



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC  
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/2022-23/CO

Dt. 10-06-2022

## ACADEMIC COMMITTEE-CONVENING ORDER

AY 2022-23

### NOTICE

The undersigned is pleased to constitute Academic Committee with the following members for the academic year 2022-23 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    | Dr. Pullela S.V.V.S.R Kumar                   | Dean-A&A              | Convener |
| 3    | Prof.K.Manoz Kumar Reddy                      | HOD-EEE               | Member   |
| 4    | Dr. G.S.N. Murthy                             | HOD-CSE               | Member   |
| 5    | Dr.G.Rama Krishna                             | HOD-ECE               | Member   |
| 6    | Dr.Y.K.S.Subba Rao                            | HOD-ME                | Member   |
| 7    | Prof.M.Srinivasu                              | HOD-HBS               | Member   |
| 8    | Dr.T .Durga Prasad                            | HOD-MBA               | Member   |
| 9    | Prof Ch. Naresh                               | HOD CE                | Member   |
| 10   | Dr.D.V.S.S.S.V.Prasad                         | IQAC Coordinator      | Member   |
| 11   | Sri. D. Tata Rao                              | Associate Professor   | Member   |
| 12   | Sri. T.Veerraju                               | Associate Professor   | Member   |
| 13   | Mr. A. Satya Rachit Kumar<br>(20MH1A0405)     | II B.Tech ECE Student | Member   |
| 14   | Mr. K Venkata Sai Raja<br>(20MH1A0531)        | II B.Tech CSE Student | Member   |
| 15   | Mr.Aditya shasank P S K P V<br>S (17MH1A0501) | Alumni                | Member   |
| 16   | Sri. B Vara Prasad                            | Parent                | Member   |

*psrvs*  
Convener-AC

*[Signature]*  
PRINCIPAL  
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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/2022-23/SOP

Dt. 11-06-2022

## STANDARD OPERATING PROCEDURE (SOP)

### AY 2022-23

The standard operating procedure will be initiated by collecting feedback from the specified stakeholders. The feedback from the stake holders 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 stake holder's feedback can be considered for the organizational growth.

##### 1.1. Students:

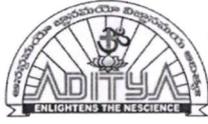
The Committee works for the overall well-being and holistic development of the students of the institute so that they may emerge as responsible leaders and as active participants in society. It acts as a coordinating body between the students and the administration and so it's scope extends to all areas under the purview of the institute regarding this to achieve the best out comes, 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.

9. To review and formulate policies to cater for the needs of student diversity.



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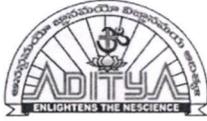
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10. To monitor and follow up students learning outcomes.
- 11 To introduce and promote different teaching methods.
12. To set up academic reward systems.
13. To promote academic activities and creating an atmosphere of learning.
14. To record students 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.

  
Convener-AC

  
PRINCIPAL  
PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM - 533 437

Cc to: All members of Academic Committee  
IQAC Coordinator



# ADITYA COLLEGE OF ENGINEERING

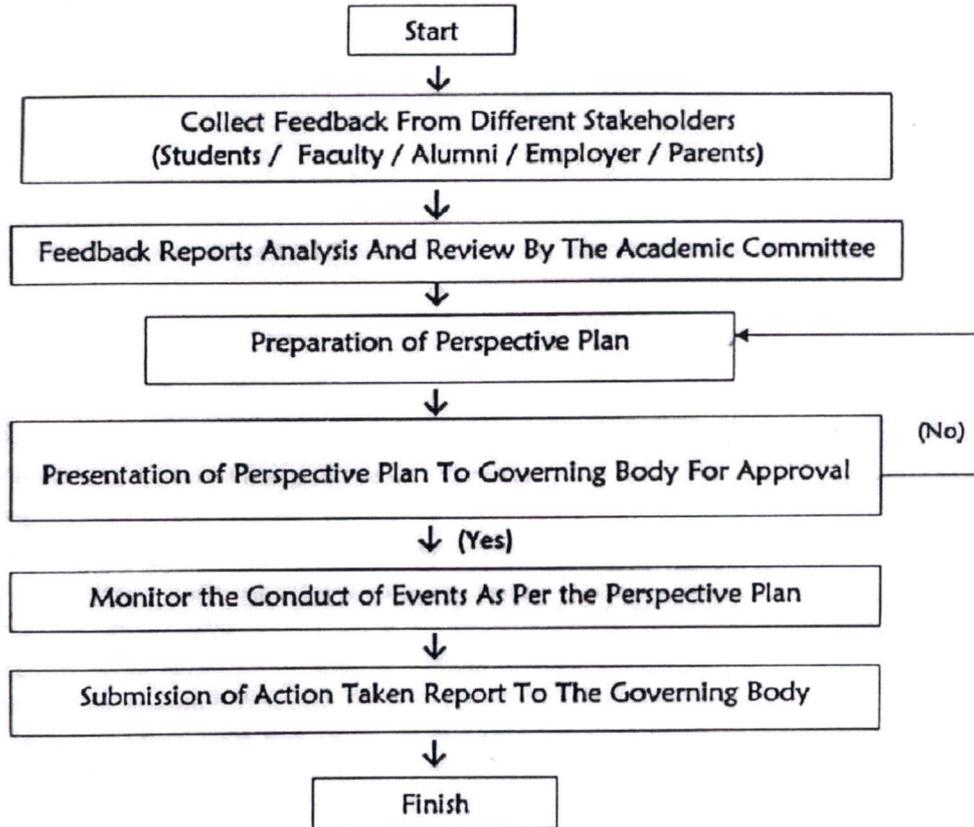
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Dt. 11-06-2022

