

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

### **Minutes of the Principal Meeting with HODs at Principal Chamber held on 5<sup>th</sup> Nov 2020**

#### **Agenda Points:**

1. Online/offline classes for B.Tech and MBA
2. Confirmation of Time Tables as per curriculum issued by JNTUK
3. Preparation of Department Academic Calendar and Institutional Academic Calendar for odd semester for the A.Y 2020-21
4. Implementation of 100 Point Assessment according to AICTE guide lines
5. Project works for Final Year B.Tech students

#### **Members attended:**

1. Dr. Ch. Narasimham, Principal
2. Dr. L. prasanna Kumar, HOD-CSE
3. Dr. M. Sridhar, HOD, EEE
4. Sri K. Jogi Naidu, 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. Conducting online/ offline class work to avoid COVID -19 for B.Tech and MBA
2. As per Academic Calendar circulated by JNTUK, allocate the courses to the faculty and confirmed the time tables.
3. Prepared the tentative Institutional Academic Calendar for odd semester of A.Y 2020-21
4. Discussed on 100 point Assessment in teaching- learning process and resolved to implement the methods in all the departments.
5. Project works shall be scheduled to commence from odd semester for IV B.Tech students.



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# DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

## Minutes of the Principal Meeting with Functional Committees at Principal Chamber held on 22<sup>nd</sup> Dec 2020

### Agenda Points:

- 1, To Discuss on Disciplinary activities
2. To conduct sports & Cultural and Literary activities
3. To Discuss on NSS activities
4. To conduct women empowerment programmes by Internal Compliant Committee
5. Requirement of Library Books for new regulations
6. Discussion on inputs in our website

### Members attended:

1. Convener, Ant ragging and Disciplinary Committee-
2. Convener, Sports Committee
3. Convener, DLCC,
4. Programme Officer, NSS-
5. Convener, DICC
6. Convener, Library Committee
7. Convener, KIM Committee

### Resolutions:

1. Prepared the plan of action for disciplinary activities viz., wearing Uniform and ID Cards strictly, Regular observation by committee members in various places in the campus
2. Prepared the chart for conducting the sports and cultural activities in this semester without disturbing the class work.
3. Discussed on plan of action for the extension activities including commemorate programmes in this semester
4. Plan for conducting awareness programme on Disha Act to girl students in the campus
5. Informed the requirements of books from various departments and be prepare the indent to procure the books.
6. Discussed on various parameters to upload in our website.



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

### **Minutes of the Principal Meeting with IQAC criteria coordinators at Principal Chamber held on 5<sup>th</sup> Jan 2021**

#### **Agenda Points:**

- Discussion on AQAR 2019-20
- IQAC Previous month Report

#### **Members present:**

1. Dr. Ch. Narasimham, Principal
2. Dr. J. Babu, Professor, ECE
3. Mrs. J. Sowmya, Asst Professor, MBA,
4. Dr. Uma Kameswari, Asst. Prof in H&BS
5. Mrs. K. sunitha, Asst. Prof in H& BS
6. Mr. KSNV Someswara Rao, Asst. Prof in ECE
7. Mr. T. Ramesh Babu, Asst. Prof, EEE
8. Mrs Kousar Jahan, Asst. Prof , CSE

#### **Resolutions:**

1. Discussed on pending works in preparation of AQAR 2019-20. Prepare the plan of action for schedules to collect the proof and evidences in soft copies for various key indicators from department IQAC coordinators.
2. Discussed on previous month activities relevant to IQAC inputs



## **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> Feb 2021**

#### **Agenda Points:**

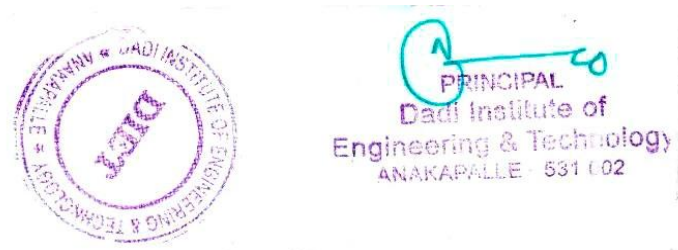
1. MOUs with other organizations
2. Conduction of workshops in association with APSSDC
3. Plan of ISRO Outreach Programme.
4. Discussion on student feedback
5. Conduction of Pragya-2021 Annual Technical Fest.
6. Revision classes.

