



AVN INSTITUTE OF ENGINEERING & TECHNOLOGY

PATEL GUDA, IBRAHIMPATNAM (M), R.R.Dist 501510, T.S

www.avniet.ac.in, Email: avn.principal@gmail.com



No .AVN/2019-20/CNMC/CIR-6

CIRCULAR

Date: 08-07-2019

COMPUTER NETWORK MAINTENANCE COMMITTEE

This is to inform all the Computer network maintenance committee members, that there will be a Committee meeting at Computer lab-III on 10th July 2019 at 2:30pm, Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Installation of UPS in HOD cabin and Department computer
- Any other issue with the permission of the Chair.

Convener & Chairman

G.Balakrishna Yadav

Copy to:

1. Principal
2. All HOD's

Signature of Committee Members

1. Venkatesh(MECH)
2. T. Vidyanath(H&S)
3. Balakrishna yadav(CSE)
4. Anusha(CIVIL)
5. Santhosh Kumar(ECE)
6. Naresh (system admin)



Minutes of Meeting

Date: 11-07-2019

COMPUTER NETWORK MAINTENANCE COMMITTEE

Time: 2.30pm

Venue: Computer lab-III

The Computer network maintenance committee meeting was held on 10th July 2019 at 2:30pm pm at Computer lab-III.

The following members were present in the meeting,

1. Venkatesh(MECH)
2. T. Vidyanath(H&S)
3. Balakrishna yadav(CSE)
4. Anusha(CIVIL)
5. Santhosh Kumar(ECE)
6. Naresh (system admin)

Proceedings:

The following points were discussed.

- Installation of UPS in HOD cabin and Department computer.
- The chairman requested to system admin to install the UPS in HOD'S cabin.

Chairman

G. Balakrishna Yadav

Copy to:

1. Principal
2. HODs
3. Members
4. AO



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AVNIET/EMC/28/2018-19/01

Date: 17/07/2018

Circular

Electrical Maintenance Committee

The **Electrical Maintenance Committee** meeting is scheduled on **18/07/2018** at 2:30 PM in






B-308/B (POWER ELECTRONICS LAB) to discuss about the **Electrical Maintenance issues**.

The Committee members are advised to attend the meeting.

AGENDA

1. Repairing or purchase of transformer.
2. To discuss the status of on going electrification work in various departments in the institute premises.
3. Planning to purchase new Battery's in place of old battery's.

The committee members as follows:

1. Mr. G.CHANDRASHEKAR, EEE Dept 
2. Mr. K.SRINU, CSE Dept 
3. Mr. B.JANAIAH, ME Dept 
4. Mr. S.NARESH, CIVIL Dept 
5. Mr. S.MUTYALU, H&S Dept 


Chairman/Convener
Mr.T.RAVICHANDRA

Copy to:

1. All Departments.
2. All Notice boards.
3. Committee members.



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Minutes of Meeting

AVNIET/EMC/28/2018-19/01






Date: 18/07/2018

Venue: B-308/B (POWER ELECTRONICS LAB)

Time: 2:30 PM

The Electrical Maintenance Committee meeting held at EEE Dept at Power Electronics Lab to discuss about the objectives of this academic year.

The committee members as follows:

1. Mr. G.CHANDRASHEKAR, EEE Dept 
2. Mr. K.SRINU, CSE Dept 
3. Mr. B.JANALAH, ME Dept 
4. Mr. S.NARESH, CIVIL Dept 
5. Mr. S.MUTYALU, H&S Dept 

Proceedings:

- 1 . There is a problem with transformer phase winding, according to that output voltage of transformer is un equal. Due to this there is chance of equipment damage. Committee is decided to purchase new transformer with the permission of management.
2. The committee recommended that utilities should make it a practice to carry out various test on electrical equipment before the expiry of warranty period.
3. The committee recommended that need to purchase new Battery's for successful running of laboratory's.

Chairman/Convener 

Mr.T.RAVICHANDRA

Copy to:

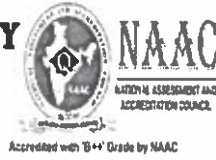
1. All Departments.
2. All Notice boards.
3. Committee members



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Accredited with 'B++' Grade by NAAC

No .AVNIET/RTI/2018-19

Date: 11-02-2019

**Minutes of the meeting
Right to Information cell**

Venue: principal's chamber

Time; 3:00 to 4:00pm

Chaired by: prof .Dr.Y. Ellam Raj, Principal, AVN Institute of Engineering. & Technology

The following members were present in the meeting

S.NO.	Name of the Member	Designation	Status	Signature
1	Dr.Y.Ellam Raj	principal	Appellate Authority	
2	Dr.SK. Abdul Nabi	Vice- principal	Public information officer	
3	Dr.S. Amaresh Babu	HOD-CE	Appellate public information officer	

Proceedings of the Meeting:

1. The principal chaired the meeting welcomed the member and read the agenda of the meeting.
2. No issues.
3. The meeting is concluded with thanks to the chair.

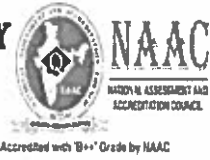

PRINCIPAL



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Date :11-02-2019

CIRCULAR

RIGHT TO INFORMATION CELL

This is to inform all the member of RTI cell that there will be a committee meeting in the principal's chamber on 11/02/2019 at 2:00pm.

Agenda of meeting:

- Any issues related to RTI

PRINCIPAL

Copy to:

1. HOD'S
2. Notice boards
3. Committee Members



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No .AVN/2019/WWSHEC/CIR-3

CIRCULAR

Date :01/03/2019

WOMEN WELFARE/SEXUAL HARRASMENT ERADICATION CELL

This is to inform all the Women Welfare/Sexual Harassment Eradication Cell Members that there will be a Committee meeting at WWSHE Cell on 01/03/2019 at 11:00am; Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- To attend workshop, Women Empowerment.
- To convey the same to student committee members and ask selected members to attend the workshop.
- Any other issue with the permission of Chair.


Chairman

Copy to:

1. Principal
2. Vice-Principal
3. HOD's
4. A.O
5. TPO
6. Library
7. Committee Chairman (WWSHE CELL)
8. Members(WWSHE CELL)



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Date: 01/03/2019

Minutes of Meeting

Minutes of the meeting of Women Welfare/Sexual Harassment Eradication Cell
Dated 01/03/2019, time 10:00am, venue: WWSHE Cell.

Members Present:

1. Mrs.B.Swathi (CSE)
2. Ms.D.Anusha (ECE)
3. Mrs.Praveena (ME)
4. Mrs.Shilpa Jadhav (H&S)
5. Mrs.Lidiya sunayana (CE)

Chairman

Member

Member

Member

Member

Proceedings:

1. To attend seminar, Women Entrepreneurship on 02/03/2019 at JNTUH Kukatpally.
2. Chair instructed to inform the same to the Student committee members in their respective departments and see that all student members attend the event.


Chairman

Copy to:

1. Principal
2. Vice-Principle
3. All HOD's
4. A.O
5. TPO
6. Library
7. Committee Chairman (WWSHE CELL)
8. Members(WWSHE CELL)



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NAAC
NATIONAL ASSOCIATION OF
ACCREDITATION COUNCILS

Accredited with 'B++' Grade by NAAC

No .AVN/2018-19/FGC/CIR-14

CIRCULAR

Date: 02-01-2019

FACULTY/STAFF GRIEVANCE

This is to inform all the Faculty/Staff Grievance members, that there will be a Committee meeting at HOD cabin, Department of Mechanical Engineering, Block-C on 03-01-2019 at 2.30 pm. Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- To discuss about the grievances received from the departments.
- Any other issue from the College.
- Any other issue with the permission of the Chair.


