

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Dr:09/6/2017

Cr/HODs/LIMAT/2017-18

All the HODs are requested to attend meeting on 10/6/2017 at 10.00 am in Principal Chamber to discuss the following Agenda:

Agenda:

- i) Academic calendar for the year 2017-18
- ii) Finalization of time tables for the II, III & IV B.Tech classes
- iii) Registrations
- iv) subjects allocation to the faculty
- v) plan of action and for better academic environment
- vi) II MBA Class work and II M.Tech Projects
- vii) Any other item to be discussed

J. S.
Principal

CC to: i) chairman office
ii) all hods

The meeting is held on 10/6/2017 in Principal chamber along with HODs and following members are attended.

S No	Name	Designation	Signature
1	Dr J. Saibabu	Principal	<i>J. S.</i>
2	Prof N. Satyanarayana	Vice Principal (Academic)	<i>N. Satyanarayana</i>
3	Prof Sridevi	Vice Principal (Admn.)	<i>S. Sridevi</i>
4	Prof B. Sujatha	HOD, ECE Dept	<i>B. Sujatha</i>
5	Prof SK Mohiddin	HOD, EEE Dept.	<i>S. K. Mohiddin</i>
6	Prof Khaleel	HOD, CSE Dept	<i>B. Khaleel</i>
7	Prof Raga Sai	HOD, Civil Dept	<i>R. Raga Sai</i>
8	Prof M. Veerendra	HOD, Mech. Dept	<i>M. Veerendra</i>
9	Prof Y. Tayar	HOD, MBA Dept	<i>Y. Tayar</i>
10	Prof Narayana Rao	Principal	<i>P. Narayana Rao</i>

Lingayas Institute of Management & Technology
Vivek Nagar, MADALAVARIGUDDEM-521212
Nuzvid Road, Vijayawada Rural

Resolutions:

- 1) It is resolved that all the dept. has to follow the JNTUK academic calendar for the academic year 2017-18 and see that plan of action is to be as per scheduled dates.
- 2) It is resolved and suggested the HODs to allocate the subjects and prepare the time tables without clashes in the time table by 12/9/17 and treat this as urgent matter without fail.
- 3) It is Suggested the HODs to make arrangements for registration of students for I sem of academic year 2017-18. Also suggested to motivate the students to clear the dues during registration time.
- 4) Based on the subjects allocation subject wise the orientation program is to be conducted in the first week of academic calendar for II, III & IV B.Tech students and monitor the same by the Respective HODs.
- 5) As per the suggestion from the Chairman, Academic Counseling Body role is very important for better result for the coming academic year, it is resolved that under the leadership of Prof G S Sarma of ECE dept and his team has to take lead for better performance in University exams and identify the slow learners in particular II & III B.Tech students and requested to submit the plan of action for the same.
- 6) A) Under any other item, as II MBA class work commences from 3/7/2017 onwards, it is suggested to MBA HOD to prepare time tables as well as subject allocation to the faculty.
B) Regarding II M.Tech students it suggested the HODs that to allocate guides for follow up the projects of the respective students and see that everyone has to publish the technical paper before submitting the thesis for evaluation.
- 7) It is resolved that the Depts has to conduct OBT and CBT exams are to be conducted in present academic year and consider those test marks under assignment marks so that students may take serious about regularity, improvement in marks and confident in fundamentals.

J. J. _____
10/6

PRINCIPAL

Lingayas Institute of Management & Technology
Vivek Nagar, MADANAPALLE-521 122
Nuzvid Road, Vijayawada Rural

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2017-18

Dt:13/7/2017

All the HODs are requested to attend meeting on 14/7/2017 at 2.00pm in Principal Chamber to discuss the following Agenda:

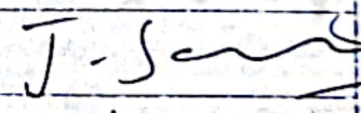
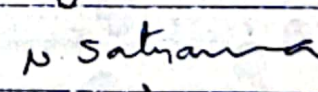


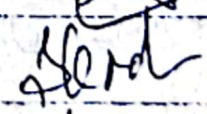
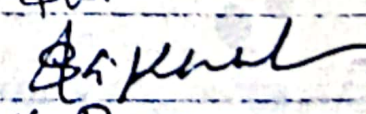
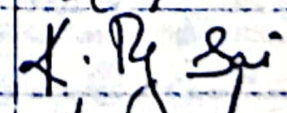
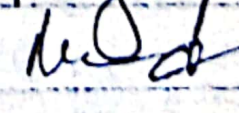
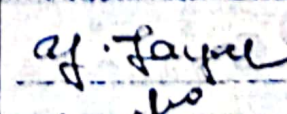
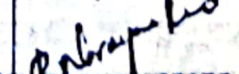
Agenda:

- i) I B.Tech academic calendar and time tables for the year 2017-18
- ii) plan of action and for I B.tech results
- iii) Syllabus coverage for I Mid Exams
- iv) Any other item


Principal

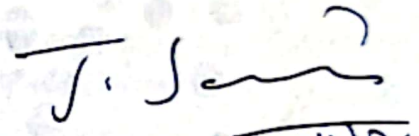
CC to: i) chairman office
ii) all hods

The meeting is held on in Principal chamber along with HODs and following members are attended.

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3	Prof Sridevi	Vice Principal (Admn.)	
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7	Prof Raga Sai	HOD, Civil Dept	
8	Prof M. Veerendra	HOD, Meech. Dept	
9	Prof Y. Tayar	HOD, MBA Dept	
10	Prof Narayana Rao	IDAP In-charge, invitee	

Resolutions

- 1) As per JNTUK calendar the class work commences for I B.Tech students from onwards, requested the S&H HOD to prepare the 4 sections in I B.tech i.e., CSE and ECE 3 sections and Mech, Civil and EEE consider as one section. And prepare the finalize time tables accordingly and allocate the faculty concern with other depts.
- 2) As I B.Tech results are very important for the admissions, requested to submit the plan of action for better results within one week i.e., before commencement of orientation/class work.
- 3) As I mid exams are coming soon for II, III & IV B.Tech students and it suggested to all HODs to complete the syllabus with in time as per lesson plan so that system will not be disturbed. Also suggested the HODs to give university standard question bank to the students so that they will prepare to get good marks in the exams.
- 4) All the depts. have to submit the question bank to the IDAP for further proceeding.


