



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY
(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, ~~Kirab~~)
NAAC Accredited Institute
Recognized under section 2(f) & 12(b) of UGC Act 1956
www.diet.edu.in

E- Governance Policy

Policy Statement

Dadi Institute of Engineering and Technology has been implementing an E- Governance Policy with the primary objective of e-governance in various operations, transactions and services of the institution for better efficiency, transparency and accountability. This policy shall apply to the Administration & Governance, Finance and Accounts, Student Admission and Support and Examination sections of the institute.

Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) to automate various modules of institutional functioning.
- To implement E-governance in every functionality of the institution and provide simpler and efficient system of governance within the institution and outside as well.
- To promote transparency and accountability in all the functionalities of the institution.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.


PRINCIPAL
Dadi Institute of
Engineering & Technology
ANAKAPALLE - 531 002



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Affiliated to JNTUK, Kakinada)

NAAC Accredited Institute




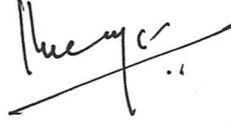


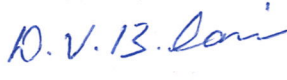


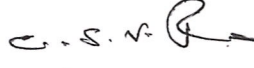


An ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Certified Institute.

NI-5, Anakapalle, Visakhapatnam- 531002 A.P.

Phone: 08924-221111 / 221122/9963981111, www.diet.edu.in, E-mail: info@diet.edu.in

General Body meeting held on 10th February, 2019 at 10:00 AM

Members Present

1. **Sri Dadi Ratnakar**
Chairman 
2. **Smt Dadi Padmavathi**
Secretary & Correspondent 
3. **Dr.Ch.S.Naga Prasad**
Principal - DIET- Member Secretary 
4. **Prof. Nirmala Kumar Priya**
Principal, Government Polytechnic, Anakapalle
Government Nominee 
5. **Dr. P.Sreedevi**
Assistant Professor of Commerce and Management
Department of BS & HSS
JNTUK Nominee 
6. **Sri Dadi Jagan Prabhakar**
Vice-President & Trustee, SET 
7. **Smt. Dadi Bhagya Lakshmi**
Member & Trustee, SET 
8. **Smt. Dadi Atchutha**
Member 
9. **Dr.K.S.Eswara Rao**
Vice -Principal & Professor in H&BS 
10. **Sri Ch.Srinadh**
M.D., Sri Gopal Automotive Ltd.,VSP 
11. **Dr. Ch.Prabhakar Rao**
Professor in H&BS 
12. **Smt N.Sarita Rani**
Diploma Co-ordinator & Asst.Prof, Dept of ECE 



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Affiliated to JNTUK, Kakinada)

A NAAC Accredited Institute

An ISO 9001:2008; ISO 14001:2004 & OHSAS 18001:2007 Certified Institution

NH-5, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

AGENDA OF GOVERNING BODY MEETING HELD ON 10TH FEB 2019

- Presidential Address
 - Minutes of the previous meeting and status of the execution of the matters that has been resolved.
1. Proposal for recognition under section 2f, UGC act
 2. Proposal to apply NBA accreditation in the next year and readiness
 3. One week FDP on Outcome Based Education (OBE) in view of NBA to create awareness for all faculty members
 4. Annual day celebrations
 5. Discussion on CBCS/Elective Course System
 6. International Women's day celebrations on 8th March 2019
 7. Admissions campaigning and Institutional publicity
 8. Status of CRTM classes for III B.Tech students
 9. Consent for online and offline CET examinations
 10. ECET, PGECET, GATE and POLYCET coaching classes
 11. Establishment of Innovation and Incubation Research work in association with NRDC by MOA
 12. Courses Including Experiential Learning
 13. Proposal to apply ratification of Principal and faculty members
 14. Status of faculty recruitment
 15. Status of even semester academic calendar
 16. Farewell functions
 17. Parent feedback and action taken
 18. Diet Alumni Association (DAA)
 19. Discussion on stakeholder feedback reports on Curriculum and action plan
 20. To improve the Student Activity Centre(SAC) and sanction of contingency to DIET Literary and cultural Club(DLCC)
 21. Proposal to apply for permanent affiliation and Readiness of Fact Finding Committee(FFC) visit by JNTUK for the year 2019-2020
 22. Status of IQAC- Submission of AQAR for the year 2017-2018
 23. **E Governance Policy**
 24. Discussion on the need of confirming of stakeholders meeting to discuss about draft of new vision and mission statements.
 25. Any other matter with the permission of chair



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Affiliated to JNTUK, Kakinada)

A NAAC Accredited Institute

An ISO 9001:2008; ISO 14001:2004 & OHSAS 18001:2007 Certified Institution

NH-5, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

Minutes of Meeting

1. The Governing Body (G.B) Meeting of DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY held on 8th February 2019 at Board Room under the chairmanship of the secretary and Correspondent, Sri Dadi Ratnakar. He welcomed and thanked all the members for their presence and participation in the discussion of various issues relating to the effective functioning of the institute.
2. Minutes of the previous G.B meeting read by principal and he has informed the status of execution of the matters that have been resolved in the earlier meeting held on 10th Aug 2018. They are as follows.
 - Conducted a six day FDP on “Research methodologies” during 16-11-2018 to 21-11-2018
 - Conducted a six day FDP on “ Emerging Trends in Qualitative Research in Engineering and Technology” from 9th to 14th Nov 2018
 - Conducted Engineer’s day celebrations from 13-09-2018 to 15-09-2018 in association with IEI and ASG
 - Purchased new Concrete Testing Machine(CTM) from Lawrence and Mayo Company at the cost of Rs. 1,52,220/- and installed in CIVIL lab
 - Discussed on the implementation of CBCS/Elective Course systems
 - Conducted Independence day celebrations on 15th Aug 2018
 - Renewed the J-gate on line journals for the year 2018 at the cost of Rs. 70,800/-
 - Conducted Graduation day celebrations for IV B.Tech. students on 21st Aug 2018
 - Conducted the following workshops by respective departments
 1. A 3 day workshop on “NI lab view” for IV B.Tech APITA registered students from 16th and 19th Sep,2018



