

PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY

KOTHAPET, VIJAYAWADA -520 001

Minutes of HoDs Meeting with the Management Committee held on 8<sup>th</sup> January 2016

A meeting with all the Heads of the Departments was convened at 4:30 PM on 8<sup>th</sup> January 2016 on the college campus. The given under members were present in the said meeting:

Sri Gopisetty Malliah	General Secretary, SKPVV Hindu High Schools Committee
Sri Ch Ananda Rama Sudhakar	Vice- President, PSCMR College Committee
Sri S Radha Krishna Murthy	Secretary, PSCMR College Committee
Sri K Venkateswara Rao	Treasurer, PSCMR College Committee
Dr. K Nageswara Rao	Principal, PSCMR College of Engineering and Tech
Dr. J Lakshmi Naryana	Professor and Head, ECE Dept
Prof K Lakshmi Naryana	Professor and Head, Civil Eng. Dept
Mr. G. Santhanam	Head I/c Mechanical Dept.
Prof. A Patanjali Sastry	Professor and Head, CSE Dept
Dr. V Vijay Durga Prasad	Professor and Head, MBA Dept
Mr. J Ravindra Babu	Head, S & H Dept.
Mr. Y Rajendra Babu	Head, EEE Dept
Mr. Srinivas	Administrative Officer

Dr. K Nageswara Rao Principal of the college conducted the meeting and highlighted that all the faculty members should enrich themselves in order to face the challenging scenario. He added that the supply of faculty is high and the as the demand for the same is low the faculty members should equip themselves to enhance the academic performance indicators (APIs).

Sri Gopisetty Malliah garu has asked the Heads of the Departments to give a complete picture on department wise basis on the given under four issues:

1. Pass percentage of the students

2. Projects of the students
3. Placements for the students
4. Paper publications and presentations.

The Heads of the Departments have given a presentation about the pass percentage of the students, attendance, MoUs and other related activities.

The following resolutions were made in the meeting:

1. Management committee to discuss with the faculty of the S & H Department on various academic matters.
2. The faculty members should have commitment and carry out the activities.
3. The counseling system which is in existence should be improved.
4. To convene a separate meeting with the counselors of II year 2<sup>nd</sup> semester of all branches and see that there is continuous improvement in the performance of the students.
5. The EEE, Civil and Mechanical Departments put in their best efforts to have MoUs with the external agencies.
6. To convene next meeting at 4:00 PM on 18<sup>th</sup> January 2016.

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*K. V. Rao*

PRINCIPAL

Potti Srinamulu Chalapathi Mallikharjuna Rao  
College of Engineering & Technology  
Kothapet, VIJAYAWADA-520 001

PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY

KOTHAPET, VIJAYAWADA -520 001

Minutes of the Meeting with Heads of the Departments and Counsellors of II year  
Students with the Management Committee held on 19<sup>th</sup> January 2016

A meeting with all the Heads of the Departments was convened at 4:00 PM on 19<sup>th</sup> January 2016 on the college campus. The given under members were present in the said meeting:

Sri Gopisetty Malliah	General Secretary, SKPVV Hindu High Schools Committee
Sri Ch Ananda Rama Sudhakar	Vice- President, PSCMR College Committee
Sri S Radha Krishna Murthy	Secretary, PSCMR College Committee
Sri K Venkateswara Rao	Treasurer, PSCMR College Committee
Dr. K Nageswara Rao	Principal, PSCMR College of Engineering and Tech
Dr. J Lakshmi Naryana	Professor and Head, ECE Dept
Prof K Lakshmi Naryana	Professor and Head, Civil Eng. Dept
Prof. A Patanjali Sastry	Professor and Head, CSE Dept
Mr. J Ravindra Babu	Head, S & H Dept.
Mr. Y Rajendra Babu	Head, EEE Dept
Dr. V Vijay Durga Prasad	Professor and Head, MBA Dept
Counselors of II year engineering students.	

The meeting started with the review of the minutes of the meeting held on 8<sup>th</sup> January 2016. Later the heads of the departments made a brief presentation on the counseling system and furnished details containing the attendance and the pass percentage of the students. It is observed at the end of the presentation that the students of the II year of all engineering streams are good in terms of their academic activities and it is suggested that the same should be continued in the III and IV years too.

Dr. K Nageswara Rao Principal of the college addressed all the counselors of II year students of engineering stream and made few remarks which are given here under:

- a) The students who are in their II year are the best in terms of 10<sup>th</sup> class percentage, intermediate percentage and EAMCET ranks
- b) As the performance of any college is evaluated based on placements, all the students should be guided and motivated to see that they actively participate in the training and placement activities.
- c) A common template for counseling for all branches has to be prepared and executed till they reach the final year.
- d) The faculty members should not act like counselors but like mentors.
- e) As the management committee is coming forward to extend the best possible support to the faculty and to the students high degree of precautionary measures have to be taken up by the mentors.
- f) It is the duty and responsibility of all the mentors to act like the real guardians for the allotted 20 students and see that they achieve new heights in academics and placements.
- g) The student's virtues, values and potential have to be well understood by the mentors to keep their morale high.
- h) The principal, heads of the departments and the mentors need to work together to achieve the slated objectives.
- i) All mentors are requested to rededicate themselves and whole hearted participation is expected than mere passive participation.
- j) Proactive approach of the faculty is solicited at all times and if any problem is encountered the same should be resolved by having a discussion with an appropriate person.
- k) Frequent formal and informal interactions with students will help the faculty to have a complete picture of the performance of the students.
- l) The recruiting companies are increasing the cut off marks for the students year by year and see that more than 75 per cent of the students of the batch should be placed in various companies.

Sri Ch Ananda Rama Sudhakar garu, Vice- President of the college Management Committee made few remarks which are given here under:

- i) As per the TPOs inputs there is no student inclination or interest to participate in training and placement related activities.
- ii) Student's aspirations have to be met in terms of education, marks, CRT, placements.
- iii) The concept of mentoring should be well communicated to students and their parents.
- iv) The mentors need to have complete information about their students and about their performance.

Based on the above stated points of discussion few resolutions were made:

1. The heads of the departments need to convene a meeting in their respective departments and prepare a template or a format for good mentoring of the students.
2. The commonly drafted format need to be approved by the Principal and should be put to use immediately.
3. Next meeting with the heads of the departments will be on 27<sup>th</sup> January 2016.
4. Next meeting with the counselors will be on 5<sup>th</sup> February 2016.

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PRINCIPAL  
Potti Sridamulu Chalavadi Mallikharjuna Rao  
College of Engineering & Technology  
Kothapet, VIJAYAWADA-520 001

**PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY**

**KOTHAPET, VIJAYAWADA -520 001**

**Minutes of the Meeting with Heads of the Departments and Counsellors of II year B Tech Students with the Management Committee held on 05<sup>th</sup> February 2016**

A meeting with all the Heads of the Departments and counselors of II year B Tech students was convened at 4:00 PM on 05<sup>th</sup> February 2016 on the college campus. The given under members were present in the said meeting:

Sri Gopisetty Malliah	General Secretary, SKPVV Hindu High Schools Committee
Sri Ch Ananda Rama Sudhakar	Vice- President, PSCMR College Committee
Sri K Venkateswara Rao	Treasurer, PSCMR College Committee
Dr. K Nageswara Rao	Principal, PSCMR College of Engineering and Tech
Dr. J Lakshmi Naryana	Professor and Head, ECE Dept
Prof K Lakshmi Naryana	Professor and Head, Civil Eng. Dept
Prof. A Patanjali Sastry	Professor and Head, CSE Dept
Mr. J Ravindra Babu	Head, S & H Dept.
Mr. Madhu Kiran	Associate Professor, EEE Dept.
Dr. V Vijay Durga Prasad	Professor and Head, MBA Dept
Counsellors of II year B Tech students	

Dr. K Nageswara Rao Principal of the college addressed the Heads of the Departments and all the counselors of II year students of engineering stream and came out with observations which are given here under:

- a) The II year B Tech students are of good quality in terms of academics, discipline and quality.
- b) Majority of the students joined the institute after having interaction with the members of the admission team.

- c) The counselor who should act as mentor should enhance motivation levels of the students.
- d) This process of mentoring should continue till end of their course and see that they are well placed.
- e) It is responsibility of the mentors to see that the expectations of the students are fulfilled.
- f) Quantity and quality of the placements is the only index to rate the performance of the college.
- g) Along with proforma that is circulated there may be certain unwritten issues which also need to be addressed by the faculty.
- h) Any innovative ideas or thoughts of mentors can be included in their mentoring process.

After the Principal's address the counselors were asked to give their feedback on the counseling they made to their respective wards. Given below are the few suggestions made by the faculty:

1. The counseling activity can be included in the regular time table
2. That the students are asking for soft skills and CRT and some new technologies.
3. The spoken English classes need to be conducted.

Sri Chittori Ananda Ram Sudhakar garu Vice-President of the College Committee in his reply to the above feedback stated that faculty will be recruited either on part-time or full time basis to conduct spoken English classes, C, C++ and Java languages. Apart from this the students may be made to speak only in English for five minutes every day on any topic of their choice to overcome stage fear and to gain grip on spoken English.

Based on the discussions on the above stated issues the following resolutions are made:

1. The counselors need to focus on three important issues. They are attendance, comparison of marks in 10<sup>th</sup> standard and Intermediate with that of the marks in the engineering programme and their suggestions and inputs that need to be full filled regarding academics and placements.
2. Counselors meeting should be conducted once in a month
3. Next meeting to be convened on 4<sup>th</sup> March 2016.

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**PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY**

**KOTHAPET, VIJAYAWADA -520 001**

**Minutes of the Meeting with Heads of the Departments and Counsellors of II year B Tech Students with the Management Committee held on 15<sup>th</sup> March 2016**

A meeting with all the Heads of the Departments and counselors of II year B Tech students was convened at 4:00 PM on 15<sup>th</sup> March 2016 on the college campus. The given under members were present in the said meeting:

Sri Ch Ananda Rama Sudhakar	Vice- President, PSCMR College Committee
Sri Sriram Radha Krishna Murthy	Secretary and Correspondent
Sri R Subba Rao	Committee Member
Dr. K Nageswara Rao	Principal, PSCMR College of Engineering and Tech
Dr. J Lakshmi Naryana	Professor and Head, ECE Dept
Prof K Lakshmi Naryana	Professor and Head, Civil Eng. Dept
Prof. A Patanjali Sastry	Professor and Head, CSE Dept
Mr. J Ravindra Babu	Head, S & H Dept.
Dr. Suvarna Raju	Professor and Head, Mechanical Dept.
Dr. V Vijay Durga Prasad	Professor and Head, MBA Dept
Counsellors of II year B Tech students	

Dr. K Nageswara Rao Principal of the college highlighted that the latent potential of the students has to be tapped by mentoring them in an effective way. If their minds are ignited the students may get university ranks. Later the heads of the departments have given the feedback of their departments.

