



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



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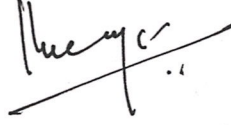


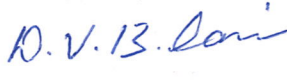


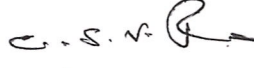


An ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Certified Institute.

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 



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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, PGCET, 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



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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



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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



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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, PGECET, POLYCET, IIT-JEE and APPSC
10. Resolved to conduct ECET, POLYCET, PGECET 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



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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

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Annual E-Governance Report 2020-2021

The IQAC of Dadi Institute of Engineering & Technology, Anakapalle has drafted a Policy for implementation of E-Governance in different administration, Finance and Accounts, Student Admission and Support, Examination activities.

As part of this the Management has procured the Engineering College Automation Package (ECAP) in 2019, Tally software in 2014 and Bulk SMS in 2019. The institution is also having a software called Decryption Program provided by JNTU Hyderabad in 2006.

The Engineering College Automation Package (ECAP) has been procured from Webpros Solutions Pvt Ltd, Visakhapatnam in 2019, Tally software in 2014 and Bulk SMS in 2019. The institution has been using a software called Decryption Program provided by JNTU Hyderabad since 2006 to conduct JNTU Kakinada examinations.

Enterprise Resource planning (ERP) is a business process management software. Dadi Institute of Engineering and Technology, Anakapalle has been using ERP (ECAP) software for this purpose. ECAP allows to use a system of integrated applications to manage and automate all the activities with respect to Academic, Administrative and other tasks in the institute. The ERP (ECAP) software has been designed and developed by Webpros Solutions Pvt Ltd, Visakhapatnam.

The software hereinafter referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats, ease the work of staff and management and increase in transparency and accountability in administration.

Implementation of ERP (ECAP) in Academic Process

The Institution maintains the data in ERP (ECAP) for effective resource planning. A service provider was identified for effective implementation and support activities.

The following Modules are available in ECAP Software.

Administration, Academics , Accounts , Admissions, Fee Payments, Examinations, Placements, Correspondence, Library, Staff, Central Stores, Departmental Stores, Hostel, Transport , Students.

The ECAP is used for Academics purpose. The academics Module provides Absentees Report, Academic Register, Attendance, Attendance Reports , Batches , Certificates, Circulars, Current Time Table, Disciplinary Action, Extra Classes, Faculty, Faculty Adjustments, Feedback, Questions, Internal Marks, Lab Batches, MBA, Projects, Promotions, Resources, Student Profile, Teaching Assignments, Teaching Plans.

The students Modules has a provision for Academic Calendar, Attendance, Backlogs, Book Search, Circulars, Complaints/Suggestions , Exam Schedule, Faculty Feedback, Fee Details, Fee Dues, Resources, Library Books, Marks, Project Search.

Implementation of Tally in Accounts

The ECAP can also be used for Academics purpose. However Tally software has been used for maintaining Finance and Accounts. The Accounts officer has been trained properly to maintain the Tally software.

Website;

In order to disseminate the information among stakeholders, Dadi Institute of Engineering & Technology, Anakapalle has been maintaining the Website. The Chairman of the Governing Body has assigned this work to Colour Moon Technologies Vizag. It is a Web Design & App Development, Digital Marketing, SEO Company.

Implementation of Short Message Service

Dadi Institute of Engineering & Technology, Anakapalle has been maintaining the SMS facility to Students and Parents. The institute sends the Messages regularly to Parents whose children are absent on a particular day. The Chairman of the Governing Body has purchased the Bulk SMS Package from ABHI IT Solutions, Visakhapatnam.



