

DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Minutes of the Principal Meeting with HODs and other committees at Principal Chamber held on 6th June 2019

Agenda Points:

1. Plan of action for Final year B.Tech projects
2. To conduct e-Yantra workshop on Robotics by IIT Mumbai
3. TO Discuss on Internships
4. Review on feedback of a six day FDP on Outcome Based Education and action taken
5. DLCC proposed the year wise listed activities for the academic year 2019-20 for approval

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. Plan of action for IV B.Tech projects. PRC coordinator revealed the schedule for the project reviews.

I review -25th July to 29th July 2019

II Review- 7th Aug to 10th Aug

III review- 24th Sept to 27th Sept

Binding – 5th October and Paper publication – 30th October 2019

2. Resolved conduct e-Yantra workshop on Robotics by IIT Mumbai on 12th and 13th July 2019.
3. Students from B.Tech all branches have registered internships with INFYTQ, INTERNSHAL, LEAP PORTAL and TCS CODE VITA up to 6th 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.

4. Reviewed on feedback of a six day FDP on Outcome Based Education and action taken
5. Approved the DLCC proposals of the year wise listed activities for the academic year 2019-20




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DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Minutes of the Principal Meeting with HODs and other committees held on 5th July 2019 (ONLINE)

Agenda Points:

1. Discussion on R-19 course structure released by JNTUK and Commencement of R-19 syllabus for the A.Y 2020-21.
2. Review on assignment of duties to new mentors and class teachers.
3. Department of CSE proposed to register CSE students in the courses of Emerging Technology to be certified from good institutions in the month of July, 2020.
4. Faculty paper publications one paper in UGC by 30th Sept 2020 and one paper in Scopus by 30th Jan 2021
5. JNTUK released guidelines to conduct UG and P.G project Vivo-voce examination in online video conferring due to COVID-19.

Members attended:

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B.T. Ramakrishna Rao, 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. Sri ASN Varma O.I. E , Exam Cell.

Resolutions:

1. Discussed on R-19 course structure released by JNTUK and Commencement of R-19 syllabus for the A.Y 2020-21. Plans are prepared accordingly
2. Nominated Mentors and Class teachers and assign the duties to new mentors and class teachers.
3. Approved to register CSE students in the courses of Emerging Technology to be certified from good institutions in the month of July, 2020.
4. Project Review Committee (PRC) proposed that every faculty has to publish one paper in UGC by 30th Sept 2020 and one paper in Scopus by 30th Jan 2021. Maximum three authors are allowed for Scopus paper.
5. Conduct mock project reviews to make the students habituate of online process. Because JNTUK released guidelines to conduct UG and P.G project Vivo-voce examination in online video conferring due to COVID-19..




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DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Minutes of the Principal Meeting with HODs and other committees held on 7th Aug 2019 (ONLINE)

Agenda Points:

1. Discussion on R-19 course structure released by JNTUK and Commencement of R-19 syllabus for the A.Y 2020-21.
2. Review on assignment of duties to new mentors and class teachers.
3. Department of CSE proposed to register CSE students in the courses of Emerging Technology to be certified from good institutions.
4. Faculty paper publications one paper in UGC by 30th Sept 2019 and one paper in Scopus by 30th Jan 2020
5. JNTUK released guidelines to conduct UG and P.G project Vivo-voce examination in online video conferring due to COVID-19.

Members attended:

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B.T. Ramakrishna, HOD, EEE
4. Dr. B. Raja Rao, 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. Sri ASN Varma O.I. E , Exam Cell.

Resolutions:

1. Discussed on R-19 course structure released by JNTUK and Commencement of R-19 syllabus for the A.Y 2020-21. Plans are prepared accordingly
2. Nominated Mentors and Class teachers and assign the duties to new mentors and class teachers.
3. Approved to register CSE students in the courses of Emerging Technology to be certified from good institutions.
4. Project Review Committee (PRC) proposed that every faculty has to publish one paper in UGC by 30th Sept 2019 and one paper in Scopus by 30th Jan 2020. Maximum three authors are allowed for Scopus paper.
5. Conduct mock project reviews to make the students habituate of online process. Because JNTUK released guidelines to conduct UG and P.G project Vivo-voce examination in online video conferring due to COVID-19.




