Anil Kumar	HOD-PT	Member
7	Mr.M.Srinivasu	HOD-HBS	Member
8	Dr.N.Visalakshi	HOD-MBA	Member
9	Dr. R. Giri Prasad	HOD CE	Member
10	Mr. D. Tata Rao	Associate Professor	Faculty Member
11	Mr.T.Verraju	Associate Professor	Faculty Member
12	Dr.D.V.S.S.S.V.Prasad	IQAC Coordinator	Member
13	Kothapalli Dharma Teja (17MH1A0429)	III B.Tech ECE Student	Member
14	Gudey Krishna Satya Sai (17MH1A0521)	III B.Tech CSE Student	Member
15	Mr.Pothula Sai Sundar	Alumni	Member
16	Mr.Nerella V R Kumar	Parent	Member

K M K Reddy
Convener -AC

Cc to: All members of Academic Committee
IQAC Coordinator



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Ref: ACOE/AC/2019-20/SOP

Dt. 30-05-2019

STANDARD OPERATING PROCEDURE (SOP) AY 2019-2020

The standard operating procedure will be initiated by collecting feedback from the specified stakeholders. The feedback from the stakeholders will be analyzed by the academic committee. As per the requirements and suggestions given by the stakeholders the required perspective plan will be created by the academic committee and proposed in front of the governing body for the approval. Once acceptance is given by the governing body the execution of the perspective plan will be taken place. After execution of the perspective plan the action taken report will be submitted to the governing body.

The followings are the duties of the academic committee in order to enhance the efficiency of learning and teaching process.

1. Collect Feedback from different Stakeholders:

Collecting feedback from the different stakeholders is the initiative taken by the academic committee for the smooth functioning of the organization and its improvement. The following major stakeholders feedback can be considered for the organizational growth.

1.1. Students:

The Committee works for the overall well-being and holistic development of the students of the institute so that they may emerge as responsible leaders and as active participants in society. It acts as a coordinating body between the students and the administration and so its scope extends to all areas under the purview of the institute regarding this to achieve the best outcomes, the valuable suggestions can be taken from the students as a form of feedback for the development of the students.

1.2. Faculty:

Faculty members are the main source for the implementation of the academic committee rules and policies, being the members of the academic committee, the faculty members will interact, understand and guide the students. For the developments of the students, the valuable feedback of the faculty members will be considered, discussed and implemented as per the decision taken by the committee.

1.3. Alumni:

Alumni network has a real life benefit for current students. As a brand ambassador of the organization alumni will play the vital role in the development of the student career. Alumni also donate their valuable time to offer career support to current students. This enhances the student's experience and gives them the competitive edge.



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in today's tough job market. Alumni can help students to get placed in their respective organizations. To get the best placements and impart the good knowledge among the students the alumni suggestions and feedback will be used to improve the student career.

1.4. Employer:

To meet the industry standard and to train the students as per the requirements of the industry, So as to get the best placements the employer feedback is required, the valuable feedback and suggestions will be taken from the employer through the alumni and the same is discussed in the academic committee meeting to improve the student career and placements.

1.5. Parents:

The parents will convey their opinions and suggestions to the College for the development of the student. The valuable suggestions and feedback of the parent will be recorded and discussed during the academic committee meetings.

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

Stakeholders feedback can be collected and analyzed with the help of the academic committee members and the necessary reports can be generated to communicate with the governing body to take further action. College level consolidated feedback report will be prepared to take necessary actions.

3. Presentation of perspective plan to Governing Body for approval:

Feedback analysis reports will be reviewed by the committee and the same will be forwarded for the approval of governing body to take further actions. Approvals of the governing body is required to prepare the perspective plan of events.

4. Monitor the conduct of events as per the perspective plan:

Once the approval is given by the governing body, department wise events will be planned and conducted as per the proposed Perspective plan. The execution of the events as per the perspective plan will be monitor by the academic committee.