14/7


PRINCIPAL

Lingayas Institute of Management & Technolog
Vivek Nagar, MADALAVARIGUDEM-521 212
Nuzvid Road, Vijayawada Rural

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2017-18

Dr:27/8/17

All the HODs are requested to attend meeting on 28/8/2017 at 2.00pm in Principal Chamber to discuss the following Agenda:

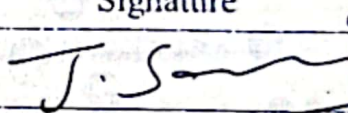
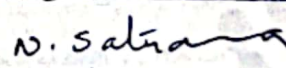


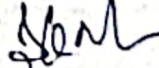
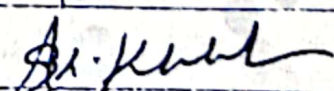
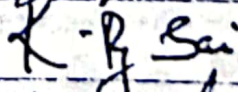
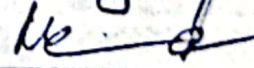
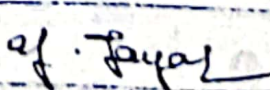
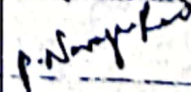
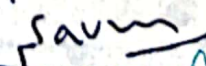
Agenda:

- i) Results analysis of I Mid marks(II , III & IV B.Tech)
- ii) Strategies for slow learner students based on I Mid Marks
- iii) Academic calendar of I MBA
- iv) Discussion on I M.Tech admissions and class work
- v) Any other item


Principal

- CC to: i) Chairman Office
ii) All hods
iii) IDAP In-charge
iv) ACB In-Charge


The meeting is held on in Principal chamber along with HODs and following members are attended.

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1	Dr J. Saibabu	Principal	
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3	Prof Sridevi	Vice Principal (Admn.)	
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5	Prof SK Mohiddin	HOD, EEE Dept.	
6	Prof Khaleel	HOD, CSE Dept	
7	Prof Raga Sai	HOD, Civil Dept	
8	Prof M. Veerendra	HOD, Mech. Dept	
9	Prof Y. Tayar	HOD, MBA Dept	
10	Prof Narayana Rao	IDAP In charge, invitee	
11	Prof GS Sarma	ACB In-Charge, invitee	

PRINCIPAL

Resolutions:

- i) Based on I Mid examinations HODs are analyzed the result and after thorough discussion about the marks in I Mid exams, it is requested to divide the students who are not up to the mark and handover the list to ACB In-charge Prof GS Sarma of ECE Dept.
- ii) It is requested the faculty under the supervision of HODs conduct separate classes for slow learners, so that the faculty of respective subjects has to take care and see the students should clear as many as subjects in I sem.
- iii) It is requested the HOD, MBA to plan for the I MBA Class work and prepare time tables as well as lesson plans and Handouts to IDAP as JNTUK has released the Academic calendar and class work commences from. and requested the MBA HOD to submit I Mid question papers for II MBA .
- iv) .. After thorough discussion about I M.Tech class work has to be conducted as per JNTUK calendar.


28/1/18


PRINCIPAL

Lingayas Institute of Management & Technology
Vivek Nagar, MADALAVARIGUDEM-521 2,
Nuzvid Road, Vijayawada Rural

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2017-18

Dr:23/09/2017

All the HODs are requested to attend meeting on 24/09/2017 at 10.00 am in Principal Chamber to discuss the following Agenda:

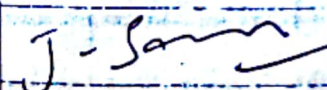

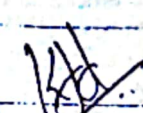

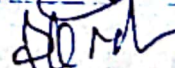
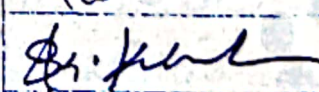
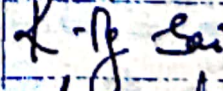
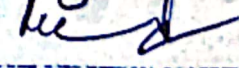
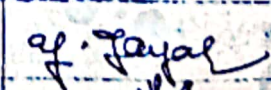
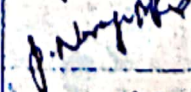
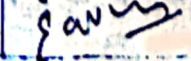
Agenda:

- i) Results analysis of I B.Tech I Mid Marks
- ii) Class work of slow learner students in I B.Tech
- iii) Discussion on academic calendar of I M.Tech
- iv) Syllabus coverage of UG and PG courses
- v) Study hours for I sem exams of II, III B.Tech students
- vi) Any item to be discussed


Principal

- CC to: i) Chairman Office
ii) All hods
iii) IDAP In-charge
iv) ACB In-Charge

The meeting is held on in Principal chamber along with HODs and following members are attended.

S.No	Name	Designation	Signature
1	Dr J. Saibabu	Principal	
2	Prof N. Satyanarayana	Vice Principal (Academic)	
3	Prof Sridevi	Vice Principal (Admin.)	
4	Prof B. Sujatha	HOD, ECE Dept	
5	Prof SK Mohiddin	HOD, EEE Dept.	
6	Prof Khaleel	HOD, CSE Dept	
7	Prof Raga Sai	HOD, Civil Dept	
8	Prof M. Veerendra	HOD, Mech. Dept	
9	Prof Y. Tayar	HOD, MBA Dept	
10	Prof Narayana Rao	IDAP In charge, invitee	
11	Prof GS Sarma	ACB In-Charge, invitee	

PRINCIPAL

Resolutions

- i) As results are poor in I Mid exams of I B.tech students, it is requested the HOD of S&H to divide the students who are not up to the mark and handover the list to ACB In-charge Prof GS Sarma of ECE Dept.
- ii) It is requested ACB chief a separate time table is to prepare with the coordination of S&H HOD and conduct separate classes for slow learners, so that the faculty of respective subjects has to take care with coordination of mentors allotted and see the students should clear the as many as subjects in first year itself.
- iii) Regarding I M.Tech class work after discussion with HODs of Respective depts. As per JNTUK calendar the depts. has to prepare the time tables as well as subjects allocation.
- iv) After thorough discussion with the HODs regarding I sem exams schedule and it is resolved that study hours to be conducted for II & III B.Tech students for all.
- v) It is also suggested by the HODs for hostel students, study hours to be conducted beyond the college Hours by deputing faculty of respective depts. For the better results. After taking approval from the management.