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Phone: 9963981111, 9963993229
E-Mail: info@diet.edu.in, Web: www.diet.edu.in

GOVERNING BODY MEETING HELD ON 8TH OCT 2021 at 10.00 A.M

Members Present

S.No	Governing Body Members	Board	Signature
1	Sri Dadi Ratnakar	Chairman	
2	Smt Dadi Padmavathi	Secretary and Correspondent	
3	Dr. Ch. Narasimham	Principal, member secretary	
4	Prof. K. Venkateswara Rao	Principal, Government Polytechnic, Anakapalle, Government Nominee	
5	Dr. P. Sreedevi	Assistant Professor of Commerce and Management, Department of BS and HSS, University Nominee	
6	Sri Dadi Jagan Prabhakar Vice President & Trustee, SET	Vice President & Trustee, SET	
7	Smt. Dadi Bhagya Lakshmi Member & Trustee, SET	Member & Trustee, SET	
8	Smt. Dadi Atchutha Member	Member	
9	Dr. K.S.Eswara Rao Vice Principal & Professor in H& BS	Member	
10	Sri Ch. Srinadh M.D., Sri Gopal Automotive Ltd, VSP	Member	
11	Dr. Ch. Prbahakar Rao Professor in H& BS	Member	
12	Smt. N.Saritha Rani Diploma Co-ordinator & Asst Professor in Dept of ECE	Member	

AGENDA OF GOVERNING BODY MEETING HELD ON 8th Oct, 2021

- Presidential Address
- Minutes of the previous meeting and status of the execution of the matters that has been resolved. And informed the programmes conducted in the Institute recently.

Agenda

1. Plan of action for the student Induction Programmes including personality Development Programmes for forthcoming I year B.Tech and Diploma students
2. AICTE INTERNSHIP mandatory Programmes
3. Discussion on MOUs with Industries
4. Discussion on revision of bus fee according to present fuel rate
5. Proposal for purchase new bus for faculty
6. APITA institute registration fee for the A.Y 2021-22 with a budget of Rs. 11,800/-
7. Eduskills renewal fee for the A.Y 2021-22 with a budget of Rs. 47,200/-
8. Procure the text and reference books for R-20 regulations. With the budget of Rs. 1,40,000/-
9. Discussion on faculty empowerment strategies/ professional Development programmes
10. Discussion on add on courses and skill based certification courses
11. Courses Including Experiential Learning
12. Discussion on CBCS/Elective Course System
13. Discussion on stakeholder feedback reports on Curriculum and action plan
14. Start up Incubation Centre initiated by A.P Govt in our Institute.
15. Discussion on compliances of student feedback reports
16. Other Budget proposals
 - i) Renewal of J-Gate online journals with a budget of 62,424/-
 - ii) Renewal of IEEE online journals for the amount of Rs. 5,67,732/-
 - iii) Purchase of new buses with the budget of of Rs. 41,00,000/-
 - iv) Purchase of sports materials
 - v) Purchase of electrical materials
 - vi) Procuring two Honey well Hands free barcode scanners with a cost of Rs. 24,758/-
 - vii) Maintenance of Generator cost about s. 48,175/-
 - vii) Maintenance of Lift with a budget of Rs. 45,000/-
 - viii) Two new buses insurance budget is about 1,76,000/-
 - ix) SAC, Conference and Medical room painting work cost is Rs.99,148/-
 - x) Furniture in Board room and seminar hall cost is Rs. 4,33,933/-
 - xi) Seminar hall Ac outdoor unit cost is 18,000/-
 - xii) to procure the following peripheral components for all computer labs with a budget of Rs. 75,000/-Mother Boards-17, Key Boards-36, Mouses-16, SMPS-10, Hardisks-11 and CMOS batteries-300
17. Annual E – Governance report of 2020-21
18. Other matters with the permission of chair