## STANDARD OPERATING PROCEDURE (SOP)

AY 2022-23



*psvrs fle*  
Convener-AC

Cc to: All members of Academic Committee  
IQAC Coordinator

*[Signature]*  
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Ref: ACOE/AC/2022-23/1/Circular

Dt. 11-06-2022

## CIRCULAR

In light of upcoming academic year which is going to begin in the month of November, all the members of the Academic committee are hereby informed that the meeting of the academic committee will be held on 15<sup>th</sup> Jun, 2022 at 3:00 P.M 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 on conduct of II Semester examinations (2021-22).
3. Plan to organize Induction Program for the First-year students in coming Academic Year 2022-23.
4. Review of the problems faced in the last semester and irregularity of the students during online classes.
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 Guest Lecture, Certificate courses, Seminars, Workshops, Extra-Curricular activities keeping in view of COVID protocol.
7. Plan of Social Service Activities to be conducted.
8. Review of Research Activities.
9. Any other points with the approval of Chair

*psrvc fle*  
Convener-AC

*[Signature]*  
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Ref: ACOE/AC/2022-23/1/Minutes

Dt. 18-06-2022

## MINUTES OF ACADEMIC COMMITTEE

### AY 2022-23

|                        |   |                 |                    |
|------------------------|---|-----------------|--------------------|
| <b>Date of meeting</b> | 15 <sup>th</sup> Jun, 2022                                  | <b>Duration</b> | 3:00 PM to 4:30 PM |
| <b>Venue</b>           | Conference room, First floor, Ramanujan Bhavan              |                 |                    |
| <b>Reference</b>       | ACOE/AC/2022-23/1/Circular dated 11 <sup>th</sup> Jun, 2022 |                 |                    |

The meeting of academic committee of Aditya College of Engineering held on 15<sup>th</sup> Jun, 2022 with the following agenda:

1. Plan and review of class work commencement of II,III,IV-B.Tech I-Semester, MBA III-Semesters.
2. Review on conduct of II Semester examinations (2021-22).
3. Plan to organize Induction Program for the First-year students in coming Academic Year 2022-23.
4. Review of the problems faced in the last semester and irregularity of the students during online classes.
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 Guest Lecture, Certificate courses, Seminars, Workshops, Extra-Curricular activities keeping in view of COVID protocol.
7. Plan of Social Service Activities to be conducted.
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, Dr. Pullela S.V.V.S.R Kumar 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, keeping in view of COVID precautionary norms class work of IV-B.Tech I-Semester will be commenced from 04-07-2022.
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 2022-23.
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. 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..
8. 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 15<sup>th</sup> Jun 2022

| S.No | Name Of The Faculty                           | Designation              | Role     | Signature |
|------|---|--------------------------|----------|-----------|
| 1    | Dr.A.Ramesh                                   | Principal                | Chairman |           |
| 2    | Dr. Pullela S.V.V.S.R Kumar                   | Dean-A&A                 | Convener |           |
| 3    | Prof.K.Manoz Kumar Reddy                      | HOD-EEE                  | Member   |           |
| 4    | Dr. G.S.N. Murthy                             | HOD-CSE                  | Member   |           |
| 5    | Dr.G.Rama Krishna                             | HOD-ECE                  | Member   |           |
| 6    | Dr. Y.K.S.Subba Rao                           | HOD-ME                   | Member   |           |
| 7    | Prof.M.Srinivasu                              | HOD-HBS                  | Member   |           |
| 8    | Dr.T .Durga Prasad                            | HOD-MBA                  | Member   |           |
| 9    | Prof Ch. Naresh                               | HOD CE                   | Member   |           |
| 10   | Dr.D.V.S.S.S.V.Prasad                         | IQAC<br>Coordinator      | Member   |           |
| 11   | Sri. D. Tata Rao                              | Associate<br>Professor   | Member   |           |
| 12   | Sri. T.Veerraju                               | Associate<br>Professor   | Member   |           |
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| 16   | Sri. B Vara Prasad                            | Parent                   | Member   |           |