Convener & Chairman

Basawaraj S. Hasu

Copy to:

1. Principal
2. All HOD's

Signature of Committee Members

1. Basawaraj S. Hasu(MECH)
2. D.Rambabu(H&S)
3. B.Pannalal(CSE)
4. G.Anusha(CIVIL)
5. D.Santhosh Kumar(ECE)
6. T.Ravichandra(EEE)



Minutes of Meeting

Date: 04-01-2019

FACULTY/STAFF GRIEVANCE

Time: 2.30pm

Venue: Department of Mechanical Engineering Block - C

The Faculty/Staff Grievance members meeting was held on 03-01-2019 at 2.30 pm at HOD cabin, Department of Mechanical Engineering, Block-C.

The following members were present in the meeting,

1. Basawaraj S. Hasu(MECH)
2. D.Rambabu(H&S)
3. B.Pannalal(CSE)
4. G.Anusha(CIVIL)
5. D.Santhosh Kumar(ECE)
6. T.Ravichandra(EEE)

Proceedings:

The following points were discussed.

- Provide separate waiting room for lady staff
- Provide locker facility for all staff

Chairman

Basawaraj S. Hasu

Encl.: <if any>

Copy to:

1. Principal
2. HODs
3. Members
4. AO



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No.AVNIET/SCC/03/2018-19/01

DATE: 02-07-2018


STUDENT COUNSELING COMMITTEE

OBJECTIVES OF STUDENT COUNSELING COMMITTEE:

1. To create a better environment for the students to learn and explore in the engineering stream and personal life.
2. To guide them to eligible for better opportunities to meet the global challenges.
3. To create awareness among students regarding how the self confidence of the individual influences the national interest.
4. To create cordial relations among students for fulfilling organizations mission and objectives.
5. To create ragging free atmosphere in and outside the campus.
6. To create awareness among students regarding acts and punishments pertaining to ragging activities.

Student Counseling Committee has been constituted with the following members under the Chairmanship of Mrs.G.ANITHA, Assistant Professor (CSE) with the following members:

- | | | |
|-------------------------|-----------------------------|------------|
| 1. Mrs. G.Anitha | - Assistant Professor (CSE) | - Convenor |
| 2. Mr. A Upender | - Assistant Professor (CE) | - Member |
| 3. Mr. C Jagadeesh | - Assistant Professor (ECE) | - Member |
| 4. Mr. A Srinivas Reddy | - Assistant Professor (CSE) | - Member |
| 5. Mr. S Mohan Kumar | - Assistant Professor (ME) | - Member |


PRINCIPAL
AVN Institute of Engineering & Technology
Mangalpally (V), Patelguda (MP)
Ibrahimpatnam (M), R. Dist . T S

This Committee has to take steps for curbing ragging for the fresher's. The committee should monitor senior students during the lunch hours/leisure hours/sports/events/canteen/library/at the buses etc.

**Anti Ragging and Monitoring Cell Toll Free No.1800-425-1288.



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No.AVNIET/SCC/03/2018-19/02

Date:02-07-2018

CIRCULAR

STUDENT COUNSELING COMMITTEE

This is to inform all the Student Counseling Committee members, that there will be a Committee meeting at AC Lab on 3rd July 2018 at 01:00PM, Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Ragging
- Attendance
- Academic performance

Convenor & Chairman

G.Anitha

Copy to:

1. HOD(CSE,ECE,CE,ME)
2. Members
3. College Committee Chairman

Signature of Committee Members

1. Mr. A Upender
2. Mr. C Jagadeesh
3. Mr. A Srinivas Reddy
4. Mr. Mr. S Mohan Kumar



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AVNIET/CAC/02/2018-19/ 01

8 March 2019

CIRCULAR

COLLEGE ACADEMIC COMMITTEE (CAC)

This is to inform all the members of College Academic Committee that there will be a Committee meeting in the Principal's chamber on 20th March 2019, at 11.00 am.

Agenda of the Meeting:

1. To review the academic and other related activities of the Departments
2. To review the students and faculty development programs
3. To make Strategies for improvement of the results
4. To discuss Punctuality and discipline issues of faculty members and students.
5. To establish faculty and student chapters in professional societies.
6. To discuss about open electives for III/IV year students for the academic year 2019-20.


CHAIRMAN

Copy to:

1. HOD
2. Committee Members



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AVNIET/CAC/02/2018-19/ 02

20 March 2019

Minutes of the Meeting

COLLEGE ACADEMIC COMMITTEE

The College academic committee meeting was held on 20th March 2019, at 11 .00 am in the Principals chamber.

The following members were present in the meeting

Dr. Y.Ellam Raj	Chairman	
Dr. SK.Abdul Nabi	Convener	
Dr.Md.Subhan	Member	
Dr.Sachin Sharma	Member	
Dr. V.Sudheer Reddy	Member	
Dr. P.Srinivas	Member	
Prof.Baswaraj.S.Hasu	Member	
Dr.V.Parvathi	Member	

Proceedings :

1. Faculty should educate the students with a practical approach
2. Faculty should be motivated to publish research papers and attend FDP for updates in the technology.
3. The academic committee members have discussed and finalized the electives based on student choice for III I and IV I students as follows

S.No	Branch	Academic Year	Reg	Year/Sem	Elective Type	Name of the Elective
1.	CSE	2018-19	R15	IV/I	Open Elective-1	Computer graphics
2.	CSE	2018-19	R15	IV/I	Elective – 2	Computer forensics
3.	CSE	2018-19	R15	IV/I	Elective - 1	Information Retrieval Systems
4	CSE	2018-19	R15	IV/I	Elective - 2	Mobile Computing
5	ECE	2018-19	R15	IV/I	Elective-1	Digital Image processing
6	ECE	2018-19	R15	IV/I	Elective – 2	Embedded System Design



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7	MECH	2018-19	R15	III/I	Elective - 2	Disaster Management
8	MECH	2018-19	R15	IV/I	Elective - 1	Robotics
9	MECH	2018-19	R15	IV/I	Elective - 2	Unconventional machining Process
10	CIVIL	2018-19	R15	III/I	Open Elective-1	Computer Graphics
11	CIVIL	2018-19	R15	IV/I	Elective – 2	Air Pollution and Control
12	CIVIL	2018-19	R15	IV/I	Elective – 3	Industrial Waste water Treatment

4. Strategies for improvement of results were discussed and would be implemented from this academic year.
5. Faculty and student chapters in professional societies to be established, so that students have wider scope for learning`.


CHAIRMAN



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AVNIET/G&RC/04/2018-19/01

Date: 10-03-2019

CIRCULAR

GRIEVANCES REDRESSEL COMMITTEE (GRC)

This is to inform all the **Grievances Redressel Committee (GRC)** members, that there will be a Committee meeting at HOD, Department of Computer Science and Engineering, Block – B, On 11-03-2019, at 2.30 pm, Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- To discuss about the grievance received from the Department.
- Any other issue with the permission of Chair
- Any other issue from the college.


CHAIRMAN

Copy to:

1. All Departments.
2. All Notice boards.
3. Committee members.

Signature Of Committee Members

1. B. Pannalal (Chairman)
2. D.Santhosh Kumar
3. V.Aruna
4. K.Manjula
5. A.Praveena



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AVNIET/G&RC/04/2018-19/02

Date: 11-03-2019

Minutes of Meeting

GRIEVANCES REDRESSAL COMMITTEE (GRC)

Time: 2:30 pm

Venue: Department of Computer Science and Engineering, Block – B

The Grievances Redressal Committee (GRC) meeting was held on 11-03-2019 at 2:30 pm in Department of Computer Science and Engineering, Block – B.

The following members were present in the meeting,

6. B. Pannalal (Chairman)
7. D.Santhosh Kumar
8. V.Aruna
9. K.Manjula
10. A.Praveena

Proceedings:

- Class In charges requested to repair switch boards in the class rooms and staff room.
- Extra switch boards are required in the labs.


CHAIRMAN

Copy to:

1. HODs
2. Members
3. AO



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No .AVN/2017/AAC/CIR-15.

