



MOTHER THERESA INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi::Affiliated to JNTUA, Ananthapuramu
Melumoi (Post), Palamaner, Chittoor(Dist.) – 517408.



Ref. No.: MTIET/33-GOVERNING COUNCIL/MOM/2021-22

Date: 02-07-2021

33rd GOVERNING COUNCIL MEETING

MINUTES OF THE MEETING

AY: 2021-22, I Sem
Date: 02-07-2021

Venue: Board Room
Time: 11.00AM

* * * * *

The Chairman of the council addressed the members assembled by welcome address.

The details of members present are as follows:

S. No	Name of the Member	Designation	Role	Sign
1	Sri M Ravindra Babu	Secretary & Correspondent	Chairman	
2	Dr R Rajendra Reddy	Academic Director	Member	
3	Dr M Lakshmi Kantha Reddy	Principal	Member & Secretary	
4	Sri K Lokesh	IQAC Coordinator	Member	
5	Sri Sarath	HOD, Dept. of CE	Member	
6	Sri K Krishna Reddy	HOD, Dept. of EEE	Member	
7	Dr R T Sarath Babu	HOD, Dept. of ME	Member	
8	Sri L Rama Murthy	HOD, Dept. of ECE	Member	
9	Dr U Kumaran	HOD, Dept. of CSE	Member	
10	Dr C S Dwaraka Viswanath	HOD, Dept. of H&S	Member	
11	Sri S Rama Chandra	Examination Branch I/C	Member	
12	Sri A Reddy Prasad	Placement Officer	Member	
13	Sri Jerome Melkisdak	Industry Member	Member	
14	Dr N Raja Kumar	Local Society Member	Member	
15	Sri Y Yatheeshwar Reddy	Parent	Member	
16	Ms S Amreen	Alumni	Member	

Members absent: NIL

The discussion of the agenda and resolutions of the meeting are as follows:

Item1 :

Ratification of annual action taken report for the academic year: 2020-21

Resolution:

Annual action taken report was reviewed and is approved / accepted.

Item2 :

Faculty participation towards curriculum development and assessment

Resolution:

All the faculty are advised to participate as member in

- Academic council / BoS of other instructions of affiliating university or autonomous institutions to Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
- External question paper setter for UG/PG programs
- Assessment /evaluation process

Item3:**Conduction & approval of Choice Based Credit System (CBCS)/ elective course system, Value added / Add-on /Certificate / special programmes****Resolution:**

The HODs are requested to conduct Value added / Add-on/Certificate programmes with the support of faculty to enhance the knowledge level of students by developing

- Syllabus of Value added / Add-on/Certificate programs with the minimum duration of 30 hours.
- Course codes for Value added / Add-on/Certificate programs.
- Based on the institution assesses, the learning levels of the students must be analyzed and should organize special programmes for advanced learners and slow learners.
- The Following Programmes in Choice Based Credit System (CBCS)/ elective course system are discussed and approved. The elective courses are chosen by the choice of students.