Convener-AC

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AY 2022-23

### NOTICE

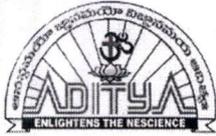
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| 1    | Dr. A. Ramesh                        | Principal              | Chairman |
| 2    | Dr.PULLELA.SVSRKumar                 | Dean-A&A               | Convener |
| 3    | Prof. K. ManojKumar Reddy            | HOD-EEE                | Member   |
| 4    | Dr. G.S.N.Murthy                     | HOD-CSE                | Member   |
| 5    | Dr. B. Kiran Kumar                   | HOD-AIML               | Member   |
| 5    | Dr. G. RamaKrishna                   | HOD-ECE                | Member   |
| 6    | Dr. Y. K. S. SubbaRao                | HOD-ME                 | Member   |
| 7    | Ch.Rajasekhar Reddy                  | HOD-HBS                | Member   |
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| 10   | Dr. D. V. S. S. S. V. Prasad         | IQACCoordinator        | Member   |
| 11   | Sri. D.TataRao                       | AssociateProfessor     | Member   |
| 12   | Sri.T. Veerraju                      | AssociateProfessor     | Member   |
| 13   | Ms. Vidiyala Yuvasri<br>(19MH1A0450) | Ill B.Tech ECE Student | Member   |
| 14   | Ms. Gajjala Harika<br>(19MH1A0514)   | Ill B.Tech CSE Student | Member   |
| 15   | Mr. P Sai Sundar                     | Alumni                 | Member   |
| 16   | Sri G Veerabadra Rao                 | Parent                 | Member   |

  
Convener-AC

  
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Ref: ACOE/AC/2022-23/SOP'

Dt. 30-01-2023

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### AY 2022-23

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#### 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.

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

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16. Encouraging and enhancing the teaching efficiency through the appraisal system.
17. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
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19. 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.

  
Convener-AC



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Cc to: All members of Academic Committee  
IQAC Coordinator



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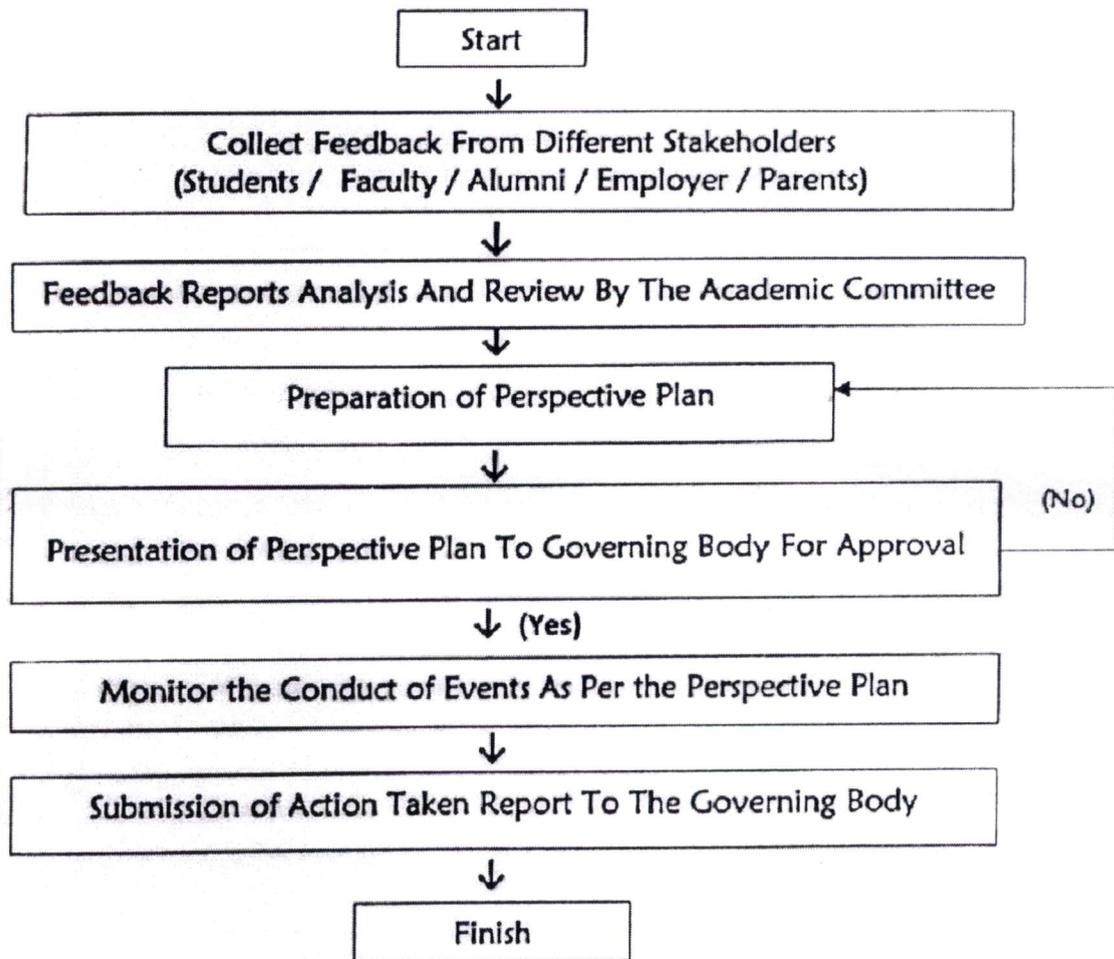
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Dt. 30-01-2023