CIRCULAR

Date: 30/03/2018


Academic Advisory Committee

This is to inform all the Academic Advisory Committee members, that there will be a Committee meeting at Principal's Chamber on 31/03/2018, 02:00PM; Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Review of NAAC progress
- Ppt on status of NAAC work

Chairman


Principal

Copy to:

HODs



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Minutes of Meeting

Date: 31/03/2018

Academic Advisory Committee

Time: 11:00AM

Venue: Principal Chamber

The Academic Advisory Committee meeting was held on 31/03/2018, 02:00PM at Principal Chamber.

The following members were present in the meeting,

1. Dr. Y Ellam raj(Principal/Chairman of the Committee)
2. Dr. Abdul Nabi(Vice Principal & HOD CSE)
3. Dr. Subhan(HOD CE)
4. Prof. Basawaraj S Hasu(HOD ME)
5. Prof. P Vijai Bhaskar(HOD ECE)
6. Dr. P Srinivas (HOD H&S)

Proceedings:

- Review of NAAC work progress was discussed.
- HODs were asked to present a ppt about the status of NAAC work accomplished till now, Criterion wise and department wise on 06/04/2018.

Chairman

Dr. Y Ellam Raj

Copy to:

1. Principal
2. HODs



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No .AVN/2018-19/P&SC/CIR/01.

CIRCULAR

Date: 09.07.2018

PURCHASE & STORES COMMITTEE

This is to inform all the Purchase and Stores committee members, that there will be a Committee meeting at Exam Branch on 11/07/2018 at 3.00 PM. Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Agenda 1 : To cross check the existing stationary with the required and place indents for the Smooth conduction of class work.
- Agenda 2 : To Consider the purchase of any new equipments which are necessary for the development of the departments.







Convener

T.RAJ KUMAR

Copy to:

1. HOD's
2. Members
3. College Committee Chairman

<Signature of Committee Members>

- | | | |
|-------------------------|-----------------------------|---|
| 1. Mr. G Srisailam | - Assistant Professor (CE) |  |
| 2. Mr. A.Gopi | - Assistant Professor (ECE) |  |
| 3. Mr. D Rambabu | - Assistant Professor (H&S) |  |
| 4. Mr. J Venkata Ramana | - Assistant Professor (ME) |  |



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Minutes of Meeting

Date: 11/07/2018






PURCHASE & STORES COMMITTEE

Time: 3.00 PM

Venue: Office

The Purchase and Stores committee meeting held at Office on 11/07/2018 at 3.00 PM to discuss about the required Stationary and new equipments.

The committee members as follows:

- | | | |
|-------------------------|-----------------------------|---|
| 1. Mr. T.Raj kumar | - Assistant Professor (CSE) | -Convener  |
| 2. Mr. G Srisailam | - Assistant Professor (CE) | -Member  |
| 3. Mr. A.Gopi | - Assistant Professor (ECE) | -Member  |
| 4. Mr. D Rambabu | - Assistant Professor (H&S) | -Member  |
| 5. Mr. J Venkata Ramana | - Assistant Professor (ME) | -Member  |

Proceedings:

1. To discuss about the existing stationary available in the departments, and also place the Stationary indents for the smooth conduction of class work.
2. To discuss about the reinstallation of projectors for the smooth conduction of digital class work of all Departments.
3. To discuss about the purchasing of Instruments and consumables for physics and chemistry labs.



Convener

T.Raj kumar

Encl.:

Copy to:

1. HOD's
2. Members
3. College Committee Chairman



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No.AVN/2017/PR&MPC/6/03

DATE: 11/06/2018

CIRCULAR

PUBLIC RELATIONS/PRESS & MEDIA/PUBLICATION COMMITTEE

The Chairman Mr. G. Srikanth Reddy convened a meeting with the members of the committee and the following points were discussed-

In the Previous Semester, the following events are successfully Organized/Conducted-

- | | |
|------------------------------|------------------------------|
| 1. Tech Fest | 6. Science Day |
| 2. Bogie Mantalu | 7. International Women's Day |
| 3. National Voters Day | 8. Annual Day |
| 4. Republic Day Celebrations | 9. Innovative Projects |
| 5. National Conference | |

NOTE:

For the upcoming Semester, the following events are planned to be Organized-

- | | |
|------------------------------|-------------------|
| 1. Telangana Engineers Day | 7. Graduation Day |
| 2. Independence Celebrations | 8. Work Shops |
| 3. Sports Day | 9. Guest Lectures |
| 4. Teachers Celebration | 10. FDP |
| 5. Engineers Day | 11. Alumni Day |
| 6. NSS Activities | |

Copy To:

- | | | |
|------------------------------|-----------------------------|----------|
| 1. Mr. G Srikanth Reddy | - Assistant Professor (ME) | - Member |
| 2. Mr. M Prabhakar | - Assistant Professor (CE) | - Member |
| 3. Mr. T Mahesh | - Assistant Professor (ECE) | - Member |
| 4. Mr. V Parvathi | - Assistant Professor (H&S) | - Member |
| 5. Mr. T Jagadeesh | - Assistant Professor (CSE) | - Member |


PRINCIPAL



AVN INSTITUTE OF ENGINEERING AND TECHNOLOGY
Koheda Road, Patel guda (V), Ibrahimpatnam (M), R.R. Dist

Date: 22.12.2018

Library Circular

With a notice I request to all the library committee members to attend the meeting at library on 24/12/2018 at 2:30pm.

Venue: Library

Copy to:

Principal

Vice Principal

AO

All HOD'S

Committee Members

[Handwritten signature]

Kohetana

[Handwritten signature] *[Handwritten signature]* *[Handwritten signature]*

[Handwritten signature]

(Mrs.P. Sucharitha)

Librarian



AVN INSTITUTE OF ENGINEERING AND TECHNOLOGY

Koheda Road, Patel guda (V), Ibrahimpatnam (M), R.R. Dist

No/AVN/2014/MM/20/9

Minutes of the meeting of the 5th Library committee held on 24.12.18 at 2.30pm in the library.

The Meeting of library was convened on 24-12-2018 Date at 4:30pm in the library, under the chairpersonship of Mrs. P Sucharitha.

MEMBER'S PRESENT

S. No	Names	Branch	Staff member	Sign. of the member
1	Mrs.P. Sucharitha	Library	Convener	
2	Mrs. Rupalaxmi	H&S	Member	
3	Mr. Prabhakar	Civil	Member	
4	Mr. Syed Moinuddin	EEE	Member	
5	Mrs. Narasaiah	MECH	Member	
6	Mr. . G. Narsimha	ECE	Member	
7	Mrs. Balakrishna	CSE	Member	
8	Mr.Rizvi	Sports	Member	

Minutes of Meeting of the Library Committee

Date: 24-12-2018

Time: 2:30pm

Venue: library

Agenda was taken up for discussion

- 1) To confirmation the minutes of the meeting of the library committee held on 10.01.2019
The minutes of the meeting of library committee was confirmed
- 2) Data base and software purchase directly by library subscribe for software & database used exclusively by them.
- 3) Any other suggestion with the permission of the chair acquisition of books & other reference material library committee suggested to accept recommendation from students library will compile the list periodically and circulate to the faculty for their review and approval.
- 4) All the library committee members need to take additional responsibility, to depute respective Department class in charges so that they bring students to the library
- 5) All the members are here by requested to submit library time table as soon as possible.
Staff are welcome to give suggestion of books which is useful to the students as per new curriculum

(Mrs.P. Sucharitha)
Librarian



AVN INSTITUTE OF ENGINEERING AND TECHNOLOGY

Koheda Road, Patel guda (V), Ibrahimpatnam (M), R.R. Dist

No.AVN/2018/LC/20/06

LIBRARY ADVISORY COMMITTEE

The Library Committee is constituted with the following members and student representatives.