Minutes of the Meeting

- The Governing Body (G.B) Meeting of DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY held on 8th Oct 2021 at Board Room under the chairmanship of Sri Dadi Ratnakar, Chairman, DIET. 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.
- 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 18th April, 2020. They are as follows.
 - Collecting students data from schools, Jr colleges degree colleges and polytechnic colleges and motivate the parents and students towards EAPCET, POLYCET, ICET and PG CET and publicizing through fix the hoardings with placement data at main locations in Gajuwaka and Vizag.
 - Conducted Graduation day- 2021 on 18th Sept 2021.
 - Procured the following peripheral components for all computer labs with a budget of Rs. 75,000/-
Mother Boards-17, Key Boards-36, Mouses-16, SMPS-10, Hardisks-11 and CMOS batteries-300.
 - ii) Started Certification course on Continue paloalto Cyber Security for 3rdB.Tech CSE students by Department of CSE after 25th Aug 2021.
 - iii) Acquired global certification by faculty trainers who deputed Eduskills in various skill oriented certification programs.
 - Alumni cell membership registration process is going on .
 - Five faculty members are completed the online Innovation Ambassador Training programme conducted by AICTE. At present, total 62 proposals sent to Yukti 2.0 programme.
 - Collected data for AQAR 2020-21 from HODs and all functional bodies by IQAC.
 - Discussed on the implementation of CBCS/Elective Course systems
 - Discussed on the approval of courses including experiential learning
 - Discussed on the stakeholder feedback reports and action needed
 - Renewed the insurance for the buses with lowest quotation vendors.
 - Conducted Independence Day celebrations on 15th Aug 2021.
 - Conducted Health awareness programme for all girl students by Dr. P. Nirmala, Gynecologist in 18th Aug, 21 organizing by ICC.
 - Admn department installed eSSL Biometric with face detection and finger print machine.
 - Reviewed on ECET, POLYCET and Diploma semester end examinations
 - Mr. P.L. Narayana, Asst. Professor in Civil is nominated as Convener of Grievance & Reddessa Cell of the Institute.
 - Deputed Mr. J. Dileep Kumar , Asst Professor in EEE for Diploma Office In Charge Due to Mrs N. Saritha Rani applied Maternity Leave
 - Annual E – Governance report of 2020-21 has been discussed and approved
 - Introduced R&D incentive of Rs. 3000 for every published patent and Rs. 3000 for every additional Scopus indexed paper publications by faculty.
 - Green Campus Audit was completed by Rest Pvt Ltd and gave a certificate.

RESOLUTIONS:

1. Resolved to conduct Student Induction Programmes for 1 year admitted students as per AICTE guidelines.
2. HODs are instructed to make the internship policy of the institute and shall be maintained.
3. Resolved that each department shall have MOU/ Linkages/ Collaborations with industries and suggested to conduct the internship programmes. and other relevant events from our existing MOUs of organizations/industries NIT, Oracle Academy, Eduskills, NRDC , BSNL etc.
4. Resolved to revise the bus fees according to increase in fuel rate.
5. Resolved to purchase new bus for faculty coming from Vizag to college via pendurthi.
6. Approved APITA institute registration fee for the A.Y 2021-22 with a budget of Rs. 11,800/-
7. Approved the Eduskills renewal fee for the A.Y 2021-22 with a budget of Rs. 47,200/-
8. Resolved to Procure the text and reference books for R-20 regulations with the budget of Rs. 1,40,000/-
9. Resolved that all the faculty members must participate in Faculty Empowerment Programmes and conduct experiential learning and participative Learning
10. Resolved to all the departments must conduct Add on courses/ certification courses in recent emerging areas useful to students in employability
11. Resolved to establish Start up Incubation Centre initiated by A.P Govt in our Institute useful for Work from home employees.
12. Resolved to Implement Elective course system for all B.Tech. Courses
13. Approved the proposed list of courses including experiential learning
14. Resolved to implement the suggestions given in the stakeholder feedback reports by students, teachers, employers & alumni
15. Discussed on compliances of student feedback reports and Action Taken Report. Those faculties who are having poor performance have to improve the subject and teaching ability.
16. Governing Body approved all the following budgets for the development of Institute.
 - i) Renewal of J-Gate online journals with a budget of 62,424/-
 - ii) Renewal of IEEE online journals for the amount of Rs. 5,67,732/-
 - iii) Purchase of two new buses with the budget of of Rs. 41,00,000/-
 - iv) Purchase of sports materials
 - v) Purchase of electrical materials

vi) Procuring two Honey well Hands free barcode scanners with a cost of Rs. 24,758/-

vii) Maintenance of Generator cost about s. 48,175/-

vii) Maintenance of Lift with a budget of Rs. 45,000/-

viii) Two new buses insurance budget is about 1,76,000/-

ix) SAC, Conference and Medical room painting work cost is Rs.99,148/-

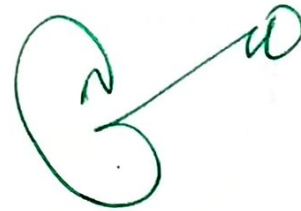
x) Furniture in Board room and seminar hall cost is Rs. 4,33,933/-

xi) Seminar hall Ac outdoor unit cost is 18,000/-

xii) to procure the following peripheral components for all computer labs with a budget of Rs. 75,000/-Mother Boards-17, Key Boards-36, Mouses-16, SMPS-10, Hardisks-11and CMOS batteries-300

17. Annual E - Governance report of AY 2020-21 has been approved

18. In other matters, Discussed on Renewal of ISO Certification. Governing Body resolved to renew the ISO Certifications for another three years.



