

**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 5<sup>th</sup> June 2018**

**Agenda Points:**

1. Regarding effective adherence to JNTUK Curriculum
2. Plan of action for Final year B.Tech projects
3. To conduct e-Yantra workshop on Robotics by IIT Mumbai
4. To Discuss on Internships
5. Review on feedback of a six day FDP on Outcome Based Education and action taken
6. DLCC proposed the year wise listed activities for the academic year 2018-19 for approval
7. Faculty Recruitment

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. Prasanna Kumar, HOD-CSE
3. Sri B.T. Ramakrishna, HOD, EEE
4. Sri K. Jogi Naidu, HOD ECE
5. Dr. Ch. Kannam Naidu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Dr. K. Sujatha, PRC Coordinator
9. Smt M, Mythri, DLCC Coordinator.

**Resolutions:**

1. All the departments are informed to plan the commencement of semester class work in line with the JNTUK curriculum and incorporate all the additional activities in consultation with the academic committee for smooth implementation of the same
2. Plan of action for IV B.Tech projects. PRC coordinator revealed the schedule for the project reviews.  
I review -25<sup>th</sup> July to 29<sup>th</sup> July 2019  
II Review- 7<sup>th</sup> Aug to 10<sup>th</sup> Aug  
III review- 24<sup>th</sup> Sept to 27<sup>th</sup> Sept  
Binding – 5<sup>th</sup> October and Paper publication – 30<sup>th</sup> October 2019
3. Resolved conduct e-Yantra workshop on Robotics by IIT Mumbai on 12<sup>th</sup> and 13<sup>th</sup> July 2019.
4. Students from B.Tech all branches have registered internships with INFYTQ, INTERNSHAL, LEAP PORTAL and TCS CODE VITA up to 6<sup>th</sup> June 2019, INFYTQ- 228, INTERNSHAL- 589, leap portal- 885 and TCS CODE VITS- 139, TCS and INFYTQ programmes to be treated as priority and immediate action required for registration and slot booking.
5. Reviewed on feedback of a six day FDP on Outcome Based Education and action taken
6. Approved the DLCC proposals of the year wise listed activities for the academic year 2018-19
7. ***HOD of civil department is requested to recruit two civil faculty members for II semester for this academic year. All the HODs requested management to recruit the faculty for this academic year to fill the sanctioned posts. The total posts required are 11 in all the departments.***



  
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**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 4<sup>th</sup> July 2018**

**Agenda Points:**

1. A six day workshop entitled “*Revit Architecture*” proposed by Dept of civil
2. A six day workshop on “***Embedded Systems and SCI LAB***” proposed by Dept of EEE
3. Registration of students in NPTEL and APITA
4. Industrial tour to AP Trans Co and Steel Plant for B.Tech EEE branch students
5. To conduct add on courses and certificate courses and Oracle certification programme for final year students.
6. Skill Development programme on “***Big Data***” under CM’s Skill Excellent Centre
7. Placement drive in M/S Navayuga Co
8. NSS special camp

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA

**Resolutions:**

1. Discussed on six day workshop entitled “***Revit Architecture***” proposed by Dept of civil in association with APSSDC in the first week of August 2018 and got approved.
2. Approved six day workshop on “***Embedded Systems and SCI LAB***” proposed by Dept of EEE scheduled from 16<sup>th</sup> to 21<sup>st</sup> July 2018.
3. Discussed on registration of students in NPTEL and APITA and resolved that HODs and Staff should be motivate the students to enroll in those programmes .
4. Discussed on arrangement of industrial tour to AP Trans Co and Steel Plant for B.Tech EEE branch students in this semester preferably on 18<sup>th</sup> of July 2018 and got approved.
5. ***Approved to offer Add on Courses and Certificate courses like IOT, Matlab, PLC, Revit Architecture, embedded systems, python etc with maximum of 36 hrs. And Oracle certification programme for final year CSE branch students.***
6. Approved for the proposal of Dept of CSE to conduct Skill Development programme on “***Big Data***” under CM’s Skill Excellent Centre during September 2018.
7. In view of placement in M/S Navayuga Co., Principal suggested to HOD, Dept of CIVIL to expedite this matter.
8. Approved to conduct NSS special camp at Akkireddipalem Village in the last week of July 2018.