LIST OF MEMBERS OF COMMITTEE FOR THE YEAR 2018- DATE:24-12-18

FACULTY ADVISORY MEMBERS:

S. No	Names	Branch	Staff member	Sign. of the member
1	Mrs.P. Sucharitha	Library	Convener	
2	Mrs. Rupalaxmi	H&S	Member	
3	Mr. Prabhakar	Civil	Member	
4	Mr. Syed Moinuddin	EEE	Member	
5	Mrs.Narasaih	MECH	Member	
6	Mr. Narsimha	ECE	Member	
7	Mrs. Balakrishna	CSE	Member	
8	Mr. Razvi	Sports	Member	

STUDENTS ADVISORY MEMBERS:

S. No	Names	Branch	Students Mobile Number	Sign. of the member
1	M. Raghu rama(18-132)	CIVIL	6303566411	
2	C.Raghu ram (17-116)	CIVIL	7095405404	
3	C. Navya sree(16-113)	CIVIL	9550452190	
4	D. Sathish(15-105)	CIVIL	8179395013	
3	A.Nikhil(18-301)	MECH	7032442470	
4	G. Sandeep(17-307)	MECH	9515612084	
5	k. Akshai(16-327)	MECH	8686882510	
6	K. Nithin(15-314)	MECH	9515877971	
7	B.Suryakanth(15-204)	EEE	949496034	
8	K.Kavitha(18-451)	ECE	7993941836	
9	P. Abhishek(17-468)	ECE	9032518331	
10	M. Vamshi Krishna(16-489)	ECE	7330173977	
11	A.Spandana(15-479)	ECE	9553140464	
12	M. Vaishnavi(18-575)	CSE	9441848935	
13	G. Anudeep(17-530)	CSE	9618530203	
14	B.Rishika(16-507)	CSE	9550941182	
15	Ishwarya(15-533)	CSE	9177553661	

The function of the committee as under:

Functions:

- Periodically meetings to Assess, Review, Suggest and Recommend the purchase of books, Journals, periodicals and other items like Furniture and stationary soft ware and hard ware etc. for updating the library.
- Report on the Expenditure incurred on book bank scheme and other fund's
- To discuss matter of policy & make recommendation relating to library.
- To discuss various book useful for competitive exams.


Copy to:


Principal

Vice Principal

HOD's

Copy for information to: All Committee Members.


(Mrs. P. Sucharitha)
Librarian


(Dr. Y. Ellam raj)
Principal

PRINCIPAL
AVN Institute of Engineering & Technology
Mangalpally (V) Patelguda (MP)
Ibrahimpattam (M), R R Dist T S-





AVN Institute of Engineering & Technology

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avn.principal@gmail.com www.avniet.ac.in

No.AVN/2018/AC/19

DATE: 20-04-2018

ADMISSIONS COMMITTEE (AC)

OBJECTIVES OF ADMISSIONS COMMITTEE:

- To strengthen the organization by filling up the total intake, which is approved by the university.
- To guide the new admitted students in the campus with necessary information.
- To make sure that the admitted students are reported to the college.
- To facilitate the students with the required information of the college and its achievements.

The college admissions committee is constituted with the following members under the chairmanship of **Mr.T.Mahesh kumar** Assistant Professor (ECE) to take up the admission for the academic year 2018-19

1) Mr. T.Mahesh kumar	-Assistant Professor (ECE)	- Member
2) Mrs. K. Chetana	- AO	- Member
2) Mr. T.Ajith	- Assistant Professor (CIVIL)	- Member
3) Mrs. Hemalatha	- Assistant Professor (H&S)	- Member
4) Mr. K. Venkatesh	- Assistant Professor (MECH)	- Member
5) Mr. T.Layaraja	- Assistant Professor (CSE)	- Member


PRINCIPAL



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No: AVNIET/ADM/19/2018-19/01

CIRCULAR

Date: 21/04/2018

ADMISSIONS COMMITTEE

This is to inform all the ADMISSIONS COMMITTEE members, that there will be a committee meeting at Board room on 23-04-2018 at 11:00am. Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Improve the admission for the academic year 2018-19.
- Advertisement and publicity of college
- Awareness program on engineering for the intermediate students.

A handwritten signature in black ink, appearing to read 'T.M.K.' or similar, with a long horizontal stroke extending to the right.

Chairman

T.Mahesh Kumar



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No: AVNIET/ADM/19/2018-19/02

Minutes of Meeting

Date: 23/04/2018







ADMISSIONS COMMITTEE

Time:11:00am

Venue : Board room

The ADMISSIONS COMMITTEE meeting was held on 23-04-2018 11:00am at Board room

The following members were present in the meeting.

- | | | |
|------------------------------|------------------------|---|
| 1. Mr.T.Mahesh Kumar (ECE) - | Assistant professor |  |
| 2. Mrs.K.Chetana (OFFICE) - | Administrative officer |  |
| 3. Mr.K.Venkatesh (MECH) - | Assistant professor |  |
| 4. Mr.T.Ajith (CIVIL) - | Assistant professor |  |
| 5. Mr.Laya Raj (CSE) - | Assistant professor |  |
| 6. Mrs.Hema Latha (H&S) - | Assistant professor |  |

Proceedings:

- The committee has decided that give the awareness of engineering for intermediate students.
- The committee has decided that publicity and advertisement of college with help of Broachers, Banners and conducting of Educational fair.



Chairman

T.Mahesh Kumar



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AVNIET/WIIC/23/2018-19/01

Date: 9/08/2018

CIRCULAR

WEBSITE/ICT/INTERNET COMMITTEE

This is to inform all the WEBSITE/ICT/INTERNET COMMITTEE members, that there will be a Committee meeting at A-201 on 13/08/2018 during 1.45pm, Members are requested to attend the meeting without fail.

Agenda of the Meeting:

1. Result of previous semester.
2. Data on Departmental events, workshops, FDP

A handwritten signature in black ink, appearing to read 'V. Sridhar Reddy'.

Convener

V. Sridhar Reddy

Copy to:

1. principal
2. All HODs
3. Members
4. College Committee chairman



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AVNIET/WIIC/23/2018-19/02

13/08/2018

Minutes of meeting

WEBSITE/ICT/INTERNET COMMITTEE

Time: 1.45pm.

Venue: A-201

The WEBSITE/ICT/INTERNET COMMITTEE meeting was held on, 1.45pm at A-201

The following members were present in the meeting,

S.NO.	Faculty Name	Department	Designation
1	Dr. Y. Ellam Raju	Principal	Chairman <i>J</i>
2	Mr. V.sridhar Reddy	CSE	Convener <i>V Reddy</i>
3	Mr. A.Krishnakanth	CIVIL	Member <i>W</i>
4	Mr. S.Sridhar	MECH	Member <i>Sridhar</i>
5	Mr. P.Jagadish	CSE	Member <i>Jagan</i>
6	Mr. D.Santhosh	ECE	Member <i>D</i>

Proceedings:

1. Form the data of examination branch the committee chairman instructed to link the semester results.
2. The committee discussed about linking of information of previously held events, workshops in the entire department.
3. The committee discussed about monitoring about the internet speed.

V Reddy
CONVENER

Copy to:
Principal
All Hods



AVN INSTITUTE OF ENGINEERING & TECHNOLOGY

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Date 16/07/2018

SC/ST STANDING COMMITTEE

Members

1. Dr.Y.Yellam Raj, Chairman- Principal
2. Dr.Shaik Abdul Nabi, Convener Vice Principal –CSE
3. Dr. Sachin Sharma, Co Convener, Dean- Academics- ECE
4. Prof. P.Vijaya Bhasker , Member Faculty- ECE
5. Prof. Basavaraju Hasu, Member Faculty- MECH.
6. Dr.Nageshwar Rao, Member Faculty –MECH
7. Dr.Sugali .Venkatesulu, Member Faculty –ECE

OBJECTIVES OF THE COMMITTEE.

The SC/ST Standing Committee ensures the effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. It also suggests measures for achieving the objectives laid down by the various Government agencies. The Committee meets at least two times in a year and the decisions arrived at are mandatory to be implemented. The Committee functions under the Chairmanship of the Director.