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Minutes of the Principal Meeting with HODs and other committees held on 6th Sept 2019

Agenda Points:

- 1) Workshop on IOT
- 2) Engineers day celebrations
- 3) Teachers day celebrations
- 4) Workshop on “Programming Content& Challenges (Coding Training)”
- 5) “Dennis Ritchie’s Birthday” celebrations as Department day of CSE
- 6) Orientation programme for I MBA
- 7) IEEE extreme 24 hrs test

Members attended:

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B.T. Ramakrishna Rao, HOD, EEE
4. Dr. B. Raja Rao, 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. Sri A. Krishna Nag

Resolutions:

1. Department of EEE to conduct a six day workshop on “**IOT-its applications**” in association with APSSDC for III B.Tech EEE students in the 4th week of Sept,2019.
2. Department of CIVIL to conduct Engineer’s day celebrations on 13th Sept 2019. Sri Attada Babujee, Superintendent of Police (SP) Visakhapatnam (Rural) will grace the occasion as chief guest.
3. Committee approved to conduct Teachers day celebrations on 5th Sept, 2019. Sri Killada Satyanarayana, Inspector General of Police(IGP) and Ms. E.P.S Bhagya Lakshmi, District NSS Coordinator will grace the occasion as chief Guest and Guest of Honour
4. Conduct a six day workshop on “Programming Content& Challenges (Coding Training) to II B.Tech CSE student’s form 16-09-2019 to 21-09-2019.
5. Department of CSE to celebrate “Dennis Ritchie’s Birthday” as Department day of CSE on 9th Sept 2019, Committee approved to conduct the programme in Seminar Hall-2
6. Conduct Orientation programme for I MBA students on 4th Sept, 2019.
7. IEEE extreme 24 hrs test to all branches is scheduled on 19th Oct 2019.




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DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Minutes of the Principal Meeting with HODs and other committees held on 5th Oct 2019

Agenda Points:

1. GATE 2020 Test
2. Professional Bodies Membership
3. FDP on Python
4. Results analysis

Members attended:

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B. T. Ramakrishna Rao, HOD, EEE
4. Dr. B> Raja Rao, 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

Resolutions:

1. Reviewed the GATE 2020 for final B.Tech students.
 - In EEE, 37 students out of 68 are enrolled
 - In ECE, 39 students out of 70 are enrolled
 - In CSE, 57 students out of 115 is enrolled
 - In Civil, 41 students out of 63 is enrolled

GATE coaching classes for III B.Tech have been started. For IV year, the classes will be started in Next Semester.

2. Reviewed the Professional Bodies memberships in respective departments
 - Students are registered as below
IEEE-45, ISTE-80, IIE- 98, IETE-246 CSI- 240
3. Department of CSE proposed to conduct a six day FDP on “Python” in association with APSSDC from 4th Nov to 9th Nov 2019.
4. Reviewed on results analysis of previous even semester
I B.Tech – 52% II B.Tech- 63% III B.Tech- 68% IV B.Tech- 86% (Exclusive revaluation result)




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Minutes of the Principal Meeting with HODs and other committees held on 4th Nov 2019

Agenda Points:

1. APITA Govt. Programme
2. Conduct of CRT classes
3. Best Practices

Members attended:

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B. T. Ramakrishna Rao, HOD, EEE
4. Dr. B. Raja 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. Conduct APITA Govt. Programme “Regional level Industry, Academia Training partners and stakeholders Meet 2019-20” on 31-10-2019 in our Institute.

2. Conduct Campus Recruitment Training (CRT) classes to III B.Tech students from 25th Nov 19 to 11th Jan 2020 i.e 40 days with 120 hrs as per schedule by COIGN and FACE consultancies (COIGN for III B.Tech CSE- 108 students and ECE-104 and FACE for III B.Tech EEE-92, CIVIL-60 and I & II M.B.A-68).