S.N	Academic Year	Regulation	Year & Semester	Branch	Course Code	Course Name
1	2020-21	R15	III-I	CIVIL	15A01507	WATER HARVESTING AND CONSERVATION
2	2020-21	R15	III-I	EEE	15A04510	DIGITAL CIRCUITS AND SYSTEMS
3	2020-21	R15	III-I	ME	15A03505	ENTREPRENEURSHIP
4	2020-21	R15	III-I	ECE	15A04506	MEMS & MICROSYSTEMS
5	2020-21	R15	III-I	CSE	15A05507	R PROGRAMMING
6	2020-21	R15	IV-I	CE	15A01706	GROUND IMPROVEMENT TECHNIQUES
7	2020-21	R15	IV-I	CE	15A01708	BRIDGE ENGINEERING
8	2020-21	R15	IV-I	EEE	15A02706	ENERGY AUDITING & DEMAND SIDE MANAGEMENT
9	2020-21	R15	IV-I	EEE	15A02709	POWER QUALITY
10	2020-21	R15	IV-I	ME	15A03704	REFRIGERATION AND AIR – CONDITIONING
11	2020-21	R15	IV-I	ME	15A03708	AUTOMATION AND ROBOTICS
12	2020-21	R15	IV-I	ECE	15A04705	RADAR SYSTEMS
13	2020-21	R15	IV-I	ECE	15A04708	DIGITAL IMAGE PROCESSING
14	2020-21	R15	IV-I	CSE	15A05704	SOFTWARE ARCHITECTURE
15	2020-21	R15	IV-I	CSE	15A05707	SOFTWARE PROJECT MANAGEMENT
16	2020-21	R15	III-II	CIVIL	15A01608	INTELLECTUAL PROPERTY RIGHTS
17	2020-21	R15	III-II	EEE	15A02604	NEURAL NETWORKS & FUZZY LOGIC
18	2020-21	R15	III-II	ME	15A03606	NON CONVENTIONAL SOURCE OF ENERGY
19	2020-21	R15	III-II	ECE	15A04605	MATLAB PROGRAMMING
20	2020-21	R15	III-II	CSE	15A05606	ARTIFICIAL INTELLIGENCE
21	2020-21	R15	IV-II	CIVIL	15A01802	ADVANCED STRUCTURAL ENGINEERING
22	2020-21	R15	IV-II	CIVIL	15A01803	PRESTRESSED CONCRETE
23	2020-21	R15	IV-II	EEE	15A02801	INSTRUMENTATION
24	2020-21	R15	IV-II	EEE	15A02805	ENERGY RESOURCES AND TECHNOLOGY
25	2020-21	R15	IV-II	ME	15A03801	INDUSTRIAL ENGINEERING
26	2020-21	R15	IV-II	ME	15A03804	POWER PLANT ENGINEERING
27	2020-21	R15	IV-II	ECE	15A04802	LOW POWER VLSI CIRCUITS AND SYSTEMS
28	2020-21	R15	IV-II	ECE	15A04804	RF INTEGRATED CIRCUITS
29	2020-21	R15	IV-II	CSE	15A05802	MOBILE COMPUTING
30	2020-21	R15	IV-II	CSE	15A05805	ENABLING TECHNOLOGIES FOR DATA SCIENCE

- The following submitted Programmes in which Value added / Add-on /Certificate / special programmes are discussed and approved.

S.No.	Academic Year	Year & Semester	Department	Course Code	Name of the Add on Program
1	2020-21	II-I	CE	2001AOC03	PRIMAVERA
2	2020-21	III-I	CE	2001AOC02	REVIT SOFTWARE
3	2020-21	III-I	CE	2001AOC01	PIXAL 2D SOFTWARE
4	2020-21	II-I	EEE	2002AOC01	PROGRAMABLE LOGIC CONTROLLER
5	2020-21	III-I	EEE	2002AOC02	INTERNET OF THINGS(IOT)
6	2020-21	IV-I	EEE	2002AOC03	MATLAB
7	2020-21	II-I	ME	2003AOC03	COMPUTER NUMERICAL CONTROL PROGRAMMING
8	2020-21	III-I	ME	2003AOC02	HYPERMESH
9	2020-21	III-I	ME	2003AOC01	PRO ENGINEER
10	2020-21	II-I	ECE	2004AOC03	MATLAB PROGRAMMING
11	2020-21	III-I	ECE	2004AOC01	VLSI DESIGN AND SIMULATION
12	2020-21	IV-I	ECE	2004AOC02	CELLULAR AND MOBILE COMMUNICATION
13	2020-21	II-I	CSE	2005AOC03	UNIX PROGRAMMING
14	2020-21	III-I	CSE	2005AOC02	PYTHON PROGRAMMING
15	2020-21	IV-I	CSE	2005AOC01	DATA SCIENCE AND BIG DATA ANALYTICS
16	2020-21	I-I	H&S	2000AOC01	APPLICATIONS OF DIFFERENTIATION AND INTEGRATION

Item 4:**Courses related to experiential learning****Resolution:**

- The committee has suggested to follow the courses as per the University regulations.
- To meet the real time needs, it is suggested to divide the regular curriculum courses into stream wise categories and mapped to respective area of project work/ field work/ internships.
- It is also suggested to motivate the students to undertake internships

Item 5:**Student admissions****Resolution:**

Discussion on student admissions is concentrated on seats filled against reserved category as per GO (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) towards admission strength is satisfied.