JS
24/5/12

PRINCIPAL

Ungayas Institute of Management & Technology
Vivek Nagar, MADALAVARIGUDEM-521
Nuzvid Road, Vijayawada Rural

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2017-18

Dr: 06/10/2017

All the HODs are requested to attend meeting on 07/10/2017 at 10.00 am in Principal Chamber to discuss the following Agenda:

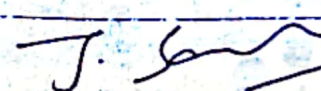
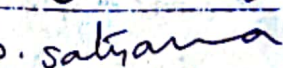


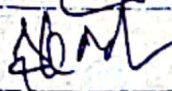
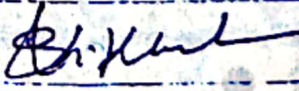
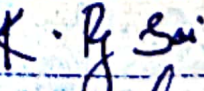
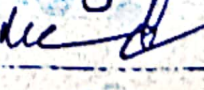
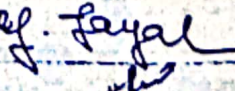


Agenda:

- i) preparations of II Mid exams and question papers of II, III & IV B.Tech
- ii) Lab internal exams and evaluation for II, III & IV B.Tech students
- iii) Guidelines for University lab exams evaluation
- iv) Preparations for II sem class work
- v) Any other item


Principal

CC to: i) chairman office
ii) all hods
iii) IDAP Incharge
iv) ACB Incharge

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8	Prof M. Veerendra	HOD, Mech. Dept	
9	Prof Y. Tayar	HOD, MBA Dept	
10	Prof Narayana Rao	IDAP In charge	
11	Prof GS Sarma	ACB In-Charge, invitee	

Resolutions:

- i) It is resolved that II Mid exams has to be conducted 3 hours exams with university exams question pattern as end exams, as the end examinations are coming soon and students will be prepared as per the standards of University exams.
- ii) Internal lab exams are to be conducted like university exams and uniformity must be maintained in all depts. As per JNTUK norms (Day to Day evaluation 15 M and exam 10M) and the same is to be submitted immediately after completion of internal exams for uploading the marks to JNTUK.
- iii) It is resolved That all the depts. Has to be maintained uniform evaluation in the University Laboratory Exams (Aim & procedure: 5 M, Experiment / Coding: 20 M Calculations / Execution: 15M, Viva Voce:10M) with certain modifications as per respective labs.
- iv) As I sem examinations are ending by 2nd week of November'17, it is requested the HODs to prepare the II sem requirements and submit the same for procurement during semester break.

J. Jani
7/10/17

PRINCIPAL

Ungayas Institute of Management & Technology
Vivek Nagar, MADALAVARIGUDEM-521 212
Nuzvid Road, Vijayawada Rural

Cr/HODs/LIMAT/2017-18

Dt: 10/11/2017

All the HODs are requested to attend meeting on 11/11/2017 at 2.00pm in Principal Chamber to discuss the following Agenda:

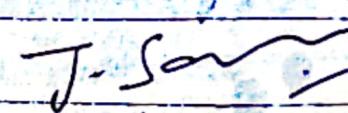
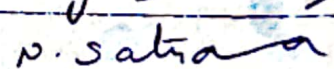

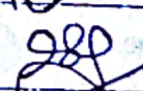
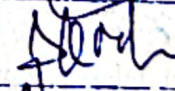
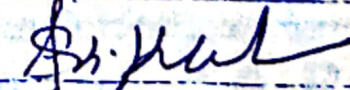
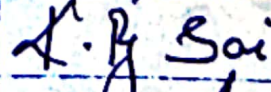
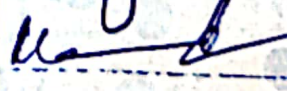
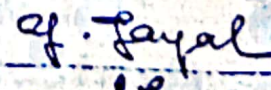
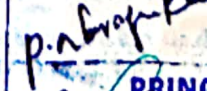

Agenda:

- i) Registration dates for II sem
- ii) Finalization of time tables and subject allocations for II sem
- iii) I B.Tech II Mid and Internal lab exams
- iv) I year Backlog students course of action
- v) Any other item


Principal

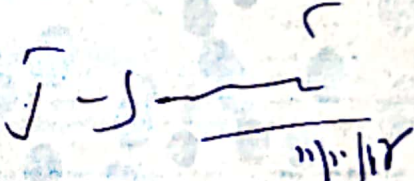
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11	Prof GS Sarma	ACB In-Charge, Invitee	

Resolutions:

- i) a) As per JNTUK calendar the II sem for II & III B.Tech classes starts from 20/11/2017 And final years starts from 27/11/2017. It is resolved that for all years the registration Starts on 20/11/2017 because of IV B.Tech students have Project work.
b) As fee dues are heavy from the students it advised the HODS take the information from Account section and mail the same to all the students for clear the same on Registration day it self
- ii) It is resolved that all HODs are requested to prepare time tables for II sem and faculty. It advised that for final year students the syllabus has to be completed by I MID Exams and they will do their projects seriously.
- iii) It is resolved that and suggested the S&H HOD to conduct the II MID exam as per University exams and fix the dates for Internal lab exams.
- iv) It is advised the HODs prepare the first year back log students list in II, III & IV B.Tech Classes and submit the same to Prof GS Sarma, ACB In charge to arrange special Classes/ Study hours to clear their subjects


11/11/17

PRINCIPAL
Lingayas Institute of Management & Technolog
Vivek Nagar, MADALAVARIGUDEM-521 212
Nuzvid Road, Vijayawada Rural

Cr/HODs/LIMAT/2017-18

Dt:27/12/2017

All the HODs are requested to attend meeting on 28/12/2017 at 10.00 am in Vice Principal Chamber to discuss the following Agenda:

Agenda:

1. Lecture Note Preparation and submission.
2. EOD S Verification
3. Audit Report
4. Leave adjustment
5. Result Analysis:
6. ACB Classes:
7. Final Year syllabus:
8. Lab In charge Duties
9. Assignment and OBT and CBT
10. Weekly Meting
11. Late comers and Absences Reg

CC to: i) chairman office
ii) all hods

N. Satyanarayana
Vice Principal
Academic

Academic Meeting

Venue: Vice -principle chamber

Date: 28-12-2017

Time: 11:40 to 12:10

A meeting is conducted by the Prof N.Satyanarayana Vice Principal (academic) on
28-12-2017 at 11:40 am in Vice-principal Chamber

The following faculty is attended:

S.No	Name of the Faculty	Designation	Signature
1	Prof N. Satyanarayana	Vice principal	<i>N. Satyanarayana</i>
1	Prof B. Sujatha <i>G.S. Sarma</i>	ECE, HOD	<i>G.S. Sarma</i>
2	Prof SKMohiddin	EEE, HOD	<i>SK Mohiddin</i>
3	Prof Khaleel	CSE, HOD	<i>Khaleel</i>
4	Prof Veerendra	Mech, HOD	<i>Veerendra</i>
5	Prof Richard ford	Civil, HOD	<i>Richard Ford</i>
6	Prof YMVDurga Devi	S&H, HOD	<i>YMVDurga Devi</i>
7	Prof Tayar	MBA, HOD	<i>Tayar</i>
8	Prof Naga Prasad	IDAP in charge, invitee	<i>Naga Prasad</i>
9	Prof G.S Sarma	ACB in charge, Invitee	<i>G.S. Sarma</i>

PRINCIPAL

Minutes of Meeting

1. a) Lecture Note Preparation and submission

After thorough discussion with all HODS and IDAP in charge and ACB in charge following resolutions are made regarding Lecture notes

- The faculty must prepare 1 week Notes in advance either by Hard copy /Soft copy should submit to Concern HOD on or before Friday
 - Down load material is not accepted
 - The HOD has to send weekly advance notes (subject wise) to senior faculty of concern depts for verification
 - The concerned subject senior faculty After completion of verification he has to send to HOD and the same is to send by HOD to IDAP.
 - If any subject is teaching by more than one faculty, then they have to prepare the material separately.
- b) It is observed from IDAP records that lesson plans and daily class work topics not Coincide. And the lecture notes submitted to IDAP and material covered in the Class room is different.
- It is resolved the HODs has to maintain the record regarding lesson plan and daily class work topics with reasons.
 - The vetted faculty and HODs are to be taken care about the lecture notes and material covered in class room.

2. EODs Verification

It is resolved that

- Day wise Consolidated EODs of concerned faculty of the dept. has to send by the respective HOD to the Vice-Principal(Academic) by Same Evening /Nextday Morning by 9AM
- HODs has to send Weekly Consolidate EODS to Vice principal every Friday evening it self (48 hrs Report)
- Every week (adding), The Dept level Meeting agenda and should send in zip format.

Note: All the HODS are to be checked (sign & date) the concern faculty EODS (hard copy) at the time of Dept meeting itself and give suggestion and assign some work to them in case if there is no proper utilization timings as accountability is important.

3. Audit Report

After completion of audit by audit team the books will be handed over to HODS with Vice Principal remarks.

After rectifying the remarks, the HODs are to be submitted within two days to the vice Principal (Academic) without fail for further rectification if any.


PRINCIPAL

4. Leave adjustment

Faculty has to take leave /OD by prior intimation through leave /OD form with proper class adjustments and it is their responsibility.

The class adjustments must be to the faculty of same class teachers without fail.

Department HODs are to be monitored the same and it is going on properly or not and maintain the record of leaves and class adjustments.

If any inter disciplinary classes are taking the information has to go the concerned dept also.

If any faculty is on sudden leave and intimate the HOD with proper reason, Head may recommend with remarks. And the class work adjustment must be done by the HOD and the same is to intimate to Vice Principal (academic) and IDAP.

The adjustment may compensate in the same week if possible, so that uniformity will be maintained regarding syllabus coverage etc.

5. Result Analysis:

When the results are announced by The University, the faculty has to make result analysis of their concerned subjects

HODs have to prepare the consolidated analysis and compare with exam section for correction if any.

HODs have to take reasons for the lapses in results with hard copy from faculty, if results are poor (Less than 60%) and submit the same within week of results announcement.

6. Separate classes for slow learner students (ACB):

As ACB students gone supplementary exams, they missed regular class work it advice to all HODs, to conduct separate classes for II, III and IV B.Tech students, so that they may join with regulars and requested the ACB In charge to prepare separate time table with coordination of HODs from 22/12/2017 and complete the maximum syllabus for I Mid exams before pongal holidays.

7. Final Year syllabus:

After discussion on IV B.Tech syllabus, it resolved that all HODS are advised to complete the syllabus by January '18, so that the students may go for project work continuously and seriously.

8. Lab In charge Duties.

It is suggested the HODs to depute Lab in charges and lab in charges are responsible maintenance of Laboratory. If any problems they have to indent for repairs/ consumables etc in semester break/during holidays, so that the class work should not disturb.

All HODs are requested to allocate one /two faculty for the laboratory as per syllabus.

The faculty has to cover the experiments as per syllabus/cycles and maintain the performance sheet regularly and HODS has to verify the day wise performance sheet by the week end.

PRINCIPAL

9. Assignments, OBT and CBT

Faculty should follow the instruction of IDAP for submission of Assignments, OBT and CBT Exams. Faculty has to motivate the students towards OBT and CBT.

Note: Don't encourage the students to submit the assignment in form of cut and paste style.

HODs have to submit the question bank of the respective subject faculty to IDAP.

HODs are requested to submit the test marks to IDAP within a week valuation.

10. Weekly Department Meetings

Hods have to conduct meetings in the weekends.

In the absence of HODs second person has to lead the meeting.

Meeting agenda must send in one day before to the Vice principal as well as the concerned faculty.

As this is the academic meeting, 48 hrs work load of individual faculty has to discuss and it is the major agenda of the meetings and other agenda has to discuss clearly and write draft minutes by the end of the meeting and circulate with in dept. faculty and maintain the hard copy minutes in the form of book or file.

The soft copy of minutes has to send by next day to along with agendas has to send Vice-Principal and IDAP.

11. Late comers and Absentees students:

It is the responsibility of faculty/councilors regarding the regularity of the students under HOD.

If the student is irregular the councilors and faculty has to council in first phase and the same is to intimate to their parents. Still if he/she is not regular Hods have to give the report on student to vice principal with recommendations for detention. HOD has to maintain the record of late


PRINCIPAL

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs LIMA/2017-18

Dr 31/1/2018

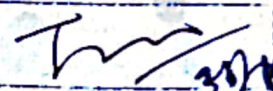
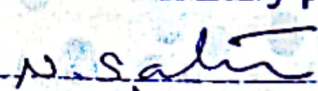


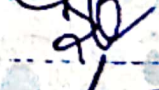
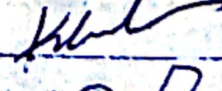

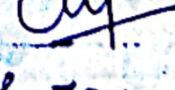
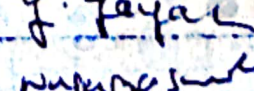


All the HODs are requested to attend meeting on 31/1/2018 at 2.00 pm in Principal Chamber to discuss the following Agenda:

- Agenda:
- i) I B.Tech II sem syllabus coverage and Attendance
 - ii) I B.Tech ACB Classes
 - iii) IV B.Tech Project works
 - iv) Any other item