Based on the feedback the following resolutions were made:

1. To identify the very bright students from each section of each branch and they be motivated to get the university ranks and the best placements.



2. Sri R Subba Rao garu will interact with such students along with the Principal, HoD and the respective counselor.
3. A common counseling template has to be prepared for all departments for mentoring the students.
4. Next meeting is scheduled on 4<sup>th</sup> April 2016.

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*K. Rao*

PRINCIPAL  
Potti Sriramulu Chalavadi Mallikharjuna Rao  
College of Engineering & Technology  
Kothapet, VIJAYAWADA-520 001

PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY

KOTHAPET, VIJAYAWADA -520 001

Minutes of the Meeting with the Staff Members of PSCMR CET with the Management Committee held on 6<sup>th</sup> October 2016

A meeting with all the heads of the departments of the college was convened at 4:00 PM on 6<sup>th</sup> October 2016 on the college campus. The given under members were present in the said meeting:

Sri Ch Ananda Rama Sudhakar

Vice- President, PSCMR College Committee

Sri R Subba Rao

Member College Committee

Dr. K Nageswara Rao

Principal, PSCMR College of Engineering and Tech

All the Heads of the Departments and all the teaching faculty of the college were also present.

Sri Ch Ananda Ram Sudhakar Vice-President, PSCMR College Management started the meeting with the given under remarks:

1. The admissions in terms of number and quality of the students are satisfactory.
2. Acceptance of MBA programme's fees as fixed by AFRC by the students.
3. NBA accreditation is necessary for enhancement of seats to strengthen the college.

Dr. K Nageswara Rao Principal of the college addressed the members and highlighted the given under points:

1. Improvement in admissions.
2. Student performance is the real index of the quality of faculty contributions.
3. Refining the teaching and learning has to be taken up.
4. As parents have high expectation on the college a serious introspection has to be taken up by the faculty.
5. The faculty should work in synchronization with the objectives of the college.

The Heads of the Departments gave their inputs which are given here under:

Dr. J Lakshmi Narayana, Head Department of ECE:

1. Discipline of the students is satisfactory and there is improvement
2. Faculty appraisal is taken up and analysis is done.
3. Rewarding academic toppers
4. Counselling of the students included in time-table.
5. Progress in NBA work.

Prof. A Patanjali Sastry, Head Department of CSE:

1. Focus on placements
2. Training students in C, C++ and JAVA. Examinations being taken up IIT Bombay and 200 students got certified.
3. Utilisation of laboratories by students beyond the working hours of the college.
4. NBA work in progress.

Prof. Y Rajendra Babu, Head Department of EEE:

1. Economically poor students are given financial support.
2. Performance of teachers is good.
3. Training programmes are being organized.

Dr. L Suvarna Raju, Head Department of Mechanical:

1. Improvement in students attendance
2. Department association will be formed.
3. Result analysis is carried out.
4. CRT classes are conducted.

Dr. V Vijay Durga Prasad, Head of MBA Department:

1. Attendance and discipline of the students is good.
2. Training for bank examinations is provided on the campus free of cost to the students.

3. For the first time since inception of the department few students didn't pass in their second semester examination.
4. Hopeful that they may pass the exam through revaluation.
5. Invited talks and are arranged for the students.
6. Short visits are arranged.
7. Industrial tour is planned for Mumbai to visit BSE and NSE etc.
8. 'Pramanik' a bi-annual journal from the Department will be published.
9. Students are getting placed in companies like HDFC, ICICI, Bajaj Fin Serve, Capital IQ, KVB and in other local organizations.
10. Three faculty members are pursuing Ph D programme on part time basis.
11. Each faculty member is supposed to publish two papers per semester in repute journals and not less than three per year.
12. Faculty members participate in workshops and present papers in national and international seminars organized by various institutes.

Prof. K Lakshmi Narayana, Head of Civil Department

1. CRT classes are conducted for students.
2. Only few faculty members have M Tech qualification.
3. Need for qualified faculty members.

V. Vijay Bungar Prinsecd  
07/10/2016.

K. N. Rao  
Dr. K NAGESWARA RAO  
Principal

PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY

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Minutes of the Meeting of the Heads of the Departments with the Principal held on  
22<sup>nd</sup> March 2017

A meeting with all the Heads of the Departments was convened by the Principal at 4:00 PM on 22<sup>nd</sup> March 2017 on the college campus. All the Heads of the Departments, the Training and Placement Officer, In charge of Examination Cell, Librarian and the Physical Director were present. The following resolutions were made:

1. All the departments need to be ready for the forthcoming FFC visit from JNTU Kakinada.
2. The Departments which require soft ware need to submit their requirements to the Principal.
3. The HoDs are requested to insist that one faculty member should go for 'Swayam' certification.
4. An Internal Quality Assurance Cell (IQAC) will start functioning and Prof. Patanjali Sastry will be the Convener of the cell.
5. Research Forum of the college headed by Prof J Lakshmi Narayana will discuss along with other Heads of the Departments on the incentives to be given to the faculty for publishing articles in repute journals.
6. A 'Best Practices Committee' will be come into existence and Prof V Vijay Durga Prasad will be in charge and will take the support from other Heads of the Departments and come out with a proposal to be submitted to the Principal.
7. A Student Exit Survey has to be conducted with the outgoing students on regular basis.

*V. Vijay Durga Prasad*  
23/3/2017  
Prepared by: Dr. V Vijay Durga Prasad

*K. Nageswara Rao*  
23/3/17  
Dr. K NAGESWARA RAO  
Principal

PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY

KOTHAPET, VIJAYAWADA -520 001

Minutes of the Meeting with the Staff Members of PSCMR CET with the Management Committee held on 19<sup>th</sup> April 2017

A meeting with all the heads of the departments of the college was convened at 12:00 noon on 17<sup>th</sup> April 2017 on the college campus. The given under members were present in the said meeting:

Sri K V Rao	Treasurer Management Committee
Sri R Subba Rao	Member College Committee
Dr. K Nageswara Rao	Principal, PSCMR College of Engineering and Tech

All the Heads of the Departments the college was present. The given under resolutions were made in the meeting:

1. All the five engineering departments need to go for NBA accreditation.
2. All the heads of the departments need to submit the budget for the year 2017-18 of their respective departments.
3. Discourteous treatment of any employce towards anybody especially parents will not be tolerated.
4. Pay slips to the staff to be given every month.
5. News letter of the college comprising activities and achievements of all departments need to be published on quarterly basis.
6. Premises of the college should be neat and tidy for the forthcoming FFC visit from JNTU Kakinada.
7. There should be a jump in results of the students to a tune of 20 -25 per cent in the next academic year.
8. Personalised attention is required for identifying the students who fail in examinations.
9. A group of 30 students per class can be made for focused attention.
10. A fully equipped computer laboratory may be set up in the new building.

*V. Vijay Durga Prasad*  
Dr. V VIJAY DURGA PRASAD  
Professor and Head Dept of MBA

*K. Nageswara Rao*  
Dr. K NAGESWARA RAO  
Principal

**PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**KOTHAPET, VIJAYAWADA – 520 001**

**Observations of VVIT, Namburu Visit on 24-04-2017**

1. Training programmes for students:
  - I year to II year – weekly four hours for spoken English, news paper reading, self- description, group talk
  - II year to III year – 3 weeks training
  - III year to IV soft skills and making them industry ready – there is <sup>no</sup> percentage of marks barrier, however the student should not have more than one back log.
  - 10 faculty members will take part in T and P activites
  - Alumni of the college is also attached to the T and P Cell.
  - T and P cell will look of after three aspects- training to the students, training of the employees and guidance for higher studies.
2. Student Club activities:
  - Two hours are allotted per week for various club activities. There are 18 student clubs in total like music club, dance club, social awareness club etc
  - Every Friday afternoon is allocated for club activities
  - Only students will have to take up the entire task.
  - Every student should be a member at least in one club.
  - A separate Students Activities Council called SAC is set up on the campus.
3. Student hand books are given in the first year.
4. Counselling:
  - One faculty member will act as counselor for a group of 15 students/*Parents*.
  - Everything is recorded in a book
  - Parents are informed about the student regularly.
5. Attendance:
  - SMS will be sent to the parent in case of absenteeism.
  - If the student attends first two hours and leaves the campus for the remaining classes the same will be informed to the parents through SMS.

- "Binder" software is used for the above said activities.
6. Discipline:
- Cell phones are banned on the campus.
  - Random checking will be done for the entire college at one point of time by all the faculty members.
  - If the phones are found with the students they will be confiscated and will be returned only after completion of the programme.
7. Staff retention is to a tune of 90%.
8. 28 faculty members have Ph D degree. Out of which 20 faculty members completed their Ph D after joining VVIT.
9. Original certificates of the employees are not taken and will not be with college.
10. Three FDPs per semester would be organized for faculty on the campus.
11. National Training Institute Bengaluru will extend its support for equipping faculty.
12. All laboratories and class rooms are air conditioned and equipped with LCD projectors and audio equipment.
13. Mode of instruction is English only. All faculty members should speak to students in English only. *- All students should speak in English.*
14. There is no uniform for faculty. However tuck in shirt and shoe are mandatory.
15. There is uniform for students
16. Recruitment of faculty:
- Written test
  - Demonstration
  - Personal interview.
17. Laboratory:
- 1:15 is maintained in classes as well as in labs.
  - One teacher for every 20 students in lab
  - In total 3 teachers will look after laboratory work
  - In addition to faculty one technician will also be there..
18. Participation of faculty in Seminars and FDPs:
- Registration fee is paid by the management
  - On-duty leave also will be given for participation.



19. Pay scales:

- 6<sup>th</sup> pay scales are given with 100% DA for faculty who are ratified by the university
- 6<sup>th</sup> pay scales with 90% DA are given for non-ratified faculty.
- Salaries will be credited by 10:00 AM on 1<sup>st</sup> for every month.

20. Vacation:

- One month compulsory summer vacation to all the faculty members
- One week for Dasara festival
- One week for Pongal festival.

21. College timings are from 8:00AM to 3: 30PM

22. Leave Rules:

- 15 days casual leave per year
- 15 days earned leave per year
- No loss of pay for faculty even if the leaves used are more than 15 per annum. However such number of days will be cut in their vacation.
- Maternity leave facility is extended as per government norms.
- Three permissions are given per month to the faculty members.