5. Submission of Action Taken Report to the Governing Body:

Action taken report will be prepared by every department for further analysis and improvement of forth coming events

6. To review, advice on and develop policies on assessment for learning, teaching and learning quality.

7. To review and formulate policies to enhance students learning motivation.

8. To review and advise elective subjects to be offered by the concern departments.



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9. To review and formulate policies to cater for the needs of student diversity.
10. To monitor and follow up students learning outcomes.
11. To introduce and promote different teaching methods.
12. To set up academic reward systems.
13. To promote academic activities and creating an atmosphere of learning.
14. To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
15. To help and support the teachers development through holding different professional development activities and orientations.
16. Issuing the guidelines to the departments to organize guest lectures by esteemed personalities from the industry and conducting workshops, organizing events for the improvement of the students academics and knowledge.
17. Encouraging and enhancing the teaching efficiency through the appraisal system.
18. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
19. To request the Governing body to encourage the best students with Scholarships, Fellowships, prizes and medals, and frame regulations for the award of the same.
20. To perform other functions as may be assigned by the Governing body.
21. Frequency of the Meeting is 4 times per year.

K MK R-1
Convener -AC

Cc to: All members of Academic Committee
IQAC Coordinator




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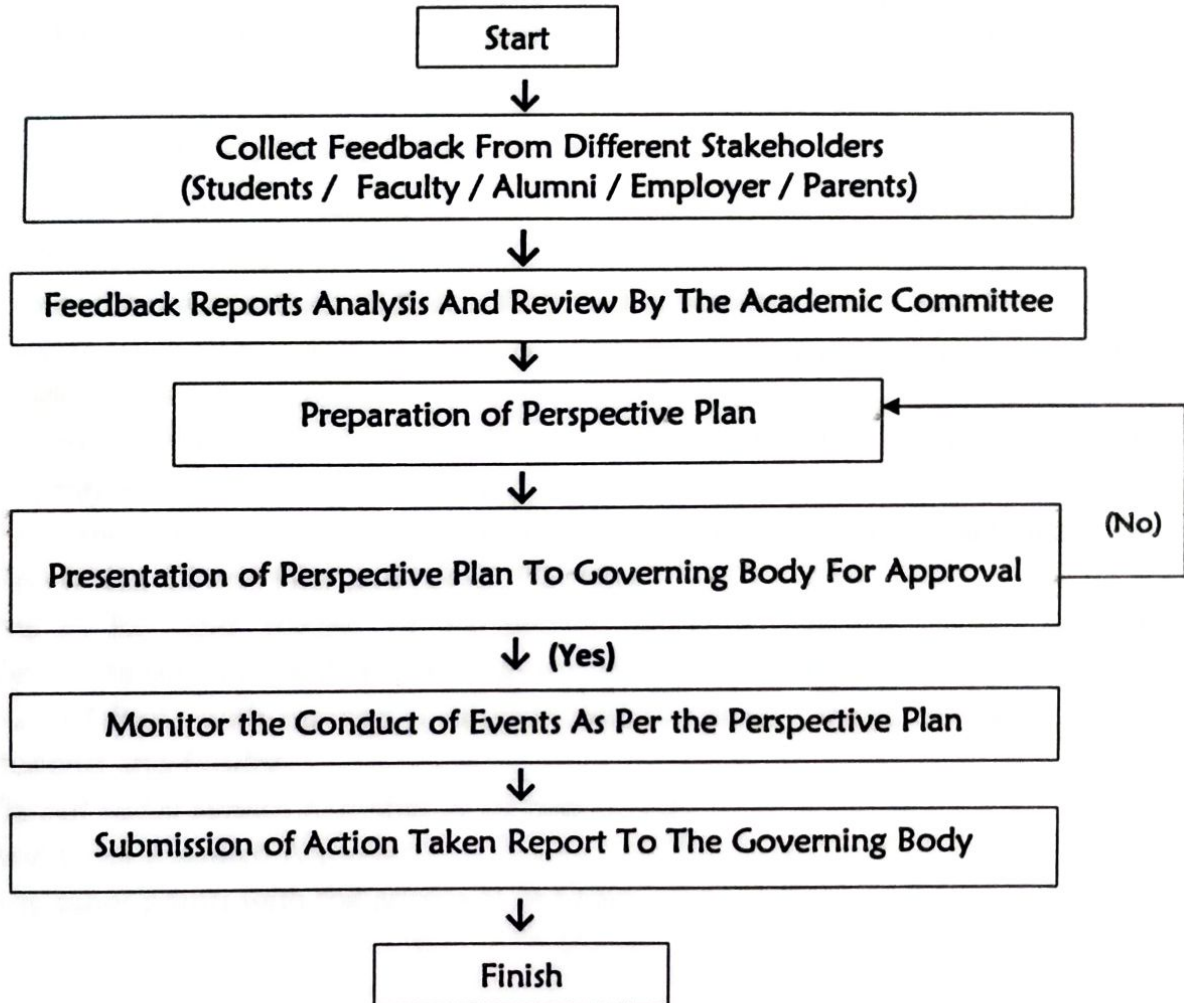
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Dt. 30-05-2019