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The software hereinafter referred as ECAP, fulfills all the requirements of Engineering Colleges including integrated campuses offering Undergraduate and Post Graduate Courses. ECAP aims at immediate availability of data in required formats, ease the work of staff and management and increase in transparency and accountability in administration.

Implementation of ERP (ECAP) in Academic Process

The Institution maintains the data in ERP (ECAP) for effective resource planning. A service provider was identified for effective implementation and support activities.

The following Modules are available in ECAP Software.

Administration, Academics , Accounts , Admissions, Fee Payments, Examinations, Placements, Correspondence, Library, Staff, Central Stores, Departmental Stores, Hostel, Transport , Students.

The ECAP is used for Academics purpose. The academics Module provides Absentees Report, Academic Register, Attendance, Attendance Reports , Batches , Certificates, Circulars, Current Time Table, Disciplinary Action, Extra Classes, Faculty, Faculty Adjustments, Feedback, Questions, Internal Marks, Lab Batches, MBA, Projects, Promotions, Resources, Student Profile, Teaching Assignments, Teaching Plans.

The students Modules has a provision for Academic Calendar, Attendance, Backlogs, Book Search, Circulars, Complaints/Suggestions , Exam Schedule, Faculty Feedback, Fee Details, Fee Dues, Resources, Library Books, Marks, Project Search.

Implementation of Tally in Accounts

The ECAP can also be used for Academics purpose. However Tally software has been used for maintaining Finance and Accounts. The Accounts officer has been trained properly to maintain the Tally software.

Website;

In order to disseminate the information among stakeholders, Dadi Institute of Engineering & Technology, Anakapalle has been maintaining the Website. The Chairman of the Governing Body has assigned this work to Colour Moon Technologies Vizag. It is a Web Design & App Development, Digital Marketing, SEO Company.

Implementation of Short Message Service

Dadi Institute of Engineering & Technology, Anakapalle has been maintaining the SMS facility to Students and Parents. The institute sends the Messages regularly to Parents whose children are absent on a particular day. The Chairman of the Governing Body has purchased the Bulk SMS Package from ABHI IT Solutions, Visakhapatnam.



PRINCIPAL
Dadi Institute of
Engineering & Technology
ANAKAPALLE 531 002



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, Kakinada)
NAAC Accredited Institute; Inclusion under section 2f of UGC act
An ISO 9001:2008, 14001:2004 & OHSAS 18001:2007 Certified Institute
NH-5, Anakapalle, Visakhapatnam-531002, Andhra Pradesh
Phone: 9963981111, 9963993229
E-Mail: info@diet.edu.in, Web: www.diet.edu.in

GOVERNING BODY MEETING HELD ON 27TH SEPTEMBER 2020 at 10.00 A.M

Members Present

S.No	Governing Body Members	Board	Signature
1	Sri Dadi Ratnakar	Chairman	
2	Smt Dadi Padmavathi	Secretary and Correspondent	
3	Dr. Ch. S. Naga Prasad	Principal	
4	Prof. K. Venkateswara Rao	Principal, Government Polytechnic, Anakapalle, Government Nominee	
5	Dr. P. Sreedevi	Assistant Professor of Commerce and Management, Department of BS and HSS, University Nominee	
6	Sri DadiJagan Prabhakar Vice President & Trustee, SET	Vice President & Trustee, SET	
7	Smt. Dadi Bhagya Lakshmi Member & Trustee, SET	Member & Trustee, SET	
8	Smt. Dadi Atchutha Member	Member	
9	Dr. K.S.Eswara Rao Vice Principal & Professor in H& BS	Member	
10	Sri Ch. Srinadh M.D., Sri Gopal Automotive Ltd, VSP	Member	
11	Dr. Ch. Prbahakar Rao Professor in H& BS	Member	
12	Smt. N.Saritha Rani Diploma Co-ordinator & Asst Professor in Dept of ECE	Member	

DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY, ANAKAPALLE

AGENDA OF GOVERNING BODY MEETING HELD ON

27th SEPTEMBER, 2020

- Presidential Address
 - Minutes of the previous meeting and status of the execution of the matters that has been resolved
1. Approval of Institutional Academic Calendar for the academic year 2020-21
 2. Discussion on distribution of offline and online class work for P.G and U.G and Plan of action for conducting I B.Tech and I Diploma odd semester classes in view of COVID-19 protocol.
 3. Discussion on implementation of Google class rooms and Policy being taken to maintain the teaching-learning process as 50% through on line Google classes after commencement of the regular classes as per Govt., norms in view of the present COVID situation.
 4. Nomination of Visiting/Guest faculty for enhancing the student knowledge
 5. Discussion on improvisation of teaching pedagogy in new Learning Management processes
 6. Discussion on improvisation of Research & Development (R&D) in the Institute.
 7. Discussion on accreditations (NAAC and NBA) and Autonomous status of the Institute.
 8. Discussion on implementation of CBCS/Elective Course system
 9. Discussion on adoption of Vision and Mission statements based on the inputs given by the stakeholders.
 10. Discussion on two new additional courses in emerging areas i.e. "Artificial Intelligence and Machine Learning" and "Data Science" introduced in our Institute from the academic year 2020-21 and implementation of their developmental activities if any
 11. Discussion on implementation of "Industry- Institute interaction" management system, Internships and start- ups.
 12. Courses Including Experiential Learning
 13. Discussion on Institute Vision & Mission
 14. Review on Career Development Programme in respect of on- campus and off-campus Training and Placements for improvement of employability
 15. Discussion on admissions strategies
 16. Status of submission of AQAR by IQAC 2018-19
 17. Status of fee determination for B.Tech, M.Tech, M.B.A by APHERMC
 18. Discussion on E-Governance report for 2019-20 AY
 19. Discussion on investment of laboratory equipment and Library books already procured as per JNTUK new R-19 regulations for UG and PG and C-19 for Diploma for the academic year 20-21 and its usage

20. Status of digital Transactions in the institute and fee collection through payment gateway
21. Discussion on stakeholder feedback reports on Curriculum and action plan
22. Plan of action for the development of our modified and newly launched website www.diet.edu.in and e-cap office automation software.
23. Other matters with the permission of Chairman.

Minutes of Meeting

- The Governing Body (G.B) Meeting of DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY held on 10th July 2020 at Board Room under the chairmanship of Sri Dadi Ratnakar, Chairman, DIET. 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.
- 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 1st March, 2020. They are as follows.
 - Applied application to UGC and affiliating University for recognition under section 12B of UGC act 1956
 - AICTE approved for reduction in intake for M.Tech PID and SSP courses from 36 to 18 from the A.Y 2020-21
 - AICTE approved the introduction of new courses in emerging areas i.e B.Tech-CSE (Artificial Intelligence and Machine Learning) and B.Tech-CSE (Data Science) 60 intake each from the A.Y 2020-21 By reduction in intake 60 in Civil and 60 in EEE
 - Conducted A one week FDP on “Outcome based Education (OBE) in association with NIT, Warangal
 - Discussed on the approval of courses including experiential learning
 - Conducted “National Science Day Celebrations” on 28th Feb 2020 in the inaugural function of “VIBRANT DIET- 2020”
 - Conducted “VIBRANT DIET 2020” Annual Day Celebrations on 28th and 29th Feb 2020 in a grand success. In Inaugural Session on 28th Feb 2020, Sri TSN Murthy graced the occasion as chief Guest and Hon’ble Anakapalle MP Smt K. Venkata Satyavathi and Anakapalle MLA Sri G. Amaranadh graced the occasion as Guests of Honour. In valedictory session on 29th Feb 2020, Reshma Reddy, IPS, ASP, Narsipatnam graced the Chief Guest and Geetha Madhuri, Movie Play Back Singer graced the occasion as Guest of Honour.
 - Discussed on the stakeholder feedback reports and action needed
 - Conducted International Women’s day Celebrations on 8th March 2020 with an expenditure of Rs. 20,000/-
 - Discussed on the implementation of CBCS/Elective Course systems
 - Conducted CET examinations in the campus successfully
 - Conducted Campus Recruitment Specific Training Programme for IV B Tech students by COIGN consultancy on “Android” for 8 weeks