23. The college has NCC and NSS wings.

24. Group insurance scheme is in existence for faculty and optional for students.

25. No policing to be done.

26. Free environment should prevail on the campus.

27. HoDs should have complete understanding about their respective faculty members.

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**PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY**

**KOTHAPET, VJAYAWADA -520 001**

**Minutes of the Meeting with the Management Committee held on 26<sup>th</sup> April 2017**

A meeting with the heads of the departments of the college was convened at 2:30 PM on 26<sup>th</sup> April 2017 on the college campus. The given under members were present in the said meeting:

Sri Ch Mallikarjuna Rao	President, Management Committee
Sri K V Rao	Treasurer, Management Committee
Sri R Subba Rao	Member Management Committee
Sri M Satish	Member Management Committee
Dr. J Lakshmi Narayana	HoD, ECE Department
Dr. V Vijay Durga Prasad	HoD, MBA Department

The given under resolutions were made in the meeting:

1. FDP has to be planned to the faculty members and experts from NITTR have to deliver sessions for period of one week. A total of 50 faculty members should participate in the FDP. Six to eight faculty members from each department should participate in such FDPs.
2. As per the need and requirement some identified faculty members by the respective heads of the departments may be asked to make a presentation (on the topic relevant to their discipline) to the Principal and other external subject experts. This should be scheduled in the beginning of the semester.
3. Group linked insurance scheme has to be initiated for the teaching and non-teaching staff on the college campus.
4. Boards containing the vision, mission statements and objectives of the college need to be displayed in the corridors of the college campus.
5. A separate board containing the statistics of the college needs to be displayed in the Principal's room.

6. As of now SMS is sent to the students who are absent in the first hours of the day. Here after an SMS need to be sent in the afternoon session also if the student is absent for that session.
7. Students should not go out of the campus during working hours. Henceforth the college gates need to be closed.
8. The canteen should provide such items or dishes as required by the students like egg curry puff, omelet etc.
9. As carry mobile phones by students is prohibited they should not be allowed on the campus.
10. A "College Development Council" (CDC) needs to be established and Principal would be the Chairman. Two faculty members from each department should be part of the said council to look after the various activities of the college.
11. Training of the students will be taken up by Mr. K Sundar Srinivas Assistant Professor of ECE Department and placement activities will be looked after by Mr. S Manikanta.

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Minutes of the Meeting with the Management Committee held on 29<sup>th</sup> April 2017

A meeting with the management committee, the Principal and all the heads of the departments of the college was convened at 10:00 AM on 29<sup>th</sup> April 2017 on the college campus. The given under members were present in the said meeting:

Sri K V Rao	Treasurer, Management Committee
Sri R Subba Rao	Member Management Committee
Dr. K Nageswara Rao	Principal
All the heads of the departments	

The following were the resolutions made during the made:

1. Mr. Sundar Srinivas Assistant Professor of ECE Department will look after the training programmes for the students.
2. FDP for faculty by NITTR may be scheduled during 5<sup>th</sup> and 12<sup>th</sup> June 2017.
3. Internal FDPs also can be planned by the respective departments.
4. Faculty members having less than 5 years of experience may be asked to give a demonstration to the Principal and the Heads of the Departments.
5. A template comprising PBAS score, feedback from students, results, effectiveness of counseling, general involvement in the regular duties, observations of the head of the department has to be prepared.
6. Various faculty welfare measures may be initiated on the campus which may include PF, GLIS, Gratuity, Accident/ Disability insurance etc.
7. To make the college campus appealing certain measures need to be take up which include affixing boards containing vision, mission and objectives of the college and of the

departments, direction boards, a kiosk to be placed at the reception, LED screen, naming of the seminar halls etc.

8. The existing mechanism of sending messages to the parents should be continued.
9. Different colours may be used to print permission slips to be given to students.
10. Chairs in the canteen are to be removed and a partition may be set up.
11. As the mobile phones are prohibited on the campus, all the faculty members should continuously monitor the students and instruct them not to use the cell phones.
12. Diary of activities of the college has to be maintained and all activities of the college are to be recorded on day to day basis.
13. A mechanism for proper care of alumni has to be initiated. The passed out students should not have any inconvenience to get their TC, PC, marks memo etc.
14. The home page of college web site has to be modified.
15. Video clips of alumni have to be included in the web site as testimonial.

V. Vijay Sange Prasad  
01/04/2013

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## MINUTES OF THE MEETING WITH HODs OF ALL THE DEPARTMENTS

The meeting with the HODs was held on 07/06/2017 in Principal's chamber. The following were present:

1. Dr. J.Lakshmi Narayana, HOD, Dept. of ECE
2. Prof. A. Pathanjali Sastri, HOD, Dept. of CSE
3. Dr. Dr.P.S.Srinivas, HOD, Dept. of ME
4. Prof. K.V.Lakshmi Narayana, HOD, Dept. of CE
5. Prof. Y. Rajendra Babu, HOD, Dept. of EEE

### Meeting agenda:

To plan activities for improving results in coming academic year including long term engagement for students as well as faculty members and the measures undertaken for improvement of academic and administrative performance in the departments.

### Discussions:

Keeping in view of the current results released for IInd and IVth years. the Principal suggested that appropriate measure needs to be taken for improvement of academic and administrative performance in the departments.

After the detailed discussions the members unanimously adopted the following resolutions.

- a. Lesson plan for faculty members and semester plan for the academic department need to be effectively monitored by HODs of the respective departments.
- b. The collection of students' feedback system needs to be assessed in true spirit.
- c. Counseling programme is important and a crucial element in improving student achievement. The HODs are required to monitor the counseling effectiveness of the counselor.
- d. Improve and maintain the overall attendance percentage of the students

Though the above activities are done routinely, the Principal emphasized the HODs to develop a framework within which all staff can work to provide a consistent approach to improve the above parameters.

The following HODs are appointed to develop clear procedures for maintaining data for the monitoring and setting of associated targets.

- |                               |                                      |
|-------------------------------|--------------------------------------|
| 1. Dr. J.Lakshmi Narayana     | Attendance Monitoring System         |
| 2. Prof. A. Pathanjali Sastri | Result Analysis and Improvement      |
| 3. Dr. Dr.P.S.Srinivas        | Counseling Effectiveness             |
| 4. Prof. K.V.Lakshmi Narayana | Student Feedback System              |
| 5. Prof. Y. Rajendra Babu     | Identifying Low Performance students |

*KVLN*  
Principal

Cc: All HODs, Committee Office, faculty and staff

*Minutes file*  
*usson*  
*14/6/2017*

**PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY**

**KOTHAPET, VIJAYAWADA -520 001**

**Minutes of the Meeting with the Management Committee held on 29<sup>th</sup> June 2017**

A meeting with the heads of the departments of the college was convened by the Management Committee at 10:00 AM on 29<sup>th</sup> June 2017 on the college campus. The given under members were present in the meeting:

Sri K V Rao	Treasurer, Management Committee
Sri R Subba Rao	Member Management Committee
Dr. K Nageswara Rao	Principal
Dr. J Lakshmi Narayana	HoD, ECE Department
Dr. P Srinivas	HoD, Mechanical Department
Di. V Vijay Durga Prasad	HoD, MBA Department
Prof. A Patanjali Sastry	HoD, CSE Department
Prof K Lakshmi Narayana	HoD, Civil Department
Prof. Rajendra Babu	HoD, EEE Department
Prof. G Santhanam	Principal Polytechnic College
Prof. J Ravindra Babu	HoD, Freshman Engineering

The given under resolutions were made in the meeting:

1. A LED TV to be installed at the reception on the college campus.
2. Soft ware for smart campus to be finalized
3. College gates to be closed during the break time.
4. The given under professors would act as coordinators of the respective programmes:
  - a. Prof Y Rajendra Babu – ICT Academy activities
  - b. Dr. P Srinivas – NBA
  - c. Prof. Lakshmi Narayana – IQAC



d. Prof. K Lakshmi Narayana – Placement of signages

5. To register the college for Programme Implementing Agency (PIA) under Deendayal Upadhyay Grameena Kouslya Vikas Yojana a scheme of the Government of India to conduct classes for the unemployed of the rural areas.
6. Classes to be conducted to the interested students during 3:00 PM to 6:00 PM through APSDC. An amount of Rs. 2000/- (Rupees Two Thousand only) would be collected from the students.

*Kwaw*  
30/6/17

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PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY

KOTIAPET, VIJAYAWADA. 520 001

Minutes of the Meeting of College Development Council held on 2<sup>nd</sup> August, 2017

A meeting with the members of the College Development Council is convened at 4 PM on 2<sup>nd</sup> August, 2017 on the College Campus.

The list of members present in the meeting:

Sri K. Venkateswara Rao	Treasurer, Management Committee
Sri R. Subba Rao	Member, Management Committee
Dr. K. Nagcswara Rao	Principal
Dr. J. Lakshminarayana	HOD, ECE Department
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Prof. A. Patajali Sastry	HOD, CSE Department
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Prof. G. Santhanam	Principal, Polytechnic College
Prof. J. Ravindra Babu	HOD, Freshman Engineering Department

The following are the resolutions made in the meeting:

1. The following Professors will continue to act as the coordinators of the respective activities
  - a. Prof. Y. Rajendra Babu – ICT Academy Activities
  - b. Dr. P. S. Srinivas – NBA Coordination
  - c. Prof K. Lakshminarayana – IQAC & Placcment of Direction Boards

Contd on page 2....

Minutes of the meeting  
I  
K. S. Rao  
03/8/2017

K. S. Rao

PRINCIPAL  
Potti Sritamulu Chalavadi Mallikharjuna Rao  
College of Engineering & Technology  
Kothapet, VIJAYAWADA-520 001

2. The activity of registering the college for Programme Implementing Agency (PIA) under Dcendayal Upadhyay Grameena Kouslya Vikas Yojana a scheme of the Government of India to conduct classes for the unemployed of the rural areas should continue.
3. It is decided to utilize the services of Sky Technologies for T & P Training. The students will be divided into two batches, basing on their previous performance (i.e., > 70% or with 1 or 2 backlogs and all others into other batch) and start the training after the I Mid Examinations are over.
4. Discussed about the strengthening of the T & P cell. Discussed whether to utilize the outside agency services or to have an in house arrangement.
5. It is decided to register Alumni Association and requested the Heads of the departments to prepare the database of the Alumni of their respective branches.
6. Discussed about going for an advertisement in Kerala to get the teachers to conduct classes for communication skills.
7. Discussed about the plan of action for the placements and it is decided to identify the list of companies for the Placement of our Students.
8. AICTE – CII survey has been initiated.