STANDARD OPERATING PROCEDURE (SOP)

AY 2019-2020



MK Ravi
Convener -AC

[Signature]
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Cc to: All members of Academic Committee
IQAC Coordinator





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Ref: ACOE/AC/2019-20/1/Circular

Dt. 01-06-2019

CIRCULAR

All the members of the Academic committee are hereby informed that the meeting of the academic committee will be held on 3rd June, 2019 at 2 PM at Conference room, First floor, Ramanujan Bhavan. In this connection all the members are requested to attend the meeting without fail.

The Agenda of the meeting is as follows:

1. Plan and review of class work commencement of I,II,III,IV-B.Tech I-Semester, MBA I,III-Semesters.
2. Review of result analysis of II,III & IV B.Tech-II Semester, MBA II,IV-Semesters
3. Plan to organize Induction Program for the First-year students in coming Academic Year 2019-2020.
4. Review of the problems faced in the last semester like irregularity of the students and the detained students.
5. Plan and review the guidelines for execution of academic activities like Timetables, Course Files and Lesson Plans etc.
6. Preparation and review of Perspective plan of tentative Guest Lecture, Certificate courses, Seminars, Workshops, Extra-Curricular activities.
7. Plan of MoU with reputed Institution and Industries for the development of students and faculty.
8. Plan of Social Service Activities to be conducted.
9. Review of Research Activities.
10. Any other points with the approval of Chair


Convener-AC



Cc to: All members of Academic Committee
IQAC Coordinator


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Ref: ACOE/AC/2019-20/1/Minutes

Dt. 04-06-2019

MINUTES OF ACADEMIC COMMITTEE AY 2019-20

Date of meeting	03 rd June 2019	Duration	2 PM to 4 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AC/2019-20/1/Circular dated 1 st June 2019		

The meeting of ACADEMIC COMMITTEE of Aditya College of Engineering held on 3rd June 2019 with the following agenda:

1. Plan and review of class work commencement of I,II,III,IV-B.Tech I-Semester, MBA I,III-Semesters.
2. Review of result analysis of II,III & IV B.Tech-II Semester, MBA II,IV-Semesters
3. Plan to organize Induction Program for the First-year students in coming Academic Year 2019-2020.
4. Review of the problems faced in the last semester like irregularity of the students and the detained students.
5. Plan and review the guidelines for execution of academic activities like Timetables, Course Files and Lesson Plans etc.
6. Preparation and review of Perspective plan of tentative Guest Lecture, Certificate courses, Seminars, Workshops, Extra-Curricular activities.
7. Plan of MoU with reputed Institution and Industries for the development of students and faculty.
8. Plan of Social Service Activities to be conducted.
9. Review of Research Activities.
10. Any other points with the approval of Chair

The meeting of Academic Committee was commenced with the welcome note by Convener Academic Committee, Prof.K.Manoj Kumar Reddy to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the following resolutions were made.



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MINUTES AND RESOLUTIONS

1. The committee members has discussed about the readiness and availability of the class rooms and required laboratories. Class work of II, III & IV-B.Tech I-Semester will be commenced from 10-06-2019. Orientation program for I year B.Tech will be commenced from 05-08-2019.
2. The Chairman and committee members has discussed about the result obtained for the last semester II, III & IV-B.Tech II-Semester's, MBA II, IV-semester and given the suggestions to improve the result in the coming semesters.
3. As per the guidelines given by the chairman the committee members has discussed about the organizing Induction Program for the First-year students in coming Academic Year 2019-2020.
4. The Chairman and committee members has discussed about the problems faced in the last semester like irregularity of the students, the detained students and the committee members suggested some of the points to improve the regularity of the students to reduce the number of detained candidates.
5. The Guidelines given by the chairman and the discussions made by the committee members for execution of academic activities like Timetables, Course Files and Lesson Plans etc
6. To improve the knowledge levels of students and faculty members the chairman has suggested the committee members to plan and conduct Guest Lecture, Workshops, Extra-Curricular and Sports events, as per the requirement the tentative Perspective plan was proposed by the committee members.
7. Discussion has made on MoU with "CL media" with the objective of conducting classes on research methodology, faculty research projects and to support the faculty to publish their research in reputed journals like SCI, SCOPUS indexed etc... and discussions also made on MoU's with "TESSOLVE", "TIE GRAD" to provide internships and technical training programs.
8. To create the awareness on society among the students the committee members has suggested and discussed about the conduction to Social Service activities like visiting the Orphan homes and conduction of blood donation camps etc...
9. The chairman has enquired about the research activities like conferences & journal publications of the concerned departments, chairman and the committee members has discussed about the necessary actions are required to take to improve the research activities at the concern department.

Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.



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The meeting is concluded as there are no points to discuss with thanks to the Chair.

Members attended the meeting on 3rd June 2019

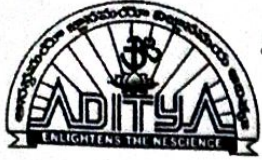
S.No	Name Of The Faculty	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Prof.K.Manoj Kumar Reddy	Vice Principal & HOD-EEE	Convener	
3	Dr.Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member	
4	Mr.G.Rama Krishna	HOD-ECE	Member	
5	Mr.Y.K.S.Subba Rao	HOD-ME	Member	
6	Dr. T. Anil Kumar	HOD-PT	Member	
7	Mr.M.Srinivasu	HOD-HBS	Member	
8	Dr.N.Visalakshi	HOD-MBA	Member	
9	Dr. R. Giri Prasad	HOD CE	Member	
10	Mr. P. Tata Rao	Associate Professor	Faculty Member	
11	Mr.T.Verraju	Associate Professor	Faculty Member	
12	Dr.D.V.S.S.S.V.Prasad	IQAC Coordinator	Member	
13	Kothapalli Dharma Teja (17MH1A0429)	III B.Tech ECE Student	Member	
14	Gudey Krishna Satya Sai (17MH1A0521)	III B.Tech CSE Student	Member	
15	Mr.Pothula Sai Sundar	Alumni	Member	
16	Mr.Nerella V R Kumar	Parent	Member	

Convener-AC



Cc to: All members of Academic Committee
IQAC Coordinator

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Ref: ACOE/AC/2019-20/2/Circular

Dt. 21-09-2019

CIRCULAR

All the members of the Academic committee are hereby informed that the meeting of the academic committee will be held on 23rd September, 2019 at 11:30 AM at Conference Room, First floor, Ramanujan Bhavan. In this connection all the members are requested to attend the meeting without fail.

The Agenda of the meeting is as follows:

1. Review of attendance of I,II,III,IV B.Tech I-Semester, MBA I,III-Semesters.
2. Measures to be taken to support slow learners
3. Review of Training and Placements activities.
4. Review of feedback of I,II,III, IV B.Tech-I Semester, MBA I,III-Semesters faculty
5. Review of issues on finishing of class work
6. Review on Guest Lecture, Workshops, Extra Curricular and Co-curricular events to be conducted.
7. Review of MoU plan for the development of students and faculty.
8. Review of Research activities.
9. Any other point with the approval of Chair

K MK Reddy
Convener-AC



Cc to: All members of Academic Committee
IQAC Coordinator


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Ref: ACOE/AC/2019-20/2/Minutes

Dt. 24-09-2019

MINUTES OF ACADEMIC COMMITTEE AY 2019-20

Date of meeting	23 rd September 2019	Duration	11:30 AM to 1 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AC/2019-20/2/Circular dated 21 st September 2019		

The meeting of ACADEMIC COMMITTEE of Aditya College of Engineering held on 23rd September 2019 with the following agenda:

1. Review of attendance of I,II,III,IV B.Tech I-Semester, MBA I,III-Semesters.
2. Measures to be taken to support slow learners
3. Review of Training and Placements activities.
4. Review of feedback of I,II,III, IV B.Tech-I Semester, MBA I,III-Semesters faculty
5. Review of issues on finishing of class work
6. Review on Guest Lecture, Workshops, Extra Curricular and Co-curricular events to be conducted.
7. Review of MoU plan for the development of students and faculty.
8. Review of Research activities.
9. Any other point with the approval of Chair

The meeting of Academic Committee was commenced with the welcome note by the Convener of Academic Committee Prof.K.Manoj Kumar Reddy to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the following resolutions were made.