  
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**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 4<sup>th</sup> Aug 2018**

**Agenda Points:**

1. To conduct Engineer's day Celebrations
2. To purchase new CTM machine in CIVIL Lab
3. Pass Percentage target
4. Submission of Project reports
5. Independence Day Celebrations on 15<sup>th</sup> Aug 2018
6. Cultural and Literary activities by DLCC
7. Conduction of a two day free workshop on "Soft Skills" through APITA
8. To conduct the Graduation day celebrations

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mrs. D.L. Mythri, DLCC Coordinator

**Resolutions**

1. Discussed and approved to conduct Engineer's day from 13-09-2018 to 15-09-2018 in association with IEI and ASG as per the proposal from Department of Civil.
2. To purchase new CTM machine from "Lawrence and Mayo" company at the cost of Rs. 1,52,220/- for approval of Management
3. Instructed the faculty to get minimum pass percentage is 85% in every subject taken by respective departmental faculty members in every semester.
4. To get the updated project reports once in fortnight through the PRC Coordinator with coordination of concern HODs of Departments as per the proposal of Principal.
5. Members are directed to prepare the programme sheet for "**Independence Day Celebrations**" on 15<sup>th</sup> Aug 2018 after discussion with the convener of Staff club and convener of DLCC.
6. Accepted for conducting activities department wise on every Saturday from 3.10 to 4.00 p.m in the crafts room as per the proposal of DLCC convener.
7. Approved for conduction of a two day free workshop on "**Soft Skills**" through APITA after 25<sup>th</sup> Aug 2018 for APITA registered students as per the proposal of TPO.
8. Planned to conduct the "**Graduation day celebrations**" on 21<sup>st</sup> Aug 2018.



  
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**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 5<sup>th</sup> Sep 2018**

**Agenda Points:**

1. Syllabus Coverage
2. Classes for Communication Skills and Soft Skills
3. IQAC Report and submission of AQAR
4. FARADAY Memorial Day celebrations
5. Faculty Development Programme
6. GATE Coaching Classes
7. Conduction of Workshops
8. Conduction of Guest Lectures

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mrs. D.L. Mythri, DLCC Coordinator

**Resolutions**

1. Reviewed on Syllabus coverage in all the departments.
2. Communication skills and Soft Skills classes from II year II Semester onwards for B.Tech
3. The Members reviewed IQAC report and decided to circulate the revised guidelines of IQAC with effect from the academic year 2018-2019 to all the members of Academic Committee for understanding and to follow accordingly
4. The Committee approved to conduct "**FARADAY Memorial Day**" on 22<sup>nd</sup> Sept 2018 in association with IEEE student Chapter.
5. Planned to conduct a 6 day FDP on "**Embedded System and IOT**" from 22<sup>nd</sup> to 27<sup>th</sup> Oct 2018
6. Planned to register the final B.Tech students for GATE-2019 application on or before 19<sup>th</sup> Sept 2018
7. Workshop Proposals
  - i) to conduct a six day workshop on "**PLC**" for III B.Tech students in the last week of Sept 2018
  - ii) to conduct a three day workshop on "**Cyber Security**" for final year CSE students from 20<sup>th</sup> to 22<sup>nd</sup> Sept 2018 in association with APSSDC
8. Approved to conduct guest lecture on "**Machine Learning**" for III B.Tech students on 10<sup>th</sup> Sept 2018 on the occasion of Department day



  
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**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 4<sup>th</sup> Oct 2018**

**Agenda Points:**

1. Faculty Development Programme
2. Procurement of Library books
3. Allocation of theory classes to Faculty members.
4. Driving License mela and Passport mela
5. Syllabus Coverage

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mr. P.V. Murali, NSS Programme Officer
9. U. Mahesh, Librarian

**Resolutions**

1. PRC Committee is proposed to conduct FDP on “**Emerging Trends in Qualitative Research in Engineering and Technology**” in the month of Nov 2018.
2. Library Committee is requested to all HODs of the departments to get the books requirement for R-16 III B.Tech II Sem, C-16 III Diploma II Sem and R-16 II MBA II Sem on or before 6<sup>th</sup> Oct 2018.
3. Core Committee is proposing the subject allocation to the teaching staff members starts from junior faculty to senior faculty as per their experience. The senior staff members have
4. to deal the tough subjects for best results from next semester onwards.
5. NSS Unit is proposed to conduct LLR and Passport Melas in the month of October 2018.
6. Discussed on syllabus coverage and conduction of Mid examinations



  
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**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 5<sup>th</sup> Nov 2018**