#### **Members Present:**

1. Dr. Ch. Narasimham, Principal
2. Dr. L. prasanna Kumar, HOD CSE
3. Dr. M. Sridhar, HOD, EEE
4. Sri K. Jogi Naidu, 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, R&D Coordinator
9. Dr. L.Ramesh, TPO

#### **Resolutions:**

1. Planned for MOUs with skill based organizations v.z., EDU skills , CICSO etc.
2. Planned to conduct a workshop one for each department in a semester
3. Planned for ISRO Outreach programme in the campus.
4. Resolved to collect the student feedback on the faculty in all the departments.
5. Conduct of Pragya-2021 Annual Technical Fest on 16<sup>th</sup> Feb 2021.
6. Resolved that revision classes must be conduct once a time before I and II Mid examinations for slow learners.



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

**Minutes of the Principal Meeting with HODs at Principal Chamber held on 6<sup>th</sup> March 2021**

### **Agenda Points:**

1. Submission of Students attendance
2. Submission of Academic Audit reports.
3. Submission of Student feedback reports and ATR.
4. Submission of student Satisfaction Survey (SSS for 2019-20
5. Plan of action for offering add on courses/ certificate courses

### **Members attended:**

1. Dr. Ch. Narasimham, Principal
2. Dr. J. Babu, Professor, ECE
2. Dr. L.Prasanna Kumar, HOD-CSE
3. Dr. M. Sridhar, HOD, EEE
4. Sri. K.Jogi Naidu, 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. Submitted the student's attendance registers for odd semester 2020-21.
2. Submitted the Academic Audit Reports by IQAC conducted in all the departments
3. Submitted student feedback on teacher by IQAC for finalization of action Taken. ATR is prepared.
4. Preparation of SSS is under process as per the NAAC Guidelines
5. Resolved to offer add on courses/ Certificate courses in even semester with maximum schedule of 2 or 3 weeks (36 hrs) in each department



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

**Minutes of the Principal Meeting with HODs at Principal Chamber held on 5<sup>th</sup> April, 2021**

### **Agenda Points:**

1. Review on IQAC monthly reports
2. Discussion on Research and Development works regarding norms for Research centre
3. Paper publications.
4. Activities in association with Professional bodies.
5. Preparation of Department Academic Calendar for Even semester including extracurricular activities.

### **Members Present:**

1. Dr. Ch. Narasimham, Principal
2. Dr. J. Babu, Professor, ECE, IQAC Convener
2. Dr. L. Prasanna Kumar, HOD-CSE
3. Dr. M.Sridhar, HOD, EEE
4. Sri K. Jogi Naidu, 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 IQAC February and March monthly reports
2. Discussed on Research and Development works regarding norms for Research centre
  - Civil is not eligible for research centre
  - Minimum three doctorates must in each department
  - Research publications must be Scopus/ web science and shall be published in three reputed journals
  - Establish one lab in the collaboration of Industry
  - Two MOUs with Industries for each department
3. Committee resolved that every faculty member should publish one paper on or before 31<sup>st</sup> Mar 2021.
4. Committee resolved that Professional bodies must conduct one activity per each month.
5. Discussed on Departmental Academic Calendar



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

**Minutes of the Principal Meeting with HODs at Principal Chamber held on 4<sup>th</sup> May 2021**

### **Agenda Points:**

1. Student Induction Programme for I year B.Tech admitted students.
2. Orientation Programme/ Personality Development Programme to I Year Admitted students.
3. “Ingenious Apr-2021” by collecting innovative ideas from all the students for smart farming
4. 100 point Assessment marks.
5. Review on AQAR 2020-21.

