



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

Date: 03-10-2020

CIRCULAR

This is to inform all the Monitoring Committee members that a meeting is arranged to discuss on Code of Conduct. The meeting is scheduled on 12-10-2020 at 3:30pm in Ajivika Conference Hall. Hence, all the Monitoring Committee members are instructed to attend the meeting without fail.

Agenda:

- 1) Discussion on monitoring activities of Students, Teachers, Administrative Staff and other supporting staff
- 2) Code of Conduct.
- 3) Any other

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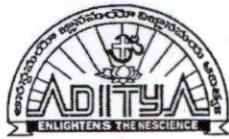
Cc:

All Members

All HoDs

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Minutes of the meeting of Code of Conduct Committee held on 12-10-2020

Date: 13-10-2020

The minutes of meeting for the code of conduct committee of Aditya Engineering College, Surampalem was held on 12 -10-2020 at 3:30 PM in Ajivika Conference hall. Convener presided over the meeting.

The following members attended the meeting

- 1 Dr. S. Rama Sree, Professor, Dean (Academics)
- 2 Dr. G. Venkata Ramana, Professor, Dept. of H&BS
- 3 Mr. P. Ravi Kishore, HOD, CE
- 4 Dr. V. Srinivasa Rao, HOD, EEE
- 5 Dr. B. Varaprasad, HOD, ME
- 6 Dr. G. Sridevi, HOD, ECE
- 7 Ms. A. Vanathi, HOD, CSE
- 8 Mr. M.Rajababu, HOD, IT
- 9 Mr. P. Satyajeet , HOD, Min. E
- 10 Dr. R. Giri Prasad, HOD, PT
- 11 Dr. N.V.G. Deekhsitulu, HOD, Ag. E
- 12 Ms. D. Beulah, HOD, MCA
- 13 Dr. N. Visalakshi, HOD, MS

Convener

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Member

Points discussed in the meeting:

- Convener discussed about the standard operating procedure for conducting class work in view of COVID-19.
- He also discussed about code of conduct for teaching, non-teaching, administrative staff and students.

Resolutions:

It is resolved to adopt the following standard operating procedure for conducting offline examinations and class work:

- Wearing facemask at all times.
- Hand sanitizers should be made available at the entrance of each floor in every building.
- Maintaining physical distance in examination halls and classrooms.
- Sanitizing the classrooms and staff rooms in forenoon as well as afternoon.
- Displaying precautionary boards related to COVID-19 at the entrance of every building.


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CONVENER