



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/2023-24/CO

Dt. 15-06-2023

ACADEMIC COMMITTEE-CONVENING ORDER


AY 2023-24

NOTICE

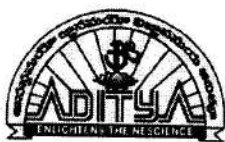
The undersigned is pleased to constitute Academic Committee with the following members for the academic year 2023-24 to strengthen the academic facilities in the Institute and to procure the required resources.

S.No	Name Of The Faculty	Designation	Role
1	Dr. A. Ramesh	Principal	Chairman
2	Dr.Pullela SVVSRKumar	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	Dr.C.Rajasekhar Reddy	HOD-HBS	Member
8	Dr. T.DurgaPrasad	HOD-MBA	Member
9	Dr.V.SwamyNadh	HODCE	Member
10	Dr. D. V. S. S. V. Prasad	IQACCoordinator	Member
11	Sri. D.TataRao	AssociateProfessor	Member
12	Sri.T. Veerraju	AssociateProfessor	Member
13	Mr. J.Sivaramakrishna (22MH1A4297)	IIB.TechCSE(AIML) Student	Member
14	Ms.M.G sriramakrishnaveni (21MH1A0441)	IIIB.TechECESStudent	Member
15	Mr. K. LaxmanRao	Alumni	Member
16	SriM.Srinivasarao	Parent	Member

psvvs Rao
Convener-AC


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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/2023-24/SOP

Dt. 17-06-2023

STANDARD OPERATING PROCEDURE (SOP)

AY 2023-24

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 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.




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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.
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.

psvvs Ree
Convener-AC


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Cc to: All members of Academic Committee
IQAC Coordinator



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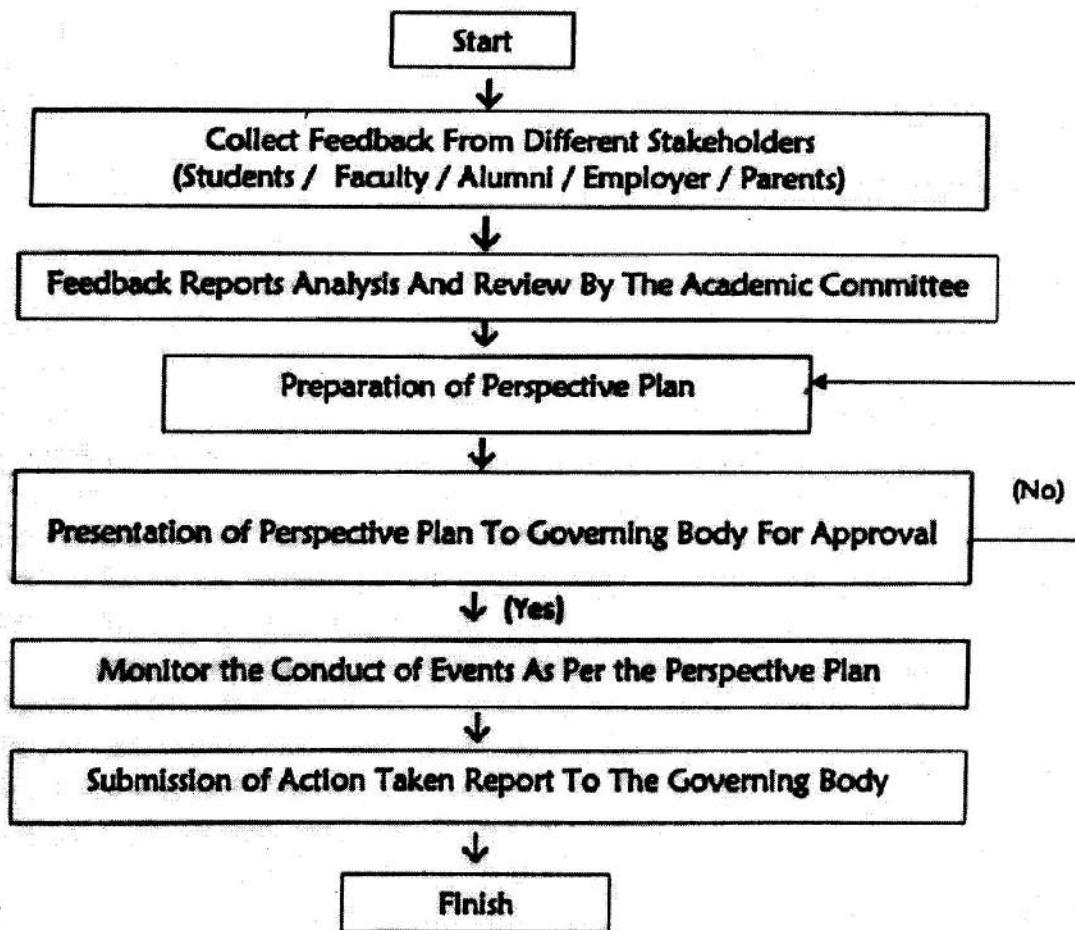
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Dt. 17-06-2023

