

ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade
Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

MINUTES OF HOD'S MEETING ON 21-08-2017

The following discussions were carried out in meeting conducted by the Principal with HOD's.

1. Informed HODs to monitor the dress code of students. Instructed HODs to inform the staff to monitor the dress code in the first few minutes of their class.
2. Discussed regarding VEDA 2017 conduction on September 15th & 16th.
3. Discussed regarding the academic calendar for I B.Tech students. Informed the first sessional exams will be from 18-09-2017 onwards.
4. Discussed regarding the mid examinations for IV B.Tech students and informed HODs to motivate all the students to write the exams.

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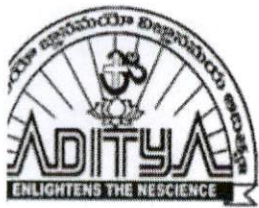
MINUTES OF HOD'S MEETING ON 30-07-2018

The following discussions were carried out in meeting conducted by the Principal with HOD's.

1. Discussed regarding the possibility of conduction of Sessional 1 exams from 06/08/2018. Finalized to postpone the Sessional 1 exams to 13/08/2018 as the lateral entry students are admitting to college now through second phase of counseling.
2. Informed HODs that buses can be given for Industrial visits only on holidays.
3. Discussed regarding the CRT practice tests being conducted. Informed that Capgemini may visit the campus next month. In this regard a session on Resume preparation, Interview skills and group discussion will be planned shortly.
4. Informed HODs that M.Tech class work will be conducted regularly and this is to be informed to all the people.
5. Informed HODs to distribute the certificates to toppers for the II semester results.
6. Informed HODs that L&T is recruiting PT students on 31/07/2018.


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MINUTES OF HOD'S MEETING ON 11-03-2020

The following discussions were carried out in meeting conducted by the Principal with HOD's.

1. Informed HODs to give the Feedback & Result analysis of faculty for the last 4 yrs. This report has to be prepared department wise.
2. Enquired HODs if they have identified the required Professors for conducting the Faculty recruitment. Instructed HODs to prepare the list as early as possible.
3. Instructed HODs to plan for Faculty Development Programmes or Training programmes for Faculty & Technicians. Each and every faculty have to attend at least 1 training programme in or outside the campus. Faculty have to be deputed totally for any one programme from 09:30AM - 04:30 PM. Similarly every technician also have to undergo a training program.
4. Informed HODs to collect the list of faculty who want to be relieved. The relieving date is April 25th or completion of affiliation Inspection. In this regard, an advertisement is also planned to be published on 12/03/2020 in News Papers.
5. Discussed regarding reviews in Google and instructed HODs to see that all the placed students give reviews in this. HODs also have to submit the list of students who have given review (At least 5 students per section).
6. In view of finalizing the attendance of IV & VI semester students on 26-03-2020, informed HODs to check the attendance now to find the probable detained students and discuss the same with Dean Academics.
7. Instructed HODs that a Group photo session is planned for final year students as per the schedule below.
17-03-2020 – ECE-I, ECE-II, CE, EEE, Min.E
18-03-2020 – ME, CSE, IT, Ag.E, PT
Staff group photos are also planned on the same dates.


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MINUTES OF HOD'S MEETING ON 11-02-2021

The following discussions were carried out in meeting conducted by the Principal with HOD's.

1. Principal instructed HODs to conduct all the audit courses examinations through online in the form of MCQs.
2. Instructed HODs to take the feedback for the present semester courses through Teams.
3. Enquired about the conduction of external lab examinations within a week. All the HODs informed to Principal that they can complete within a week.
4. HODs requested Principal to start the conduction of external theory examinations from Wednesday (10-03-2021) instead of Monday (08-03-2021).
5. Instructed HODs to inform all the staff & students to visit T.Connect event in ACET Seminar Hall and give report on the technologies which are useful to students.
6. Discussed with HODs regarding the conduction of 1 or 2 sessional examinations per day and finalized that only one sessional examination will be conducted per day.
7. Informed HODs that the AICTE Gender equality programmes / Awards event will be conducted in the next week.
8. Dean Evaluation informed HODs that the Model question papers for all semesters is uploaded in website.
9. Dean Academics instructed HODs to finalize the AR17, AR19 & AR20 syllabus books, so that the printing can be done in time.
10. HOD-CE explained the NABL process going on in the Campus.


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MINUTES OF HoD'S MEETING ON 25-05-2022

The following discussions were carried out in meeting conducted by the Principal with HoD's.

