

ADITYA ENGINEERING COLLEGE

An AUTONOMOUS Institution

Minutes of the 23rd Governing Body Meeting held on 05.05.2017

The meeting of the Governing Body of Aditya Engineering College, Surampalem was held on 05-05-2017 at 11 AM in the conference hall.

Sri N.Sesha Reddy, Chairman of the Governing Body presided over the meeting.

The following members have attended the meeting.

1. Sri N. Sesha Reddy, President, Aditya Academy
2. Sri N. Satish Reddy, Vice-President, Aditya Academy
3. Sri NK Deepak Reddy, Joint Secretary, Aditya Academy
4. Smt. N. Sruthi, Member, Aditya Academy
5. Dr N. Suguna, Member, Aditya Academy
6. Dr. K. V. S. R.Murthy
7. Mr. V. Satyanarayana
8. Dr. K. Hemachandra Reddy
9. Dr. Yashveer Singh
10. Dr. K. V.Jayakumar
11. Principal, Govt. Polytechnic for Women, Kakinada
12. Dr. K. V. Ramana
13. Prof. M. Sreenivasa Reddy

The Chairman welcomed the members and conveyed his heartfelt thanks to all the members for making it convenient to attend the meeting. He expressed that the management is very happy on conferment of Autonomous status to the college and with the guidance of all the learned members of the Governing Body the college will be developed into one of the great institutions in the country.

Chairman introduced all the members to the Governing Body. The Chairman informed the members that the management is very keen in developing the institute with state of art facilities and requested all the members of Governing Body to provide suggestions with their expertise to continue with the same spirit in providing quality education through quality facilities.

All the members of the Governing Body have congratulated the Management for getting Autonomous status and wish to grow further with potential for excellence.

Prof. M. Sreenivasa Reddy, Member Secretary presented detailed notes on the agenda points and the following resolutions are passed.

Resolutions :

Item No. 1 : Welcome address by Chairman

Resolution No.AEC/Autonomous/GB-1/Res/1

Chairman Sri N. Sesha Reddy has extended his welcome to all the members

Item No. 2 : Review of resolutions made in previous Governing Body Meeting

Resolution No.AEC/Autonomous/GB-1/Res/2

The members have gone through the minutes of the previous Governing Body meeting and unanimously approved the same.

Item No. 3 : To constitute Academic Council for the College

Resolution No.AEC/Autonomous/GB-1/Res/3

S.No	Name	Qualification	Current Position	Position in the Academic Council
1	Dr. S. Rama Reddy	M.E. Ph.D.,	Dean-Research Jerusalem college of Engineering, Pallikaranai, Chennai	Member
2	Dr.N.C. Shiva Prakash	M.Sc., Ph.D.,	Professor, Department of Instrumentation Indian Institute of Science, Bangalore	Member
3	Dr. Shaik Suleman	M.A. Ph.D.,	DGM & HoD (Placement & Secondment), EdCIL (India) Ltd., Noida,	Member
4	Dr. Ram K. Sharma	M.Sc., Ph.D.,	Associate Dean, UG studies and student welfare, Shiv Nadar University, Noida, UP	Member

The following four Academic Council members were nominated by the Governing Body.

Members list of College Academic Council has been circulated to all the members and it is approved unanimously.

Item No. 4.1 : To nominate members for Finance Committee

Resolution No.AEC/Autonomous/GB-1/Res/4.1

The following member of Finance Committee was nominated by the Governing Body.

S.No	Name	Qualification	Current Position	Position in the Finance Committee
1	Mr. Sista Srinivasa Sarma	Chartered Accountant	Auditor Sista & Co. Amalapuram	Member

The Members list of the College Finance Committee has been circulated to all the members and it is approved unanimously.

Item No. 4.2 : To approve imprest amount to Principal & HoDs.

Resolution No.AEC/Autonomous/GB-1/Res/4.2

The Members approved to delegate financial power to Principal and HoDs to an extent of Rs 1 Lakh and Rs 5000 respectively in the form of imprest amount.

Item No. 5.1: Details of the sanctioned strength, admitted candidates, new branches/specializations, closure of branches/specializations for the academic year 2017-18.