Principal

- CC to: i) chairman office
ii) all hods

The meeting is held on 2/2/2018 in Principal chamber along with HODs and following members are attended

S.No	Name	Designation	Signature
1	Dr J. Saibabu	Principal	
2	Prof N. Satyanarayana	Vice Principal (Academic)	
3	Prof. Sridevi	Vice Principal (Admn.)	
4	Prof B. Sujatha	HOD, ECE Dept	
5	Prof SK Mohiddin	HOD, FEE Dept.	
6	Prof Khaleel	HOD, CSE Dept	
7	Prof Richard Ford	HOD, Civil Dept	
8	Prof M. Veerendra	HOD, Mech. Dept	
9	Prof Y. Jayar	HOD, MBA Dept	
10	Prof Naga Prasad	JDAP In-Charge, Invitee	
11	Prof GS Sarma	ACB In-Charge, Invitee	


PRINCIPAL

Meeting Minutes

1. As per the meeting minutes conducted on 11/11/2023, regarding the change in the fee structure, it was decided that the fee structure should be revised and it was put forward. There was a discussion regarding the fee structure and it was decided that the fee structure should be revised and it was put forward. There was a discussion regarding the fee structure and it was decided that the fee structure should be revised and it was put forward.
2. The change in the fee structure with the HODs and A.T. in charge, it was decided and requested the HODs to submit the list of class for the students to let it be change and conduct the separate classes for them for the better result in the examination. It was decided that the fee structure should be revised and it was put forward.
3. Regarding the books, it was decided that the books should be given to the students and the books should be given to the students. It is suggested to all the HODs to give the books to the students and the books should be given to the students. It is suggested to all the HODs to give the books to the students and the books should be given to the students.
4. As per the meeting minutes for 11/11/2023, it was decided that the books should be given to the students and the books should be given to the students. It is suggested to all the HODs to give the books to the students and the books should be given to the students.

7/11/23
20/11/23

PRINCIPAL

Lingayas Institute of Management & Technology
Vivek Nagar, MADALAVARIGUDEM-521 212
Nuzvid Road, Vijayawada Rural

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2018-19

Dt:08/06/2018

All the HODs are requested to attend meeting on 04/06/2018 at 10.00 am in Principal Chamber to discuss the following Agenda:

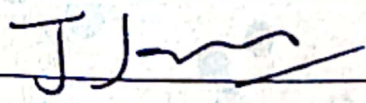
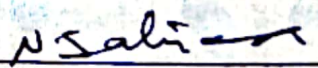

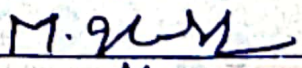





Agenda:

- viii) Academic calendar for the year 2018-19
- ix) Finalization of time tables for the II, III & IV B.Tech classes
- x) Registrations
- xi) Subjects allocation to the faculty members
- xii) Plan of action and for better academic environment
- xiii) II MBA Class work and II M.Tech Project Works
- xiv) If any other issues/points to be discussed


Principal

CC to: i) Chairman Office
ii) All HODs

The meeting is held on 10/6/2018 in Principal chamber along with the HODs and following members are attended.

S No	Name	Designation	Signature
1	Dr J. Saibabu	Principal	
2	Prof N. Satynarayana	Invitee	
3	Prof Sridevi	HOD, S&H Dept.	
4	Prof Umashankar	HOD, ECE Dept	
5	Prof MD.Siraj	HOD, EEE Dept.	
6	Prof M.Venkateswara Rao	HOD, CSE Dept	
7	Prof Raga Sai	HOD, Civil Dept	
8	Prof M. Veerendra	HOD, Mech. Dept	
9	Prof Y. Tayar	HOD, MBA Dept	

PRINCIPAL

Resolutions:

1. It is resolved that all the depts. have to follow the JNTUK academic calendar for the academic year 2018-19 and see that the plan of action is to be as per the scheduled dates.
2. It is resolved and suggested the HODs to allocate the subjects and prepare the time tables correspondingly without clashes in the time table by 12/06/18 and treat this as urgent matter without fail.
3. It is suggested that all the HODs to make arrangements for registration of students for I-Sem of academic year 2018-19. Also suggested to motivate the students to clear the dues during registration time.
4. Based on the subjects allocation subject wise the orientation program is to be conducted in the first week of academic calendar for II, III & IV B.Tech students and monitor the same by the respective HODs.
5. As per the suggestion from the Chairman, Academic Counseling Body role is very important for better result for the coming academic year. It is resolved that under the leadership of Prof G S Sarma of ECE dept and his team has to take the lead for better performance in university exams and identify the slow learners in particular II & III B.Tech students and requested to submit the plan of action for the same.
6. A) Under any other item, as II MBA class work commences from 13/08/2018 onwards, it is suggested to MBA HOD to prepare time tables as well as subject allocation to the faculty.
B) Regarding II M.Tech students it is suggested the HODs that to allocate guides for follow up the projects of the respective students and see that everyone has to publish the technical paper before submitting the thesis for evaluation.
7. It is resolved that the depts. have to conduct OBT and CBT exams are to be conducted in present academic year and consider those test marks under assignment marks so that students may take serious about regularity, improvement in marks and confident in fundamentals.


PRINCIPAL

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2018-19

Dt:10/07/2018

All the HODs are requested to attend meeting on 12/7/2018 at 10.00 am in Principal Chamber to discuss the following Agenda:

Agenda:

- v) I B.Tech academic calendar and time tables for the year 2018-19
- vi) Plan of action and for I B.Tech results
- vii) Syllabus coverage for I Mid Exams
- viii) Any other item

[Signature]
Principal

- CC to: i) Chairman Office
ii) All HODs

The meeting is held on 12/7/2018 in Principal chamber along with the HODs and following members are attended.