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Affiliated to JNTUK, Kakinada)

A NAAC Accredited Institute

An ISO 9001:2008; ISO 14001:2004 & OHSAS 18001:2007 Certified Institution
NH-5, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

2. A 2 day free workshop on “soft Skills” in association with APITA on 28th Aug 2018
- Conducted Blood Donation Camp on International blood donation day i.e. 1st Oct 2018
 - Submitted STLCP and STLRP to Principal office for verification by all HODs and verified
 - Conducted IEEE extreme event on 20th Oct 2018 successfully with 28 no. of teams @ 83 participants. One of our team secured a score of 131.6 points with and all India rank 164 and worldwide rank of 1092.
 - Renewed the hard copy magazines /journals with a subscription of Rs. 1,49,920/-
 - Purchased trainer kits for A.C and D.C lab at the cost of Rs. 98,200/-
 - Discussed on the stakeholder feedback reports and action needed
 - Conducted Parents meet branch wise from 26th Dec, 2018
 - **Discussion on E Governance Policy**
 - Discussed on the approval of courses including experiential learning
 - Renewed the MOU with NIT Warangal and Electronics & ICT Academy at an amount of Rs. 1,00,000/-

Resolutions taken as per the agenda

1. It is resolved to apply for Recognition under section 2f and 12b, UGC act.
2. It resolved to apply for NBA accreditation for next year. Committee suggested to prepare a plan of action regarding conduction of awareness programmes and subsequently readiness for various criterions according to consultancy
3. It is resolved to conduct a one week FDP on “Outcome Based Education (OBE)” in view of NBA to create awareness for all faculty members.
4. Resolved to conduct International Women’s day celebrations on 8th March 2018



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Affiliated to JNTUK, Kakinada)

A NAAC Accredited Institute

An ISO 9001:2008; ISO 14001:2004 & OHSAS 18001:2007 Certified Institution

NH-5, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

5. Resolved to conduct Annual day Celebrations named as VIBRANT DIET -2019 on 15th and 16th Feb 2019
6. Resolved to Conduct phase wise and area wise campaigning for EAMCET, PLOYCET and ICET during 3rd and 4rd week of February 2019 and reconstitute the admissions Committee with more members
7. Reviewed CRTM (Specific Training) for IV B.Tech CSE students by COIN Consultancy on Mobile Web Development for 8 weeks from 26th Nov 2018.
8. Resolved to Implement Elective course system for all B.Tech. courses
9. Management has permitted to give accommodation with all facilities for conducting the Common Entrance Examinations (CET) online and offline i.e. EAMCET.ICET, ECET, PGE CET, POLYCET, IIT-JEE and APPSC
10. Resolved to conduct ECET, POLYCET, PGE CET and GATE Coaching classes as usual in this year also
11. It is resolved to obtain MOU with NRDC regarding innovation and incubation research work such that the terms and conditions will have been fully satisfied.
12. Resolved to apply for ratification of Principal and faculty to JNTUK as per the procedure given in notification of JNTUK
13. Resolved to recruit the required faculty as per the workloads of the departments to fulfill the faculty
14. Reviewed the curricular, co-curricular and extra- curricular activities as per the even semester academic calendar and suggested that schedules of some events shall be adjusted without any coincidence to overcome the burden
15. Resolved to conduct farewell functions branch wise by the end of March 2019
16. Approved the proposed list of courses including experiential learning
17. Regarding parents feedback in parent meet, resolved to improve the placement activities
18. Regarding DIET Alumni Association (DAA), committee suggested to maintain the register and regular call to Alumni by Alumni Committee.
19. Resolved to improve the Student activities in SAC by DLCC. And also resolved to purchase Audible sound boxes with speakers and



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Affiliated to JNTUK, Kakinada)

A NAAC Accredited Institute

An ISO 9001:2008; ISO 14001:2004 & OHSAS 18001:2007 Certified Institution
NH-5, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

approved to sanction contingent amount of Rs. 2000/- to DLCC for good maintenance and performance

20. Resolved to apply permanent affiliation to JNTUK for the year 2019-2020 and directed to readiness and preparedness for FFC visit.
21. Reviewed the status of IQAC functions and submission of AQAR. AQAR by IQAC for the year 2017-2018 was submitted to NAAC on 25th Dec 2018. AQAR for every academic year has to submit on or before 31st December.
22. Resolved to implement the suggestions given in the stakeholder feedback reports by students, teachers, employers & alumni
23. **E Governance Policy has been approved**
24. It was resolved to confer a meeting with stakeholders to extract inputs to design the new vision and mission statements as per the recommendations of NAAC peer group visit
25. Governing body members instructed to all the faculty members to apply research projects to DST and any other funding agencies

PRINCIPAL
Dadi Institute of
Engineering & Technology
ANAKAPALLE - 531 002