## STANDARD OPERATING PROCEDURE (SOP)

AY 2022-23



*PSYVC*  
Convener-AC

*[Signature]*  
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Ref: ACOE/AC/2022-23/2/Circular

Dt. 01-02-2023

## CIRCULAR

All the members of the Academic committee are hereby informed that the second meeting of the academic committee for academic year 2022-23 will be held on 3rd Feb, 2023 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. Review of attendance and blended mode learning 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 Research activities.
8. Any other point with the approval of Chair

  
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Ref: ACOE/AC/2022-23/2/Minutes

Dt. 03-02-2023

## MINUTES OF ACADEMIC COMMITTEE

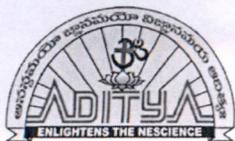
### AY 2022-23

|                        |   |                 |                   |
|------------------------|---|-----------------|-------------------|
| <b>Date of meeting</b> | 3 <sup>rd</sup> Feb, 2023                                   | <b>Duration</b> | 2:00PM to 3:30 PM |
| <b>Venue</b>           | Conference room, First floor, Ramanujan Bhavan              |                 |                   |
| <b>Reference</b>       | ACOE/AC/2022-23/2/Circular dated 01 <sup>st</sup> Feb, 2023 |                 |                   |

The meeting of academic committee of Aditya College of Engineering held on 3rd Feb, 2021 with the following agenda:

1. Review of attendance and blended mode learning 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 Research activities.
8. Any other point with the approval of Chair

The second meeting of Academic Committee was commenced with the welcome note by the Convener of Academic Committee Dr. P.S.V.V.S. Ravi Kumarto 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.



# ADITYA COLLEGE OF ENGINEERING

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## MINUTES AND RESOLUTIONS:

1. The Chairman and committee members has reviewed about the arrangement of the class rooms and required laboratories for the current semester.
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 due to blended mode of teaching, and the detained students in the last semester. The committee members expressed their happiness on overall conduct of class work.
6. The committee members proposed social service activities like plantation of trees, supporting, old age homes and orphanages, and creating awareness through health camps ..etc.,
7. The chairman and committee members discussed the list of research activities currently underway and their status within the concerned departments. Additionally, the chairman and committee members discussed the necessary actions that must be taken to improve the research activities within the concerned departments.

Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying 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 03-02-2023

| S.No | Name Of The Faculty               | Designation            | Role     | Signature |
|------|-----------------------------------|------------------------|----------|-----------|
| 1    | Dr.A.Ramesh                       | Principal              | Chairman |           |
| 2    | Dr. P.S.V.V.S. Ravi Kumar         | Dean-A&A               | Convener |           |
| 3    | Prof.K.Manoj Kumar Reddy          | HOD-EEE                | Member   |           |
| 4    | Dr. G.S.N. Murthy                 | HOD-CSE                | Member   |           |
| 5    | Dr. B. Kiran Kumar                | HOD-AIML               | Member   |           |
| 6    | Dr.G.Rama Krishna                 | HOD-ECE                | Member   |           |
| 7    | Dr.Y.K.S.Subba Rao                | HOD-ME                 | Member   |           |
| 8    | Ch Rajashekar Reddy               | HOD-HBS                | Member   |           |
| 9    | Dr.T .Durga Prasad                | HOD-MBA                | Member   |           |
| 10   | Prof Ch. Naresh                   | HOD CE                 | Member   |           |
| 11   | Dr.D.V.S.S.S.V.Prasad             | IQAC Coordinator       | Member   |           |
| 12   | Sri. D. Tata Rao                  | Associate Professor    | Member   |           |
| 13   | Sri.T.Veerraju                    | Associate Professor    | Member   |           |
| 14   | Ms. Vidiyala Yuvasri (19MH1A0450) | Ill B.Tech ECE Student | Member   |           |
| 15   | Ms. Gajjala Harika (19MH1A0514)   | Ill B.Tech CSE Student | Member   |           |
| 16   | Mr. P Sai Sundar                  | Alumni                 | Member   |           |
| 17   | Sri G Veerabhadra Rao             | Parent                 | Member   |           |