*Kwlar*  
Principal 318/17

**PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**KOTHAPET, VIJAYAWADA. 520 001**

**Minutes of the Meeting of College Development Council held on 13<sup>th</sup> October, 2017**

A meeting with the members of the College Development Council is convened at 4 PM on 13<sup>th</sup> October, 2017 on the College Campus.

The list of members present in the meeting:

Sri. Ch. Ananda Rama Sudhakar	Vice President, Management Committee
Sri K. Venkateswara Rao	Treasurer, Management Committee
Sri R. Subba Rao	Member, Management Committee
Dr. K. Nageswara Rao	Principal
Dr. J. Lakshminarayana	HOD, ECE Department
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Prof. A. Patajali Sastry	HOD, CSE Department
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Sri. J. A. V. Ravindra Babu	HOD, Freshman Engineering Department
Sri. O. Bhanu Sekhar	In-charge, Examinations
Sri. S. Manikanta	Training & Placement Officer

The following are the resolutions made in the meeting:

1. It is decided to make all the required arrangements to for NBA or CSE and ECE departments.
  - a. CSE has to recruit 1 teaching and 1 non teaching staff in the department
  - b. ECE has to recruit 3 faculty members for the department
  - c. Start preparation of SAR of NBA and should be made ready to upload in by February or March and April is given as the deadline.
  - d. With the development of new laboratories for the Computer Centres, the ECE department is advised to plan to have the class rooms and laboratories in a wing.
  - e. HODs of CSE and ECE are advised to search for the open source software available get the information on the cost of the software which need to be procured.
  - f. It is decided to have a meeting with the auditor Lingamurthy garu about the departmental budgeting and various aspects in criterion X of the SAR of NBA.

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2. Sri. K. Venkateswara Rao garu shall get the IT Returns and Audit reports from SKPVV Schools Committee to continue with the registration of the college for Programme Implementing Agency (PIA) under Deendayal Upadhyay Grameena Koushya Vikas Yojana a scheme of the Government of India to conduct classes for the unemployed of the rural areas.
3. It is decided to not to go for the services of Sky Technologies for T & P Training arrangements made internally.
4. Training of students should continue with Smt Kamakshi and Sri Venugopal and recruit one for the aptitude.
5. Registration of the Alumni Association is assigned to Sri Sudhakar of CSE and he has to contact HODs to get the data.
6. It is decided to arrange a get together for the faculty in November, 2017 and felicitation or some sort of recognition of the faculty should be done on the same day.
7. Students should be recognized for their achievements on the day of Jignasa/Technofest in December.
8. Faculty training should be scheduled in the next week and completed by the end of October, 2017.
9. It is decided to install MIS in the college after Diwali, having the data in the supplier's server by paying Rs.10,000/- per year and getting a back up every fifteen days.
10. Lift should be installed in the college.
11. Information board should be arranged in the Principal's chamber.
12. International Conference should be organized in the college in April 2018.
13. Should start incubation centre in our college in association with Eurth Techtronics, Vijayawada.

*Naras* 16/10/17  
for Principal

**PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY  
KOTHAPET, VIJAYAWADA. 520 001**

**Minutes of the Meeting of College Development Council held on 11<sup>th</sup> January, 2018**

A meeting with the members of the College Development Council is convened at 10 AM on 11<sup>th</sup> January, 2018 in the Committee Room.

The list of members present in the meeting:

Sri Sriram Radhakrishna Murthy	Secretary & Correspondent, Management Committee
Sri K. Venkateswara Rao	Treasurer, Management Committee
Sri R. Subba Rao	Member, Management Committee
Dr. K. Nageswara Rao	Principal
Dr. J. Lakshminarayana	HOD, ECE Department
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. A. Patajali Sastry	HOD, CSE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Sri. J. A. V. Ravindra Babu	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. O. Bhanu Sekhar	In-charge, Examinations
Sri. S. Manikanta	Training & Placement Officer

The following are the resolutions made in the meeting:

1. It is decided to have the Vision and Mission Statements for the SKPVV Committee and it must be prepared by the Principal in a meeting with the Heads of the Departments.
2. It is decided to make all the required arrangements for NBA of CSE and ECE departments.
  - a. CSE has to recruit 1 non teaching staff for the department.
  - b. ECE has to recruit 2 non teaching staff for the department.
  - c. Pre qualifier should be uploaded by the end of February.
  - d. After shifting of the Computer Centers to the new building it is decided to put the entire department of ECE in the 2<sup>nd</sup> Floor and CSE in the 1<sup>st</sup> Floor.
  - e. Budgeting of the CSE and ECE departments for the past 3 years should be ready with the help of auditor Sri Lingamurthy garu in 2 weeks time.

Contd on page 2...

3. It is decided that the other three departments Civil, EEE and Mechanical also should start preparation of the SAR and should be able to upload the Pre qualifier by February 2019.
4. Sri. K. V. garu shall get the IT Returns and past 3 years audit reports from SKPVV Schools Committee in 2 weeks time to continue with the registration of the college for Programme Implementing Agency (PIA) under Deendayal Upadhyay Gramscena Kouslya Vikas Yojana a scheme of the Government of India to conduct classes for the unemployed of the rural areas.
5. Registration of the Alumni Association under Society Act be completed with the help of Sri K.V. garu in 2 weeks time.
6. It is decided to felicitate the faculty members on the Teachers Day, 5<sup>th</sup> September for their achievements.
7. Students should be recognized for their achievements on the Annual day.
8. College Annual Day should be conducted in the last week of February this year.
9. MIS should be ready with the data and it should be coordinated by Smt Padmaja of CSE.
10. Information board should be arranged in the Principal's chamber.
11. International Conference is being organized in the college and it is in process.
12. The inauguration of the incubation centre in association with Eurth Techtronics, Vijayawada will be on 24<sup>th</sup> January, 2018.
13. HOD's should discuss the modalities of faculty leaves and the holiday on second Saturday with the Principal and the details should be handed over to Sri KV garu.

*KV Garu*  
Principal 25/1/18

PSCMR COLLEGE OF ENGINEERING AND TECHNOLOGY

KOTHAPET, VIJAYAWADA -520 001

Minutes of the meeting held on 21-01-2018 with  
Sri Ashok V Joshi, Director, Zenopsys Technologies Pvt. Ltd.

Members present in the meeting include:

- |                             |   |
|-----------------------------|---|
| 1. Sri K Venkateswara Rao   | Treasurer, Management Committee           |
| 2. Dr. K Nageswara Rao      | Principal                                 |
| 3. Sri Ashok V Joshi        | Director, Zenopsys Technologies Pvt. Ltd. |
| 4. Dr. V Vijay Durga Prasad | HoD, MBA Department                       |
| 5. Dr. A Patanjali Sastry   | HoD, CSE Department                       |
| 6. Sri Y Rajendra Babu      | HoD, EEE Department                       |
| 7. Sri S Manikanta          | Training and Placement Officer            |

After having a brief informal discussion with Sri Ashok V Joshi the following resolutions were made in the meeting:

1. The relationship of Zenopsys with PSCMR College of Engineering and Technology should go a long way in terms of establishing an incubation centre, and having a MoU with the esteemed organisation.
2. The students of PSCMR CET would be considered for recruitment of various positions in Zenopsys Technologies Pvt Ltd.

After the meeting Sri. Ashok V Joshi had an interactive session with the students of the PSCMR CET.

*kn Rao*  
*23/1/18*  
(Dr. K NAGESWARA RAO)

Principal





**P.S.C.M.R.COLLEGE OF ENGINEERING AND TECHNOLOGY**  
*APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA*  
Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of College Development Council held on 20<sup>th</sup> February, 2018**

A meeting with the members of the College Development Council is convened at 10 AM on 20<sup>th</sup> February, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. Subba Rao	Member, Management Committee
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Sri. J. A. V.Ravindra Babu	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. S. Manikanta	Training & Placement Officer
Sri. O. Bhanu Sekhar	In-charge, Examinations

The following are the resolutions made in the meeting:

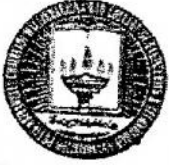
1. The reconstitution of the Governing Body of the PSCMR should be taken up to include the following members with their consent.
  - a. Dr. Viyanna Rao, Ex Vice Chancellor, ANU.
  - b. Dr D. Nageswara Rao, Ex Vice Chancellor, Centurion University of Technology & Management (CUTM), Odisha.
  - c. Sri Ramakrishna, Chairman, Efftronics.
  - d. Sri Srihari, Chairman, Eurthtechtronics.
  - e. Sri Ganesh, Chairman, Liners India.
  - f. Sri Chandra Sekhar, Chairman, Vilan.
  - g. Sri Desu Uma, CEO, Intelli India Pvt Ltd.
  - h. Sri Narasimha Rao, COO, East Coast Energy, Hyderabad.
  - i. Sri A. Radha Krishna, Dy Director, Water Resources Department, Govt of AP.
  - j. A Member from Tata Consultancy Services
  - k. A Member from Infosys

Contd on page 2...

2. It is decided to make all the required arrangements for NBA of CSE and ECE departments.
  - a. ECE has to recruit 2 non teaching staff for the department.
  - b. Pre qualifier should be uploaded by March, 15<sup>th</sup>.
  - c. Necessary arrangements for NBA should be planned in the summer.
  - d. Budgeting of 3 previous years should be done by all the departments including MBA and Polytechnic i.e., for the years 2015-16, 2016-17, 2017-18.
3. Doctorates should be recruited in Civil, EEE and Mechanical Engineering Departments to fulfill the norm of one Doctorate for each section.
4. Doctorates should be planned and recruited in FED to fulfill the AICTE norm of the overall number of Doctorates in the entire college.
5. CSE and ECE are in the process of uploading the data.
6. MIS should be completed in a week's time.
7. The following periods are planned to have for the students. They are
  - a. Sports/Hobby Hour
  - b. Communication Skills Hour
  - c. Project Hour
  - d. Library Hour
8. It is decided to invite various religious heads to address the students.
9. MBA department should come up with Hobby clubs.
10. Painting of Mechanical and Civil Engineering labs should be taken up. And tiles should be fixed in the front side of these laboratories.
11. Interaction of senior students should be arranged for the first year students.
12. Auto Chassis should be procured for the ME department.
13. A Hostel should be planned for the SC/ST Candidates to get good admissions for next year. And the hostel should be notified.
14. Identify students in the first year and arrange GATE Coaching.