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MINUTES AND RESOLUTIONS

1. The Chairman has enquired about the attendance finalization of I, II, III, IV-B.Tech I-Semester, I-MBA I-Semester and discussed with the committee members about the necessary actions to be taken.
2. The Chairman and the committee members has discussed about the identification of the slow learners in the every subject for the current running semester and given some suggestions to conduct revision classes to help the students so that the pass percentage can be improved.
3. The Chairman and the committee members have discussed about the training and the placement activities and its programs conducted during the semester. The academic committee has suggested some guidelines to improve the placements of the students.
4. The Chairman asked about the feedback taken from the students of I, II, III, IV - B.Tech I-Semester, MBA I-Semester on the faculty members and given some guidelines for the necessary actions.
5. The committee members have discussed about the syllabus completion status and chairman suggested the committee members to arrange the extra classes for the required subjects.
6. Discussions were made on the list of workshops, guest lectures, certificate programs conducted and feedback taken from conducted events. Feedback was reviewed by the committee members for the enhancement of the future events.
7. The committee members have discussed about the MoU with "ADISABABA" for knowledge sharing activities. Discussion made on the MoU with "Novel Patent Services Private Limited" for promoting IPR cell and to develop research skills. Discussions made on MoU with "AMPHISOFT Technologies(E Box)", "CATC" and "ELA" to provide technical training and t providing Entrepreneurship.
8. The Chairman has enquired about the list of research activities which are currently running among the concerned departments and their status, chairman and the committee members has discussed about the necessary actions that are required to be taken to improve the research activities at the concern department.
9. The committee members have discussed about the discipline of the students like dress code, carrying identity cards and students regularity.

Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.

The meeting is concluded as there are no points to discuss with thanks to the Chair.



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Members attended the meeting on 23rd September 2019

S.No	Name Of The Faculty	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Prof.K.Manoj Kumar Reddy	Vice Principal & HOD-EEE	Convener	
3	Dr.Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member	
4	Mr.G.Rama Krishna	HOD-ECE	Member	
5	Mr.Y.K.S.Subba Rao	HOD-ME	Member	
6	Dr. T. Anil Kumar	HOD-PT	Member	
7	Mr.M.Srinivasu	HOD-HBS	Member	
8	Dr.N.Visalakshi	HOD-MBA	Member	
9	Dr. R. Giri Prasad	HOD CE	Member	
10	Mr. D. Tata Rao	Associate Professor	Faculty Member	
11	Mr.T.Veerraju	Associate Professor	Faculty Member	
12	Dr.D.V.S.S.S.V.Prasad	IQAC Coordinator	Member	
13	Kothapalli Dharma Teja (17MH1A0429)	III B.Tech ECE Student	Member	
14	Gudey Krishna Satya Sai (17MH1A0521)	III B.Tech CSE Student	Member	
15	Mr.Pothula Sai Sundar	Alumni	Member	
16	Mr.Nerella V R Kumar	Parent	Member	

Convener-AC

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Cc to: All members of Academic Committee
IQAC Coordinator



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Ref: ACOE/AC/2019-20/3/Circular

Dt. 02-11-2019

CIRCULAR

All the members of the Academic committee are hereby informed that the meeting of the academic committee will be held on 4th November, 2019 at 11:30 AM at Conference Room, First floor, Ramanujan Bhavan. In this connection all the members are requested to attend the meeting without fail.

The Agenda of the meeting is as follows:

1. Plan and review of Class work commencement of I,II,III,IV B.Tech –II Semester, MBA II, IV-Semesters.
2. Plan and review the guidelines for execution of academic activities like Timetables, Course Files and Lesson Plans etc.
3. Review of result analysis of II,III & IV B.Tech-I Semester, MBA I, III-Semesters.
4. Plan and review the schedule of tentative Guest Lecture, Workshops, Seminars, Certificate courses and Extra-Curricular activities.
5. Review of the problems faced in the last semester like irregularity of the students and the detained students.
6. Plan for Social Service Activities to be conducted
7. Review of Research Activities.
8. Plan of MoU with the reputed institutions and industries for the development of students and faculty members.
9. Any other point with the approval of Chair

KMK R-14

Convener-AC





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Cc to: All members of Academic Committee
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Ref: ACOE/AC/2019-20/3/Minutes

Dt. 05-11-2019

MINUTES OF ACADEMIC COMMITTEE AY 2019-20

Date of meeting	4 th November 2019	Duration	11:30 AM to 1 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AC/2019-20/3/Circular dated 02 nd November 2019		