**Agenda Points:**

1. Reviews of project works
2. Wipro recruitment drive at Vignan Engineering College
3. NSS activities
4. Paper publications
5. Campus Recruitment Training (CRT) and communication skills classes for IV B.Tech students
6. IEEE extreme event (24 hrs test)

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Sri P.V. Murali, NSS Programme Officer
9. Sri B. Omnamassivaya, TPO
10. Dr. K. Sujatha, PRC Coordinator

**Resolutions:**

1. The principal on the recommendations of the Project Review Committee approved to conduct final reviews of the projects for IV B.Tech students branch wise from 19<sup>th</sup> Nov 2018.
2. Planned for ending the registered and eligible students of B.Tech 2019 pass outs to Wipro recruitment drive with the name of Elite NLTH 2019 on 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> Nov 2018 for Syntel recruitment drive on 10<sup>th</sup>, 11<sup>th</sup> Nov 2018 at Vignan Engineering College. HODs are instructed to motivate the students, send the messages to the parents and take the feedback from them.
3. The principal on the proposal of the NSS Committee approved to
  - i) Conduct National Education Day on 11<sup>th</sup> Nov 2018
  - ii) Conduct LLR mela in the month of December ,2018
  - iii) Conduct passport mela on 24<sup>th</sup> Nov 2018 for verification and to block passport slots on 26<sup>th</sup> Nov 2018.The item has been moved by NSS coordinator Mr. P.V.Murali and the item has been approved.
4. The principal on the recommendations of the Project Review Committee that 'project work handled by faculty member must be published in any International peer reviewed journal with impact factor more than five'. The item has been moved by Prof. K.Sujatha, convener, PRC as publish the papers on or before 29<sup>th</sup> Dec 2018 and submit the hard and soft copies of the paper published and the item has been approved.
5. The principal on the recommendations of the Training and Placement Cell to conduct Campus Recruitment Training (CRT) and communication skills classes for IV B.Tech students useful for upcoming on-campus and off-campus placement activities. HODs of CSE and ECE are instructed to create

awareness and motivate the students for 100% participation in CRT Specific training programme on the following subjects.

CSE- Web Technology and JAVA

ECE- Embedded System

The item has been moved by Dr. B. Om Namassivaya, TPO and the item has been approved.

6. IEEE extreme event (24 hrs test) conducted on 20<sup>th</sup> Oct, 2018 successfully with 28 no. of teams @83 participants. One of our teams secured a score of 131.6 points with an all India rank 164 and worldwide rank of 1092.



  
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**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 6<sup>th</sup> Dec 2018**

**Agenda Points:**

1. Add on course on Game Course for III B.Tech CSE students
2. On Campus drive by Pratian Technologies on 15<sup>th</sup> Dec 2018
3. Recruit one faculty member in ECE Department
4. NSS activities
5. Health awareness programme by ICC
6. Parents' Meet
7. Students attendance
8. Preparation of AQAR 2018-2019.
9. Submission of AQAR for the year 2017-2018

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Sri P.V. Murali, NSS Programme Officer
9. Sri B. Omnamassivaya, TPO
10. Dr. K. Sujatha, PRC Coordinator

**Resolutions:**

1. To conduct "**Game course**" for III B.Tech CSE students in association with APSSDC and Kajaani University of Applied Sciences, Finland from 17<sup>th</sup> to 22<sup>nd</sup> Dec 2018.
2. Planned to conducting on campus drive by Pratian Technologies on 15<sup>th</sup> Dec 2018 for eligible B.Tech -CSE,ECE,EEE students.
3. Recommended to recruit one faculty member in ECE Department due to compensate the CCNA training work assigned to Mrs. D.L. Mythri.
4. NSS proposals and approved of
  - i) Conduct Human Rights Day on 10<sup>th</sup> Dec,2018
  - ii) Conduct LLR mela on 15<sup>th</sup> Dec 2018
  - iii) Conduct passport mela on 22<sup>nd</sup> Dec 2108
  - iv) Conduct Mathematics day celebration on 22<sup>nd</sup> Dec, 2018.
5. Approved for conduct "Health awareness programme" for girls and lady faculty on 11<sup>th</sup> Dec 2018. Committee approved.
6. Discussed on parents meet and the members decided to finalize the invitation and progress reports of the students. Then mentors and class teachers will conduct the parents meet department wise by the end of the December 2018. And also taken the Parents feedback on Curriculum as well as on Institution
7. All HODs, Class teachers and Mentors are instructed to take the measures for improvement of student's attendance more than 90%
8. All the HODs are instructed to send the soft copy of the reports of all the events conducted immediately after completion of the event for the preparation of AQAR 2018-2019.
9. After correction and modification of the report, the AQAR 2017-2018 shall be submitted to NAAC through prescribed mail on or before 20<sup>th</sup> Dec, 2018.