Convener-AC

PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



# ADITYA COLLEGE OF ENGINEERING

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Ref: ACOE/AC/2022-23/CO

Dt. 03-3-2023

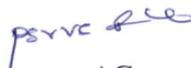
## ACADEMIC COMMITTEE-CONVENING ORDER

**AY 2022-23**

### NOTICE

The undersigned is pleased to constitute Academic Committee with the following members for the academic year 2022-23 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    | Dr.PULLELA.SVVS RKumar               | Dean-A&A               | Convener |
| 3    | Prof. K. ManojKumar Reddy            | HOD-EEE                | Member   |
| 4    | Dr. G.S.N.Murthy                     | HOD-CSE                | Member   |
| 5    | Dr. B. Kiran Kumar                   | HOD-AIML               | Member   |
| 5    | Dr. G. RamaKrishna                   | HOD-ECE                | Member   |
| 6    | Dr. Y. K. S. SubbaRao                | HOD-ME                 | Member   |
| 7    | Ch.Rajasekhar Reddy                  | HOD-HBS                | Member   |
| 8    | Dr. T.DurgaPrasad                    | HOD-MBA                | Member   |
| 9    | Prof Ch. Naresh                      | HODCE                  | Member   |
| 10   | Dr. D. V. S. S. S. V. Prasad         | IQACCoordinator        | Member   |
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| 12   | Sri.T. Veerraju                      | AssociateProfessor     | Member   |
| 13   | Ms. Vidiyala Yuvasri<br>(19MH1A0450) | III B.Tech ECE Student | Member   |
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| 16   | Sri G Veerabadra Rao                 | Parent                 | Member   |

  
Convener-AC

  
PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



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Ref:ACOE/AC/2022-23/SOP

Dt. 07-03-2023

## STANDARD OPERATING PROCEDURE (SOP)

### AY 2022-23

The standard operating procedure will be initiated by collecting feedback from the specified stakeholders. The feedback from the stake holders 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 stake holder's 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

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



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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.

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.

11. To set up academic reward systems.

12. To promote academic activities and creating an atmosphere of learning.



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13. To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
14. To help and support the teachers development through holding different professional development activities and orientations.
15. 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.
16. Encouraging and enhancing the teaching efficiency through the appraisal system.
17. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
18. To request the Governing body to encourage the best students with Scholarships,
19. 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.

  
Convener-AC

  
PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



# ADITYA COLLEGE OF ENGINEERING

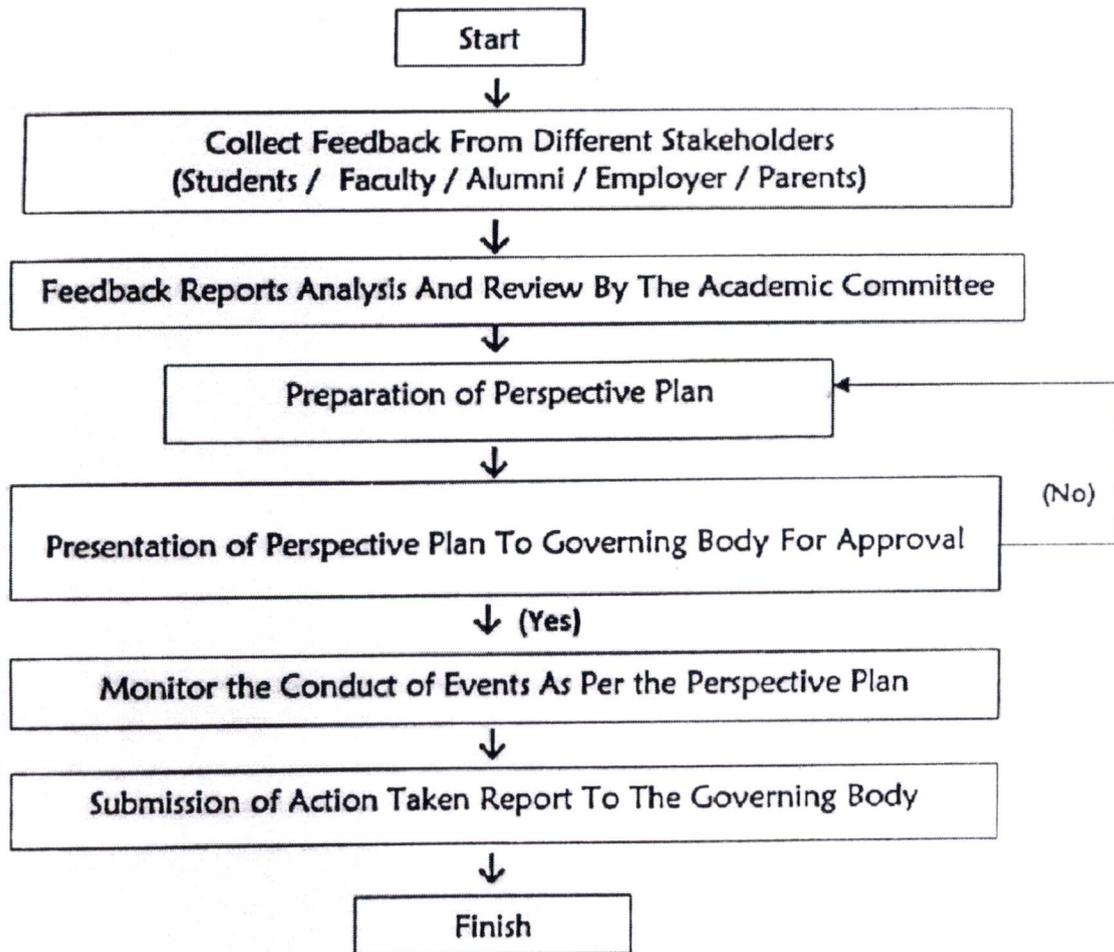
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Dt. 07-03-2023

