

**2018-19**



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada  
Recognized by UGC under Section 2(f) of UGC Act, 1956

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

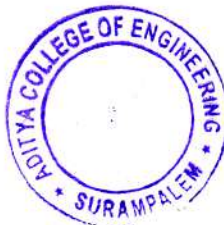
Ref: ACOE/Website/2018-19/Constitution

28-05-2018

## NOTICE

The undersigned is pleased to constitute Website Committee with the following members for the academic year 2018-19 to suggest in improving the look and feel of the website and to maintain/update all the information related to institute.

S. No.	Name of the person	Designation	Role
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman
2	Dr.Pullela SVVS R Kumar	HOD(CSE)	Convener
3	Mr. V.Chandra Sekhararao	Assoc. Professor (CSE)	Coordinator
4	Mr. R.Nanda Kumar	Assoc. Professor (H&BS)	Member
5	Mr. N.Koti Reddy	Asst. Professor (EEE)	Member
6	Mr. G.BheemeswarRao	Asst. Professor (ECE)	Member
7	Mr. T.Uday Kiran	Asst. Professor (ME)	Member
8	Mr. S Sai Yaswanth	IV year B. Tech. (CSE)	Student Member
9	Ms. G.Surya Kumari	III year B. Tech. (CSE)	Student Member
10	Mr.K.N.Suresh	III year B. Tech. (ECE)	Student Member
11	Mr.DVVS Ramesh	III year B. Tech. (EEE)	Student Member



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Ref: ACOE/Website/2018-19/1/Circular

25-06-2018

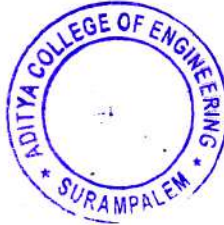
## CIRCULAR

All the members of the Website committee are hereby informed that the meeting of the website committee will be held on 28th June 2018 (Thursday) at 3:45 PM at CSE Department seminar hall with the following agenda.

## AGENDA

- 1) Review on Adding of new data or Modification of existing data in the website.
- 2) Review on changes to be made to the web pages in the website.
- 3) Review on improving the look and feel of the web site.
- 4) Any other point with the approval of the Chair.

*Perve Pore*  
Convener-Website Committee



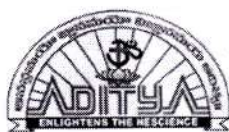
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Cc to:

All members of Website Committee





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Ref: ACOE/Website/2018-19/1/Minutes

28-06-2018

## MINUTES OF WEBSITE COMMITTEE AY 2018-19

Date of meeting	28 <sup>th</sup> June 2018	Duration	3.30 PM to 4.30 PM
Venue	Seminar Hall, First floor, Ramanujan Bhavan		
Reference	ACOE/Website/2018-19/1/Circular dated 25th June 2018		

The meeting of Website Committee of Aditya College of Engineering held on 28<sup>th</sup> June 2018 with the following agenda:

- 1) Review on Adding of new data or Modification of existing data in the website.
- 2) Review on changes to be made to the web pages in the website.
- 3) Review on improving the look and feel of the web site.
- 4) Any other point with the approval of the Chair.

The meeting of Website Committee was commenced with the welcome note by Convener-Website Committee, Dr.Pullela SVVS 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 resolutions were made.

The Chairman-Website Committee welcomed all the members to the meeting and appreciated everyone who worked for website maintenance and anticipated the same contribution in future also. Further, Chairman reviewed and discussed about the points of agenda.

### MINUTES AND RESOLUTIONS


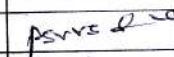
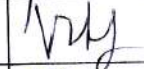

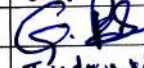
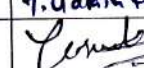
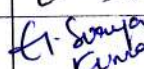
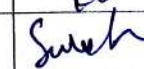

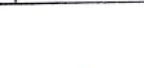

- 1) One of the Member of the committee expressed that website is taking more time to load the images. The Chairman and the members of the committee suggested to reduce the resolution of the images for quick loading of images on the home page.
- 2) Members of the Committee suggested to change the colors in the web pages so as to improve look and feel of the website.

