

**AUDISANKARA COLLEGE OF ENGINEERING &
TECHNOLOGY::GUDUR**

10th Meeting of the Governing Body held on 28th Nov, 2008

Date: 28-11-2008.

The governing body meeting was held at 10:00 Am on 28-11-2008. The following governing body members were present with the chairman presiding over to discuss the circulated agenda:

Members:

S.No	Name	
1.	Mr.V.Penchalaiah Secretary, Aishwarya Vignan Educational Society.	Chairman
2.	Mrs.V.Prasuna President, Aishwarya Vignan Educational Society	Member
3.	Mr.Vijaya Saradhi Hyderabad	Member
4.	Dr.P.L.S.Prasad SHAR Centre, sullurpet, Nellore Dist.	Member
5.	Dr.P.Venkateswarlu Scientist,ISRO Bangalore.	Member
6.	Dr. V.Venkateswara Reddy JNTU Nominee,JNTUCE Ananthapur.	Member
7.	Southern Regional Officer, AICTE,Chennai	Member
8.	Dr. A. Jagadeesh Director,Naidamma centre for Development of alternatives, Nellore.	Member
9.	Dr.A.V.S.Prasad. Principal, ASCET,Gudur	Member Secretary

Agenda

1. Report by Principal
2. Appointments/Promotions
3. Academic Non Academic events
4. Proposals
5. Review of Prospective plan
6. List of Events conducted
7. Staff ratification

1.REPORT BY PRINCIPAL

1. Appointments made during the year 2008-09
2. Copy of ASCET approval letters-presented and discussed
3. Student intake (Branch wise) for the academic year 2008-09 submitted- presented and discussed.
4. List of management quota seats filled in submitted and discussed.
5. List of students admitted through talent test (management quota) presented and discussed.
6. Students examination results analysis-presented and discussed
7. Events/activities conducted in the academic year 2008-09 list submitted and discussed
8. List of staff appointed during the academic year 2008-09 submitted and discussed.
9. List of students placed in different MNC's submitted and discussed.
10. List of staff members deputed for higher education submitted and discussed

Minutes of Meeting:

1. Resolved to express deep sense of appreciation of the very good academic performance reflected in achieve university First Rank in many the 330 colleges affiliated to JNTU-Hyderabad bagged by Mr Surya Teja of 1st B.Tech (EEE) and securing 3rd place in overall percentage of JNTU-Hyderabad affiliated colleges.

Passed unanimously

2. Resolved to congratulate the student stakeholders and their parents for opting ASCET as their no.1 choice in this region

Passed unanimously

3. Resolved to appreciate the principal for taking personal care in the laying of concrete roads, basket ball courts etc, and in the landscaping operations of the college campus.

Passed unanimously

4. Resolved to authorize the principal to procure all the necessary equipment LAB, Furniture etc. wherever necessary for all the departments.

Passed unanimously

5. Resolved to express satisfaction of the measures being taken regarding NBA related work.

Passed unanimously

6. The governing body also discussed in detail about the teaching plan and the academic performance of the students in the internal examinations. It was proposed to impart quality education without sparing any effort to bring laurels to the institution. Principal was advised to plan for achieving excellence in imparting education and to review the performance periodically to achieve Excellency. Faculty to achieve good results and to meet the future growing job requirement.

Passed unanimously

7. Requirement of qualified and competent staff was discussed in detail and advised to give wide publicity for recruitment.

Passed unanimously

8. Members enquired about laboratory facilities provided in view of the additional intake for the coming years from the principal. It was proposed to arrange to develop best possible laboratories with latest/advanced equipment and apparatus to cater to the future needs of students.

Passed unanimously

9. Members also discussed about the academic plans keeping in view the future development of the students. It was stressed that the responsibility of creating opportunities for student's development lies entirely on the college. As such principal was advised to chart out programs for development of students which may pave way for their employment and prospective careers. It was felt such steps will enhance the reputation of the college and keeps it in good stand. Resolved to arrange more no, of such development of students programmes.