  
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**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 5<sup>th</sup> Jan 2019**

**Agenda Points:**

1. Workshop on Revit Structure
2. CRTM Training on ‘Web Technology’ for IV B.Tech CSE
3. Apply for CSI grant to conduct technical talk on “ Deep Learning and AI”
4. DLCC event proposals
5. CRT Programmes for III B.Tech Students from 3-II semester
6. Results Analysis
7. DST and other eligible project proposals
8. Workshop on NBA works
9. Status of project work paper publications
10. Parents’ feedback
11. Student feedback on faculty

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD –H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mrs. D.L. Mytri, DLCC Coordinator
9. Sri B. Omnamassivaya, TPO
10. Dr. K. Sujatha, PRC Coordinator

**Resolutions:**

- 1). to conduct a six day workshop “ Revit Structure “ for IV B.Tecjh civil Students in association with APSSDC from 25<sup>th</sup> Feb to 2<sup>nd</sup> mach 2019. It has been approved.
- 2). Regarding CRTM Training on ‘Web Technology’ for IV B.Tech CSE students by COIGN consultancy from 26<sup>th</sup> Dec 2018 to 7<sup>th</sup> Jan 2019, it is benefitted to students according to feedback.
- 3). To apply for CSI grant to conduct technical talk on “ Deep Learning and AI”.
4. Approved to conduct
  - i) Essay writing and elocution competitions on national Youth Day 9<sup>th</sup> Jan 2019
  - ii) Pongal Celebrations on 11<sup>th</sup> Jan 2019 by conducting various competitions on 10<sup>th</sup> and 11<sup>th</sup> Jan 2019.
  - iii) Republic Day celebrations on 26<sup>th</sup> Jan 2019 in collaboration with NSS team
5. To conduct CRT Programmes for III B.Tech Students from 3-II semester. It has been approved.
6. Discussed on the result analyses branch wise and faculty wise. Principal informed that all HODs are taking measures to improve the results of the students by taking plan of action on faculty who are having less percentage to improve their subjects and also conduct remedial classes to the back log students. And concentrate to teach on the main units like 3<sup>rd</sup> or 4<sup>th</sup> in DIP, RS and DACD subjects and so on like that.
7. to apply DST and other eligible project proposals by faculty before 31<sup>st</sup> Jan 2019. It has been approved.
8. to conduct a workshop on NBA works by outsourcing experienced persons in preliminary manner on 12<sup>th</sup> Jan 2019.

9. Reviewed the status of project work paper publications and instructed the staff that papers should be published in International reputed journals on or before 25<sup>th</sup> Jan 2019.
10. Reviewed the parents feedback in the parents meet of B.Tech students. In this regard, all HODs are instructed to conduct more write up works, more C-Programming classes, industrial visits and train up the students for getting more placements.
12. Instructed to collect the feedback on faculty by HODs and Principal



  
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## **DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**

### **Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 4<sup>th</sup> Feb 2019**

#### **Agenda Points:**

1. Certification programmes
2. One week FDP on OBE in view of NBA
3. Skill Development Certificate programmes on C-Programming
4. Industrial visit for final B.Tech students
5. Skill Development Certificate Programmes for II and III B.Tech Students on **PLC** in summer
6. Workshop on AUTOCAD by CIVIL
7. Skill Development Training Programmes on AUTOCAD, TS, Levels, CT lab and GTE lab works
8. VIBRANT DIET 2019
9. Exhibit the projects from each department in stalls of Vibrant DIET, 2019
10. CRT classes
11. Alumni meet and feedback on curriculum by Alumni
12. CO-PO attainment
13. Other matters

#### **Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mrs. D.L. Mytri, DLCC Coordinator
9. Sri B. Omnamassivaya, TPO
10. Dr. K. Sujatha, PRC Coordinator