*K. N. Rao*

Principal  
Dr. K. Nageswara Rao



**Minutes of the Meeting of Sri R. Subba Rao garu with Heads of the Departments  
on 1<sup>st</sup> March, 2018**

A meeting of Sri R. Subba Rao garu is head with the Heads of the Departments is convened at 11 AM on 1<sup>st</sup> March, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. Subba Rao	Member, Management Committee
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Sri. J. A. V.Ravindra Babu	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College

The following are the resolutions made in the meeting:

1. The number of plates with the following matter should be finalized.
  - a. Vision Mission Statements of each department
  - b. Vision Mission Statements of the College
  - c. Roll of Honor in the Management's Chamber
  - d. Roll of Honor in the Principal's Chamber
  - e. Roll of Honor in the Department
2. All the departments should prepare the Organisation chart.
3. A meeting of Ms Jennifer Jones with the bright students of 3<sup>rd</sup> year students of all the branches should be arranged on 7<sup>th</sup>. She is going to deliver a talk on "Make Service an Integral part of Life" for 30 minutes. And it should be filed with proper photographs
4. Each department should plan a Newsletter in each Semester.
5. One Person should be recruited to coordinate all the activities that are being conducted in the college. He should be designated as Press/Media Manager.
6. Information from all the departments should be sent to the Management with the activities that are being conducted in their respective departments on a weekly basis. The Manager should take care of this.

Contd on page 2 . . .

7. All the departments should prepare the following to present to the Management
  - a. Success rate of the respective departments, i.e., the list of passed out candidates starting from 2008.
  - b. Results of each batch, year wise.
  - c. Faculty Requirement, keeping the Faculty Student ratio as 1:20
  - d. Requirement of Professors and Associate Professors in the Department
  - e. List of the faculty in the respective departments on whom the Head of the Department can rely upon.
  - f. List of the existing equipment in each departments and also future requirements of the departments.
  - g. Performance of the Department/Faculty with the following items
    - i. Results
    - ii. Placements
    - iii. Workshops/Seminars Organised
    - iv. Internships
    - v. Publications
8. The Departments should prepare the students to organize the activities in the department/college with the guidance of the faculty.
9. Identify the students with Extracurricular activities
10. All the Heads of the Departments should meet often, at least twice a week and discuss on the uniform procedures to be followed in the entire college.

PSSWOM  
31/3/18

Dr. P. S. Srinivas  
Professor &  
Head of Mechanical Engineering



**P.S.C.M.R.COLLEGE OF ENGINEERING AND TECHNOLOGY**  
*APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA*  
Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of Principal Dr. K. Nageswara Rao garu with the HOD's.**

A meeting of Principal Dr. K. Nageswara Rao garu is held with the Heads of the Departments is convened at 2 PM on 15<sup>th</sup> February, 2018 in the Principal's Chamber.

The list of members present in the meeting:

Dr. K. Nageswara Rao garu	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Sri. J. A. V. Ravindra Babu	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. S. Manikanta	Training & Placement Officer

The following are the resolutions made in the meeting:

1. Second Saturday should be given as a holiday as per the university norms. We used to have the second Saturday as holiday prior to the Krishna Pushkarams. As we lost many classes at the time of Pushkarams, the second Saturday holiday is cancelled in that semester and is being treated as working day. But that process is continued even in the succeeding semesters also.
2. Faculty should be allowed to utilize the Casual Leaves in the year, without any restriction on the number of leaves used in a month. In case a faculty member resigns and leaves the institution, the CLs must be treated on pro rata basis and excess use of CLs can be treated as loss pay.
3. Casual Leaves should be enhanced from 12 to 15.

Contd on page 2 . . .

4. Intervening days should not be considered as CLs (i.e., if any Sunday or a Public Holiday is coming in between two CLs, should not be treated as a CL).
5. Each faculty should be awarded 5 Earned Leaves per year.
6. Each faculty should be given 20 Half Pay Medical Leaves, which they can utilize on Medical grounds.
7. Maternity leave should be given to the female faculty as per government norms.
8. The faculty going on University duty, or attending any workshop/seminar or any other event connected with the institutes of prominence should be treated as On Duty.
9. In case the faculty are utilizing the On Duty when they are attending any workshop/seminar, it should be sanctioned only after they give a presentation to the faculty of their department here in the college.

*K. S. Rao*  
Principal 3/3/18



**Minutes of the Meeting of College Development Council held on 4<sup>th</sup> April, 2018**

A meeting with the members of the College Development Council is convened at 9:30 AM on 4<sup>th</sup> April, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. Subba Rao	Member, Management Committee
Sri K. Venkateswara Rao	Treasurer, Management Committee
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Dr. Madhu Kiran,	EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Sri. J. A. V.Ravindra Babu	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. S. Manikanta	Training & Placement Officer
Sri. O. Bhanu Sekhar	In-charge, Examinations

The following are the resolutions made in the meeting:

1. The reconstitution of the Governing Body of the PSCMR should be taken up.

The following Members have given their consent to be the members.

- a. Dr D. Nageswara Rao, Ex Vice Chancellor, Centurion University of Technology & Management (CUTM), Odisha.
- b. Sri Ramakrishna, Chairman, Efftronics.
- c. Sri Srihari, Chairman, Eurttechtronics.
- d. Sri Chandra Sekhar, Chairman, Vilan.
- e. Sri Narasimha Rao, COO, East Coast Energy, Hyderabad.
- f. Sri A. Radha Krishna, Dy Director, Water Resources Department, Govt of AP.

The consent should be taken from the following Members

- a. Sri JVRS Prasad, Principal Consultant, Tata Consultancy Services
- b. Sri. Rajesh Kumar Varma, Sr Technology Architect, Infosys
- c. Sri Ganesh, Chairman, Liners India.

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2. It is decided to make all the required arrangements for NBA of CSE and ECE departments.
  - a. ECE has to recruit 2 non teaching staff for the department.
  - b. Pre qualifier should be uploaded after the announcement of the results.
  - c. Necessary arrangements for NBA should be planned in the summer.
  - d. Budgeting of 3 previous years should be done by all the departments including MBA and Polytechnic i.e., for the years 2015-16, 2016-17, 2017-18.
3. Doctorates should be recruited in Civil and Mechanical Engineering Departments to fulfill the norm of one Doctorate for each section.
4. Doctorates should be planned and recruited in FED to fulfill the AICTE norm of the overall number of Doctorates in the entire college. And one faculty from FED should be sent to Polytechnic.
5. CSE and ECE are in the process of uploading the data.
6. MIS should be made ready for the next academic year.
7. Various religious heads should be identified to address the students in the next academic year.
8. Tiles should be fixed in the front side Mechanical and Civil Engineering laboratories.
9. Auto Chassis should be procured for the ME department.
10. A Hostel should be planned for the SC/ST Candidates to get good admissions for next year. And the hostel should be notified.
11. After getting the floor plans of our college, planning of class rooms and laboratories should be marked.
12. Sports Hour / Hobby Hour, Communications skills hour, Project hour, Library hour should be incorporated in the time tables from the next academic year.

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13. As part of the Branding of the college the following should be planned and implemented.
- a. Hoardings should be planned at Gollapudi - 4, Mangalagiri - 4, Tadigadapa - 1, Benz circle to Kankipadu -1, and on Nunna side -1
  - b. Birthdays and anniversaries of Parents of our students should be obtained and a card should be sent to them on that day.
  - c. IPL cards which are being ready should be distributed at various places like Night Food Courts etc.
  - d. A video clip should be made ready to telecast in the cable TV in the surrounding villages.
  - e. An ad should be planned for FM Radio.
  - f. As the stickering on our busses has faded, it should be done afresh and Swamy is assigned for it.
  - g. Our College Stall is coming up in the Exhibition in PWD grounds. It will be effective from 9<sup>th</sup> April 2018. The following items should be planned there.
    - i. Flash mob should be arranged on all Sundays and it is assigned to Vijayanand of ME and Narendra of EEE.
    - ii. Printing on T Shirts and Hats should be planned for the student volunteers in the Exhibition.
    - iii. Pamphlets should be printed for the distribution at the Exhibition.
    - iv. LED TVs should be installed in the Stall.
    - v. Drones should be ready in the Stall.
    - vi. 3D Printer should be procured and be ready at the stall and a photo can printed and given to the winners in the lucky dip.
    - vii. Photo should be printed with the Augmented Reality, to give it to the winners in the lucky dip.

*K. Nageswara Rao*  
Principal 6/4/18  
Dr. K. Nageswara Rao

*Received*  
*K. Nageswara Rao*  
9/4/2018.



**P.S.C.M.R.COLLEGE OF ENGINEERING AND TECHNOLOGY**  
*APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA*  
Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of College Development Council held on 24<sup>th</sup> July, 2018**

A meeting with the members of the College Development Council is convened at 4.30 PM on 24<sup>th</sup> July, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. V. Subba Rao	Secretary & Correspondent
Sri S.V.S.M. Razith Kumar	Jt. Secretary
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Sri. J. A. V.Ravindra Babu	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. O. Bhanu Sekhar	In-charge, Examinations

The following are the resolutions made in the meeting:

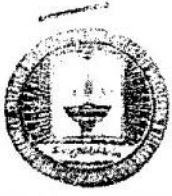
1. The reconstitution of the Governing Body of the PSCMR is done with the following members.
  - a. Dr D. Nageswara Rao, Ex Vice Chancellor, Centurion University of Technology & Management (CUTM), Odisha.
  - b. Sri Ramakrishna, Chairman, Efftronics.
  - c. Sri Srihari, Chairman, Eurthtechtronics.
  - d. Sri Chandra Sekhar, Chairman, Vilan.
  - e. Sri Narasimha Rao, COO, East Coast Energy, Hyderabad.
  - f. Sri A. Radha Krishna, Dy Director, Water Resources Department, Govt of AP.
  - g. Sri JVRS Prasad, Principal Consultant, Tata Consultancy Services
  - h. Sri. Rajesh Kumar Varma, Sr Technology Architect, Infosys
  - i. Sri P Venkateswar, Executive Vice President, Galaxe

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2. The following arrangements should be made for NBA.
  - a. ECE has to recruit one Faculty member and two non teaching staff for the department.
  - b. Submission of Pre qualifier for NBA will be reviewed later.
  - c. Preparation of SAR and other arrangements for NBA should be continued.
  - d. Budgeting of 3 previous years should be done by all the departments including MBA and Polytechnic i.e., for the years 2015-16, 2016-17, 2017-18.
  - e. Doctorates in the following departments should be recruited to fulfill the norm of one Doctorate for each section.
    - i. One Doctorate in Civil Engineering
    - ii. One Doctorate in Mechanical Engineering
    - iii. Two Doctorates in MBA
    - iv. Doctorates should be planned and recruited in FED to fulfill the AICTE norm of the overall number of Doctorates in the entire college.
3. Addressing of the students by Dr Swaminathan should be arranged on 31<sup>st</sup> July.
4. As part of the various religious heads addressing our students, Sri Islam's address should be planned in August and Sri Chitti Babu's address should be planned in September or October.
5. A shed should be built behind the Chemistry Laboratory, for the ME Department to house the Mechanical Engineering Projects and Auto Chassis.
6. From 15<sup>th</sup> to 31<sup>st</sup> August, the shifting of computer centers to the new building should be done and re-planning of faculty rooms and tutorials rooms should be planned.
7. College magazines are ready and to reach the parents, it should be assigned to the student counselors. It should be done in a month's time. A feedback form should be prepared to get the database of the parents birthdays and anniversaries along with the feedback.
8. A video clip of the college should be made ready to be used for the next admissions.
9. An ad in FM also should be planned for the next admissions.
10. Our Committee member Sri Chandrasekhar has planned an online survey of the faculty members of the institution. The link is being shared to all the faculty members and the link will be active for 3 days and see that all the faculty members should participate in the survey
11. A proposal for GATE coaching to the students is discussed. It is proposed to provide one Tab for each department to give them to the students which are loaded with NPTEL Lectures.
12. It is decided to work on the implementation of Moodle in the college.
13. The preparation of SSR of NAAC should be completed by December 2018 and should be applied.
14. Faculty members should be informed that they should not carry the mobile phones to the classes and examination halls.