Passed unanimously

10. The members of the governing body reviewed the faculty selections and expressed their satisfaction.

Passed unanimously

11.All the members endorsed the steps taken by the principal for the smooth functioning of the class work, examinations, laboratory work and other activities.

Passed unanimously

12. It was also suggested and proposed to review the academic performance and the marks achieved by the students periodically and to take necessary steps to improve the performance of each and every student.

Passed unanimously

13. The position of the selected faculty is reviewed and the members of governing body expressed their complete satisfaction about it.

Passed unanimously

14.To meet the growing needs of the students in training and for conducting campus interviews involving major industries and business houses. It was proposed to launch “ Training and placement cell” to provide necessary training and to arrange campus interviews for the students for enhancing their career prospects.

Passed unanimously

15. In order to encourage the faculty members to participate in various national/ International conferences and similar academic activities the following incentive schemes have been discussed and approved. These are aimed at attracting faculty members to stay on as long as possible.

Passed unanimously

16. All the appointments to various teaching and non-teaching positions made on or before date 27-11-2008 and reported by the principal have been approved by Governing Body members.

Passed unanimously

Resolutions:

Ratification sought and accorded for the following appointments made.

- i) Faculty, Non-Teaching other maintenance staff.
- ii) Promotions given to various members of faculty, Non-Teaching and maintenance staff also ratified.

Programmes initiated:

1. AIDS awareness rally
2. NSS camp EEE
3. CSE NSS program
4. Human rights day by ECE dept.
5. Technology delivery centre exhibition-2
6. Proiectra ECE exhibition
7. Indian heritage and culture, CSE exhibition
8. National consumer day
9. Pylon 2K8 EEE NLTS
10. Non-Teaching staff training program on C & DBMS
MCA/CSE/IT/ECE
11. Ripe training
12. Seminar on Robotics
13. Career launcher Tycon 2009 test
14. Blood Donation camp
15. NSS program by I year
16. Industrial visit for all departments.
17. Audisankara T-20 cricketd tournament
18. National science day quiz competitions. H&S
19. V@TOR 09 NLTS CSE
20. Sports Day – 08
21. Annual day celebrations – 08
22. Blood donation camp for Ist year B.Tech

Proposals:

1. Retirement

1.1. Retirement from service

- All teaching and non teaching staff retire on completing the age of superannuation, which is 62 for teaching and 60 non teaching.
- When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.
- The college will communicate in writing before 6 months of retirement, as a measure of assistance to the retiring employee.
- If the retiring employee has accumulation of annual leave to his/ her credit, the same can be availed in the period preceding his/ her retirement by making application to the principal and appropriate sanction by him/her.
- The age of superannuation as mentioned above shall not be applicable to the professors of Emeritus and special Category appointments.

1.2 Retirement benefits

- The employees, who are coming under the purview of the Employees Provident Fund legislation, shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.
- The college shall contribute 12% of the pay subject to the ceiling of Rs 780 per person, towards the Employer's contribution to the EPF Scheme.
- The College shall deduct 12% of the pay from the salary of the individual employee every month, towards his/her contribution in addition to the Employer's contribution to the EPF Scheme.
- The College shall remit both the contributions as stated above to the EPF Scheme authorities.
- The College shall pass on the annual statements pertaining to the EPF details of the Employee, as released by the EPF authorities, to the concerned employee.
- The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the

- EPF organization and present the payment to the employee at the time of his/her retirement.
- The College shall also pay to the employee the following benefits at the time of his /her retirement:
 - a. Gratuity, if any payable under Payment of Gratuity legislation.
 - b. Encashment of Salary towards accumulated leave on his/her Annual leave account.
 - c. Arrears of Salary, if any, payable.