Resolution No.AEC/Autonomous/GB-1/Res/5.1

Details of sanctioned strength and admissions of the institution for the last 3 academic years (convener, Management, Foreign National and Lateral Entry) were presented before the Governing Body by the Member Secretary. The same statistics were appreciated by the Members and approved.

Item No. 5.2 : Attendance particulars of the students in the last semester-shortage, condonation and detention.

Resolution No.AEC/Autonomous/GB-1/Res/5.2

Details of attendance particulars of the students in the academic year 2016-17 (attendance shortage, condonation paid and detention) were presented before the Governing Body by the Member Secretary. 198 students had shortage in attendance i.e. below 75%. 106 students were promoted as per the norms of JNTUK on medical grounds by paying condonation and 94 students were detained due to below 65% of attendance. The same statistics were noted by the Members and approved.

Item No. 5.3 : Details of readmitted candidates for Academic year 2016-17

Resolution No.AEC/Autonomous/GB-1/Res/5.3

Details of readmitted students in the academic year 2016-17 in various courses were presented before the Governing Body by the Member Secretary. Total 16 students were readmitted in various branches. The measures taken by the institution for creating awareness in parents and students for readmission of the students is appreciated by the members. The same statistics were noted by the Members and approved.

Item No. 5.4 : Malpractice cases in examinations conducted during the academic year 2016-17

Resolution No.AEC/Autonomous/GB-1/Res/5.4

Malpractice cases were NIL recorded during the academic year 2016-17. The same was appreciated by the members and approved.

Item No. 5.5 : Details of the scribe permitted during the academic year 2016-17

Resolution No.AEC/Autonomous/GB-1/Res/5.5

Scribe permitted during the examinations was NIL recorded during the academic year 2016-17. The same was approved by the members.

Item No. 5.6 : Analysis and statistical evaluation of the result of the academic year 2015-16 and rectification measures to improve the performance.

Resolution No.AEC/Autonomous/GB-1/Res/5.6

Analysis and statistical evaluation of the result for the academic year 2015-16 was presented by the Member Secretary before the members. The institutional pass percentage (2016 passed outs) is above 75% in all UG and PG courses. In some branches it was recorded as 100%. The same was appreciated by the members and advised to improve further performance by implementing the rectification measures. The same was approved by the members.

Item No. 5.7 : Details of deficiencies pointed out by the university and compliance reports submitted to the University.

Resolution No.AEC/Autonomous/GB-1/Res/5.7

Details of deficiencies pointed out by the university and compliance reports submitted to the University is recorded as NIL. It was appreciated by the members and approved.

Item No. 5.8 : Details of the payments made to the university in the form of difference fees.

Resolution No.AEC/Autonomous/GB-1/Res/5.8

Details of the payments made to the university under different heads up to the academic year 2017-18 was presented to the members by the Member Secretary. As per the information provided, it was noticed that as per the instructions of the affiliating university, the institution has cleared all the dues up to the academic year 2017-18. The same was appreciated by the members and approved.

Item No. 5.9 : Details of the placement track record of the outgoing students and efforts to improve in academic year 2016-17.

Resolution No.AEC/Autonomous/GB-1/Res/5.9

Details of the placement trace record of the outgoing students and efforts to improve in academic year 2016-17 were presented by the Member Secretary before the members. As per the information provided by the member secretary it was noted that total students eligible for placements are 676, number of students got placed is 329. The % of placements is 48.7. Number of companies visited campus is 59,

highest package offered by the companies is 7.00 lakhs per annum and the average package offered by the companies is 2.5 lakhs per annum. The institutional performance in placements is appreciated by the members.

Further, the efforts of the institution to further improvement of the placements through Adity's Campus Recruitment Training, Co-Cubes assessment, T-shaped engineering program etc. were appreciated by the members and approved.

Dr.K.Hema Chandra Reddy, Professor, JNTUA, Ananthapur has advised to improve the placements in Civil Engineering by approaching local construction companies.

Item No. 5.10 : Details of the Grievances, redressal, anti-ragging cases and information about the action taken by the college administration to prevent in future.