### **Members attended:**

1. Dr. Ch. Narasimham, Principal
2. Dr. J. Babu, Professor, ECE
3. Dr. L.Prasanna Kumar, HOD-CSE
4. Dr. M. Sridhar, HOD, EEE
5. Sri. K.Jogi Naidu, HOD ECE
6. Sri. N.Ramu, HOD-CIVIL
7. Dr. Ch. Prabhakara Rao, HOD –H&BS
8. Dr. P.B. Ram Kumar, HOD-MBA

### **Resolutions:**

1. Planned to conduct Student Induction Programme as per the guidelines of the AICTE for I Year Admitted students 2020-21.
2. Planned to conduct personality Development Programme to I year Admitted Students 2020-21.
3. On the proposal of R&D cell “Ingenious Apr-2021” by collecting innovative ideas from all the students for smart farming. Resolved that circulate the information through Google form for submission of ideas.
4. Submitted the 100 point Assessment marks of III and IV year B.Tech Students to Exam Cell.
5. Reviewed AQAR 2020-21



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

**Minutes of the Principal Meeting with IQAC at Principal Chamber held on 15<sup>th</sup> July 2021**

### **Agenda Points:**

1. Review on AQAR 2019-20.
2. Discussed and approved the IQAC initiatives of fixation of attainment levels as per NAAC quality mandate for the A.Y 2020-21
3. IQAC proposed Academic and Administrative Audit formats.
4. Feedback Mechanism
5. Review on AQAR 2020-21

### **Members attended:**

1. Dr. Ch. Narasimham, Principal
2. Dr. J. Babu, Professor, ECE
3. J. Sowya, Asst. Prof in MBA
4. K.S.N.V Someswara Rao, Asst. Prof In ECE
5. T. Ramesh Babu, Asst. Prof In EEE
6. K. Sunita, Asst. Prof In H& BS
7. Kousar Jahan, Asst. Prof in CSE

### **Resolutions:**

1. Reviewed on AQAR 2019-20. Planned to submit the AQAR 2019-20 within few days after final review.
2. Discussed and approved the IQAC initiatives of fixation of attainment levels as per NAAC quality mandate for the A.Y 2020-21.
3. .Approved the IQAC proposed Academic and Administrative Audit new formats.
4. Prepared the questionnaire for the feedback on curriculum for the academic year 2020-21.
5. Reviewed the new format of AQAR 2020-21 with different data templates.



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# DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Minutes of the Principal Meeting with at Principal Chamber held on 10<sup>th</sup> Aug 2021

## Agenda Points:

1. Certification Courses.
2. Global Certification by faculty trainers.
3. R& D Initiatives and Project works
4. Online CRT classes

## Members attended:

1. Dr. Ch. Narasimham, Principal
2. Dr. K. Sujatha , Professor, CSE
3. Dr. L. Ramesh , Prof In MBA.
4. Dr. L. Prasanna Kumar, HOD, CSE

## Resolutions:

1. Approved to start Certification course on Continue paloalto Cyber Security for 3<sup>rd</sup> B.Tech CSE students by Department of CSE after 25<sup>th</sup> Aug 2021.
2. Planned for acquiring global certification by faculty trainers who deputed Eduskills in various skill oriented certification programs.
3. Reviewed on R&D activities
  - a. Final B.Tech Project External Review Preparation
  - b. Yukti2.0 Innovation Funding Proposals. Faculty should take initiative in giving innovative ideas
  - c. NPTEL Certifications are in open access
  - d. MOE Innovation Ambassador Training Program. Five members registered in IIT Madras
  - e. Patent/Design Submission for NRDC. Faculty may be applied
4. Discussed on assessment test for the students of 3rd year CRT Attended. Training and Placement Officer revealed that the II phase CRT classes will be conducted from 5<sup>th</sup> July to 7<sup>th</sup> Aug 2021 in online. Every day assessment test shall be conducted from 6 to 7 'o clock. Finally grand test shall be conducted in topic wise.