#### **Resolutions:**

1. Approved to conduct Skill development programmes on i) Certification programme on python for 2<sup>nd</sup> B.Tech ii) Front end Technologies Nano degree programmes iii) Global certification by Udacity for 3<sup>rd</sup> B.Tech students and iv) Hackthon during summer vacation in association with APSSDC.
2. Approved of conducting one week FDP on OBE in view of NBA to create awareness for all faculty members during 20<sup>th</sup> to 25<sup>th</sup> May 2019.
3. Approved to conduct Skill Development programmes on C-Programming for 2<sup>nd</sup> and 3<sup>rd</sup> year students of EEE and ECE in association with APSSDC.
4. Approved to conduct industrial visit for final B.Tech students at Steel plant in last week of February 2019. It has been approved
5. Approved to conduct Skill Development Programmes for II and III B.Tech Students on **PLC** in summer during 22<sup>nd</sup> April to May 4<sup>th</sup> 2019. Academic Committee approved
6. Approval to conduct a six day workshop on AUTOCAD by CIVIL from 2<sup>nd</sup> and 3<sup>rd</sup> B.Tech students in association with APSSDC in summer during 22<sup>nd</sup> April to May 4<sup>th</sup> 2019. It has been approved
7. Principal on the proposal of Department of CIVIL for consideration and approval to conduct Skill Development Training Programmes on AUTOCAD, TS, Levels, CT lab and GTE lab works for IV B.Tech civil students after Gate examinations. It has been approved.

8. Approved to conduct Annual day celebrations on 15<sup>th</sup> and 16<sup>th</sup> Feb 2019 named as VIBRANT DIET 2019 with 16 stalls and invite all the parents of the students. And also approved to felicitate the parents of students who achieved placements in this year and meritorious students on 15<sup>th</sup> Feb,2019 and felicitation to Alumnus students on 16<sup>th</sup> Feb 2019.
9.
  - i). Principal on the proposal of PRC for consideration and approval to exhibit the projects from each department in stalls of Vibrant DIET, 2019 function. It has been approved
  - ii) Approved for submission of student projects selected from M.Tech and B.Tech to IEI and IETE by 25<sup>th</sup> Feb 2019.
10. Principal on the proposal of TPO places before the academic committee for consideration and approval to conduct CRT classes with 90 hrs for 3<sup>rd</sup> B.Tech students from 18th Feb, 2019 tentatively by FACE/OMEGA consultancies. It has been approved by academic committee.
11. Principal on the proposal of Alumni Committee for consideration and approval to invite alumni students to VIBRANT DIET 2019 celebrations scheduled on 15<sup>th</sup> and 16<sup>th</sup> Feb, 2019 and Alumni meet scheduled on 16<sup>th</sup> Feb, 2019 through SMS, whats app and face book. Also take the **feedback on curriculum by Alumni**
12. Regarding proposal of the NBA Coordinator Dr.L.Prasanna Kumar, approved that all faculty members shall submit their previous semester CO-PO attainment by 28-02-2019 and current semester CO-PO attainment by 31-03-2019 and all faculty are suggested to intend to learn all the NBA norms by well known trainers of other institutions.
13. In other matters
  - i) Resolved to conduct pool drive campus by Muthoot Finance Ltd for MBA students on 9<sup>th</sup> Feb, 2019.
  - ii) Resolved to include the I B.Tech merit students along with other years in parents' felicitation along with silver medal presentation to the students in VIBRANT DIET 2019 celebrations.
  - iii) Resolved to release the DIET Memoir 2019 by 15<sup>th</sup> Feb 2019.
  - iv) Resolved that Mr. K.Kiran Kumar, Asst professor of MBA has been nominated as N.S.S Programme Officer instead of Mr. P.V.Murali and also nominated Mr. N.Ram Kumar as Asst. Programme Officer w.e.f 29<sup>th</sup> Jan 2019 with following proceedings
    - a) Maintain two units with 50 volunteers each instead of single unit.
    - b) Conduct two special camps at two villages every year
    - c) Conduct service activities and clean and green programme from 3p.m to 4 p.m on every Saturday
  - v) Resolved to replace the exam cell 2<sup>nd</sup> In charge to Mr. Varma Department of EEE from K.Kiran Kumar with effect from 21<sup>st</sup> Jan 2019.