  
Principal

Dr. K. Nageswara Rao



**Minutes of the Meeting of College Development Council held on 4<sup>th</sup> September, 2018**

A meeting with the members of the College Development Council is convened at 4.00 PM on 4<sup>th</sup> September, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. V. Subba Rao	Secretary & Correspondent
Sri S.V.S.M. Razith Kumar	Jt. Secretary
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. Durga Prasad	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. S. Manikanta	Training & Placement Officer
Sri. O. Bhanu Sekhar	In-charge, Examinations

The following are the resolutions made in the meeting:

1. The Governing Body meeting should be planned on 15<sup>th</sup> September, 2018.
2. The following arrangements should be made for NBA
  - a. The following Non Teaching Staff members should be recruited for the respective departments.
    - i. ECE - 2 members
    - ii. ME - 1 member
    - iii. CE - 1 member
  - b. Submission of Pre qualifier for NBA is being reviewed.
  - c. Preparation of SAR and other arrangements for NBA should be continued.
  - d. Budgeting of 3 previous years should be done by all the departments including MBA, Polytechnic and Library i.e., for the years 2015-16, 2016-17, 2017-18.

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- c. Doctorates in the following departments should be recruited to fulfill the norm of one Doctorate for each section.
  - i. One Doctorate in Civil Engineering
  - ii. One Doctorate in Mechanical Engineering
  - iii. One Doctorate in MBA
  - iv. One Doctorate in FED to fulfill the AICTE norm of the overall number of Doctorates in the entire college.
3. As part of the various religious heads addressing our students, Islam address should be planned in November and Sri Chitti Babu's address should be planned in September.
4. A shed should be built behind the Chemistry Laboratory, for the ME Department to house the Mechanical Engineering Projects and Auto Chassis.
5. Re planning of Class rooms and laboratories should be done and the following should be identified.

For Civil Engineering - Environmental Lab and Survey Lab, For ECE - Communications Lab  
For EEE - Electrical Measurements Lab, Tutorials rooms, Department Library, Digital library
6. College magazines should reach the parents in this month.
7. A video clip of the college should be made ready to be used for the next admissions.
8. An ad in FM also should be planned for the next admissions.
9. The GATE material which is procured should be planned to be used by the faculty.
10. Faculty members who have attended the FDS's should give a lecture in the college.
11. Dr. Durga Prasad, HOD, FED should coordinate the NPTEL. Should see that faculty register for the courses.
12. It is decided to work on the implementation of Moodle in the college. Faculty should upload their lecture notes.
13. The preparation of SSR of NAAC should be completed by October 2018 and should be applied. The progress should be displayed in the front side room of our Principal.
14. From now onwards, the CDC meetings should be convened twice in a month.
15. Polytechnic college also should be ready to go for the NBA.
16. Students should not use the mobile phones in the class rooms. They should be deposited with their respective counselors.
17. Medical Aid / First Aid / Dispensary in the campus should be planned for the students.
18. A room should be identified to plan for the Centre for excellence in tie up with NDT.
19. e-wastage, solid waste, and liquid waste disposal in the campus should be planned.

*K. Nageswara Rao*  
Principal  
Dr. K. Nageswara Rao



**Minutes of the Meeting of College Development Council held on 8<sup>th</sup> October, 2018**

A meeting with the members of the College Development Council is convened at 4 PM on 8<sup>th</sup> October, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. V. Subba Rao	Secretary & Correspondent
Sri S.V.S.M. Razith Kumar	Jt. Secretary
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. D. Durga Prasad	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. S. Manikanta	Training & Placement Officer
Sri. O. Bhanu Sekhar	In-charge, Examinations
Sri. J. A. V. Ravindra Babu	Discipline Committee In Charge
Mrs J. Purnima	Final Year Civil

The following are the resolutions made in the meeting:

1. A video clip of the college should be made ready to be used for the next admissions. And also an ad in FM also should be planned for the next admissions.
2. As part of the various religious heads addressing our students, Islam religious head address should be planned in November.
3. A shed should be built behind the Principal's office for the workshop in the Mechanical Engineering Department.
4. Medical Aid should be planned in the campus for the students.
5. A room should be built behind the Principal's room for Mechanical Engineering Workshop.
6. e-wastage, solid waste, and liquid waste disposal in the campus should be planned. Study the percolation pit available in the campus and do the necessary things for it to put it into proper use.
7. Budgeting of 3 previous years should be done by all the departments including MBA, Polytechnic and Library i.e., for the years 2015-16, 2016-17, 2017-18.

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8. All the Department HODs should identify the International Journals to subscribe the hard copies. FED department should plan to subscribe Current Science, Pramana and Sadhana.
9. 10 LCD Projectors should be procured to increase the number of e classrooms in the college.
10. 3 or 4 Polytechnic Classrooms should be planned to show them as Seminar Halls.
11. Alumni Association should be registered by 1<sup>st</sup> week of December, 2018. Also Alumni meet should be planned in the 1<sup>st</sup> week of December, 2018
12. Boards showing Plastic free campus should be planned in the campus.
13. Upon discussing the various intricacies on the implementation of "Pollution Free Day", should be implemented on Saturday in the college.
14. One of the triangular spaces in the college should be converted to use it as Boys Rest room.
15. To start the ISTE Chapter in the college, 25 faculty members should be the members of ISTE. So, it is decided to identify 2 to 3 bright faculty members in each department and college management will pay the registration fee for them.
16. Service Registers should be kept for the faculty members.
17. Information about GSLIC should be obtained for its implementation.
18. The faculty leaves will be implemented as follows. The summer vacation will be for 2 weeks for all the faculty from next summer. And if a faculty member is getting more than 2 weeks of summer vacation, they will be converted to Casual Leaves. They can start utilizing them from October 1<sup>st</sup>. At the end of the year, the balance leaves can be encashed by the faculty.
19. The classrooms shifting should be done by 31<sup>st</sup> October, 2018.
20. All the HODs should get the areas of research of all the faculty member by next CDC meeting.

**General issues to be discussed regularly in CDC.**

1. NAAC  
SSR Preparation by 31<sup>st</sup> October 2018.
2. NBA
  - a. The following Non Teaching Staff members should be recruited for the respective departments.
    - i. ECE - 2 members
    - ii. ME - 1 member
    - iii. CE - 1 member
  - b. Submission of Pre qualifier should be planned by the end of December, 2018.
  - c. Submission of SAR of NBA should be planned by the end of January, 2019.
  - d. Recruitment of Doctorates in the following departments
    - i. One Doctorate in Civil Engineering
    - ii. One Doctorate in Mechanical Engineering
3. NPTEL Registrations by Dr D. Durga Prasad, HOD, FED.
4. GATE related.
5. Implementation of Moodle in the college.
6. Teaching Learning process.
7. Students Discipline.

*K. Nageswara Rao*

Principal

Dr. K. Nageswara Rao

**MINUTES OF THE MEETING OF THE GOVERNING BODY  
Of  
POTTI SRIRAMULU CHALAVADI MALLIKARJUNA RAO COLLEGE  
OF ENGINEERING AND TECHNOLOGY  
KOTHAPET  
VIJAYAWADA -520 001**

The 13<sup>th</sup> meeting of the Governing Body of Potti Sriramulu Chalavadi Mallikarjuna Rao College of Engineering and Technology, Kothapet, Vijayawada was held at 10:00 AM on 13<sup>th</sup> October 2018 on the college campus. Sri Chalavadi Mallikarjuna Rao Chairman, Governing Body presided over the meeting. The following members were present in the meeting:

1.	Sri S Radha Krishna Murthy	Vice-Chairman
2.	Sri R V Subba Rao	Secretary and Correspondent
3.	Sri S V SM Razith Kumar	Joint Secretary
4.	Sri K Venkateswara Rao	Treasurer
5.	Prof. V Balamohan Das, Former Vice-Chancellor	
6.	Acharya Nagarjuna Univerisity	Member
7.	Prof. J V Prabhakar Rao Former Vice-Chancellor	
8.	Rayalaseema University	Member
9.	Prof. D Nageswara Rao Former VC , CUTM	Member
10.	Sri M Srihari, Chairman, Eurth Techtronics	Member
11.	Sri A Radha Krishna, Deputy Director, Water Resource Department, Govt. of A.P	Member
12.	Sri JVRS Prasad, Principal Consultant,	
13.	TCS Ltd., Hyderabad	Member
14.	Sri Rajesh Kumar Verma, Sr. Technology Architect	
15.	Infosys Ltd, Hyderabad	Member

**Special Invitees**

1.	Dr. K R Satyanarayana	- Member SKPVVHHS Committee
2.	Sri PSV Kishan	- Founder and CEO HOBOTS
3.	Dr. P S Srinivas	- HoD, Mechanical Eng. Department



4. Dr. J Lakshmi Naryana - HoD, ECE Department
5. Dr. A Patanjali Sastry - HoD, CSE Department
6. Dr. V Vijay Durga Prasad - HoD, MBA Department
7. Dr. D Durga Prasad - HoD , FED
8. Sri Y Rajendra Babu - HoD, EEE Department
9. Sri K V Lakshmi Narayana - HoD, Civil Department
10. Sri G Santhanam - Principal, Diploma Programmes

**The following members requested leave for absence:**

Sri R Rama Swamy, President SKPVV Hindu High Schools Committee, Sri G Malliah, General Secretary and Correspondent, SKPVV Hindu High Schools Committee, Sri M Surendranath, MD Minerva Group of Hotels, Sri T Chandra Sekhar, Chairman, Seshasai Knittings Pvt. Ltd., AICTE Nominee, Sri D Rama Krishna MD Effetronics, Sri P Rama Krishna, MD Price Water, Sri P Venkateswar, Executive Vice-President, Galaxe Solutions, New York

Dr. K Nageswara Rao Ex-officio Secretary and Principal of the college welcomed the august body and with the permission of the Chair started the proceedings of the meeting

Sri Chalavadi Mallikarjuna Rao the Chairman, College Governing Body, welcomed all the members of the Governing body and all the members were introduced to the Governing Body.