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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 6<sup>th</sup> 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 -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

2. Resolved conduct e-Yantra workshop on Robotics by IIT Mumbai on 12<sup>th</sup> and 13<sup>th</sup> July 2019.
3. 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.

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 5<sup>th</sup> 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 30<sup>th</sup> Sept 2020 and one paper in Scopus by 30<sup>th</sup> 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 30<sup>th</sup> Sept 2020 and one paper in Scopus by 30<sup>th</sup> 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 7<sup>th</sup> 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 30<sup>th</sup> Sept 2019 and one paper in Scopus by 30<sup>th</sup> 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 30<sup>th</sup> Sept 2019 and one paper in Scopus by 30<sup>th</sup> 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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# **DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**

**Minutes of the Principal Meeting with HODs and other committees held on 6<sup>th</sup> 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 4<sup>th</sup> week of Sept,2019.
2. Department of CIVIL to conduct Engineer’s day celebrations on 13<sup>th</sup> 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 5<sup>th</sup> 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 9<sup>th</sup> Sept 2019, Committee approved to conduct the programme in Seminar Hall-2
6. Conduct Orientation programme for I MBA students on 4<sup>th</sup> Sept, 2019.
7. IEEE extreme 24 hrs test to all branches is scheduled on 19<sup>th</sup> Oct 2019.



  
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# DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Minutes of the Principal Meeting with HODs and other committees held on 5<sup>th</sup> 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 4<sup>th</sup> Nov to 9<sup>th</sup> 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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# DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

## Minutes of the Principal Meeting with HODs and other committees held on 4<sup>th</sup> 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 25<sup>th</sup> Nov 19 to 11<sup>th</sup> 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:
  - 1<sup>st</sup> year, Identification of student strengths & weakness through proper tests
  - 2<sup>nd</sup> year, in house trainers will provide training on weak areas
  - 3<sup>rd</sup> year, external trainers will also join along with In house trainers
  - 4<sup>th</sup> 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 15<sup>th</sup> Sept – Engineer’s day
- Students who secure 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> 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 2<sup>nd</sup> 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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## **DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**

### **Minutes of the Principal Meeting with HODs and other committees held on 4<sup>th</sup> 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 6<sup>th</sup> and 7<sup>th</sup> hrs. It has been approved
2. To conduct a two day “Tech Fest” on 3<sup>rd</sup> and 4<sup>th</sup> 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 23<sup>rd</sup> 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 24<sup>th</sup> Dec 2019 with a budget of Rs. 20,150/-
- ii) to conduct “ New Year Celebrations” on 31<sup>st</sup> Dec 2019 at 2pm to 4pm at open dias
- iii) to organize “ Sankranthi Sambaralu” on 9<sup>th</sup> & 10<sup>th</sup> 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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## **DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**

### **Minutes of the Principal Meeting with HODs and other committees held on 6<sup>th</sup> 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 1<sup>st</sup> Feb 2020 and collect Parents’ feedback on curriculum.

6. Conduct a six day workshop on “Python” for III B.Tech students from 3<sup>rd</sup> Feb to 8<sup>th</sup> Feb 2020 in association with APSSDC.
7. Approved to conduct “ INFOSYS Certification Course” by APITA in two spells scheduled 13<sup>th</sup> to 16<sup>th</sup> Feb in I spell and 17<sup>th</sup> to 20<sup>th</sup> 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 28<sup>th</sup> Feb 2020 on the proposal of Department of H& BS.



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# DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY

Minutes of the Principal Meeting with HODs and other committees held on 3<sup>rd</sup> 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 7<sup>th</sup> 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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# **DADI INSTITUTE OF ENGINEERING AND TECHNOLOGY**

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



  
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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> 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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**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:**

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 P.O
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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