  
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**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 5<sup>th</sup> Mar 2019**

**Agenda Points:**

1. Coverage of Syllabus
2. M.B.A and M.Tech Class works and revision Classes
3. ECET Coaching Classes
4. Faculty Recruitment in Sanctioned posts
5. Summer Training Programmes (STPs) to B.Tech Students
6. Industrial visit
7. Examination Grace Marks
8. Conducting a seminar on “Innovation, IPR and Entrepreneur Development”

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mrs. D.L. Mytri, DLCC Coordinator
9. Sri B. Omnamassivaya, TPO
10. Dr. K. Sujatha, PRC Coordinator

**Resolutions:**

1. Reviewed the coverage of syllabus in all departments. In an average 95% of syllabus has been covered in B.Tech. I unit is remaining for Diploma courses. Members suggested conducting remedial classes for backlog students to improve the results.
2. Reviewed the M.Tech and M.B.A class work and exams schedules. M.Tech classes have commenced on 14-02-2019. The Members suggested to complete the syllabus as soon as possible and make the plan to conduct revision classes
3. Regarding ECET coaching classes, Department of Civil started from the beginning of the semester. Departments of EEE and ECE will be commencing the ECET classes from March 11<sup>th</sup> to April 11<sup>th</sup> 2019.
4. Reviewed on Faculty requirement in all the departments for the next academic year 2019-2020. As per the workload, approved to recruit the faculty in the respective departments as mentioned below after permission from Management. CSE: 4, ECE: 3, Civil-4, H&BS—Maths-2 and Physics-2.
5. Reviewed on Summer Training Programmes (STPs) to B.Tech Students in the respective departments in association with APSSDC.
6. Department of civil is planning to conduct industrial visit to Ultra-Tech cement company at Mindi on 8<sup>th</sup> March 2019. Department of EEE is planning to conduct industrial visit at steel plant or any other power stations. It has been approved

7. Examination Committee Convenor Mr. Dilip Kumar informed the revised rules released by JNTUK regarding M.Tech and MBA projects submission and grace marks i) Half of the subjects must be passed for submission of projects ii) 0.15 will be added as special grace for Both B.Tech and M.Tech courses.
8. Principal on the proposal of PRC Committee for consideration and approval of conducting a seminar on “Innovation, IPR and Entrepreneur Development” with a speaker Dr.B.K Shahu R.M from NRDC, IPFC & TISC on 9<sup>th</sup> March 2019. It has been approved.



  
PRINCIPAL  
Dadi Institute of  
Engineering & Technology  
ANAKAPALLE - 531 002

**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal**  
**Chamber held on 5<sup>th</sup> April 2019**

**Agenda Points:**

1. Two day workshop on E-Yantra by IIT Mumbai
2. Innovation and incubation centre with two dedicated systems to store innovative student software and hardware projects
3. one week workshop on “**Outcome Based Education (OBE)**”
4. Conduct Driving License Test Mela
5. Verification of STLCP and STLRP
6. Academic and Administrative Audit
7. Student Feedback

**Members attended:**

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mrs. D.L. Mytri, DLCC Coordinator
9. Sri B. Omnamassivaya, TPO
10. Dr. K. Sujatha, PRC Coordinator

**Resolutions:**

1. To conduct two day workshop on E-Yantra by IIT Mumbai in the month of June, 2019.
2. Approved to establishment of innovation and incubation centre with two dedicated systems to store innovative student software and hardware projects, display of working models and it has to be registered as section-8 company.
3. To conduct one week workshop on “**Outcome Based Education (OBE)**” in association with NIT, Warangal 27<sup>th</sup> May to 1<sup>st</sup> June, 2019.
4. To conduct Driving License Test Mela in our institute. Committee has been approved to conduct this driving test mala after 15<sup>th</sup> June 2019.
5. Regarding submission of STLCP by 9<sup>th</sup> April, 2019 and STLRP by end of this month for verification purpose.
6. Planned to conduct Academic and Administrative Audit from 15<sup>th</sup> April 19
7. Planned to conduct Student Feedback Department wise and Action Taken in this month.



  
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ANAKAPALLE - 531 002

**DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**  
**Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 3<sup>rd</sup> May 2019**

**Agenda Points:**

1. Two day workshop on E-Yantra by IIT Mumbai
2. Innovation and incubation centre with two dedicated systems to store innovative student software and hardware projects
3. one week workshop on “Outcome Based Education (OBE)”
4. Conduct Driving License Test Mela
5. Verification of STLCP and STLRP
6. Academic and Administrative Audit
7. Student Feedback

**Members attended:**

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2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri D. Ch. R Nookesh, HOD, EEE
4. Sri B. Srinivasa Rao, HOD ECE
5. Sri N. Ramu, HOD-CIVIL
6. Dr. Ch. Prabhakara Rao, HOD -H&BS
7. Dr. P.B. Ram Kumar, HOD-MBA
8. Mr. P.V Murali, NSS P.O
9. Sri B. Omnamassivaya, TPO
10. Dr. K. Sujatha, PRC Coordinator

**Resolutions:**

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