Dr. K Nageswara Rao Ex-officio Secretary and Principal of the college presented in brief the profile of the college and elaborated on the activities of PSCMR College of Engineering Technology, Vijayawada.

*JnoyounM*  
After ~~through~~ deliberations the following resolutions were made:

**Resolutions**

**1. Minutes of the Previous Governing Body Meeting**

The minutes of the previous Governing Body meeting held on 11.10.2017, ~~which were circulated to all the members;~~ have been read-out, re-confirmed and approved.

## **2. Workshop on Industry Institute Interface**

Prof. V Balamohan Das described the significance of having a workshop on Industry Institute Interface and it is resolved to organize a workshop on the same.

## **3. Adjunct, Honorary and Visiting Professors**

Prof. J V Prabhakar Rao suggested that adjunct or visiting professors may be invited to deliver sessions to the students on weekends. It is resolved that select experts from IITs and IIMs be invited to deliver sessions on weekends.

## **4. Add on Courses**

Prof D N Rao suggested that add on courses be started on the college campus in association with government agencies like APSSDC and students be encouraged to publish articles in accredited journals. Apart from these 'Hubs of Excellence' be established at the department level to enhance the teaching learning process. The points stated above are resolved to be put into action.

## **5. Research Grant**

Prof V Balamohan Das has suggested that a research grant of Rs.20,000/- be given to about 50 faculty members to carry out their research work. He also recommended that the staff of PSCMR CET extend computer training to the employees of other institutes of SKPVV Hindu High Schools Committee. The governing body resolved to execute the same. It is also resolved that the Alumni Association of PSCMR CET be registered as per the Indian Societies Registration Act of 1860.

## **6. Start up Talks**

Sri PSV Kishan highlighted the importance of 'Start up Talks' to the students and 'Ideathon' be organized to the students. It is suggested that various ideas from heterogeneous and homogeneous groups can exchange their ideas with in an objective of transforming an idea into reality. In addition to this it is suggested that students exchange programme be initiated where the students of PSCMR CET visit the HBOTS labs of other institutes and students of other colleges visit the HBOTs lab o f PSCMR CET. It has been resolved to conduct Strat up Talks and organized Ideathon.

## **7. Language Lounge**

Sri JVRS Prasad stated that a 'Language Lounge' has to be set up on the campus. He emphasized on the 'delayed feedback' mechanism which states that whatever the student

achieves till the end of first year of his completion of the course can be considered as the contribution of the college to that student. He reiterated the importance of having MoUs with various government and non-governmental agencies for the benefit of the students. It is resolved by the governing body to establish a Language Lounge and to have MoUs with various agencies.

**8. A B C D**

Sri Rajesh Kumar Verma stated that importance be given to A B C D where A stands for Artificial Intelligence, B for Business Intelligence, C for Cloud Computing and D for Digitalisation. He highlighted that students are to be given better inputs on the above stated topics. The same has been resolved to put into action.

Sri R Subba Rao Secretary and Correspondent proposed formal vote of thanks and the governing body meeting ended at 2:00 PM on 13<sup>th</sup> October 2018



(Dr. K NAGESWAR RAO)

Ex-Offio Secretary and Principal

PRINCIPAL

Potti Srinamulu Chalavadi Mallikharjuna Rao  
College of Engineering & Technology  
Kothapet, VIJAYAWADA-520 001

Copy to: All the Members of the Governing Body



**P.S.C.M.R.COLLEGE OF ENGINEERING AND TECHNOLOGY**

*APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA*

Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of College Development Council held on 20<sup>th</sup> September, 2018**

A meeting with the members of the College Development Council is convened at 10 AM on 20<sup>th</sup> September, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. V. Subba Rao	Secretary & Correspondent
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. Durga Prasad	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Sri. S. Manikanta	Training & Placement Officer
Sri. O. Bhanu Sekhar	In-charge, Examinations

The following are the resolutions made in the meeting:

1. Depending on the University members availability the Governing Body meeting should be planned on 29<sup>th</sup> September, 2018.
2. A video clip of the college should be made ready to be used for the next admissions. And also an ad in FM also should be planned for the next admissions.
3. As part of the various religious heads addressing our students, Islam address should be planned in November and Sri Chitti Babu's address should be planned in September.
4. A room should be identified to start the FM Radio service in the college.
5. A shed in front of Mechanical Laboratories, for the ME Department to house the Mechanical Engineering Projects and Auto Chassis.
6. Medical Aid / First Aid / Dispensary in the campus should be planned for the students.
7. A room should be identified to plan for the Centre for excellence in tie up with NDT.
8. e-wastage, solid waste, and liquid waste disposal in the campus should be planned.

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9. It is decided to work on the implementation of Moodle in the college. Faculty should upload their lecture notes.
10. Budgeting of 3 previous years should be done by all the departments including MBA, Polytechnic and Library i.e., for the years 2015-16, 2016-17, 2017-18

*K. Nageswara Rao*  
25/9/15  
Principal

Dr. K. Nageswara Rao

**General issues to be discussed regularly in CDC.**

1. NAAC
  - a. SSR Preparation by 31<sup>st</sup> October 2018.
2. NBA
  - a. The following Non Teaching Staff members should be recruited for the respective departments.
    - i. ECE - 2 members
    - ii. ME - 1 member
    - iii. CE - 1 member
  - b. Submission of Pre qualifier
  - c. Preparation of SAR and other arrangements for NBA should be continued.
  - d. Recruitment of Doctorates in the following departments
    - i. One Doctorate in Civil Engineering
    - ii. One Doctorate in Mechanical Engineering
    - iii. One Doctorate in MBA
    - iv. One Doctorate in FED to fulfill the AICTE norm of the overall number of Doctorates in the entire college.
  - e. Polytechnic college preparation for NBA.
3. NPTEL Registrations by Dr Durga Prasad, HOD, FED.
4. GATE related



**P.S.C.M.R.COLLEGE OF ENGINEERING AND TECHNOLOGY**

*APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA*

Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of College Development Council held on 16<sup>th</sup> November, 2018**

A meeting with the members of the College Development Council is convened at 10.30 AM on 16<sup>th</sup> November, 2018 in the Committee Room.

The list of members present in the meeting:

Sri. C. Mallikharjuna Rao	President
Sri R. V. Subba Rao	Secretary & Correspondent
Sri S.V.S.M. Razith Kumar	Jt. Secretary
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Pathajali Sastri	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. D. Durga Prasad	HOD, Freshman Engineering Department
Sri. S. Manikanta	Training & Placement Officer
Sri. O. Bhanu Sekhar	In-charge, Examinations
Sri. J. A. V. Ravindra Babu	Discipline Committee In Charge
Sri. G. Santhanam	Principal, Polytechnic College
Mrs J. Purnima	Final Year Civil

The following are the resolutions made in the meeting:

1. A video clip of the college should be made ready to be used for the next admissions. And also an ad in FM also should be planned for the next admissions.  
It is in the process. A Clip of 2 min for Social Media, a 20 seconds ad for FM Radio and a 45 Seconds Clip for Citi Cable are being made.
2. As part of the various religious heads addressing our students, Islam religious head address should be planned in the end of November or 1<sup>st</sup> week of December.
3. A shed should be built behind the Principal's office for the Mechanical Engineering Department to house the Auto Chassis and other projects.  
It is in the process.

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4. A room should be built on the terrace for the Mechanical Engineering Workshop. Also the boys rest room should be planned on the terrace.  
It is being planned. Will be started soon.
5. 10 LCD Projectors should be procured to increase the number of e classrooms in the college.  
Will be procured.
6. Alumni Association should be registered by 1<sup>st</sup> week of December, 2018. 4<sup>th</sup> Alumni meet is scheduled on 13<sup>th</sup> January, 2018.
7. Boards showing Plastic free campus should be planned in the campus.  
In Process.
8. Upon discussing the various intricacies on the implementation of "Pollution Free Day", should be implemented on Saturday in the college.  
Circular will be issued on next Monday.
9. Various rooms in the college should be planned as follows.
  - Ground floor - Physical Director
  - 1<sup>st</sup> Floor - Medical room
  - 2<sup>nd</sup> Floor - eYantra
  - 3<sup>rd</sup> Floor - Engineering Geology Lab
10. It is mandatory for all the faculty members to go for the membership of ISTE/IETE. The college will provide advance for the required faculty members to pay the membership fee. And that amount will be collected back in installments.
11. Service Registers should be kept for the faculty members.  
They are getting ready.
12. Information about GSLIC should be obtained from Star and Reliance Insurance also.  
In Process and MBA Head of the Department is looking after it.
13. The information on the faculty leaves should be given to the faculty members.
14. 5 Spare cartridges should be kept in the college to meet any contingency in the departments.
15. Our college Name/Logo should be made ready with embroidery and stitched to the dresses of the Polytechnic students.  
Sri Razith Kumar will coordinate it.
16. Card less phones should be identified and install them in the HODs chambers.  
ECE Head of the Department will enquire and give the information.
17. A bin should be kept in the college to collect recyclable material.  
Sri KV garu is coordinating it.
18. Stock Register should be maintained at the institute level.  
Sri Razith Kumar will coordinate.
19. Refurbishing of the Digital Library should be taken up. Also need to focus on the ambience of the library.
20. Subscription of journals should be done for the Library.
21. The expenses for the publishing of Research articles by the faculty members who are getting a salary of less than ₹ 50,000/- will be fully reimbursed. And others who are getting more than ₹ 50,000/- will get an incentive of ₹ 5,000/- like earlier.
22. Project expo should be planned in the college on 29<sup>th</sup> December, 2018.