SPECIAL ACTIVITIES OF CELL

1. **Pre-Admission Orientation** Pre-Admission coaching the pre-admission coaching is organized by the SC/ST Cell for all SC/ST candidates who have qualified for appearing the National Entrance Test of the Institute. The orientation is scheduled for about 2-3 days in phases in the month of November, every year. The objective of this programme is to orient them about the whole process of the entrance test, positive and negative aspects of written test, group discussion and personal interview. Besides, another important point which is touched upon is about the common mistakes that the candidates make in the admission test and how to overcome those. The candidates are also told about the facilities available for the eligible candidates. It is also learnt to help them feel confident. This is followed by clarification of doubts from the candidates.
2. **Post-Admission Orientation**



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The students admitted in various programmes are provided post -admission orientation. The main focus is on the course curriculum, selection of optional subjects, the whole new multi-cultural and multi-lingual environment that they are to face on the campus and various facilities available to them.

Capacity Building Sessions

- (a). Language classes are arranged for students to improve communication skills and proficiency of language;
- (b) A programme on 'Personality Development' is conducted;
- (c) Career counseling is provided to the students;
- (d) Computer classes are arranged to enhance their skills in operating the computer.

Remedial/Co-Curricular Coaching At TISS, remedial/co-curricular classes are conducted in the following areas, depending upon the students' interest: Language classes for English, Skill workshops for use of the library, writing an assignment, making presentation in class, public speaking, job selection and job interviews, Coaching in basic subjects such as social research and field work recordings, and Orientation on scholarships available for higher studies.

Grievance Redressal

The SC/ST/OBC/PWD students can approach the Section Officer/Liaison Officer of the Cell for redressed of any grievance(s) regarding academic, administrative or Social problems. The Section Officer/Liaison Officer will meet the concerned Students, understand their problem and take necessary action and/or render the necessary advice/help to resolve the matter.

DUTIES OF LIAISON OFFICER (SC/ST CELL)

The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per Government of India and UGC directives in the year 1987. The honorary position of the Liaison Officer is occupied by Prof. Dr.S.Venkatesulu, a senior Faculty member. The Liaison Officer, on behalf of the Cell, facilitates the overall welfare of the students, staff and faculty belonging to these communities. However, the responsibilities of the Liaison Officer are briefly stated below:-



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Students:

The Liaison Officer; on behalf of the Cell organizes pre-admission Coaching programme for SC/ST candidates to help them prepare for Entrance Tests as well as post-admission orientation programme for new students at the beginning of the academic session. Various coaching classes are conducted on life skills, personality development, and writing and presentation skills and so on. Interactive sessions and informal meetings with students are also conducted to help them deal with personal, social and academic problems. Issues relating to 7 Other Backward Classes (OBC) and Persons with Disability (PWD) are also looked after by the Liaison Officer. Faculty and Staff: The Liaison Officer ensures due compliance of the orders of reservation issued from time to time in favour of SC/ST/OBC and PWDs. He also looks after the prompt disposal of the grievances of the employees of these categories.

Some of the duties of the Liaison Officer are –

1. To ensure due compliance by the subordinate authorities with the reservation Orders and other benefits admissible to SC/ST/OBC and PWDs.
2. To scrutinize and ensure prompt submission of the prescribed annual statements by the Appointing Authorities to the Ministries/Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.
3. To scrutinize properly all proposals for dereservation and to certify after due Satisfactions that such dereservations are inevitable and that all steps prescribed in this regard have been faithfully taken.
4. To liaise between the Ministries/Departments/Attached and Subordinate Offices and the Department of Personnel for supply of required information, answering queries and clearing doubts.
5. To conduct annual inspection of the rosters maintained, keeping a record of Such inspection.
6. To extend necessary assistance to the Commissioner for SCs and STs in Discharge of his duties.

Financial Aid to Students

Limited scholarship/loan facilities are available for all students on the basis of Merit and Merit-cum-Need in the Institute. The Student Aid Committee administers and disburses the scholarships. If the student is awarded exemption



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from payment of tuition fee, the awardees while claiming for reimbursement should enclose a photocopy of fee receipt along with the application. Students who are awarded loan need to give an undertaking on a stamp paper worth Rs.100. Original salary certificate of surety and parents/guardians consent letter is also required.



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Ranga Reddy Dist-501510, India.

Research and Development Cell


Circular

Date: 05.01.19

This is to inform all HODs and Faculty members that the research committee has been formed to review and promote innovative research works in all the departments of the college. The following list of members is appointed as R&D Committee members.

List of Members:

S.NO	NAME	DEPARTMENT	DESIGNATION
1	Dr. Y.ELLAM RAJ	CE	CHAIRMAN
2	Dr.MD.SUBHAN	CE	R&D DIRECTOR
3	Dr.S.Venkatesulu	ECE	PROFESSOR
4	Dr.Sachin Sharma	ECE	PROFESSOR
5	Dr. SK.Abdul Nabi	CSE	PROFESSOR
6	Dr.S.A.Kalaiselvan	CSE	PROFESSOR
7	Prof. Basawaraj S. Hasu	MECH	PROFESSOR
8	Dr.SudheerReddy	MECH	PROFESSOR
9	Dr. P. Srinivas	H&S	PROFESSOR
10	Dr.V. Parvathi	H&S	PROFESSOR


R&D DIRECTOR
Dr.MD.SUBHAN

Copy to:
Principal
HODs (Internal Circulation)
AO



AVN INSTITUTE OF ENGINEERING AND TECHNOLOGY

Koheda Road, M.P.Patelguda Post, Ibrahimpatnam(M)
Ranga Reddy Dist-501510, India.

Research and Development Cell

Minutes of Meeting

Date: 08.01.19

Venue: Board Room

Time: 2 pm

Agenda

- Review of research papers submitted by the faculty
 - Review of ongoing departmental research
 - Review of new research proposal if any.
- The chairman of the committee, welcome all the R&D members and has started the proceedings of the meeting.
 - All the research papers submitted by the faculty to the different conferences or seminars were reviewed by the members and submitted their suggestions and recommendation.
 - Few of the faculty members have also submitted new research proposals which were discussed and recommended for funding.
 - Future departmental research plans was with the concern HODs.

COMMITTEE MEMBERS

S.NO	NAME	DEPARTMENT	SIGN
1	Dr.Y.ELLAM RAJ	CE	
2	Dr.MD.SUBHAN	CE	<i>MD. Subhan</i>
3	Dr.S.Venkatesulu	ECE	<i>S. Venkatesulu</i>
4	Dr.Sachin Sharma	ECE	<i>Sachin Sharma</i>
5	Dr. SK.Abdul Nabi	CSE	<i>SK. Abdul Nabi</i>
6	Dr.S.A.Kalaiselvan	CSE	<i>S.A. Kalaiselvan</i>
7	Prof. Basawaraj S. Hasu	MECH	<i>Basawaraj S. Hasu</i>
8	Dr.SudheerReddy	MECH	<i>Sudheer Reddy</i>
9	Dr. P. Srinivas	H&S	<i>P. Srinivas</i>
10	Dr.V. Parvathi	H&S	<i>Parvathi</i>

MD. Subhan
R&D DIRECTOR
Dr.MD.SUBHAN



AVNIET/IIPC/2018-19

Date: 4/12/2018

CIRCULAR

Industry Institute Partnership Cell Committee

A Meeting to be held for industry Institute partnership Cell Committee at 3.30pm on 04/12/2018 in AVNIET, to discuss about the objectives of this Academic year. The committee members are advised to attend the meeting.

AGENDA

1. To identify all the Industries.
2. Communicating with the Industries.
3. To Organize Industrial visit maximum student participation in the program.