Resolution No.AEC/Autonomous/GB-1/Res/5.10

The report on the Grievance redressal, anti-ragging cases and information about the action taken by the college administration to prevent ragging in future is presented.

The same was appreciated by the members and approved.

Item No. 5.11 : Details of the cases received under Right to Information Act and information Communicated to respective agencies.

Resolution No.AEC/Autonomous/GB-1/Res/5.11

Details of the cases received under Right to Information Act and information Communicated to respective agencies is recorded as NIL. The same was approved by the members.

Item No. 5.12 : Details of the faculty Ratified during previous academic year and future plan for next level ratification.

Resolution No.AEC/Autonomous/GB-1/Res/5.12

List of faculty Ratified by the affiliating university was presented to the members by the member secretary. It was noted that at present the institution is having 52% of faculty ratified.

Dr. K. Hema Chandra Reddy, Professor, JNTUA, Ananthapur has advised to enhance the percentage of faculty ratification as now the institution has been conferred Autonomy status.

Member secretary informed that the institution is going to faculty ratification as per the schedule given by the JNTUK.

The same was approved by the members.

Item No. 5.13 : Details of the Income and Expenditure statements for the financial year 2016-17 and budget for the financial year 2017-18.

Resolution No.AEC/Autonomous/GB-1/Res/5.13

Details of the income and expenditure details for the financial year 2016-17 was presented by the member secretary. The members have appreciated the expenditure incurred on library. The Member Secretary presented the details of budget for the financial year 2017-18 to the tune of Rs. 3800 lakhs.

The budget was approved by the members.

Item No. 5.14 : Preparation for NBA accreditation and nature of help required from University.

Resolution No.AEC/Autonomous/GB-1/Res/5.14

The member secretary informed the members that the institution is planning to go for NBA accreditation in the year 2017-18 for six branches.

Dr. K. Hema Chandra Reddy, Professor, JNTUA, Ananthapur has advised to go for NBA accreditation at the earliest possible as it is very essential for the institution.

The same was approved by the members.

Item No. 5.15.1 : Activities from Departments

Resolution No.AEC/Autonomous/GB-1/Res/5.15.1

The member secretary presented the list of Guest Lectures, Technical Symposiums, Industrial visits etc. conducted by the departments.

Dr. K. Hema Chandra Reddy, Professor, JNTUA, Ananthapur has advised to conduct guest lectures by the industry related persons to enhance the technical/practical knowledge in the students.

The members have appreciated the same and approved.

Item No. 5.15.2 : Activities of R&D Cell

Resolution No.AEC/Autonomous/GB-1/Res/5.15.2

The member secretary presented the institutional R&D cell activities and informed the members that five faculty members were awarded Doctorates in the Academic year 2016-17 and another three more faculty have submitted Ph. D. thesis and waiting for reports. Eight more faculty members are in the documentation level of Ph. D. Thesis. The member secretary further informed that the facilities and incentives offered to the research scholars by the management.

The members have appreciated the same and approved.

Item No. 5.15.3 : Library Details

Resolution No.AEC/Autonomous/GB-1/Res/5.15.3

The member secretary presented the library details and expenditure incurred on library for the academic year 2016-17.

The same was approved by the members of Governing Body.

Item No. 5.15.4 : NCC and NSS activities

Resolution No.AEC/Autonomous/GB-1/Res/5.15.4

The member secretary presented the institutional activities on NSS on various occasions. Total 17 activities were conducted by the NSS during the academic year 2016-17.

Member Secretary announced that Aditya Engineering College is proposed to adopt Anuru Village which is very nearer to the college to create awareness in the people of village on various useful programs and projects, especially on agricultural by the students of the institution.

It was appreciated and approved by the members.

Item No. 5.15.5 : Paper publications by faculty

Resolution No.AEC/Autonomous/GB-1/Res/5.15.5

The member secretary presented the details of paper publications by the faculty. Total 125 research papers (National Conferences – 19, International conferences – 45 and International Journals – 61) have been contributed by the faculty during 2016-17.

The same was recorded and approved by the members.

Item No. 5.15.6 : Workshops/Training Programmes attended by Faculty.