STANDARD OPERATING PROCEDURE (SOP)

AY 2023-24



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Convener-AC

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A. M. R.
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Ref: ACOE/AC/2023-24/1/Circular

Dt. 20-06-2023

CIRCULAR

In light of upcoming academic year which is going to begin in the month of July, all the members of the Academic committee are hereby informed that the meeting of the academic committee will be held on 23rd June, 2023 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. Plan to organize Induction Program for the First-year students in coming Academic Year 2023-24.
3. Review of the problems faced in the last semester and irregularity of the students.
4. Plan and review the guidelines for execution of academic activities like Timetables, Course Files and Lesson Plans etc.
5. Preparation and review of perspective plan of Add-on courses like Guest Lecture, Certificate courses, Seminars, Workshops, Extra-Curricular activities.
6. Plan of Social Service Activities to be conducted.
7. Review of Research Activities.
8. Any other points with the approval of Chair

❖ (plan for mentor system)

ps vs Re
Convener-AC

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SURAMPALEM - 533 437

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Ref: ACOE/AC/2023-24/1/Minutes

Dt. 23-06-2023

MINUTES OF ACADEMIC COMMITTEE

AY 2023-24

Date of meeting	23 rd June 2023	Duration	3:00 PM to 4:30 PM
Venue	Conference room, First floor, Ramanujan Bhavan		
Reference	ACOE/AC/2023-24/1/Circular dated 20 th June 2023		

The meeting of academic committee of Aditya College of Engineering held on 23rd June 2023 with the following agenda:

1. Plan and review of class work commencement of I,II,III,IV-B.Tech I-Semester, MBA I,III-Semesters.
2. Plan to organize Induction Program for the First-year students in coming Academic Year 2023-24.
3. Review of the problems faced in the last semester and irregularity of the students.
4. Plan and review the guidelines for execution of academic activities like Timetables, Course Files and Lesson Plans etc.
5. Preparation and review of perspective plan of Add_on courses like Guest Lecture, Certificate courses, Seminars, Workshops, Extra-Curricular activities.
6. Plan of Social Service Activities to be conducted.
7. Review of Research Activities.
8. 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, class work of II, III & IV-B.Tech I-Semester will be commenced from 17-07-2023 .
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 2023-24.
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.

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



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Members attended the meeting on 23rd June 2023

S.No	Name Of The Faculty	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Dr.PULLELA.SVVSRRKumar	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-AIIML	Member	
6	Dr.G.RamaKrishna	HOD-ECE	Member	
7	Dr.Y.K.S.SubbaRao	HOD-ME	Member	
8	Dr.C.Rajasekhar Reddy	HOD-HBS	Member	
9	Dr.T.DurgaPrasad	HOD-MBA	Member	
10	Dr.V.SwamyNadh	HODCE	Member	
11	Dr.D.V.S.S.S.V.Prasad	IQACCoordinator	Member	
12	Sri. D.TataRao	AssociateProfessor	Member	
13	Sri.T.Verraaju	AssociateProfessor	Member	
14	Mr. J.Sivaramakrishna (22MH1A4297)	IIB.TechCSE(AIIML) Student	Member	
15	Ms.M.G sriramakrishnaveni (21MH1A0441)	IIIB.TechECEStudent	Member	
16	Mr. K. LaxmanRao	Alumni	Member	
17	SriM.Srinivasarao	Parent	Member	

Convener-AC

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Cc to: All members of Academic Committee
IQAC Coordinator