Item 6:**Faculty Recruitment****Resolution:**

To increase the quality, it is instructed to maintain

- Minimum student- full time faculty ratio according to the AICTE norms.
- Ratio of mentor to students for academic and other related issues is 1:15.

It is advised to maintain the faculty retention to increase the average teaching experience of full time teachers in the same institution

Item 7:**Students quality improvement programmes****Resolution:**

It is suggested to conduct more number of Seminars/ conferences /workshops / entrepreneurship and Intellectual Property Rights programmes by the institution.

Item 8:

Paper and book publications

Resolution:

All the staff members are advised to publish

- The research papers in the reputed journals notified on UGC website /in which the impact factor is high (National / International).
- Books and chapters in edited volumes/books.
- Papers published in national/ international conferences.

Item 9:

Extension and outreach programs

Resolution:

- The NSS team is suggested to plan to conduct the extension activities, which are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development/ benefit of the society.
- The team should conduct the extension activities in such way that, receive the awards and recognitions received from government/ government recognized bodies.
- The extension and outreach Programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. may be organized in collaboration with industry, community and NGOs

Item 10:

Adequate infrastructure, physical and ICT- enabled facilities

Resolution:

It is instructed to maintain adequate infrastructure and physical facilities

- For teaching- learning. viz., classrooms, laboratories, computing equipment
- For cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc.
- Classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc..

It is decided that, the internet bills under the name of Holy Cross Educational Society are belongs to MTIET only.

Item 11:

Capacity building and skills enhancement initiatives

Resolution:

All the students are instructed to enroll in

- Soft skills
- Language and communication skills
- Life skills (Yoga, physical fitness, health and hygiene)
- ICT/computing skills programs.

Students benefitted programs towards guidance for competitive examination, career counseling etc..are organized.

Item 12:

Transparent mechanism for student & staff grievances

Resolution:

The discussion is approved

- The Implementation of guidelines of statutory/ regulatory bodies
- Organization wide awareness and undertakings on policies with zero tolerance
- Timely redressal of the grievances through appropriate committees

Item 13:

Placements & higher education

Resolution:

It is concluded to concentrate on,

- The placement of outgoing students
- The higher education of outgoing students
- students qualified in state/national/ international level examinations

Item 14:

Alumni activities

Resolution:

It is instructed to make active functioning of the Alumni activities.

Also suggested the registered Alumni Association contributes significantly for the development of the institution through financial and/or other support services

Item 15:

Committees for effective management & approval

Resolution:

It is made mandatory for effective implementation of activities of established committees and the established committees are as follows

- IQAC
- Examination cell
- College academic committee
- Training and Placement cell
- Student Discipline committee
- Employee Welfare committee
- Library Committee
- NSS Cell
- Alumni Committee
- Extracurricular Activities Committee
- Anti-Ragging committee
- Grievance cell
- Extension activities committee
- Women Empowerment Cell
- SC/ST Committee
- Career Guidance Committee
- Finance Committee
- R & D Cell

*The submitted committee's list(s) are approved.

Item 16:

Policies for academic and administration & approval

Resolution:

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc...