Resolution No.AEC/Autonomous/GB-1/Res/5.15.6

The member secretary presented the workshops/training programmes attended by the faculty during the academic year 2016-17 is 110.

The same was appreciated and approved by the members.

Item No. 5.15.7 : Seminars/Workshops/training programmes organized by Depts. in 2016-17

Resolution No.AEC/Autonomous/GB-1/Res/5.15.7

The member secretary presented the Seminars/Workshops/training programmes organized by Depts. in 2016-17 is 32.

The same was appreciated and approved by the members.

Item No. 5.15.8 : Details of Research Scholars

Resolution No.AEC/Autonomous/GB-1/Res/5.15.8

The member secretary presented the details of Research Scholars of the institution. He further informed that at present total 48 faculty members are pursuing Ph. D. in the institution.

The same was appreciated and approved by the members.

Item No. 5.15.9 : Details of sponsored research/Projects/Consultancy activities

Resolution No.AEC/Autonomous/GB-1/Res/5.15.9

The member secretary presented the details of sponsored research/Projects/Consultancy activities of the institution. He further informed that only civil engineering department is conducting these activities and the institution is expanding this in the coming academic year 2017-18.

The members have unanimously stated that it should be improved and advised to consult various construction, manufacturing, IT companies to improve the same.

The same was approved by the members.

Item No. 5.15.10 : Awards and Prizes received by faculty and staff

Resolution No.AEC/Autonomous/GB-1/Res/5.15.10

The member secretary presented the details of awards and prizes received by faculty and staff during the academic year 2016-17.

The same was appreciated and approved by the members.

Item No. 5.15.11 : Performance of students in games and sports an extra/co-curricular

Resolution No.AEC/Autonomous/GB-1/Res/5.15.11

The member secretary presented the details of Performance of students in games and sports an extra/co-curricular during the academic year 2016-17. He further informed that 44 students have got 1st, 2nd and 3rd prizes in various games and sports and four students from the institution have represented the University for various games/sports.

The same was appreciated and approved by the members.

Item No. 5.15.12 : Major Equipment procured during the academic year 2016-17

Resolution No.AEC/Autonomous/GB-1/Res/5.15.12

The member secretary presented the details of Major Equipment procured during the academic year 2016-17 for various departments to strengthening the labs. The total amount incurred on purchase of major equipment for the academic year is Rs.65,26,777/-.

The same was appreciated and approved by the members.

Item No. 5.15.13 : Scholarship offered by the college.

Resolution No.AEC/Autonomous/GB-1/Res/5.15.13

The member secretary presented the details of scholarships offered to the merit students by the institution in 2016-17. It was given in the first year based on EAMCET ranks and II, III & IV years based on previous year's marks obtained. The total amount given to the students as merit scholarships is Rs.36,30,000/- in the academic year 2016-17.

The same was appreciated and approved by the members. The members also approved a budget of Rs 40 lakhs for merit scholarships for the academic year 2017-18.

Item no. 6: Approval of Faculty Posts

The Member Secretary presented that the College requires 28 Professors, 65 Associate Professors and 178 Assistant Professors to a total of 271 faculty members for the AICTE approved programs for the academic year 2017 - 18 to meet the student, faculty ratio as well as cadre ratio.

Resolution No.AEC/Autonomous/GB-1/Res/6

The members approved the sanctioned posts and suggested to allot 33% of these posts for female candidates.

Item no. 7: Approval of Process to be followed for Curriculum Development and Evaluation under Autonomous

The Member Secretary explained the process being followed for Curriculum Development and Evaluation under Autonomous.

Process of Curriculum Development

The draft curriculum and the syllabus of all the courses are prepared by the department faculty members. The curriculum is designed by incorporating the feedback on curriculum given by the stakeholders i.e Students, Parents, Faculty, Employers, Alumni. The feedback is analyzed and the action taken report is placed before the external Board of Studies along with the draft curriculum and syllabus for approval. Any suggestions made by the BoS members are incorporated and the curriculum and syllabus are finally approved. The approved curriculum and syllabus are circulated to all the faculty and students.