The committee members as follows:

S. No	Faculty name	Department	Designation
1.	Dr.Y.Ellamraj	PRINCIPAL	Chairman
2.	Mr.K.Srinivas	TPO	Convener
3.	Mrs.B.Mounica	H& S	Member
4.	Mr.Shravan kumar	MECH	Member
5.	Mr. P.Jagadeesh	CSE	Member
6.	Mr.S.Shesi Kiran	ECE	Member
7.	Mr.Md.Javed Ali	CIVIL	Member

K. Srinivas
CONVENER

Copy to:

1. All Departments.
2. All Notice boards.
3. College Committee members



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avn.principal@gmail.com www.avniet.ac.in

NO.AVNIET/IIPC/21/2017-18/01

Date: 05/01/2018

Circular

Industry Institute Partnership Cell committee

A Meeting to be held for Industry Institute Partnership Cell committee at 12.00pm on 05/01/2018 in ECE Dept. to discuss about the Objectives of this Academic year. The Committee members are advised to attend the meeting.

AGENDA

1. To identify Certificate courses with all the Industries.
2. Communicating with the Industries.
3. To Organize Industrial visit maximum student participation in the program.

The committee members as follows:

- | | | | |
|---------------------|-------------------------|-------------|------------------|
| 1. Mr.K.Srinivas | - TPO | - Convener. | <i>K L J</i> |
| 2. Mrs .B.Mounica | -(Asst.prof) H&S Dept | - Member | <i>Bf</i> |
| 3. Mr.Shravan kumar | -(Asst.prof) ME Dept | - Member. | <i>Sravan</i> |
| 4. Mr.P.Jagadeesh | -(Asst.prof) CSE Dept | - Member | <i>PJ</i> |
| 5. Mr.S.Sasi Kiran | -(Asst.prof) ECE Dept | - Member | <i>S S Kiran</i> |
| 5. Mr.Md.Javed Ali | -(Asst.prof) CIVIL Dept | - Member. | <i>Ali</i> |

K L J
Chairman/Convener

Copy to:

1. All Departments.
2. All Notice boards.
3. Committee members.



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AVN/2019/EDC/CIR-1

CIRCULAR

Date: 10-01-2019

Entrepreneurship Development Cell

This is to inform all the Entrepreneurship Development Cell members, that there will be a Committee meeting at ME Department on 10-01-19, at 2.30 pm .Members are requested to attend the meeting without fail.

Agenda of the Meeting:-


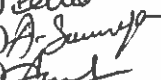
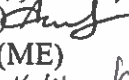

1. To Establish the E-Cell in college, and will be influential in triggering awareness, interest, desire and action towards entrepreneurship among students.
2. To Organise and conduct Programmes the objectives of industrial development, regional growth, and employment generation depend upon entrepreneurial development.
3. To prepare the students as Entrepreneurs are, thus, the seeds of industrial development and the fruits of industrial development are greater employment opportunities to unemployed youth.
4. To prepare the Students for Industry ready and share the knowledge with industry leaders, how to get Venture capital.


CHAIRMAN

Copy to:

1. HOD
2. Members
3. College Committee Chairman

Signature of Committee Members

1. Mrs.B.Swathi(CSE) 
2. Mrs.Sowmya (ECE) 
3. Ms.D.Anusha(ECE) 
4. Mr.K.Kiran Kumar(ME) 



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AVN/2019/EDC/CIR-1

Date: 10-01-2019

Minutes of Meeting Entrepreneurship Development cell

Time: 2.30 pm

Venue: MBA DEPT

The Entrepreneurship Development cell meeting was held on 10-01-2019, at 2.30 pm at MBA Dept.

The following members were present in the meeting,

1. Chairman

Mrs.Mounika-MBA

Members:

1. Mrs.B.Swathi(CSE)-
2. Mr.Shiva Manjunath Swamy(CE) *MS*
3. Ms.A.Sowmya (ECE) *A.Sowmya*
4. Mr.K.Kiran Kumar(ME) *K.Kiran Kumar*

Proceedings:

Meeting has been welcomed and initiated by the Chairman Mrs.Mounika-MBA

1. Chairman Mrs.Mounika-MBA has stressed to Organise Entrepreneurship awareness camp in the college and Entrepreneurship development programmes for the students.
2. Mr.K.Kiran Kumar(ME) has suggested that the EDC has to provide facilities for conduct of research work and survey for identifying entrepreneurial opportunities.
3. Mrs.B.Swathi(CSE) has said insist to guide and assist prospective entrepreneurs on various aspects such as preparing project reports , information technologies etc .
4. Mrs.D.Sowmya(ECE) has said to organize guest lectures, seminars .etc for promotion and growth of the entrepreneurship,

Mounika
CHAIRMAN

Copy to:

1. Principal
2. HODs
3. Members
4. AO



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AVNIET/CG&TP/2018-19

Date: 18/03/2019

CAREER GUIDANCE, TRAINING AND PLACEMENT CELL

Minutes of meeting

The Career Guidance, Training and Placement Committee Meeting was held on 20/03/2019 at 2:00pm at Placement cell.

The following members were present in the meeting,

1. Mr.K.srinivas(TPO): Convener
2. Mr.K.srinu: CSE
3. Mr. P.Mallikarjun : CE
4. Mr.B.Ramesh:ME
5. Mr. T.Mahesh: ECE
6. Mrs. G.Anitha: H&S

Proceedings:

- Discussed about "Genpact Campus drive".
- Discussed about "EUNIMART Campus drive".
- Discussed about "ILM".
- Discussed about "ELEATION"


Convener

Copy to:

1. Principal (for information)
2. All Committee Members.
3. HOD's



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AVNIET/CG&TP/2018-19

Date: 18/03/2019

CAREER GUIDANCE, TRAINING AND PLACEMENT CELL

CIRCULAR

This is to inform all the Career Guidance, Training and Placement Committee members that there will be a Committee meeting at Training and Placement Cell on 20/03/2019 at 2.00pm; Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Encouraging the students to take part in campus interviews.
- Upcoming Campus Drives.
- Any other issue with the permission of chairman.


Convener

Copy to:

1. Principal (for information)
2. All Committee Members.



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AVNIET/P&SC/2018-19

CIRCULAR

Date: 02/04/2019

Sports and Games Committee (SGC)

This is to inform all the **Sports and Games Committee** members that there will be a Committee meeting at Sports Room on 04/04/2019 at 3:00 pm: Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Encouraging the students to take part in other college events.
- Sort out any issues taking place during matches(team selection, objection quarrels etc)
- Any other issue with the permission of chairman.

Convener

Copy to:

1. Principal
2. Vice-Principal
3. HOD(MECH.CIVIL.CSE.ECE,H&S)
4. All members of SGC



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AVNIET/CG&TP/2018-19

Minutes of meeting

Date: 04/04/2019

Sports And Games Committee(SGC)

The **Sports and Games Committee meeting** was held on 04/04/2019 at 3:00 pm in sports room.

The following members were present in the meeting.

1. Mr Md Razvi : Convener
2. SK Swamy : Co-Convener
3. Mr P.Mallikarjun : CE
4. P.Prasanna : ME
5. Mr. Ramaiah : ECE
6. Mr P Ganesh : CSE
7. Mr. Ramesh :H&S

Proceedings:

- Planned to Organize Sports Event on two days tech fest on 29th & 30th march 2019.
- Check for Basic Needs of Sports activities

Convener

Copy to:

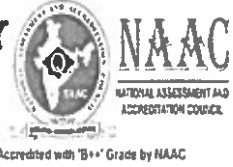
1. Principal
2. Vice-Principal
3. HOD's
4. AO
5. Notice Board



AVN INSTITUTE OF ENGINEERING & TECHNOLOGY

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AVNIET/A&C/14/2018-19/05

Date: 10/01/2019

Circular

Arts & Cultural Committee

A Meeting to be held for Arts & Cultural Committee at 11.00am on 11/01/2019 in H&S staff Room, to discuss about the programme schedule on the occasion of Sankranthi festival.

AGENDA

1. How to organize the event and planning of the date.
2. To discuss about the activities on the day of the fest.
3. Maintaining the discipline in the college on the day of fest.