It is resolved by the development and implementation of the following policies

- Government reservation policy for admission to higher education
- Policy document of the HEI for award of scholarships and free-ships by the government.
- policy document of the HEI for award of scholarships and free-ships by the institution

- Policy document on e- governance.
- Policy document on providing financial support to teachers.
- Policy document on the green campus.
- Policy document on the energy conservation.
- Policy document on environment and energy usage
- Policy document on disabled-friendly, barrier free environment
- Policy document on code of ethics (students, teachers, administrators & other staff and awareness)

*The submitted policies are discussed and approved

Item 17:

e- Governance in areas of operation

Resolution:

It is concluded that, the e- governance has to be implemented in the areas of Administration, Finance & Accounts, Examination, Student Admission & Support; and has to function with effective operation / utilization.

Item 18:

Welfare measures for staff

Resolution:

It is suggested to implement effective welfare measures for teaching and non- teaching staff.

Item 19:

Financial support for faculty

Resolution:

It is resolved by providing the financial support to the faculty

- To attend conferences
- To attend workshops
- Towards membership fee of professional bodies
- Paper publication in reputed journals
- Innovative projects

Item 20:

Quality improvement programmes for teaching and non teaching staff

Resolution:

It is informed to conduct professional development / administrative training programs by the institution for teaching and non teaching staff during the year.

It may include faculty undergoing online/face-to-face

- Faculty Development Programmes (FDP)
- Professional Development Programmes
- Orientation / Induction Programmes
- Refresher Course
- Short Term Course etc.

Item 21:

Quality assurance initiatives of the institution

Resolution:

It is resolved with the implementation of following quality assurance initiatives:

- Regular meetings of Internal Quality Assurance Cell
- Feedback collected, analyzed and used for improvements
- Collaborative quality initiatives with other institution(s)

- Participation in NIRF, ARIA
- Quality audit by state, national or international agencies (ISO Certification, NBA)

Item 22:

Energy & Water conservation

Resolution:

It is suggested to concentrate on renewable energy sources for alternate sources of energy and energy conservation, which may includes

- Solar energy
- Biogas plant
- Wheeling to the grid
- Sensor-based energy conservation
- Use of LED bulbs
- Power efficient equipment etc..

Even though water conservation facilities are available in the institution, once again it is suggested to focus on

- Rain water harvesting
- Bore-well
- Open well recharge
- Construction of tanks and bunds
- Waste water recycling
- Maintenance of water bodies and distribution system in the campus

It is also suggested to conduct awareness programmes on Energy & Water conservation

Item 23:

Green campus initiatives

Resolution:

It is resolved by providing the

- Restricted entry of automobiles
- Battery-powered vehicles
- Pedestrian- friendly pathways
- Ban on the use of Plastics
- Landscaping with trees and plants

It is also suggested to conduct awareness programmes on Green campus initiatives.

Item 24:

Campus environmental promotion activities

Resolution:

It is advised to conduct quality audits on environment and energy periodically.

- Green audit
- Energy audit
- Environment audit
- Clean and green campus recognitions/ awards

Also suggested to conduct environmental promotion activities beyond the campus to receive Clean and green recognitions/ awards

Item 25:

Disabled-friendly environment

Resolution:

It is made mandatory that, the institution provide disabled-friendly, barrier free environment by

- Built environment with ramps/lifts for easy access to classrooms.

- Disabled- friendly washrooms
- Signage including tactile path, lights, display boards and signposts
- Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen- reading software, mechanized equipment.

Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading etc..

Item 26:

Code of conduct & approval

Resolution:

It is mandatory to the institution to follow / proceed with prescribed code of conduct for students, teachers, administrators and other staff, it will be effective by

- The code of conduct is displayed on the Website.
- Committee to monitor adherence to the code of conduct.
- Organizing professional ethics programmes for students, teachers, administrators and other staff awareness programmes on Code of Conduct

*The submitted code of conduct is discussed and approved

The meeting is successfully completed with the closing remarks by the Chairman and Secretary.

M. Madhu
2/7/21
PRINCIPAL
PRINCIPAL
Mother Theresa Institute of
Engineering and Technology
PALAMANER 517 408



M. Madhu
CHAIRMAN
CORRESPONDENT
Mother Theresa Institute of
Engineering and Technology
PALAMANER - 517 408