- Recruited faculty as per the requirement in all departments.
- Discussed on the proposed new Vision & Mission of the Institute
- Conducted farewell functions branchwise in the month of March 2020
- Discussed on the E-Governance mechanism for AY 2019-20
- Our institute was permanently affiliated to JNTUK from the academic year 2019-20. It is valid for three years upto 2021-22

RESOLUTIONS

1. Discussed on JNTUK issued Academic Calendar for the A.Y 2020-21. Basing on that, reviewed and approved the Institutional Academic Calendar tentatively for the A.Y 2020-21
2. Discussed on distribution of Physical class work and online class work for P.G and U.G and Plan of action for conducting I B.Tech and I Diploma odd semester classes in view of COVID-19 protocol. Committee suggested to conduct online classes through Google Class room for II,III and IV B.Tech and II M.B.A.
3. Committee resolved to conduct the Google class rooms and Policy being taken to maintain the teaching-learning process as 50% through on line Google classes after commencement of the regular classes in view of the present COVID situation.
4. Governing Body suggested to all the faculty members to improvise the teaching pedagogy in new Teaching -Learning Management processes like preparation of PPTs, attending and Conducting FDPs in new era, attending webinars etc in online mode
5. Resolved to improvise R& D cell. Committee instructed to all the faculty members to improve their knowledge through the preparation of research papers and do the innovative projects by the students.
6. Discussed on accreditations (NAAC and NBA) and Autonomous status of the Institute. Governing Body resolved to go for NBA accreditation first and then Autonomous.
7. Resolution was taken to adopt the new vision and mission statements of the institute as resolved in the meeting of the stake holders;
8. Resolved to implement new teaching methodologies on two newly introduced additional courses in emerging areas i.e “Artificial Intelligence and Machine Learning” and “Data Science” in CSE branch in our Institute from the academic year 2020-21.
9. Discussed on implementation of “Industry- Institute interaction” management system, Internships and start- ups. Committee suggested to tie up with industries for internships and startups
10. Reviewed on Career Development Programme in respect of on- campus and off-campus Training and Placements for improvement of employability. Committee resolved to conduct CRT classes rigorously for placements.
11. Resolved to Implement Elective course system for all B.Tech. courses
12. Approved the proposed list of courses including experiential learning

13. Resolved to implement the suggestions given in the stakeholder feedback reports by students, teachers, employers & alumni
14. Committee resolved that publicize our Institute in social media in respect of facilities and placements etc., and also place the hoardings at various important areas
15. Discussed and approved the E- Governance Report
16. Resolved to submit the AQAR by IQAC for the year 2018-19 after approval by statutory body i.e. academic council or academic committee
17. Andhra Pradesh Higher Education Regulatory and monitoring Commission has directed to inspect the colleges for determination of fee structure for B.Tech, M.Tech and M.B.A. Inspecting Committee visited the college and reported.
18. Discussed on investment of laboratory equipment and Library books already procured as per JNTUK new R-19 regulations for UG and PG and C-19 for Diploma for the academic year 20-21 and its usage. The total expenditure incurred towards laboratory equipment is Rs. 3, 24,560/- and towards library Rs.2, 45,000/-. Committee resolved to maintain the digital classes and virtual labs
19. Approved the newly proposed Vision & Mission of the Institute
20. Reviewed the digital Transactions in the institute and fee collection through payment gateway. Resolved to collect the fee through the phone pay also hereafter due to COVID- pandemic
21. Committee resolved to take the Plan of action for the development of our modified and newly launched website www.diet.edu.in and e-cap office automation software.
22. In other matters,
 - i) To conduct graduation day celebrations in the month of August 2020
 - ii) Resolved to upgrade the Library to access the digital teaching methodology
 - iii) Resolved to initiate Campus Recruitment Training specifically from II B.Tech onwards which shall be starting from Communication and soft skills up to technical skills


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