S No	Name	Designation	Signature
1	Dr J. Saibabu	Principal	<i>Leave</i>
2	Prof N. Satynarayana	ACB In-charge, invitee	<i>N. Saibabu</i>
3	Prof K. Sridevi	HOD, S & H Dept.	<i>K. Sridevi</i>
4	Prof Umashankar	HOD, ECE Dept.	<i>M. Umashankar</i>
5	Prof MD Siraj	HOD, EEE Dept.	<i>MD Siraj</i>
6	Prof M. Venkateswara Rao	HOD, CSE Dept	<i>M. Venkateswara Rao</i>
7	Prof Raga Sai	HOD, Civil Dept	<i>R. Raga Sai</i>
8	Prof M. Veerendra	HOD, Mech. Dept	<i>M. Veerendra</i>
9	Prof Y. Tayar	HOD, MBA Dept	<i>Y. Tayar</i>
10	Prof G.S.Sarma	IDAP In-charge, invitee	<i>G.S. Sarma</i>

PRINCIPAL

Resolutions

1. As per JNTUK calendar the class work commences for I B.Tech students from onwards, requested the S&H HOD to prepare the 4 sections in I B.tech i.e., CSE and ECE 3 sections and Mech, Civil and EEE consider as one section. And prepare the finalize time tables accordingly and allocate the faculty concern with other depts.
2. As I B.Tech results are very important for the admissions, requested to submit the plan of action for better results with one week ie., before commencement of orientation/class work.
3. As I mid exams are coming soon for II, III & IV B.Tech students and it suggested to all HODs to complete the syllabus with in time as per lesson plan so that system will not be disturbed. Also suggested the HODs to give university standard question bank to the students so that they will prepare to get good marks in the exams.
4. All the depts. have to submit the question bank to the IDAP for further proceeding.

PRINCIPAL

Ungayas Institute of Management & Technology
Vivek Nagar, MADALAVARIGUDEM-521 212
Nuzvid Road, Vijayawada Rural

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2018-19

Dt: 19/10/2018

All the HODs are requested to attend meeting on 22/10/2018 at 10.00 am in Principal Chamber to discuss the following Agenda:

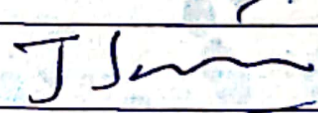

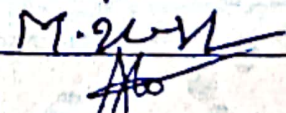
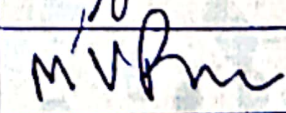
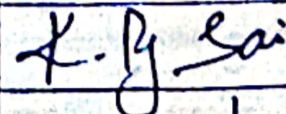
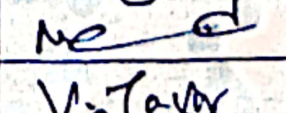
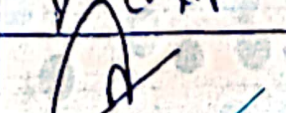

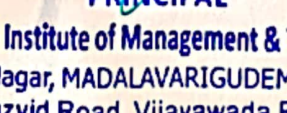
Agenda:

- vi) Preparations of II Mid exams and question papers of II, III & IV B.Tech
- vii) Lab internal exams and evaluation for II, III & IV B.Tech students
- viii) Guidelines for University lab exams evaluation
- ix) Preparations for II-Sem class work
- x) Any other item


Principal

CC to: i) chairman office
ii) all hods
iii) ACB In-charge

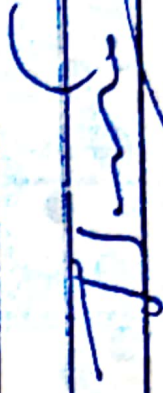
The meeting is held on 22/10/2018 in Principal chamber along with HODs and following members are attended.

S.No	Name	Designation	Signature
1	Dr J. Saibabu	Principal	
2	Prof Sridevi	HOD, S & H Dept	
3	Prof Umashankar	HOD, ECE Dept	
4	Prof MD Siraj	HOD, EEE Dept.	
5	Prof M. Venkateswara Rao	HOD, CSE Dept	
6	Prof Raga Sai	HOD, Civil Dept	
7	Prof M. Veerendra	HOD, Mech. Dept	
8	Prof Y. Tayar	HOD, MBA Dept	
12	Prof N. Satyanarayana	ACB In-charge, invitee	

PRINCIPAL

Resolutions:

- v) It is resolved that II Mid exams has to be conducted 3 hours exams with university exams question pattern as end exams, as the end examinations are coming soon and students will be prepared as per the standards of University exams.
- vi) Internal lab exams are to be conducted like university exams and uniformity must be maintained in all depts. As per JNTUK norms (Day to Day evaluation 15 M and exam 10M) and the same is to be submitted immediately after completion of internal exams for uploading the marks to JNTUK.
- vii) It is resolved That all the depts. Has to be maintained uniform evaluation in the University Laboratory Exams (Aim & procedure: 5 M, Experiment / Coding: 20 M Calculations / Execution: 15M, Viva Voce: 10M) with certain modifications as per respective labs.
- viii) As I-Sem examinations are ending by 2nd week of November '18, It is requested the HODs to prepare the II-Sem requirements and submit the same for procurement during semester break.



PRINCIPAL

Lingayas Institute of Management & Technology
Madalavarigudem, Vijayawada

Cr/HODs/LIMAT/2018-19

Dt: 25/02/2019

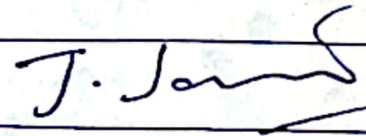

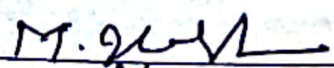
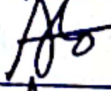

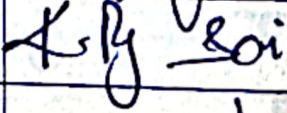

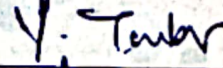
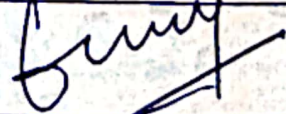
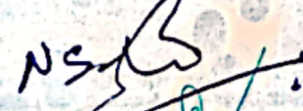
All the HODs are requested to attend meeting on 28/2/2019 at 10.00am in Principal Chamber to discuss the following Agenda:

- Agenda:
- i) II & III B.Tech II sem syllabus coverage and Attendance
 - ii) Fee dues
 - ii) Internal Lab exams
 - iii) IV B.Tech Projects


Principal

- CC to: i) Chairman Office
ii) All HODs

The meeting is held on 28/02/2019 in Principal chamber along with HODs and following members are attended.