3. Discussed the practices which are useful for what extent to the benefit of students. After discussion, Committee has resolved to implement the following best practices from next semester onwards

- To improve the ICT teaching methodology, Academic Committee approved to provide Movable LCD each per each Department.
- Earmark Innovation and incubation Center to do the project works in any one of the rooms available in the campus
- NPTEL courses are compulsory for faculty and students (at least one in a year). To improve the communication and technical skills among students, Management has sponsored 50% of fee in NPTEL certification courses to the students who got more than 80%. If the student got above 90%., 100% fee will be sponsored.
- Online feedback and manual feedback is to be taken three weeks after the class work commencement by HODs. Principal feedback will be taken soon after Mid 1 exams. Plan to collect feedback from stakeholders through online Google form. Student feedback is to be taken online also (with a software developed by CSE Staff)

- Constitute sports committee with student members game wise to improvise the games and sports.
- Writing of records, assignments, observation works of students are strictly to be done on their own with own wordings based on the study done through relevant material outside the lab/class work
- Every department shall be constituted E-Club including student members. All the student members must participated in active part to involve in all the events in the department.
- To reduce the no. of permissions from the students for outgoing, written permission must be taken from class teacher, then HOD. HOD permitted for 5 students only. After that refer to Principal. Any permission must be given with the notice of the parents.
- Plan to involve the Final year students in internships and III year students in industrial visits
- The greatest strength of our college must be the pool of Assistant Professors who are responsible for carrying out an effective Teaching Learning process
- Plan to Visualized teaching methods are to be encouraged with ppts, relevant videos, animations and pictures
- Faculty will be given a workload of 21 hours per week
- Motivation is to be given to students and faculty to undertake online courses like NPTEL, MOOCS etc and Internships to attain value added training/teaching
- HOD must frequently interact with students of all the classes for at least 5 minutes
- Several student clubs must be operating in various domains like coding club, Music & Dance Clubs, SAC, Professional bodies, Sports Club etc., with a vibrant atmosphere
- Training should be done rigorously for all years in the following manner:
 - 1st year, Identification of student strengths & weakness through proper tests
 - 2nd year, in house trainers will provide training on weak areas
 - 3rd year, external trainers will also join along with In house trainers
 - 4th year, company specific training will be provided
- Yearly two student fests must be conducted compulsorily
- Plan to conduct Tech Fest (Professional Bodies) in December
- Cultural Fest (VIBRANT DIET) in Feb-March
- Class review meetings are held once in a fortnight (HOD, Class teacher, CRs and Teachers dealing the subjects)
- Formation of Technical clubs, Quarterly Student Magazine Club, Women Empowerment & Anti Ragging Cells.

- Student Organizers should look after all the activities like fresher's day, Annual day celebrations etc.,
- English faculty must look after the communication & soft skills with club activities, presentations and personality development activities
- For first year students, the training emphasis is more on improvement of their command on English language
- From second year onwards, training on aptitude, personality development and communication skills will begin
- English Labs are to be dealt with utmost care and main emphasis is on LSRW (Listening, Speaking, Reading & Writing) skills
- Several Activities are to be planned with some of them being in practice mode and some other being competition based which are listed by practicing one by one:

Celebrity interviews

Recorded Practice sessions

ELCS labs

Group Discussions

Class wise magazine competition

(Teams – Content, Design, Editorial, Circulation/publicity, Photography etc.,)

Web tool based tasks.

Extempore

Role Plays

Youth Talks

Crossword Activity

Quiz

JAM Events

Mock Interviews

- No student will be allowed to go out of the campus without prior permission
- Time and effort is put in effective Student Counseling (one to one even from HODs)
- Slow Learners will be identified and a separate section is formed. Senior faculty including HOD will be handling that particular section
- Exam cell is the prime source of information for all the data regarding Award lists, Roll lists, Question papers, exam result analysis, consolidated statement of cycle 1& 2 descriptive marks, assignment & quiz marks
- Decentralization of all works and activities has to be done