The committee members as follows:

S. No	Faculty name	Department	Designation
1.	Mrs. Shilpa Jadhav	H&S	Convener
2.	Mrs. B. Swathi	CSE	Member
3.	Mrs. A Praveena	MECH	Member
4.	Mr. Prabakar	CIVIL	Member
5.	Mr. Md. Gandhi	ECE	Member

Shilpa Jadhav
CONVENER

Copy to:

1. All Departments.
2. All Notice boards.
3. Committee members



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Accredited with 'B++' Grade by NAAC

AVNIET/A&C/14/2018-19/06

Date: 11/01/2019

Minutes of Meeting

Time: 12.00pm

Venue: H&S DEPT

The ARTS AND CULTURE Committee meeting held at H&S Dept at 12.00pm to discuss about the Sankranthi festival.

The committee members as follows:

S. No	Faculty name	Department	Designation
1.	Mrs. Shilpa Jadhav	H&S	Convener
2.	Mrs. B.Swathi	CSE	Member
3.	Mrs. A. Praveena	MECH	Member
4.	Mr. Prabakar	CIVIL	Member
5.	Mr. Md.Gandhi	ECE	Member

Proceedings:

1. Rangoli competition for girls (team size-2,time:10am to 11 am)
2. Kite festival for Boys at 11.00am onwards in amphi theater.
3. Bhogi celebrations will start at post lunch i.e. 2.00pm.
4. Participant must give their name to concerned faculty of concerned department.
5. All students and faculty are requested to come in traditional wear.
6. All faculty members are requested to maintain discipline in the campus for smooth functioning of the fest.


CONVENER

Copy to:

1. All Departments.
2. All Notice boards.
3. Committee members



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AVNIET/TC/13/2018-19/02

DATE-27-12-2018

Minutes of Meeting

TRANSPORTATION COMMITTEE

MEMBERS PRESENT :

1. Mr E Rajashekar Reddy – Convener
2. Mr T Ajith – Member
3. Mr Veerender Reddy – Member
4. Mr Narsimha - Member
5. Mr Rathan Kumar- Member

Proceeding:

- Providing Buses for NSS and Central Govt Scheme.
- To arrange Buses for Technical Visits for Students .
- New routes for next Academic Year.
- Safety instructions for drivers about fire safety in buses.
- Appointment of new drivers for next academic year.


Convener

STUDENT MEMBERS :

1. G Vijay (EEE) – Member
2. N Harish (ECE)- Member
3. C.Pratiusha (CSE)- Member
4. P.Prabhudev (CE)- Member
5. K.Gayatri(ME)- Member



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AVNIET/TC/13/2018-19/02

DATE-24-12-2018

CIRCULAR

TRANSPORTATION COMMITTEE

This is to inform all the Transportation Committee members, that there will be a Committee meeting at sports room on 27-12-2018 by 11.30 am, Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- Providing Buses for NSS activities
- Providing Buses for Technical tours.
- New routes for next Academic Year.

Copy to:

1. Principal
2. HOD's
3. College Committee Chairman
4. Office

K. Chetana


Convenor



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No.AVNIET/2018-19/EC/17/01

DATE: 23/08/2018

EXAMINATIONS COMMITTEE

Minutes of the meeting held on 23/08/2018 at Exam Branch





The following Points are discussed:

- Create awareness to the students regarding Academic Requirements, Attendance & Promotion rules.
- To forward the **I-Mid Question Papers** to Exam Branch.
- Allocation of Invigilators from respective departments.
- Collection of Answer Scripts from Exam Branch soon after completion of exams.
- Evaluation of answers Scripts & sending of Marks.
- Postage of Mid Marks & Attendance of the students.
- Also the previous semester external exams duties remuneration.

The meeting has been held under the Chairmanship of Dr. P. SRINIVAS, HOD (H&S) for overall supervision of various activities of the Examination Branch with the following members.

- 1) Dr. P. Srinivas
- 2) Mr. D. Santhosh
- 3) Mr. B. Krishna Reddy
- 4) Mr. G. Srikanth Reddy
- 5) Ms. A. Anusha

- HOD (H&S)
- Assistant Professor (ECE)
- Assistant Professor (CSE)
- Assistant Professor (MECH)
- Assistant Professor (CE)

- Convener 
- Member 
- Member 
- Member 
- Member - G. Anusha


PRINCIPAL

PRINCIPAL

AVN Institute of Engineering & Technology
Koheda Road, M.P.Patelguda (MP)



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Ph.No. 08415 - 201555, Cell No.: 9246172317, www.avniet.com, Email: avn.principal@gmail.com

Date: 23.08.2018

CIRCULAR

All the Staff members handling II/III/IV-B.Tech I-Sem. classes are informed to submit question papers (only soft copy) through HOD mail to avniet.qp@gmail.com on or before **28.08.2018** for I -MID Term Examinations to be held from 04.09.2018 to 06.09.2018. While mailing the papers please keep the mail-subject as follows:

<Mid-I>, <II-I / III-I/IV-I>, <Section Name>, <Subject Name>.

Your co operation in this regard is highly appreciated.

Copy to All HOD's

Circulate to All Faculty Members

[Handwritten signature]
24/8/18

[Handwritten signature]
PRINCIPAL 23/8/18



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No.AVN/2017/EC/17

DATE: 13/07/2017

EXAMINATIONS COMMITTEE

OBJECTIVES OF EXAMINATIONS COMMITTEE:

- This committee works 24/7 for the smooth conduct of the examinations
- To ensure the appearance of students to the exams with sufficient data like hall tickets
- To provide the necessary information received from the University and to forward the same to all the departments and students at the earliest.
- To conduct the examinations as per the university norms.

Examinations committee has been constituted with the following members under the Chairmanship of Dr. P. SRINIVAS, HOD (H&S) for overall supervision of various activities of the Examination Branch with the following members.

1) Dr. P. Srinivas	-HOD (H&S)	- Convener
2) Mr. D. Santhosh	-Assistant Professor (ECE)	- Member
3) Mr. B. Krishna Reddy	-Assistant Professor (CSE)	- Member
4) Mr. G. Srikanth Reddy	-Assistant Professor (MECH)	- Member
5) Mrs. A. Anusha	-Assistant Professor (CSE)	- Member


PRINCIPAL



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No. AVNIET/ASSOC/17/2017-18/01

Date: 18/08/2017

CIRCULAR

DEPARTMENTS ASSOCIATION COMMITTEE

This is to inform all the DEPARTMENTS ASSOCIATION COMMITTEE Members that there will be a Committee meeting at Board Room on 21/08/2017 at 10:15 am, Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- To develop our students, with comprehensive knowledge across the technological areas and to build their ability, to apply the technical theory, design and implementation for the given problems.
- To encourage the use of information and communication technology in teaching and learning process
- To foster academic collaborations to strengthen teaching and research.

Copy to:

1. Dean Academics
2. Principal
3. Vice-Principle
4. HOD's
5. A.O
6. TPO
7. All the Members of ASSOC.

D. Rambabu Das
G. V. Prasad G. Das
Rambabu
Chairman
S. Mohan Kumar



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No. AVNIET/ASSOC/18/2017-18/02

Date: 17/02/2018

Minutes of Meeting

Minutes of meeting of DEPARTMENTS ASSOCIATION COMMITTEE 12/02/2018 at 10:30am, venue: Board Room

Members Present:

1. Mr. Rambhupal Reddy (ECE)
2. Mr. G. Dayakar
3. Mr. D. Ramababu
4. Mr. S. Mohan Kumar
5. Mr. J. Kishore

Chairman

Member

Member

Member

Member

Proceedings:

1. The committee is insist to mandatory to each and every faculty to contribute research work.
2. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
3. The committee is recommended to agend1.


Chairman

Copy to:

1. Dean Academics
2. Principal
3. Vice-Principle
4. All HOD's
5. A.O
6. TPO



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Date: 04/08/2018

Minutes of Meeting

Time Table committee

A Meeting to be held for Time Table committee at 12.00pm on 04/08/2018 in ECE Dept, to discuss about the Objectives of this Academic year. The Committee members are advised to attend the meeting.

AGENDA

1. To resolve issues that arises out of timetable scheduling including timetable constraints.
2. To ensure that the Timetable Policy is kept up-to-date and that any issues stemming from the Policy are resolved in a clear and timely manner.
3. To approve the official Academic Timetable.