1. Principal informed that the walk-in-interviews will be conducted as per the schedule from
20-06-2022 – CE, PT
21-06-2022 – ME, Ag.E
22-06-2022 – ECE
27-06-2022 – CSE, EEE, IT, Management, Physics, Chemistry, English.
2. Discussed about the record pads. Informed HoDs to inform the no. of pages required & graph sheets required in the records for II, III & IV year students. This information should be submitted to Dean (Academics).
3. Discussed regarding the coursera. As students have to complete the internships, the HoDs are informed to instruct the students regarding. Coursera and the prize would be approximately Rs.2250 for 3 months.
4. Discussed regarding the Honors & Minor degree courses for IV semester students. The Sessional Exams for Honors & Minor would be conducted after 1 week of completion of IV semester end exams and the end exams will be conducted after 2-3 days of completion of sessional exams. HoDs have to see that 2-3 students at least take up these Honors & Minors courses.
5. Principal informed that the research centers are allocated for EEE, ME, ECE & CSE departments.
6. Informed HoDs about the LMS app developed by our students and the PPT prepared would be shared to all HoDs. Informed HoDs to gather the content for the app.
7. Instructed HoDs to give suggestions for improving the Research Incentive policy to Dean (R&D).

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MINUTES OF STAFF MEETING HELD ON 26-06-2017

The following discussions were carried out in meeting conducted by the Principal with all the faculty members.

1. Informed the staff members to monitor dress code and mobile usage by students.
2. Discussed about the new whatsapp group **Faculty@AEC** for sharing of academic information to faculty members.
3. Informed the staff members to attend the OBE sessions by Prof.Bhaskar, Thiagarajar college of engineering, Madurai on 29th, 30th July 2017.
4. Informed the staff members who are dealing I and III semester courses to use Byndr ERP software for sharing the course content.
5. Informed the staff members that **Elephos** Training for IV B.Tech students will be conducted for from 10-07-2017. This will be continued for two weeks.
6. Informed the staff members to post the attendance in EZ school immediately after completion of the class.
7. Discussed about the preparation of Model Question papers for I semester courses.

Principal

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MINUTES OF STAFF MEETING HELD ON 20-06-2018

The following discussions were carried out in meeting conducted by the Principal with all the faculty members.

1. Introduced the new staff members to all the faculty.
2. Congratulated all the staff members for better admissions in this academic year (2018-19).
3. Informed the staff members that two week Elephos CRT classes will be conducted for the final year students.
4. Informed the staff members that every staff member should complete atleast one NPTEL Course in each semester.
5. Informed the staff members that the first year class work will commence from 14-06-2018.
6. Informed the staff members to use the Bynder LMS for I,II B.Tech Students.
7. Discussed the AR17 Regulations with the staff members.

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MINUTES OF STAFF MEETING HELD ON 04-06-2019

The following discussions were carried out in meeting conducted by the Principal with all the faculty members.

1. Introduced the new staff members to all the faculty.
2. Informed the staff members that the new Regulation(AR19) will be implemented from this Academic year onwards and prepare the syllabus as per the AICTE &APSCHE model Curriculum.
3. Informed the staff members that the our college secured 39th rank in NPTEL. Congratulated all the staff and students in this regard.
4. Informed the staff members that the NPTEL certificates for the last Academic year(2018-19) will be distributed on 07/06/2019.
5. Informed the staff members that the Elephos training will be started for final year students from 17-06-2019 for two weeks.

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Principal

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MINUTES OF STAFF MEETING HELD ON 11-02-2021

The following discussions were carried out in meeting conducted by the Principal with all the faculty members.


1. Discussed about the conduction of End Theory and Lab examinations of B. Tech III,V and VII Semester students.
2. Informed the staff members that the faculty who are applying for research incentive have to prepare a 10 minutes video presentation of their work and submit the same to R&D Cell before applying for Incentives.
3. Informed the staff members that the NPTEL certificates for the last Academic year(2019-20) will be distributed after the completion of end examinations.
4. Informed the staff members that the CL educate team will guide the staff and students of ECE,CSE&IT branches in the publication of Research articles, from next academic year onwards.
5. Informed the staff members that the M. Tech allotment is announced on 18-02-2022 and fee would be ₹35000/- per year for spot admissions.
6. Dean Evaluation informed the staff members that Model papers of all semesters are uploaded in website.
7. Dean Academics instructed the staff members to prepare and finalize the syllabus books of AR17,AR19 and AR20 by the end of this week ,so that the printing can be done in time.


Principal

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MINUTES OF STAFF MEETING HELD ON 04-05-2022

The following discussions were carried out in meeting conducted by the Principal with all the faculty members.

1. Discussed regarding the E-content to be prepared for APSCHE.
2. Informed the staff members that the supplementary examinations will be conducted immediately after announcing the results of regular semester.
3. Informed the staff members to prepare the course files for this academic year as per the revised course file index.
4. Discussed regarding the internships offered by coursera.
5. Dean Evaluation informed the staff members that Model papers and Previous question papers of all semesters are uploaded in website.
6. Dean Academics instructed the staff members to prepare and finalize the syllabus books of AR20 regulation by the end of this week ,so that the printing can be done in time.

Principal

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