Process of Examination Conduction & Evaluation

The examination committee frames the necessary rules and regulations for the conduct of examinations and evaluation. For Sessional examinations, Course Coordinators of each department, in coordination with faculty handling the same course, prepare 2 sets of Question Paper along with scheme of valuation and submits them to HOD for approval four days before the commencement of the respective examination. HOD selects a single question paper for the exam and sends it to department examination incharge for printing. The printed question papers are sealed and preserved with the department examination in charge until the day of the examination. After the completion of each exam, Evaluation is done by faculty who handled the respective course. For Semester End Examinations, the examination notification is released two weeks before the last day of the second instruction cycle. Examination schedules are released as per the Academic calendar. CE invites the question papers from the paper setters well in advance and preserve securely until the time of examination. After the completion of each exam, Evaluation is done by external faculty appointed for this purpose.

The Member Secretary explained that the BET software developed by BEES would be used for the e-governance activities related to examinations in addition to the ECAP software already in use for the e-governance.

Resolution No.AEC/Autonomous/GB-1/Res/7

The members approved the process of curricular development and evaluation.

Item no. 8 : Approval of Vision and Mission of the College

As the College received fresh Autonomous status from UGC, the Member Secretary presented the Vision and Mission of the College in place for approval.

Resolution No.AEC/Autonomous/GB-1/Res/8

The members approved the Vision and Mission of College and authorized the Principal and Academic Council to finalize the Vision & Mission of the Departments and PEOs of all the Programs.

Item no. 9 : Review and approval of Policies for various activities of the College

The Member Secretary presented for approval, the following Policies framed/implemented for carrying out various activities in the College.

Recruitment Policy	Policy Against Sexual Harassment
Induction Policy	Policy on Grievances Redressal
Insurance Policy	Merit Scholarship Policy
Policy On Health Care	Anti-Ragging Policy
ESI And Provident Fund Policy	Feedback Policy
Fee Concession Policy	Disabled Friendly Environment Policy
Allowances Policy	Green Environment Policy
Policy On Mentoring and Counseling	Gender Equity Policy
Domestic Travel Policy	Code of Conduct Policy
Salary Advance Policy	Research And Development Policy
Leave Policy	IT Policy
Policy On Ratification of Faculty Members	Maintenance of Academic and Physical Facilities Policy
e-Governance Policy	Startup Policy
Policy On Quality Improvement Programme	Resource Mobilization Policy
Policy on Promotions/ Appraisals	

Resolution No.AEC/Autonomous/GB-1/Res/9

The members have approved all the policies unanimously. The members also appreciated the management for using the energy efficient equipment and following the Green Campus initiatives. The members advised to plan for Solar plant installation in the campus.

Item No. 10: Discussion of Strategic Plan of the institute.

The Member Secretary presented the Strategic Plan (2011-2020) for discussion on the achievements and the targets in progress.

Resolution No.AEC/Autonomous/GB-1/Res/10

The members discussed and noted the existing Strategic Plan of the institute.

Item No. 11: Any other items with the approval of the Chairman

Dr. K. Hema Chandra Reddy, Professor, JNTUA, Ananthapur pointed out that there is a decrease in admissions from foreign nations recorded in the academic year 2016-17 when compared to previous academic years.

Member Secretary explained that the foreign admission from Nepal is not up to the mark due to the academic calendar of the institution and +2 results announced by the Govt. of Nepal did not match in 2016-17. The problem will be resolved by Nepal Govt. from the coming academic year.

During the discussions Dr. K. Hema Chandra Reddy suggested that Auto Cad, Building Drawings skills should be developed in Civil students to meet the present needs of the market. Further Practical based training culture should also be developed in the students.

During the discussions Dr. K. Hema Chandra Reddy suggested that faculty should also need the industrial exposure. Encourage faculty also to go for internship to industries.

The member secretary answered that we are in the process of collecting the same and will be implemented.

Item No. 12 : Vote of Thanks by Member Secretary

Member Secretary said thanks to all the members of GB for attending the meeting and for giving their valuable suggestions to strengthen the institution. The meeting was concluded.



MEMBER SECRETARY

PRINCIPAL

**ADITYA ENGINEERING COLLEGE
SURAMPalem - 533 437**