S.No	Name	Designation	Signature
1	Dr J. Saibabu	Principal	
2	Prof Sridevi	HOD, S&H Dept.	
4	Prof Umashankar	HOD, ECE Dept	
5	Prof MD. Siraj	HOD, EEE Dept.	
6	Prof M.Venkateswara Rao	HOD, CSE Dept	
7	Prof K.Raga Sai	HOD, Civil Dept	
8	Prof M. Veerendra	HOD, Mech. Dept	
9	Prof Y. Tayar	HOD, MBA Dept	
10	Prof G.S.Sarma	IDAP In-Charge, Invitee	
11	Prof N. Satyanarayana	ACB In-Charge, Invitee	

PRINCIPAL

Resolutions:

- i) As JNTUK University examination fee notification announced for II semester, All Hods are requested to Submit the syllabus coverage details and attendance of II,III & IVB.Tech to the principal for further proceedings.
- ii) It is resolved that as semester is ending and is requested Principal to prepare the Department wise Latest Fee Due list and submit the same to the concerned depts. and it is the responsibility of Counselors HODs to clear the fee due before payment of Examination fee
- iii) It is resolved that II SEM internal Lab exams may be conducted after completion of Experiments and any student have to be done minimum 80% of experiments for internal exams.
- iv) It is resolved that the project works of IV B.Tech students has to complete before the II Mid Examinations and requested the Project Review Coordinator and HODs to fix the Schedule for final reviews and finalize the internal marks for approval.



PRINCIPAL

Ungayas Institute of Management & Technology
Vivek Nagar, MADALAVARIGUDEM-521 212
Nuzvid Road, Vijayawada Rural

LINGAYAS INSTITUTE OF MANAGEMENT & TECHNOLOGY

MadalavariGudem, Vijayawada

DT: 13 /06/2019

Cr/HOD's LIMAT/ 2019-20

All the HODs are requested to attend meeting on 14/06/2019 at 11:45 am in Principal

Chamber to discuss the following Agenda:

Agenda:

1. Academic-calendar for the year 2019-2020
2. Finalization of time tables
3. Registration
4. Subject allocation for the faculty
5. MBA Class work & M Tech project
6. EOD Verification:
7. Lecturer notes submission:
8. Appointment of student counselors
9. Any item with permission chair

CC to:

i) Chairman office

ii) all hod's


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13/6/19

The meeting on 6/02/2020 at 11:45 am in Principal Chamber to discuss the following Agenda:

S NO	Name of the faculty	Designation	signature
1	Dr.L.Rashidhar	Convener(principal)	<i>L. Rashidhar</i>
2	Dr.CH.Ravi chandra	Member	<i>Ch. Ravichandra</i>
3	Prof.E.Srinivas	Member	<i>E. Srinivas</i>
4	Prof.M.Nagaprasad	Member	<i>M. Nagaprasad</i>
5	Dr.T.Kiran kumar	Member	<i>T. Kiran Kumar</i>
6	Dr.G.Srinivasarao	Member	<i>G. Srinivasarao</i>
7	Dr.Y.Srinivasarao	Member	<i>Y. Srinivasarao</i>
8	Dr.G.S.sarma	Member	<i>G. S. Sarma</i>

Resolutions:

- 1) It is resolved that all the dept. has to follow the JNTUK academic calendar for the academic year 2019-20 and see that plan of action is to be as per scheduled dates.
- 2) It is resolved and suggested by the HODs to allocate the subjects and prepare the time tables without clashes in the time table by 14/6/19 and treat this as urgent matter without fail.
- 3) It is Suggested the HODs to make arrangements for registration of students for I sem of academic year 2019-20. Also suggested to motivate the students to clear the dues during registration time.
- 4) Based on the subjects allocation subject wise the orientation program is to be conducted in the first week of academic calendar for II, III & IV B.Tech students and monitored the same by the Respective HODs.
- 5) As per the suggestion from the Chairman, Academic Counseling Body role is very important for better result for the coming academic year, it is resolved that under the leadership of Prof G S Sarma of ECE dept and his team has to take lead for better performance in University exams and identify the slow learners in particular II & III B.Tech students and requested to submit the plan of action for the same.
- 6) A) Under any other item, as II MBA class work commences from 14/6/2019 onwards, it is suggested to MBA HOD to prepare time tables as well as subject allocation to the faculty.
B) Regarding II M.Tech students it suggested the HODs that to allocate guides for follow up the

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projects of the respective students and see that everyone has to publish the technical paper before submitting the thesis for evaluation.

7) It is resolved that the Depts. has to conduct OBT and CBT exams are to be conducted in present academic year and consider those test marks under assignment marks so that students may take serious about regularity, improvement in marks and confidence in fundamentals.


8. Under the guidelines of all the hod's for all class counselors to inform the parents, and educators to help the **students** succeed academically and socially. They provide one-to-one emotional guidance and help **students** plan for their futures by guiding them in building a career.

CC to:

i) Chairman office

ii) all hod's.

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LINGAYAS INSTITUTE OF MANAGEMENT & TECHNOLOGY

Madalavarigudem, Vijayawada

DT: 5 /02/2020

Cr/HOD's/LIMAT 2019-20

All the HODs are requested to attend meeting on 06/02/2020 at 3:00 pm in Principal

Chamber to discuss the following Agenda:

Agenda:

1. Lecture Note's Verification
2. Leave adjustment
3. Audit Report
4. EOD S Verification
5. Final Year syllabus/ projects
6. Result Analysis
7. Lab In charge Duties
8. Weekly Meeting conducted by departments

CC to:

i) Chairman office

ii) All hod's

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5/2/20

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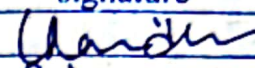
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Academic Meeting

Venue: Vice principle chamber Date: 6-02-2020 Time: 11:40 to 12:10

A meeting is conducted by the Prof N .Satyanarayana Vice Principal (academic) on 14-2-2020 at 11:40 am in Vice-principal Chamber -

The following faculty is attended:

S NO	Name of the faculty	Designation	signature
1	Dr.L.Rashidhar	Convener(principal)	
2	Dr.N.Satyanarayana	Member	N. Satyanarayana
3	Prof.Ch.Srinivas	Member	Ch. Srinivas
4	Prof.M.Nagaprasad	Member	M. Nagaprasad
5	Dr.T.Kiran kumar	Member	T. Kiran kumar
6	Prof,G.devanand	Member	G. devanand
7	Prof.Ch. Rajesh	Member	Ch. Rajesh
8	Prof.B.V.Rao	Member	B. V. Rao

1. Lecture Note's verification:

After thorough discussion with all HODS the following resolutions are made regarding Lecture notes

The faculty must prepare One week Notes in advance either by Hard copy /Soft copy should submit to Concern HOD on or before Friday Down load material is not accepted The HOD has to send weekly advance notes (subject wise) to senior faculty of concern depts for verification

The concerned subject senior faculty After completion of verification he has to send to HOD even If any subject is teaching by more than one faculty, then they have to prepare the material separately

2. Leave adjustment

Faculty has to take leave by OD by prior intimation through leave by OD from with proper class adjustment it is their responsibility

If any inter disciplinary classes are taken the information has to go the concern department also

3. Leave adjustment:

After completion of audit the books will be handed over to hod's with principal remarks


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After rectifying the remarks, the hod's are to be submitted within two days to the principal without fail for further revivification if any

4. EOD'S Verification:

Day wise consolidated eod's of concern faculty of the department has to be sent by the respective hod to the principal by same evening/next day morning by 9:00am. Hod's have to send weekly consolidated EOD'S to principal every Friday evening.