## STANDARD OPERATING PROCEDURE (SOP)

AY 2022-23



Convener-AC

PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



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Ref: ACOE/AC/2022-23/3/Circular

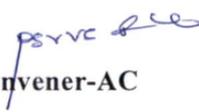
Dt. 08-03-2023

## CIRCULAR

All the members of the Academic committee are hereby informed that the 3<sup>rd</sup> meeting of the academic committee will be held on 10<sup>th</sup> March, 2023 at 10:30 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 IISemester, 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. Any other point with the approval of Chair

  
Convener-AC

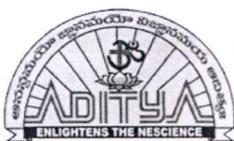


PRINCIPAL

PRINCIPAL

Aditya College of Engineering  
SURAMPALAM - 533 437

Cc to: All members of Academic Committee  
IQAC Coordinator



# ADITYA COLLEGE OF ENGINEERING

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Ref: ACOE/AC/2022-23/3/Minutes

Dt. 10-03-2023

## MINUTES OF ACADEMIC COMMITTEE

### AY 2022-23

|                        |   |                 |                        |
|------------------------|---|-----------------|------------------------|
| <b>Date of meeting</b> | 10 <sup>th</sup> March, 2023                      | <b>Duration</b> | 10:30AM to 12:00<br>PM |
| <b>Venue</b>           | Conference room, First floor, Ramanujan Bhavan    |                 |                        |
| <b>Reference</b>       | ACOE/AC/2022-23/3/Circular dated 08th March, 2023 |                 |                        |

The meeting of ACADEMIC COMMITTEE of Aditya College of Engineering held on 10<sup>th</sup> March, 2023 with the following agenda:

1. Plan and review of Class work commencement of I,II, III & IV-B.Tech IISemester, 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. Any other point with the approval of Chair.

The 3<sup>rd</sup> meeting of Academic Committee was commenced with the welcome note by the Convener of Academic Committee Dr. P.S.V.V.S. Ravi Kumar 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. For the current semester, the chairman and committee members discussed how to best arrange the teaching rooms and necessary laboratories for the students.
  2. The guidelines provided by the chairman and the discussions held by committee members regarding the execution of academic activities such as timetables, course files, and lesson plans, among other things.
  3. After inquiring and discussing the results of the previous semesters II, III, and IV B.Tech I-Semesters, MBA I, III-semester, and MBA IV-semester, the chairman and committee members made recommendations to improve the results in the next semesters.
  4. To help students and faculty members learn more, the chairman has asked the committee members to plan and conduct Guest Lectures/Workshops, Extra-Curricular and Sports events. A tentative plan has been provided by the committee members, and it has been approved by the chairman.
  5. The Chairman inquired about the issues that had arisen during the previous semester, such as student irregularity and the detention of students during the previous semester. Some of the ideas raised by the committee members were intended to increase the regularity of the students and so lower the number of candidates.
  6. In order to raise awareness about society among students, the chairman has suggested and discussed the implementation of Social Service activities such as visiting adjacent villages to create awareness on health and hygiene, planting trees, and visiting old age homes to support the requirements.
  7. During the meeting, the chairman and committee members discussed the list of research activities that are currently underway among the concerned departments, along with a description of their current status. The chairman and committee members also discussed the necessary actions that must be taken in order to improve research activities at the concerned department.
- Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying system successfully.



# ADITYA COLLEGE OF ENGINEERING

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

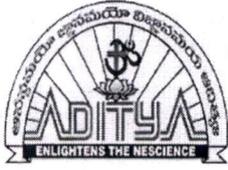
Members attended the meeting on 10<sup>th</sup> March,2023

| S.No | Name Of The Faculty               | Designation            | Role     | Signature |
|------|-----------------------------------|------------------------|----------|-----------|
| 1    | Dr.A.Ramesh                       | Principal              | Chairman |           |
| 2    | Dr. P.S.V.V.S. Ravi Kumar         | Dean-A&A               | Convener |           |
| 3    | Prof.K.Manoj Kumar Reddy          | HOD-EEE                | Member   |           |
| 4    | Dr. G.S.N. Murthy                 | HOD-CSE                | Member   |           |
| 5    | Dr. B. Kiran Kumar                | HOD-AIML               | Member   |           |
| 6    | Dr.G.Rama Krishna                 | HOD-ECE                | Member   |           |
| 7    | Dr. Y.K.S.Subba Rao               | HOD-ME                 | Member   |           |
| 8    | Ch Rajashekar Reddy               | HOD-HBS                | Member   |           |
| 9    | Dr.T .Durga Prasad                | HOD-MBA                | Member   |           |
| 10   | Prof Ch. Naresh                   | HOD CE                 | Member   |           |
| 11   | Dr.D.V.S.S.S.V.Prasad             | IQAC Coordinator       | Member   |           |
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Convener-AC