- 100% syllabus coverage is given top most priority and students below 65% attendance will be detained without any compromise
- Any student who has got less than 65% attendance in the due course of the semester are supposed to submit 3 undertaking letters from parents as a proof in support of their detention
- Mentor report of each class will be reviewed by the HOD every week
- After every participation, student must submit a detailed report
- Highest priority will be given to SPORTS and extra-curricular activities
- All important days, workshops and other activities shall be conducted as per preplanned “ Institutional Academic calendar”
- The main motto while segregation of students (Category A and B) is that toppers must be placed, dull students must pass and average students need motivation
- Plan to maintain register at HOD for mentoring. Mentoring is also a vital point as it is strictly monitored by HODs and a separate register is maintained at HOD table to counsel latecomers and absentees on a daily basis
- Plan to celebrate achiever’s day every year to felicitate the parents of all placed candidates and students who achieved special prizes
- Plan the new concept being introduced shortly with the name JOY of LEARNING wherein the faculty has to carry out an interesting act of embedding the dramatic concepts with subject.

All HODs suggested implementing the best practices mentioned below from next year onwards for further improvement of institute

- For placements, training starts with an audit course to assess strengths and weakness of a student followed by programming & soft skills for a period of about 1 week to 10 days. Permanent TPO and in-house trainer are required
- In house training is preferred with support of tools for Coding, Quantitative Aptitude like B.Tech Guru, Code Tantra platform etc.,
- Only when a recruiter is about to visit the campus, company specific training for about 10 days will be outsourced
- In Mid Exam Pattern, No question banks will be provided to the students. Question papers for the mid exams are to be given by the concerned faculty 3 days prior to commencement of exams. Faculty must submit them to exam cell with Hard, Medium and Easy questions in each paper

- Decentralization of MID exams
- All the projects will be displayed at the mega live model & hardware project expo on 15th Sept – Engineer’s day
- Students who secure 1st, 2nd or 3rd prize in any competitions away from college will be sponsored the registration fee along with TA & DA
- Repeated model exam, online tools and skill based platforms
- First year onwards, basic hacker rank training is provided which is later increased to PYTHON, C++, ORACLE and other programming platforms along with NPTEL courses 2nd year onwards
- Labs for C programming are transferred on to hacker rank platforms for coding expertise
- Discipline and anti-ragging committees will also have students (mostly students with in-disciplined track record) termed as Force 40 with T shirts to monitor the overall discipline




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Minutes of the Principal Meeting with HODs and other committees held on 4th Dec 2019

Agenda Points:

1. “Creative Coding Club (CCC)” by Department of CSE.
2. Discussion on Techfest
3. Review on slow and advanced learners.
4. DIET ICC activities
5. Vibrant DIET 2020
6. DLCC Activities
7. NCC activities
8. R-19 Regulations – Procure of text books and reference books.

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B. T. Ramakrishna Rao, HOD, EEE
4. Dr. B. Raja 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. DLCC Coordinator
9. DICCC Coordinator
10. NCC Programme Officer
11. Librarian

Resolutions:

1. To establish Coding Club named as “Creative Coding Club (CCC)” in Department of CSE and start the activities with student centric on every Friday at 6th and 7th hrs. It has been approved
2. To conduct a two day “Tech Fest” on 3rd and 4th Jan 2020 in association of Professional bodies with a budget of Rs. 1,24, 500/-.
3. Discussed on implementation of Institutional Academic Calendar for even semester, 2019-20. Resolved to conduct remedial classes for Backlog students in previous semester to improve the pass percentage of B.Tech .
4. Approved the proposal of Internal Complaint Committee (ICC) to conduct “Women Protection awareness programme” on 23rd Dec 2019

5. Resolved to conduct College annual day celebrations named as “Vibrant DIET- 2020” in the month of Feb 2020. Committee instructed to all the staff members to make the plan of action for the mega function from now onwards to conduct it in grand manner.