5. Final Year syllabus/ projects

After dissection on 4th B.Tech syllabus it resolved that all Hods advised to complete the syllabus as per schedule so that students may go for project work continually & seriously.

6. Result Analysis

When the results are announced by the University the faculty has to do result analysis of their concern subjects. Hod's have to prepare the consolidated analysis and compare with Exam section for correction if any

Hod's have to take reason for the lapses in the results with hard copy from faculty if results are poor less than 60% and submit the same within the week of results announcements.

7. Lab In charge Duties:

It is suggested the HODs to depute Lab in charges and lab in charges are responsible for maintenance of laboratory. If any problems they have to indent for repairs consumables etc in semester break during holidays, so that the class work should not be destitute. ALL HODs are requested to allocate one or two faculty for the laboratory as per syllabus.

8. Weekly Meeting conducted by departments

Hod's have to conduct meeting in the weekend

In the absence of Hod second person has to lead the meeting meeting agenda must be sent in one day before to the principal as well as the concern faculty. This is academic meeting 48 hours work load of individual faculty has to be discussed and it is the major agenda of the meeting.

CC to:

i) Chairman office

ii) all hod's

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Academic advisory committee meeting is conducted in the Board Room at 02:30 PM on 14-06-2021 (Monday) & the following members attended.

Name	Designation
Gadde Rajling	President
Dr.Y.Sudheer Babu	Member Secretary
K.R.K Prasad	Member
Rajendar Kaul	Member
K.Nageswara Rao	Member
Aadi Seshu	Member
K.Bhagat Singh	Member
Dr.B.Rama Chandra Rao	Member
M.Phani Kumar	Member
K.Jaya Rama Rao	Member
S.Kasthuri	Member
K.Kalyani	Member
E.Murali Mohan Reddy	Member
Dr.G.Satyanarayana	Member
Seshu Mohan	Member

Agenda

To discuss the issues related to academics.

Minutes of Meeting

The members have discussed at length on the issues related to various academic activities and resolved the following...

- The committee members will verify/inspect the conduction of internal exams, mini projects and final year projects.
- To conduct frequently faculty development programmes department wise to enhance their knowledge and to learn latest technology in their field.
- To apply to AICTE for B.Tech courses in emerging technologies in AI & ML and AI&DS and also AI&DS in M.Tech for the academic year 2021-22.
- To increase the training activities for final year students to prepare them to face MNC companies' placement drives.
- Also, to plan for training classes for 3rd year students in areas like coding, aptitude and reasoning.

Date: 12.01.2022

The Academic Advisory committee was held on 11.01.2022 at 2.30pm in Board room with the following members were present and discussed the agenda items:

Name	Designation	Attendance
Sri Gadde Rajaling	President	Gr. Hk
Dr Y Sudheer Babu	Member Secretary	Gr. Hk
Dr K.R.K Prasad	Member	K.R.K
Mr Rajinder Kaul	Member	M.R. Kaul
Mr K Nageswara Rao	Member	K. Nageswara Rao
Mr Adi Seshu	Member	Adi Seshu
Mr. K Bhagat Singh	Member	Bhagat Singh
Dr B Ramachandra Rao	Member	B. Ramachandra Rao
Mr M Phani Kumar	Member	M. Phani Kumar
Mr K Jayarama Rao	Member	K. Jayarama Rao
Ms S Kasthuri	Member	S. Kasthuri
Ms K Kalyani	Member	K. Kalyani
Mr E Murali mohan Reddy	Member	M. E. Murali mohan Reddy
Dr G Satyanarayana	Member	G. Satyanarayana
Dr Sesha Mohan	Member	S. Sesha Mohan

Minutes of Meeting:

President of the meeting welcomed all to the advisory meeting and commenced the agenda points for discussion as follows:

1. Preparedness for the NBA, and status review of documentation

The committee is decided to speed up the process of accreditation through the inputs of Mr Rajendra Reddy and suggested that the documentation must be reviewed twice and must complete in deadline time. Also suggested to take a assistance in case of any requirement by outsourced people if available.

2. Review on the result analysis of the semester

As the semester I is completed successfully, the principal presented the result analysis and discussed on percentage of pass and remedial actions as necessitated. Principal is instructed

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to take a review on the % of pass of individual faculty and suggested to motivate them for better work done in coming semester.

3. Projects, Placements, and internships

The committee agreed to focus on the placements this year and maximum internships for all the 3rd year students during this summer. A special training is also suggested to the coming final year students inline to the placements drives.

4. Remedial action plans for the slow learners/backlog students of first year

One of the members Dr Sesha Mohan suggested to conduct a special training to the students those who failed in exams, and also suggested to take a feedback on curriculum, teaching pedagogy to find out the reason behind the failures.

After the discussions and deliberations, the president conveyed his acceptance to all the member suggestions and ordered the principal to comply the same. The meeting was adjourned by 4.15pm with the vote of thanks by the principal.


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(Dr. Y. Sudheer Babu)


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Date: 05.01.2022

It is hereby informed to all the members of Academic Advisory committee that there is a meeting is scheduled on 11.01.2022 at 2.00pm In Board room with the following agenda items on discussion:

Agenda:

1. Preparedness for the NBA, and status review of documentation
2. Review on the result analysis of the semester
3. Projects, Placements, and internships
4. Remedial action plans for the slow learners/backlog students of first year

Academic Advisory Committee:

Name	Designation
Sri Gadde Rajaling	President
Dr Y Sudheer Babu	Member Secretary
Dr K.R.K Prasad	Member
Mr Rajinder Kaul	Member
Mr K Nageswara Rao	Member
Mr Adi Seshu	Member
Mr. K Bhagat Singh	Member
Dr B Ramachandra Rao	Member
Mr M Phani Kumar	Member
Mr K Jayarama Rao	Member
Ms S Kasthuri	Member
Ms K Kalyani	Member
Mr E Murali mohan Reddy	Member
Dr G Satyanarayana	Member
Dr Sesha Mohan	Member



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(Dr. Y. Sudheer Babu)

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