The committee members as follows:

- | | | |
|---------------------|------------------------------------|-------------------|
| 1 Mr.S.Sasi Kiran | - (Asst.prof) ECE Dept - Convener | <i>S. Kiran</i> |
| 2. Mr.D.Ram Babu | -(Asst.prof) H&S Dept - Member | <i>R. Babu</i> |
| 3. Mr.K.Kiran Kumar | - (Asst.prof) ME Dept - Member. | <i>K. Kumar</i> |
| 4. Mr.P.Ganesh | - (Asst.prof) CSE Dept - Member. | <i>P. Ganesh</i> |
| 5. Mr.A.Upender | - (Asst.prof) CIVIL Dept - Member. | <i>A. Upender</i> |

S. Kiran
Chairman/Convener

Copy to:

1. All Departments.
2. All Notice boards.
3. Committee members.



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Date: 05/01/2018

Minutes of Meeting






Time Table committee

A Meeting to be held for Time Table committee at 12.00pm on 05/01/2018 in ECE Dept, to discuss about the Objectives of this Academic year. The Committee members are advised to attend the meeting.

AGENDA

1. It is proposed to keep open a clear line of communication between all staff involved in the timetable scheduling process.
2. Team to give an update on the progress of the academic timetables, any issues that may have come up and how they were resolved.
3. Consider any changes in the timetabling process.

The committee members as follows:

- | | | |
|---------------------|------------------------------------|---|
| 1 Mr.S.Sasi Kiran | - (Asst.prof) ECE Dept - Convener |  |
| 2. Mr.D.Ram Babu | -(Asst.prof) H&S Dept - Member |  |
| 3. Mr.K.Kiran Kumar | - (Asst.prof) ME Dept - Member. |  |
| 4. Mr.P.Ganesh | - (Asst.prof) CSE Dept - Member. |  |
| 5. Mr.A.Upender | - (Asst.prof) CIVIL Dept - Member. |  |


Chairman/Convener

Copy to:

1. All Departments.
2. All Notice boards.
3. Committee members.



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CIRCULAR

AVNIET/GMC/15/2018-19/29

Date: 07/07/2018

GENERAL MAINTENANCE COMMITTEE

This is to inform all the General Maintenance committee members, that there will be a Committee meeting at Administration Office on 07/07/2018 at 3:30pm. A meeting is to be held to discuss about change of committee Members are requested to attend the meeting without fail.

K. Chetani
Chairman

Copy to:

1. To all departments
2. To all notice boards
3. Committee members



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CIRCULAR

AVNIET/GMC/15/2018-19/30

Date: 09/07/2018

GENERAL MAINTENANCE COMMITTEE

This is to inform all the General Maintenance committee members, that there will be a Committee meeting at Administration Office on 09/07/2018 at 3:30pm. Members are requested to attend the meeting without fail.

Name	Designation	Signature
1. Mr. J.Kishore (CIVIL)	Member	
2. Mr. G. Balakrishna (CSE)	Member	
3. Mr. Srinivas (ECE)	Member	
4. Mr. H.Harish (MECH)	Member	
5. Mr.S.Muthyalu (H&S)	Member	

Agenda of the Meeting:

1. Maintenance of the cleanliness in the campus.
2. Regular quality check up drinking water and sanitary.
3. Increase the count of the dustbins in our college campus.
4. Floor in charges are appointing in the campus.
5. Mentoring to the discipline in the campus
6. Developing of Garden in front of all BLOCKS.

Chairman

Copy to:

1. To all departments
2. To all notice boards
3. Committee members



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AVNIET/NSS/12/2018-19/05

Date: 20/04/2019

Circular

NSS Committee Meeting

This is to inform all members of NSS Committee that there will be a staff meeting at 02:30 pm on 20th April, 2019. Attendance to this meeting is compulsory. This meeting will last for 2 hours and there will be a discussion regarding the strategies to be followed to boost motivational and service oriented activities for the academic year 2018-19 under NSS.

Venue: ELCS Lab

Time: 02:30 am to 04:00 pm

Meeting to be presided by: Mrs. Shahida Sultana (Convener)

Agenda of the meeting:

- Discussion regarding further events for the next semester
- Discipline and other related issues.
- planning of innovative methods and strategies to conduct programmes.

Please ensure that the following members are on time for the meeting.

Mrs. Shahida Sultana -	Assistant Professor (H&S)	- Convener
Mrs. Anusha	- Assistant Professor (ECE)	- Member
Mr. SharanaGouda	- Assistant Professor (ME)	- Member
Mr.G.Suresh	- Assistant Professor (CE)	- Member
Mr.N.Yadagiri	- Assistant Professor (CSE)	- Member

Convener

Copy to :

1. All Departments.
2. All Notice Boards.
3. Committee members.



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MINUTES OF MEETING NSS COMMITTEE

AVNIET/NSS/12/2018-19/05
Venue: ELCS LAB

Date: 23/04/2019
Time: 11:00 am

The NSS Committee meeting of AVNIET was held on 23rd April 2019 at 11:00 am at ELCS LAB.

Members Present:

Mrs. Shahida Sultana -	Assistant Professor (H&S)	- Convener
Mrs. Anusha	- Assistant Professor (ECE)	- Member
Mr. SharanaGouda	- Assistant Professor (ME)	- Member
Mr.G.Suresh	- Assistant Professor (CE)	- Member
Mr.N.Yadagiri	- Assistant Professor (CSE)	- Member

The NSS committee members met together and planned the activities for the next semester under the guidance of **NSS Programme Officer Mrs. Shahida Sultana - Assistant Professor (H&S) - Convener**

- Discussion regarding further events for the next semester
- Discipline and other related issues.
- planning of innovative methods and strategies to conduct programmes.

Proposed activities for the next semester were : Shramadan Programme. Awareness programme on addiction of Alcohol, tobacco and cigarette. Health Camp. Childrens day celebration in adopted village.

Request to submit all the documents related to activities.

The meeting lasted till 1:00 pm.

Convener

Copy to :

1. All Departments.
2. All Notice Boards.
3. Committee members.



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No .AVN/2017/AAC/CIR-16.

CIRCULAR

Date: 06/04/2018

Academic Advisory Committee

This is to inform all the Academic Advisory Committee members, that there will be a Committee meeting at Principal's Chamber on 07/04/2018, 02:00PM; Members are requested to attend the meeting without fail.

Agenda of the Meeting:

- FDP by ICT Academy
- Arrangements for FDP
- Lab External schedule/Time-Table

Chairman

Principal

Copy to:

HODs



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Minutes of Meeting

Date: 07/04/2018

Academic Advisory Committee

Time: 11:00AM

Venue: Principal Chamber

The Academic Advisory Committee meeting was held on 07/04/2018, 02:00AM at Principal Chamber.

The following members were present in the meeting,

1. Dr. Y Ellam raj(Principal/Chairman of the Committee)
2. Dr. Abdul Nabi(Vice Principal & HOD CSE)
3. Dr. Subhan(HOD CE)
4. Prof. Basawaraj S Hasu(HOD ME)
5. Prof. P Vijai Bhaskar(HOD ECE)
6. Dr. P Srinivas (HOD H&S)

Proceedings:

- External lab exam scheduling should be in a proper way, the relevant reliving letters and ODs should be provided by the faculty who are going to act as external examiners in other colleges.
- College in collaboration with ICT academy is going to organize a FDP from 9/04/2018 to 13/04/2018
- Proper arrangements are to be made, for smooth conduction of the FDP.
- Trainers Hospitality, transport related things will be looked up by Training & Placement Cell. They shouldn't feel any difficulty in such things.
- FDP requires around 50 systems with 8 GB RAM, where in our college, systems equipped with 4 GB RAMS only. In this regard, we require cooperation from all the departments to improve the specifications of the systems as per requirements.

Chairman


Dr. Y Ellam/Raj

Copy to:

1. Principal
2. HODs