The meeting of ACADEMIC COMMITTEE of Aditya College of Engineering held on 4th November 2019 with the following agenda:

1. Plan and review of Class work commencement of I,II,III,IV B.Tech –II Semester, MBA II, IV-Semesters.
2. Plan and review the guidelines for execution of academic activities like Timetables, Course Files and Lesson Plans etc.
3. Review of result analysis of II,III & IV B.Tech-I Semester, MBA I, III-Semesters.
4. Plan and review the schedule of tentative Guest Lecture, Workshops, Seminars, Certificate courses and Extra-Curricular activities.
5. Review of the problems faced in the last semester like irregularity of the students and the detained students.
6. Plan for Social Service Activities to be conducted
7. Review of Research Activities.
8. Plan of MoU with the reputed institutions and industries for the development of students and faculty members.
9. Any other point with the approval of Chair

The meeting of Academic Committee was commenced with the welcome note by the Convener of Academic Committee Prof.K.Manoj Kumar Reddy to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the following resolutions were made.



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MINUTES AND RESOLUTIONS

1. The Chairman and committee members has discussed about the arrangement of the class rooms and required laboratories for the current semester. The committee members discussed about the commencement of class work for II, III & IV B.Tech II-Semester will be commenced from 18-11-2019 and the class work for I B.Tech II-Semester will be commenced from 27-01-2020.
2. The Guidelines given by the chairman and the discussions made by the committee members for execution of academic activities like Timetables, Course Files and Lesson Plans etc
3. The Chairman and committee members has enquired and discussed about the result obtained for the last semester II,III & IV B.Tech I-Semester's, MBA I, III-semester and given the suggestions to improve the result in the coming semesters.
4. To improve the knowledge levels of students and faculty members the chairman has suggested the committee members to plan and conduct Guest Lecture/Workshops, Extra-Curricular and Sports events, the tentative plan was proposed by the committee members.
5. The Chairman asked about the problems faced in the last semester like irregularity of the students and the detained students in the last semester. The committee members suggested some of the points to improve the regularity of the students to reduce the number of detained candidates.
6. To create the awareness on society among the students, the chairman has suggested and discussed about the conduction to Social Service activities like visiting the nearby villages to conduct eye checkup camp. Plantation, donation of books to the poor students and visiting old age homes etc..
7. The chairman and committee members has discussed about the list of research activities which are currently running among the concerned departments and their status, chairman and the committee members has discussed about the necessary actions that are required to be taken so as to improve the research activities at the concern department.
8. The committee members have discussed about the MoU's with "Center of Excellence in maritime and ship building", "AMPHISOFT Technologies(E Box)", "CATC" to provide technical training, certificate programs and placements. Discussion also made on MoU with "Andhra Pradesh Innovation Society" to promote the student startups.

Finally The Chairman and the Convener thanked all the members present for their



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dedication and commitment in carrying out system successfully.

The meeting is concluded as there are no points to discuss with thanks to the Chair.
Members attended the meeting on 4th November 2019

S.No	Name Of The Faculty	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Prof.K.Manoj Kumar Reddy	Vice Principal & HOD-EEE	Convener	
3	Dr.Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member	
4	Mr.G.Rama Krishna	HOD-ECE	Member	
5	Mr.Y.K.S.Subba Rao	HOD-ME	Member	
6	Dr. T. Anil Kumar	HOD-PT	Member	
7	Mr.M.Srinivasu	HOD-HBS	Member	
8	Dr.N.Visalakshi	HOD-MBA	Member	
9	Dr. R. Giri Prasad	HOD CE	Member	
10	Mr. T. Tata Rao	Associate Professor	Faculty Member	
11	Mr.T.Veerraju	Associate Professor	Faculty Member	
12	Dr.D.V.S.S.S.V.Prasad	IQAC Coordinator	Member	
13	Kothapalli Dharma Teja (17MH1A0429)	III B.Tech ECE Student	Member	
14	Gudey Krishna Satya Sai (17MH1A0521)	III B.Tech CSE Student	Member	
15	Mr.Pothula Sai Sundar	Alumni	Member	
16	Mr.Nerella V R Kumar	Parent	Member	

Convener-AC



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Aditya College of Engineering
SURAMPALAM-533 437

Cc to: All members of Academic Committee
IQAC Coordinator



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Ref: ACOE/AC/2019-20/4/Circular

Dt. 13-03-2020

CIRCULAR

All the members of the Academic committee are hereby informed that the meeting of the academic committee will be held on 16th March, 2020 at 11:30 AM at Conference Room, First floor, Ramanujan Bhavan. In this connection all the members are requested to attend the meeting without fail.

