



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 02-06-2016

## CIRCULAR

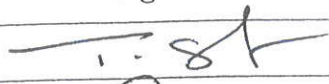

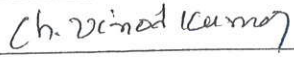
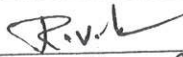
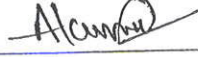

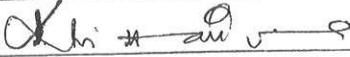

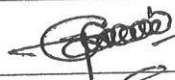
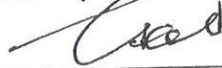

It is hereby informed to all the College Academic Committee (CAC) members that a meeting is scheduled on 06/06/2016 at 3.00 P.M. in Principal Chamber to discuss the following agenda.

Agenda:

1. About Faculty requirement, Work load, Subject allocation
2. Prepare Lesson plans, Lab manuals, Course files
3. Syllabus completion schedule
4. NSS Programs
5. Allotment of Class Teachers / Mentors and Counselors
6. Lab equipment status
7. Elective subjects
8. CRT training
9. Workshops
10. Any other matter with the permission of the chair

  
PRINCIPAL

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD - CE	
3	Ch Vinod kumar	HOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
 Principal  
**IDEAL INSTITUTE OF TECHNOLOGY**  
 Vidyutnagar, KAKINADA.



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 07-06-2016

## MINUTES OF MEETING

The CAC meeting was held on 06.06.2016 at 3.00 P.M. in Principal Chamber

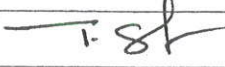
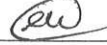
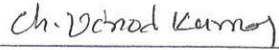
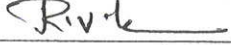


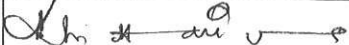




### Resolutions:


1. It is resolved to appoint new faculty as per the requirement of the departments. All HODs are instructed to allocate the subjects to all the staff before two weeks of commencement of Class work.
2. It is resolved to all the staff members must prepare and submit lesson plans, lab manuals and course files of their allocated subjects to the HODs.
3. All staff members must complete their respective subjects syllabus 10 days before commencement of the semester end examinations.
4. It is resolved to conduct one NSS program/Camp in the month of July.
5. It is resolved to all HODs allot Class Teachers/Mentors & Student Counselors to all classes and also resolved to make phone calls to intimate student absenteeism to parents daily.
6. It is resolved to rectify or repair the problems of lab equipment immediately.
7. It is resolved to select elective subjects as per the present needs/requirements of the companies.
8. It is resolved to conduct CRT classes to all the students i.e. from I year to IV year.
9. It is resolved to conduct a workshop in the Civil Department in the month of July and a two days workshop in CSE Department in the month of August.
10. It is resolved to give assignments to the students from each unit at the end of every unit.

Principal

IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

**Members Present:**

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD - CE	
3	Ch Vinod kumar	HOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 27-05-2017

## CIRCULAR

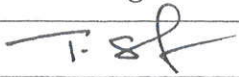
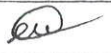
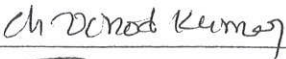
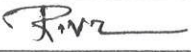
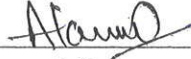
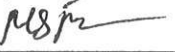
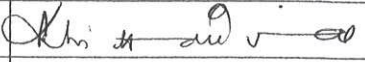



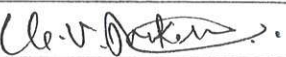
It is hereby informed to all the College Academic Committee (CAC) members that a meeting is scheduled on 30-05-2017 at 3.00 P.M. in Principal Chamber to discuss the following agenda.

Agenda:

1. About Faculty requirement
2. Lab equipment status
3. Prepare Lesson plans, Lab manuals, Course files
4. Syllabus completion schedule
5. Allotment of Class Teachers / Mentors and Counselors
6. Elective subjects
7. CRT training
8. Workshops
9. NSS Programs
10. Any other matter with the permission of the chair

  
PRINCIPAL

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD - CE	
3	Ch Vinod kumar	IIOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
Principal  
**IDEAL INSTITUTE OF TECHNOLOGY**  
Vidyutnagar, KAKINADA.



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 31-05-2017

## MINUTES OF MEETING

The CAC meeting was held on 30-05-2017 at 3.00 P.M. in Principal Chamber

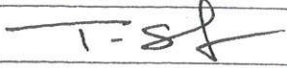

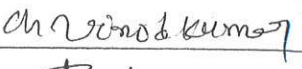
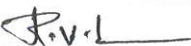
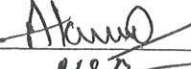

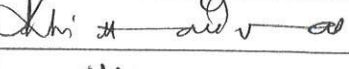


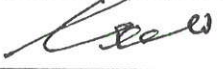
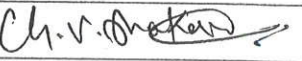
### Resolutions:

1. It is resolved to appoint new faculty as per the requirement of the departments before second week of June. All the HODs are instructed to allocate the subjects to all the staff before two weeks of commencement of Class work.
2. It is resolved to fulfill the requirements of labs immediately.
3. It is resolved to all the staff members must prepare and submit lesson plans, lab manuals and course files of their subjects before 2<sup>nd</sup> week of June to the HODs.
4. All the staff members must complete their respective subjects syllabus 7 days before commencement of the semester end examinations.
5. It is resolved to all HODs allot Class Teachers/Mentors & Student Counselors to all classes and also resolved to make phone calls to intimate student absenteeism to the parents daily.
6. It is resolved to select elective subjects as per the present requirements of the companies/ Industries.
7. It is resolved to conduct CRT classes to all the students.
8. It is resolved to CSE Department conduct a two days workshop in the month of June, ECE, ME & EEE Departments conduct workshops in the month of September. Civil Department conduct a two days workshop in the month of December.
9. It is resolved to conduct one NSS program/Camp in the month of July.
10. It is resolved to give assignments to the students from each unit at the end of every unit.