**General issues to be discussed regularly in CDC.**

1. NAAC SSR Preparation
2. NBA
  - a. One Non Teaching Staff member should be recruited for the Civil Engineering Department.
  - b. Pre qualifier and SAR of NBA should be made ready.
  - c. One Doctorate should be recruited in each of the following departments
    - i. Civil Engineering
    - ii. Computer Science Engineering
    - iii. Electronics & Communications Engineering
    - iv. Mechanical Engineering
3. NPTEL Registrations by Dr D. Durga Prasad, HOD, FED.
4. GATE.
  - Unit wise questions should be identified and kept in the Course file.
  - Should reflect
5. Implementation of Moodle in the college.
6. Teaching Learning process.
7. Students Discipline. SOP should be identified and be made ready.

  
Principal

Dr. K. Nageswara Rao





**P.S.C.M.R.COLLEGE OF ENGINEERING AND TECHNOLOGY**

*APPROVED BY AICTE, NEW DELHI; AFFILIATED TO JNTU, KAKINADA*

Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of College Development Council held on 1<sup>st</sup> November, 2018**

A meeting with the members of the College Development Council is convened at 4 PM on 1<sup>st</sup> November, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. V. Subba Rao	Secretary & Correspondent
Sri S.V.S.M. Razith Kumar	Jt. Secretary
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Patajali Sastry	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. D. Durga Prasad	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Mrs J. Purnima	Final Year Civil

The following are the resolutions made in the meeting:

1. A video clip of the college should be made ready to be used for the next admissions. And also an ad in FM also should be planned for the next admissions.
2. As part of the various religious heads addressing our students, Islam religious head address should be planned in November.
3. A shed should be built behind the Principal's office for the Mechanical Engineering Department to house the Auto Chassis and other projects.
4. A room should be built on the terrace for the Mechanical Engineering Workshop. Also the boys rest room should be planned on the terrace.
5. 10 LCD Projectors should be procured to increase the number of e classrooms in the college.
6. 3 or 4 Polytechnic Classrooms should be planned to show them as Seminar Halls.
7. Alumni Association should be registered by 1<sup>st</sup> week of December, 2018. Also Alumni meet should be planned in the 1<sup>st</sup> week of December, 2018
8. Boards showing Plastic free campus should be planned in the campus.
9. Upon discussing the various intricacies on the implementation of "Pollution Free Day", should be implemented on Saturday in the college.

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10. Various rooms in the college should be planned as follows.
  - Ground floor - Physical Director
  - 1<sup>st</sup> Floor - Medical room
  - 2<sup>nd</sup> Floor - eYantra
  - 3<sup>rd</sup> Floor - Engineering Geology Lab
11. It is mandatory for all the faculty members to go for the membership of ISTE/IETE. The college will provide advance for the required faculty members to pay the membership fee. And that amount will be collected back in installments.
12. Service Registers should be kept for the faculty members.
13. Information about GSLIC should be obtained from Star and Reliance Insurance also.
14. The information on the faculty leaves should be given to the faculty members.
15. The classrooms shifting should be done by 18<sup>th</sup> November, 2018.
16. The contingency amount which is being given to the HODs is enhanced to Rs. 5000/-.
17. 5 Spare cartridges should be kept in the college to meet any contingency in the departments.
18. Our college Name/Logo should be made ready with embroidery and stitched to the dresses of the Polytechnic students.
19. Wireless phone should be identified to install them in the HODs chambers.
20. A bin should be kept in the college to collect recyclable material.

**General issues to be discussed regularly in CDC.**

1. NAAC  
SSR Preparation by 31<sup>st</sup> October 2018.
2. NBA
  - a. One Non Teaching Staff member should be recruited for the Civil Engineering Department.
  - b. Submission of Pre qualifier should be planned by the end of December, 2018.
  - c. Submission of SAR of NBA should be planned by the end of January, 2019.
  - d. Recruitment of Doctorates in the following departments
    - i. One Doctorate in Civil Engineering
    - ii. One Doctorate in Mechanical Engineering
3. NPTEL Registrations by Dr D. Durga Prasad, HOD, FED.
4. GATE.
5. Implementation of Moodle in the college.
6. Teaching Learning process.
7. Students Discipline. SOP should be identified and be made ready.

*K. Nageswara Rao*  
2/11/18  
Principal

Dr. K. Nageswara Rao



**P.S.C.M.R.COLLEGE OF ENGINEERING AND TECHNOLOGY**  
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Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of College Development Council held on 5<sup>th</sup> December, 2018**

A meeting with the members of the College Development Council is convened at 4 PM on 5<sup>th</sup> December, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. V. Subba Rao	Secretary & Correspondent
Sri S.V.S.M. Razith Kumar	Jt. Secretary
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Pathajali Sastri	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. D. Durga Prasad	HOD, Freshman Engineering Department
Sri. S. Manikanta	Training & Placement Officer
Sri. O. Bhanu Sekhar	In-charge, Examinations
Sri. J. A. V.Ravindra Babu	Discipline Committee In Charge
Sri. G. Santhanam	Principal, Polytechnic College
Mrs J. Purnima	Final Year Civil

The following are the resolutions made in the meeting:

1. A video clip of the college should be made ready to be used for the next admissions. And also an ad in FM also should be planned for the next admissions.  
It is in the process. A Clip of 2 min for Social Media, a 20 seconds ad for FM Radio and a 45 Seconds Clip for Citi Cable are being made.
2. As part of the various religious heads addressing our students, Islam religious head address should be planned in December. ✓
3. A shed should be built behind the Principal's office for the Mechanical Engineering Department to house the Auto Chassis and other projects.  
It is in the process.
4. A room should be built on the terrace for the Mechanical Engineering Workshop. Also the boys rest room should be planned on the terrace.  
It is being planned. Will be started soon.

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5. 10 LCD Projectors should be procured to increase the number of e classrooms in the college.  
Will be procured.
6. Alumni Association should be in December, 2018. 4<sup>th</sup> Alumni meet is scheduled on 13<sup>th</sup> January, 2018.
7. Boards showing Plastic free campus should be planned in the campus.  
In Process.
8. Triangular space in the 1<sup>st</sup> Floor should be made ready for Medical Aid.
9. Information about GSLIC should be obtained from Star and Reliance Insurance also.  
In Process and MBA Head of the Department is looking after it.
10. Our college Name/Logo should be made ready with embroidery and stitched to the dresses of the Polytechnic students.  
Sri Razith Kumar will coordinate it.
11. Card less phones should be identified and install them in the HODs chambers.  
ECE Head of the Department will enquire and give the information.
12. A bin should be kept in the college to collect recyclable material.  
Sri KV garu is coordinating it.
13. Stock Register should be maintained at the institute level.  
Sri Razith Kumar will coordinate.
14. Refurbishing of the Digital Library should be taken up. Also need to focus on the ambience of the library.
15. Subscription of journals should be done for the Library.
16. Project expo should be planned in the college on 29<sup>th</sup> December, 2018.

**General issues to be discussed regularly in CDC.**

1. NAAC SSR Preparation
2. NBA Pre qualifier should be made ready. Also plan for the following for NBA.
  - a. One Non Teaching Staff member should be recruited for the Civil Engineering Department.
  - b. One Doctorate should be recruited in each of the following departments
    - i. Computer Science Engineering.
    - ii. Electronics & Communications Engineering.
3. NPTEL Registrations by Dr D. Durga Prasad, HOD, FED.
4. GATE.  
Unit wise questions should be identified and kept in the Course file.  
Should reflect
5. Implementation of Moodle in the college.
6. Teaching Learning process.
7. Students Discipline. SOP should be identified and be made ready.

*K. Nageswara Rao*  
Principal 7/12/11

Dr. K. Nageswara Rao



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Kothapeta, Vijayawada-520001 (A. P.)

**Minutes of the Meeting of College Development Council held on 26<sup>th</sup> December, 2018**

A meeting with the members of the College Development Council is convened at 12 Noon on 26<sup>th</sup> December, 2018 in the Committee Room.

The list of members present in the meeting:

Sri R. V. Subba Rao	Secretary & Correspondent
Sri K. Venkateswara Rao	Treasurer
Dr. K. Nageswara Rao	Principal
Prof. K. Lakshminarayana	HOD, Civil Engineering Department
Dr. A. Pathajali Sastri	HOD, CSE Department
Dr. J. Lakshminarayana	HOD, ECE Department
Prof. Y. Rajendra Babu	HOD, EEE Department
Dr. V. Vijaya Durga Prasad	HOD, MBA
Dr. P. S. Srinivas	HOD, Mechanical Engineering Department
Dr. D. Durga Prasad	HOD, Freshman Engineering Department
Sri. G. Santhanam	Principal, Polytechnic College
Mrs J. Purnima	Final Year Civil

The following are the resolutions made in the meeting:

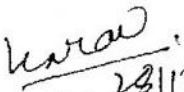
1. A video clip of the college should be made ready to be used for the next admissions. And also an ad in FM also should be planned for the next admissions.  
It is in the process. A Clip of 2 min for Social Media, a 20 seconds ad for FM Radio and a 45 Seconds Clip for Citi Cable are being made.
2. As part of the various religious heads addressing our students, Buddhist or Jain religious head address should be planned in February, 2019.
3. A room should be built on the terrace for the Mechanical Engineering Workshop. Also the boys rest room should be planned on the terrace.  
It is being planned. Will be started soon.
4. 10 LCD Projectors should be procured to increase the number of e classrooms in the college.  
Will be procured.
5. Alumni Association should be registered by January, 2019 ending. 4<sup>th</sup> Alumni meet is scheduled on 13<sup>th</sup> January, 2018.
6. Boards showing Plastic free campus should be planned in the campus.  
In Process.
7. Triangular space in the 1<sup>st</sup> Floor should be made ready for Medical Aid.

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8. Stock Register should be maintained at the institute level.  
Sri Razith Kumar will coordinate.
9. Refurbishing of the Digital Library should be taken up. Also need to focus on the ambience of the library.
10. Subscription of journals should be done for the Library.
11. Should visit the KBN College library and get the required rare books.
12. Should check and consider the required faculty from KBN College for the services in our college.

**General issues to be discussed regularly in CDC.**

1. NAAC SSR Preparation.  
Dr Bala Mohana Das garu should be invited to discuss the NAAC SSR document.  
Dr D. Nageswara Rao garu should be taken as the visiting faculty in Mechanical Engg dept.
2. NBA Pre qualifier should be made ready. Also plan for the following for NBA.
  - a. One Non Teaching Staff member should be recruited for the Civil Engineering Department.
  - b. Two Non Teaching Staff members should be recruited for the ECE Department.
3. NPTEL Registrations by Dr D. Durga Prasad, HOD, FED.
4. GATE.  
Unit wise questions should be identified and kept in the Course file.
5. Implementation of Moodle in the college.
6. Teaching Learning process.
7. Students Discipline. SOP should be identified and be made ready.

  
23/12/18  
Principal

Dr. K. Nageswara Rao