



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Permanently Affiliated to JNT University Kakinada, ACCREDITED

BY NAAC and Recognized under 2(f) & 12 (b) by UGC, New Delhi)

Tamaram, Makavarapalem, Narsipatnam (RD), Anakapalle-531113

CODE OF CONDUCT COMMITTEE AND MEETINGS

The IQAC (INTERNATIONAL QUALITY ASSURANCE COMMITTEE) prepares annual action plans to create awareness on

the code of conduct through awareness programmes, motivational sessions and guest lectures for the staff and students. The following are the members of IQAC committee.



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Tamaram, Makavarapalem, Narsipatnam(R D), Anakapalli Dist-531113

Lr.No: AIETM/2023-24/Committees/24

Date: 11/07/2023


The Principal is pleased to appoint the following faculties as members of IQAC Committee for the Academic Year 2023-24. They are directed to take up the assignment and extend their support for the smooth conduct of IQAC as per the guidelines.

IQAC COMMITTEE 2023-24

| S.no | Committee | Members |
|------|--|---|
| 1. | Chairperson: Head of the Institution | Dr. C P V N J MOHAN RAO, PRINCIPAL |
| 2. | A few senior administrative officers (senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examinations and planning and development) | Dr. T Srinivasa Rao, HOD, Dept. of EEE Dr. U Nanaji, HOD, Dept. of CSE Dr. E Govinda, HOD, Dept. of ECE Dr. V Hari Kiran, HOD, Dept. ME Dr A Srinivasu Rao, HOD, Dept. Of II & S Dr Lova Baliji, HOD, Dept. of MBA Mr. N V Ashokumar, Examinations- In charge |
| 3. | Three to eight teachers (proposed) | Sri. T P Naidu, Asst. Professor EEE Sri. M Chiranjeevi, Asst. Professor, CSE Prof. M V Ramana Murty, EEE Dr. Ch Suresh, Asst. Professor, ME Mrs. Seeram Krishnaveni, Asst. Professor, II & S T Gopi, Asst. Professor, Dept. of MBA |
| 4. | One member from the Management | Sri. I Sravan Kumar, Treasurer, Avanthi Educational Society |
| 5. | One/two nominees from local society, Students and Alumni (The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education) | <u>Student:</u> M Nikhil IV CSE G Lahari IV ECE <u>Alumni:</u> Mr T Vinay SureshPWC Patnana Ganesh TCS |
| 6. | One/two nominees from Employers / Industrialists / stakeholders | Ravi Chandra Kolluru Center Head Tech Mahindra, Visakhapatnam Sri. K V S Verma Chief Operating Officer, Hobel Bellows Co Visakhapatnam |
| 7. | One of the senior teachers as the coordinator/Director of the IQAC | Prof. R Prasad Rao, Department of ECE, AIETM |

Copy to:

1. Notice Board
2. All the Members


Principal

Avanthi Institute of Engg. & Technology
Tamaram, Makavarapalem Md.,
Anakapalli District., Pin: 531 113


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Anti Ragging Committee and Grievance Committee play a significant role in promoting code of conduct. To maintain safe and smooth conduct of various activities in and across college we have committees like women's grievance committee, sexual harassment committee, examination committee and academic audit committee.



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Lr No: AIETM/2023-24/Committees/9

Date: 11/07/2023

The Principal is pleased to appoint the following faculties as members of Anti Ragging Committee for the Academic Year 2023-24. They are directed to take up the assignment and extend their support for the smooth conduct of solving Anti Ragging issues as per the guidelines.

ANTI RAGGING COMMITTEE MEMBERS

2023-24

| S.NO | Name of the Committee Member | Designation | Position | Signature |
|------|------------------------------|------------------------|----------------|-----------|
| 1. | Mr T Pattala Naidu | ECE, Assoc. Professor | Coordinator | |
| 2. | Dr T Pavani | CSM, Assoc. Professor | Member | |
| 3. | Mr G Varahagiri | CSE, Assoc. Professor | Member | |
| 4. | Mr K Uma Shankar | ECE, Asst. Professor | Member | |
| 5. | Mr B Lakshmi Narayana | EEE, Asst. Professor | Member | |
| 6. | Mr N Durga Prasad | CSM, Asst. Professor | Member | |
| 7. | Mr K Srinivas Rao | Mech, Asst. Professor | Member | |
| 8. | Mrs K Sandhya | Mech, Asst. Professor | Member | |
| 9. | Mrs M Jagadeeswari | MCA, Asst. Professor | Member | |
| 10. | Mr T Gopi | MBA, Asst. Professor | Member | |
| 11. | Mr M Santosh Kumar | H&BS, Assoc. Professor | Member | |
| 12. | Ms M Padmaja | H&BS, Asst. Professor | Member | |
| 13. | Mr J Pavan kumar | Student - IV MECH | Student Member | |
| 14. | Mr B Dinesh | Student - IV EEE | Student Member | |
| 15. | Ms V Beulah | Student - III CSE | Student Member | |
| 16. | Mr D Mohan sai | Student - III ECE | Student Member | |

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Lr No: AIETM/2023-24/Committees/6

Date: 11/07/2023

The Principal is pleased to appoint the following faculties as members of Grievance Redressed Committee for the Academic Year 2023-24. They are directed to take up the assignment and extend their support for the smooth conduct of solving Grievance Redressal issues as per the guidelines.