  
PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



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Ref:ACOE/AC/2022-23/CO

Dt. 17-5-2023

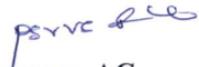
## ACADEMIC COMMITTEE-CONVENING ORDER

AY 2022-23

### NOTICE

The undersigned is pleased to constitute Academic Committee with the following members for the academic year 2022-23 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    | Dr.PULLELA.SVSRKumar                 | Dean-A&A               | Convener |
| 3    | Prof. K. ManojKumar Reddy            | HOD-EEE                | Member   |
| 4    | Dr. G.S.N.Murthy                     | HOD-CSE                | Member   |
| 5    | Dr. B. Kiran Kumar                   | HOD-AIML               | Member   |
| 5    | Dr. G. RamaKrishna                   | HOD-ECE                | Member   |
| 6    | Dr. Y. K. S. SubbaRao                | HOD-ME                 | Member   |
| 7    | Ch.Rajasekhar Reddy                  | HOD-HBS                | Member   |
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Convener-AC

  
PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



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

Ref:ACOE/AC/2022-23/SOP

Dt. 19-05-2023

## STANDARD OPERATING PROCEDURE (SOP)

### AY 2022-23

The standard operating procedure will be initiated by collecting feedback from the specified stakeholders. The feedback from the stake holders 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.

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##### 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

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



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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.

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.

11. To set up academic reward systems.

12. To promote academic activities and creating an atmosphere of learning.



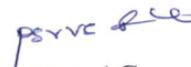
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13. To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
14. To help and support the teachers development through holding different professional development activities and orientations.
15. 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.
16. Encouraging and enhancing the teaching efficiency through the appraisal system.
17. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
18. To request the Governing body to encourage the best students with Scholarships,
19. 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.

  
Convener-AC

  
PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



# ADITYA COLLEGE OF ENGINEERING

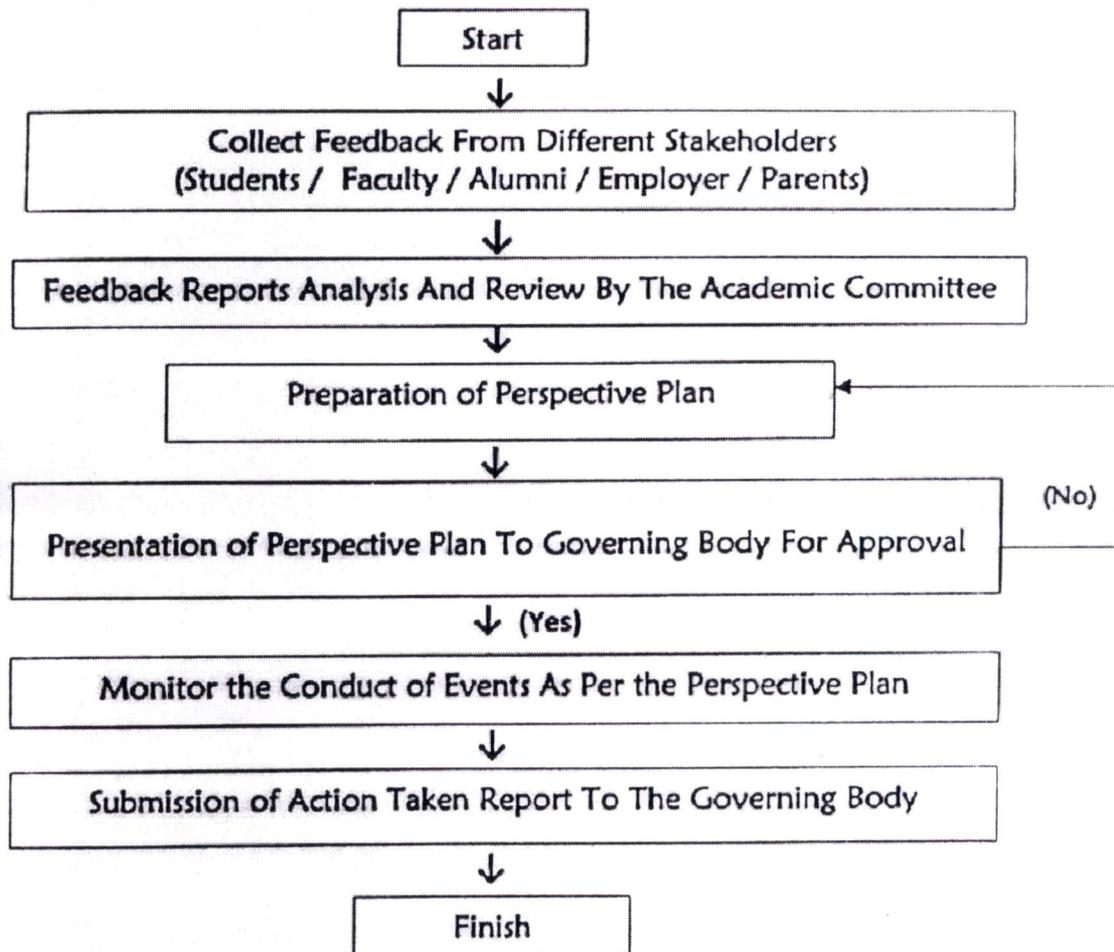
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Dt. 19-05-2023