- 3) All the Committee members are informed to monitor whether data is updated regularly in the website or not.
- 4) The Chairman and the members discussed about displaying Circulars and Time Tables of University Examinations and it is resolved to display them on the Home Page of Website with scrolling.
- 5) Members of committee suggested to update the college location using google map in the web site and the same was accepted and resolved for implementation.
- 6) It is decided by the Chairman and the members to display NIRF data on the Home Page of Website.

Finally, The Chairman and the Convener thanked all the members present for their dedication and commitment in maintaining the website uptodate.

The meeting was concluded with thanks to the Chair.

Members attended the meeting on 28<sup>th</sup> June 2018

S. No.	Name of the person	Designation	Role	Signature
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman	
2	Dr.Pullela SVVS R Kumar	HOD(CSE)	Convener	
3	Mr. V.Chandra Sekhararao	Assoc. Professor	Member	
4	Mr. R.Nanda Kumar	Assoc. Professor	Member	
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Ref: ACOE/Website/2018-19/SOP

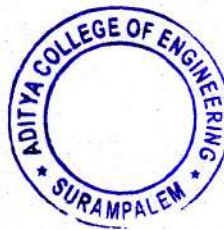
28-06-2018

## WEBSITE COMMITTEE STANDARD OPERATING PROCEDURE (SOP) AY 2018-19

1. The Aditya College of Engineering website showcases and communicates our vision and mission to the students, staff and the community.
2. The primary mission of the Aditya College of Engineering website is to provide access to up-to-date and well-organized information to students and the community about registration, classes, programs, events, services and information about the college.
3. The goals of the Aditya College of Engineering Website Committee are to:
  - Create and maintain a user-friendly website that is up-to-date, clearly organized and helpful to students and college staff
  - Addresses the need for the website and making it accessible to all users
4. In order to ensure that the Aditya College of Engineering website remains consistent, any proposals for changing core design elements, overall site organization or text on the Aditya College of Engineering website must be requested to the Co-ordinator via Department co-ordinators.
5. The decision to implement the proposed change will be discussed by the website committee and same is accepted/declined by the committee.
6. All web pages are stored on the web server. To ensure the security and integrity of the server, access will be granted to authorized Department co-ordinators only.
7. Department-wise Committee members will act as Department Co-ordinators for implementing any changes to the website.

8. Department co-ordinators will be responsible for uploading web pages related to the department to the web server and will be authorized to access only those directories for which they are responsible for maintaining.
9. Authorization for Department co-ordinators to access the web server must be requested through the supervising Administrator (co-ordinator).
10. Department co-ordinators should regularly review the web pages under their jurisdiction to ensure that they adhere to the Standard Operating Procedures.

  
Convenor-Website Committee



  
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Ref: ACOE/Website/2018-19/PerspectivePlan

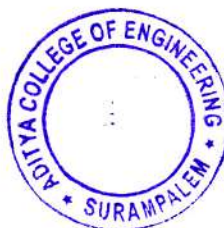
28-06-2018

## WEBSITE COMMITTEE 2018-19

### PERSPECTIVE PLAN

Sl. No.	Particulars	Frequency of Update
1	Faculty Achievements	Monthly
2	Student Achievements	Fortnight
3	Media Clippings	Everyday
4	Flash News	As and when Required
5	University/College Notifications, Exam Time Tables	As and when Required
6	Sliding Images	As and when Required
7	Major Modifications of Website	Once in a Semester

*[Signature]*  
Convener-Website Committee

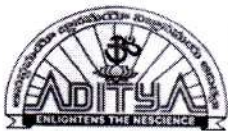


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Ref: ACOE/Website/2018-19/ActionTakenReport

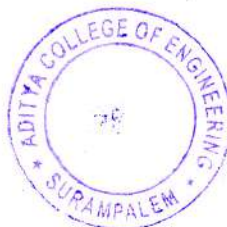
04-04-2019

## WEBSITE COMMITTEE 2018-19

### ACTION TAKEN REPORT

Sl. No.	Particulars	Frequency of Update	Remarks
1	Faculty Achievements	Monthly	Updated Monthly
2	Student Achievements	Fortnight	Updated for every Fortnight
3	Media Clippings	Everyday	Updated Everyday
4	Flash News	As and when Required	Updated upon Requirement
5	University/College Notifications, Exam Time Tables	As and when Required	Updated upon Requirement
6	Sliding Images	As and when Required	Updated upon Requirement
7	Major Modifications of Website	Once in a Semester	Updated

PSWS *[Signature]*  
Convener-Website Committee



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