Passed unanimously

2. discipline and grievance and redressal procedure

2.1 Code of Conduct for Teachers

- 2.1.1 Teachers shall be present at the appointed classroom at the appointed time without any exception.
- 2.1.2 Every teacher shall take attendance at the beginning of the teaching hour.
- 2.1.3 Every teacher shall close the hour punctually at the end of the hour.
- 2.1.4 A teacher finding a student committing any act of misconduct in the class or in the college premises shall immediately take appropriate action, which shall be:
 - 1 Taking correctional action if it is within his/her power, or
 - 2 Reporting the matter to the Principal.
- 2.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned with commitment to the best of their abilities.
- 2.1.6 Faculty and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the Department and the college.
- 2.1.7 Faculty and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- 2.1.8 Teachers shall maintain a respectable work conduct in terms of:
 - i. Preparation for the particular day's Classes, with latest information added to earlier course content.

- ii. Keeping ready all teaching aid material required for conducting the class in an orderly manner.
- iii. Going according to lesson plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up of assignments and tests given to students, evaluating them in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

2.1.9 Teachers shall observe good personal conduct in terms of :

- 1 Not using any abusive language towards students, fellow teachers, parents and other members of public.
- 2 Not entering into quarrels, fights or any act of disrespectful nature.
- 3 Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- 4 Not to affiliate with any political organization since this might cause clash of interest with the duties of a teacher and the reputation of the Institution

2.1.10. Faculty shall conform to the Ethical Standards of a teacher as described in Annexure 6.

2.2 Discipline

- 2.2.1 Any teacher the code of conduct defined in of this manual shall be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.
- 2.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, any person can report the same in writing to the Principal.
- 2.2.3 The Principal shall hold a preliminary enquiry on the matter by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in the presence of the complainant.

2.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

2.2.5 He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.

2.2.6 On receipt of the explanation or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

2.2.7 The course of action for disciplining a teacher shall be under the following categories:

- a. Memo and Censure.
- b. Warning in writing, with recovery of monies, where financial loss is involved in the act.
- c. Suspension from work without remuneration.
- d. Dismissal or discharge from service.
- e. Any staff member receiving more than two memos or warnings will be given punishments mentioned in c or d.

6.2.8 Where the punishment proposed is in the categories c or d under Section 6.2.7, the Principal shall constitute a one man committee of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principles of natural justice.

6.2.9 The Principal shall report the proceedings of the enquiry committee with his comments to the Chairman/Correspondent/GB if necessary.

Passed unanimously

3. Consultancy, R & D

3.1.1 The College encourages its teachers to take up consultancy and R & D assignments within Institution, with other institutions or Industries, appropriate to the teacher's, competence.

3.1.2 The teacher shall undertake such assignments as

- a) When the College is approached for such help and the College assigns such engagement to the particular teacher or

- b) When the teacher himself/herself is approached by the outside agency for such help.
- 3.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.
- 3.1.4 The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.
- 3.1.5 The teacher shall also make other teachers associate in working on the assignments.
- 3.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis;
 - a) Where it is project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
 - b) In all other cases like consultancy assignments, it shall be 80:20 (20% to College).
- 3.1.7 Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, in the presence of the Principal/Chairman/Correspondent.
- 3.1.8 The Project Co-Ordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

3.2 Teaching assignments.




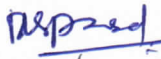


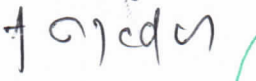
- 3.2.1 The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:
- 3.2.2 A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

3.2.3 Unless approved by the Principal, a teaching staff member shall not take up any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

Passed unanimously

List of events conducted :

The members of Governing Body have appreciated the extra ordinary efforts put in by the management, principal, HODs and other members of staff for organizing a large no of events cutting across various areas. They have also suggested the management to continue to organize such as seminars / events every year to facilitate students to enhance the knowledge skills by participating in such events.

Members present	Signature
1.Mr.V.Penchalaiah	
2.Mrs.V.Prasuna	
3.Mr.Vijaya Saradhi	
4.Dr.P.L.S.Prasad	
5.Dr.P.Venkateswarlu	
6.Dr.V.Venkateswara Reddy	
7. Dr. A. Jagadeesh	
8.Dr.A.V.S.Prasad	