## STANDARD OPERATING PROCEDURE (SOP)

AY 2022-23



  
Convener-AC

  
PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator



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Ref: ACOE/AC/2022-23/4/Circular

Dt. 19-05-2023

## CIRCULAR

All the members of the Academic committee are hereby informed that the 4th meeting of the academic committee will be held on 21 May, 2023 at 2:30 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. Review of attendance for II, III, IV B.Tech — II Semester, MBA II, IV-Semesters.
2. Plan to conduct class work in blended mode for I B.Tech-II semester.
3. Review of any issues on completion of class work.
4. Measures to be taken to support slow learners to improve the results.
5. Review of Guest Lecture, Workshops, Extra Curricular and Sports events conducted.
6. Review of Training and Placements activities.
7. Review of Research Activities.
8. Any other points with the approval of Chair.

  
Convener-AC

  
PRINCIPAL

PRINCIPAL  
Aditya College of Engineering  
SURAMPALEM - 533 437

Cc to: All members of Academic Committee  
IQAC Coordinator



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Ref: ACOE/AC/2022-23/4/Minutes

Dt. 24-05-2023

## MINUTES OF ACADEMIC COMMITTEE

### AY 2022-23

|                        |   |                 |                    |
|------------------------|---|-----------------|--------------------|
| <b>Date of meeting</b> | 22 <sup>nd</sup> May, 2023                                  | <b>Duration</b> | 2:30 PM to 4:00 PM |
| <b>Venue</b>           | Conference room, First floor, Ramanujan Bhavan              |                 |                    |
| <b>Reference</b>       | ACOE/AC/2022-23/4/Circular dated 19 <sup>th</sup> May, 2023 |                 |                    |

The meeting of ACADEMIC COMMITTEE of Aditya College of Engineering held on 22<sup>nd</sup> May, 2023 with the following agenda:

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

The 4<sup>th</sup> meeting of Academic Committee was commenced with the welcome note by the Convener of Academic Committee Dr. P.S.V.V.S. Ravi Kumar 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.

## **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 blended mode class work for the 1 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.
4. 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.
5. 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.
6. 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.
7. 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.

Finally The Chairman and the Convener thanked all the members present for their dedication and commitment in carrying 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 22<sup>nd</sup> May, 2023

| S.No | Name Of The Faculty               | Designation            | Role     | Signature |
|------|-----------------------------------|------------------------|----------|-----------|
| 1    | Dr.A.Ramesh                       | Principal              | Chairman |           |
| 2    | Dr. P.S.V.V.S. Ravi Kumar         | Dean-A&A               | Convener |           |
| 3    | Prof.K.Manoj Kumar Reddy          | HOD-EEE                | Member   |           |
| 4    | Dr. G.S.N. Murthy                 | HOD-CSE                | Member   |           |
| 5    | Dr. B. Kiran Kumar                | HOD-AIML               | Member   |           |
| 6    | Dr.G.Rama Krishna                 | HOD-ECE                | Member   |           |
| 7    | Dr. Y.K.S.Subba Rao               | HOD-ME                 | Member   |           |
| 8    | Ch Rajashekar Reddy               | HOD-HBS                | Member   |           |
| 9    | Dr.T .Durga Prasad                | HOD-MBA                | Member   |           |
| 10   | Prof Ch. Naresh                   | HOD CE                 | Member   |           |
| 11   | Dr.D.V.S.S.S.V.Prasad             | IQAC Coordinator       | Member   |           |
| 12   | Sri. D. Tata Rao                  | Associate Professor    | Member   |           |
| 13   | Sri. T.Veerajju                   | Associate Professor    | Member   |           |
| 14   | Ms. Vidiyala Yuvasri (19MH1A0450) | Ill B.Tech ECE Student | Member   |           |
| 15   | Ms. Gajjala Harika (19MH1A0514)   | Ill B.Tech CSE Student | Member   |           |
| 16   | Mr. P Sai Sundar                  | Alumni                 | Member   |           |
| 17   | Sri G Veerabhadra Rao             | Parent                 | Member   |           |

  
Convener-AC

  
PRINCIPAL

Cc to: All members of Academic Committee  
IQAC Coordinator