GRIEVANCE REDRESSAL COMMITTEE

2023-24

| S.NO | Name of the Committee Member | Designation | Position | Signature |
|------|------------------------------|-----------------------|----------------|------------------------|
| 1. | Mr K Naryana Rao | EEE, Asst. Professor | Coordinator | <i>[Signature]</i> |
| 2. | Ms. K Sri Lakshmi | CSE, Asst Professor | Member | <i>K. Sri Lakshmi</i> |
| 3. | Mrs R Sireesha | ECE, Asst Professor | Member | <i>Ra.</i> |
| 4. | Mr R Appala Naidu | EEE, Asst Professor | Member | <i>[Signature]</i> |
| 5. | Mrs P Sadhana | MECH, Asst Professor | Member | <i>P. Sadhana</i> |
| 6. | Mr K Shankar Rao | MBA, Asst Professor | Member | <i>[Signature]</i> |
| 7. | Mrs M Padmaja | II&BS, Asst Professor | Member | <i>m padmaja</i> |
| 8. | Mr J Lakshmi Manoj | Student – IV CSE | Student Member | <i>J. Manoj</i> |
| 9. | Mr Ch Tarun Kumar | Student – IV EEE | Student Member | <i>Ch. Tarun Kumar</i> |
| 10. | Mr S Dileep Teja | Student – III MECH | Student Member | <i>S. Dileep Teja.</i> |
| 11. | Ms M Maniteja | Student – IV ECE | Student Member | <i>m maniteja</i> |

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[Signature]
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IQAC MEETING FOR FACULTY

Meeting for the Academic year 2022-23 was held at conference hall at 2.30pm called by the IQAC committee, on 22.08.2023.

Agenda:

1. Plan of the semester for scheduling all the related activities
2. Events (fest /festivals) to be organized.
3. For scheduling all the related activities without affecting the class lab work, examinations

MINUTES OF MEETING for the academic year 2022-23

The meeting was presided hosted by Dr.C.P.V.N.J. MOHARN RAO, Principal, AIET. The following guidelines were given by the host for all the faculty for the semester.

- Maintain attendance register with list of permitted students.
- Record your class work schedule in the first page of attendance register.
- Maintain attendance register up to date.
- Make a habit of taking students attendance within first five minutes of the class.
- Give the unit wise syllabus (University approved) of your subject to the students.
- Ask the students to occupy the first benches in the class. Do not allow them to sit in last benches when the first benches are vacant.
- Ask the students to keep a book for your running notes and maintain.
- Verify every day at least 5 students whether they are maintaining and updating the notes or not.
- Explain the contents by standing on the dais and near to the board.
- Speak loudly, so that your voice is audible to the entire class.
- Enforce strict discipline during the class. Do not allow students to move here and there or chat with other students.
- Go through the university question papers of last three years and understand the pattern of the examination (old papers are available in the library). Take Xerox and keep a set with you.



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- Once the unit is finished, Give Essay questions from the unit to prepare.
- Promote active learning in the class by asking questions. This makes the students to focus on class.
- Once the unit is finished, Conduct a class test on that unit. Evaluate the test and keep a cut off mark. Ask the students who failed to achieve cut off to submit assignment of the same class test.



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IQAC MEETING FOR STUDENTS

Meeting for 1st year students (freshers) was held at seminar hall at 2.30pm called by the Dr.C.P.V.N.J. MOHARN RAO, Principal, AIET, Dr. A. SRINIVASU RAO HOD Dept of H&S, Dr. T. SRINIVASA RAO HOD Dept of EEE and Training and Placement Officer (TPO) on 22.07.2023.

Agenda:

1. Explaining College policies and college code of conduct and college code of conduct to the freshers

Minutes of meeting for students:

Dr.C.P.V.N.J. MOHARN RAO, Principal, AIET welcomed all the 1st year students and encouraged them to explore the laboratories, library, gym. Etc.

The following guidelines were given by the Dr.C.P.V.N.J. MOHARN RAO, Principal, AIET for all the 1st year students.

- Plan to arrive to class on time and to stay for the entire class period (or until dismissed) because random arrivals and exits are disrespectful and distracting.
- Every student must obtain on admission, the Identity Card which must have his/her photograph attested and wear the identity card on person whenever he/she is on the institute premises, and present it for inspection on demand.
- Students shall compulsorily wear the prescribed institute uniform on all working days except Saturday. Uniform symbolizes unity and uniformity, not diversity. It also indicates equality and a sense of belonging to the institution. Uniform provides a special identity. Hence it is a source of pride and responsibility, not liability. Parents are to see that the uniform and hairstyle of their wards are in tune with modesty and dignity.
- Strict silence must be observed in a reading room and Library.
- Students are expected to spend their free time in the library. They should not loiter along the corridor or crowd along the passage.



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- If the academic performance of the student is not satisfactory, the student is likely to be detained and will not be allowed to appear for the examinations conducted by the institute on behalf of the University.
- Students must not wait on the Institute premises while the classes are going on.
- Talking and other disruptive behaviours are not permitted while classes are in session.
- Students must not attend classes other than their own, without the permission of the parent teacher or HOD.
- Food and beverages are not permitted in computer labs or classrooms. Those must be consumed in designated areas only.

Dr. A. SRINIVASU RAO HOD Dept of H&S , welcomed all the 1st year students and informed about the academic plan for the 1st year, explained about the positive environment in the college for studies and encouraged them to take part in all the activities in the college.

Dr. T. SRINIVASA RAO HOD Dept of EEE, Training and Placement Officer (TPO) , welcomed all the 1st year students and informed about previous year placements in the college . He encouraged them to stay active in academics and maintain good CGPA. He informed them to be active in class and maintain good communication skills and coding skills.


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