6. On the proposal of DIET Literary and Cultural Club (DLCC)

- i) to conduct “Christmas eve celebrations” on 24th Dec 2019 with a budget of Rs. 20,150/-
- ii) to conduct “ New Year Celebrations” on 31st Dec 2019 at 2pm to 4pm at open dias
- iii) to organize “ Sankranthi Sambaralu” on 9th & 10th Jan 2020 with a budget of Rs. 16,350/-

Approved to conduct the above programmes

7. Discussed and resolved to conduct the service activities by DIET NSS Unit entitled as monthly themes up to June 2020 along with regular activities

8. Discussed on the proposal of Library Committee to procure the text books and reference books IV –II (R-16) and I-I SEM R-19 with total titles 33 and volumes 76 worth of Rs. 41,650/- for approval in academic Committee




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Minutes of the Principal Meeting with HODs and other committees held on 6th Jan 2020

Agenda Points:

1. Results Analysis
2. Workshop on “Revit Architecture”
3. Workshop on “SQL”
4. CO-PO Attainment for I semester.
5. Parent-Teacher Meet- Collect Parents Feedback on curriculum
6. Workshop on “Python”
7. INFOSYS Certification Course
8. Miracle Software drive
9. National Science day celebrations

Members present:

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B. T. Ramakrishna Rao, HOD, EEE
4. Dr. B. Raja 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. Reviewed the results of IV, III and II B.Tech I sem. In view of the more no. of failures in single subjects, resolved to conduct remedial classes for backlog students after RC and RV results.
2. Conduct a six day workshop on “Revit Architecture” for IV B.Tech CIVIL Students in association with APSSDC from 27-01 2020 to 01-02-2020.
3. Conduct a three day workshop on “ SQL” for IV B.Tech CSE Students in association with APSSDC from 27-01 2020 to 29-01-2020.
4. Resolved to prepare course files for I semester according to CO-PO attainment.
5. Resolved to conduct parents –Teacher Meet for II B.Tech students on 1st Feb 2020 and collect Parents’ feedback on curriculum.

6. Conduct a six day workshop on “Python” for III B.Tech students from 3rd Feb to 8th Feb 2020 in association with APSSDC.
7. Approved to conduct “ INFOSYS Certification Course” by APITA in two spells scheduled 13th to 16th Feb in I spell and 17th to 20th Feb 2020 in II spell.
8. Resolved to conduct Miracle Software drive in Feb month on the proposal of Training and Placement Officer (TPO).
9. Approved to conduct National Science day celebrations on 28th Feb 2020 on the proposal of Department of H& BS.



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Minutes of the Principal Meeting with HODs and other committees held on 3rd Feb 2020

Agenda Points:

1. International Women's Day 2020
2. Project on "DIET Smart idea & Innovative Model (DSIM-2k20) Challenge for DIET students
3. To organize EPIC-2020- National Conference
4. Bishma Bore well Technologies On-Campus Drive
5. Project Review Committee proposes to apply SERB SRG/CRG Grant Proposals to DST

Members present:

1. Dr. Ch. S. Naga Prasad, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Sri B. T. Ramakrishna Rao, HOD, EEE
4. Dr. B. Raja 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. Dr. K. Sujatha, PRC COORDINATOR

Resolutions

1. Planned to Conduct International Women's day Celebrations 2020 on 7th March 2020
2. Project Review Committee proposed to conduct a project on "DIET Smart idea & Innovative Model (DSIM-2k20) Challenge for DIET students.
3. Project Review Committee proposes to organize EPIC-2020- National Conference on Edge Computing, Process Automation through Robotics, Industry 4.0 & Cognitive Technology.
4. To conduct Bishma Bore well Technologies On-Campus Drive for B.Tech ECE,CIVIL and EEE.
5. Informed to staff to apply proposals for SERB SRG/CRG Grant to DST




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Minutes of the Principal Meeting with HODs and other committees held on 5th March 2020 (ONLINE)

Due to COVID-19 pandemic and Lockdown, College is closed indefinitely. In this connection,

1. Resolved to conduct on line classes for the B.Tech , M.Tech M.B.A and Diploma through on line zoom apps, Google apps etc. with immediate effect
2. Conduct online project reviews for both B.Tech and M.B.A
3. Resolved to attend webinars, FDPs, Guest Lectures etc in this lockdown period by all the staff members to improve their technical skills
4. All HODs and faculty are instructed to motivate the students towards online classes in the present scenario
5. All the mentors are instructed to motivate the students regularly to attend the on line classes and also talk to their parents regarding on line classes.
6. Resolved that staff shall publicize the precautionary measures to be taken to overcome the COVID-19.




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