The Agenda of the meeting is as follows:

1. Review of attendance for II,III,IV B.Tech –II Semester, MBA II, IV-Semesters.
2. Suspension of class work of I B.Tech –II Semester in the view of Corona pandemic.
3. Plan to conduct online class work for I B.Tech-II semester.
4. Review of any issues on completion of class work.
5. Measures to be taken to support slow learners to improve the results.
6. Review of Guest Lecture, Workshops, Extra Curricular and Sports events conducted.
7. Review of Training and Placements activities.
8. Review of Research Activities.
9. Any other points with the approval of Chair.


Convener-AC




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Ref: ACOE/AC/2019-20/4/Minutes

Dt. 17-03-2020

MINUTES OF ACADEMIC COMMITTEE AY 2019-20

Date of meeting	16 th March 2020	Duration	11:30 AM to 1 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AC/2019-20/4/Circular dated 13 th March 2020		

The meeting of ACADEMIC COMMITTEE of Aditya College of Engineering held on 16th March 2020 with the following agenda:

1. Review of attendance for II,III,IV B.Tech –II Semester
2. Suspension of class work of I B.Tech –II Semester in the view of Corona pandemic.
3. Plan to conduct online class work for I B.Tech-II semester.
4. Review of any issues on completion of class work
5. Measures to be taken to support slow learners to improve the results.
6. Review of Guest Lecture, Workshops, Extra Curricular and Sports events conducted.
7. Review of Training and Placements activities.
8. Review of Research Activities.
9. Any other points with the approval of Chair.

The meeting of Academic Committee was commenced with the welcome note by Convener Academic Committee, Prof.K.Manoj Kumar Reddy to all the members present. The Convener presented the agenda along with recommendations and requested the Chairman to throw light on the issues and the discussion was started. The points of the agenda were discussed and the following resolutions were made.



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MINUTES AND RESOLUTIONS

1. The Chairman has enquired about the attendance finalization of I, II, III, IV B.Tech-II Semester, MBA II, IV semesters. The committee members about the necessary actions that are to be taken.
2. The Chairman and the committee members has discussed about the Suspension of class work for the I B.Tech II semester in the view of Corona pandemic.
3. The Chairman and the committee members has discussed about the syllabus completion status I B.Tech II semester. The Chairman and the committee members have discussed about the arrangement of online classes through Microsoft Teams for I B.Tech II semester students.
4. The committee members have discussed about the syllabus completion status and chairman suggested the committee members to arrange the extra classes for the required subjects.
5. The chairman and the committee members has discussed about the identification of slow learners in the every subject for the current semester and given some suggestions to conduct revision classes to help the students so that the pass percentage can be improved.
6. Discussion was made on the list of workshops, guest lectures, certificate programs that are conducted and feedback taken from events conducted. Feedback was reviewed by the committee members and suggested enhancement for future events. The tentative plan was proposed and reviewed by the committee members for the events to be conducted.
7. The chairman and the committee members have discussed about the training and the placement activities and its programs conducted during the semester. The academic committee has suggested some guidelines to improve the placements of the students.
8. The chairman has enquired about the list of research activities which are currently running among the concerned departments and their status, chairman and the committee members has discussed about the necessary actions that are required to be taken so as to improve the research activities at the concern department.
9. The chairman and the committee members has discussed about the training of faculty members on Microsoft Teams to conduct the online classes.

Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying out system successfully.

The meeting is concluded as there are no points to discuss with thanks to the Chair.



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Members attended the meeting on 16th March 2020

S.No	Name Of The Faculty	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Prof.K.Manoj Kumar Reddy	Vice Principal & HOD-EEE	Convener	
3	Dr.Pullela.S.V.V.S.Ravi Kumar	HOD-CSE	Member	
4	Mr.G.Rama Krishna	HOD-ECE	Member	
5	Mr.Y.K.S.Subba Rao	HOD-ME	Member	
6	Dr. T. Anil Kumar	HOD-PT	Member	
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Convener-AC

Cc to: All members of Academic Committee
IQAC Coordinator



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