Principal

IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

**Members Present:**

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD - CE	
3	Ch Vinod kumar	HOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 26-05-2018

## CIRCULAR


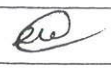
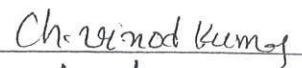
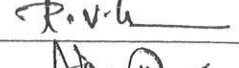
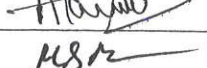
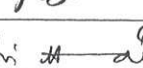
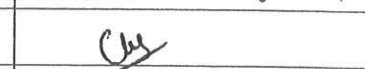


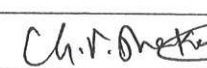
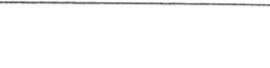
It is hereby informed to all the College Academic Committee (CAC) members that a meeting is scheduled on 28-05-2018 at 3.00 P.M. in Principal Chamber to discuss the following agenda.

Agenda:

1. About Faculty requirement, Work load, Subject allocation
2. Prepare Lesson plans, Lab manuals, Course files
3. Lab equipment status
4. Syllabus completion schedule
5. Allotment of Class Teachers / Mentors and Counselors
6. CRT training
7. Elective subjects
8. NSS Programs
9. Workshops
10. Any other matter with the permission of the chair

  
PRINCIPAL

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD - CE	
3	Ch Vinod kumar	IIOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer.	

  
 Principal  
**IDEAL INSTITUTE OF TECHNOLOGY**  
 Vidyutnagar, KAKINADA.



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

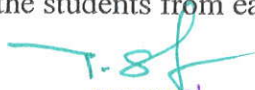
Date: 29-05-2018

## MINUTES OF MEETING

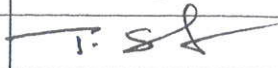

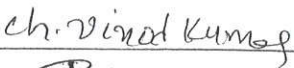
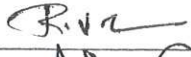

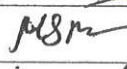
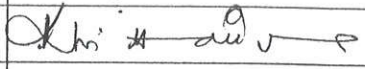


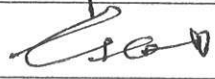

The CAC meeting was held on 28-05-2018 at 3.00 P.M. in Principal Chamber

### Resolutions:

1. It is resolved to appoint new faculty as per the requirement of the departments before 10<sup>th</sup> June. All HODs are instructed to allocate the subjects to all the staff before two weeks of commencement of Class work.
2. It is resolved to all the staff members must prepare and submit lesson plans, lab manuals and course files of their allocated subjects before 2<sup>nd</sup> week of June to the HODs.
3. It is resolved to rectify or repair the problems of lab equipment immediately.
4. All staff members must complete their respective subjects syllabus 10 days before commencement of the semester end examinations.
5. It is resolved to all HODs allot Class Teachers/Mentors & Student Counselors to all classes and also resolved to make phone calls to intimate student absenteeism to parents daily.
6. It is resolved to conduct CRT classes to all the students i.e. from I year to IV year.
7. It is resolved to select elective subjects as per the present needs/requirements of the companies.
8. It is resolved to conduct one NSS program/Camp in the month of July.
9. It is resolved to  
Civil Department conduct workshops in the month of December 2018 and Jan 2019  
EEE Department conduct workshops in the month of December 2018, January, February and March 2019  
ME Department conduct workshops in the month of July and August 2018  
ECE Department conduct workshops in the month of January and February 2019  
CSE Department conduct workshops in the month of December 2018, January 2019
10. It is resolved to give assignments to the students from each unit at the end of every unit.

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

**Members Present:**

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD – CE	
3	Ch Vinod kumar	HOD – EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD – H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD – Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash.	NSS Officer	

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 28-05-2019

## CIRCULAR

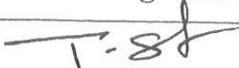

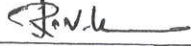
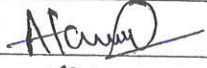
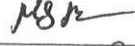
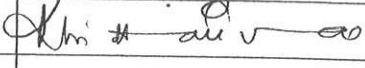

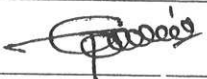
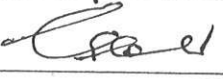
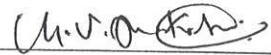
It is hereby informed to all the College Academic Committee (CAC) members that a meeting is scheduled on 30-05-2019 at 3.00 P.M. in Principal Chamber to discuss the following agenda.

### Agenda:

1. About Faculty requirement, Work load, Subject allocation
2. Lab equipment status
3. Prepare Lesson plans, Lab manuals, Course files
4. Syllabus completion schedule
5. Allotment of Class Teachers / Mentors and Counselors
6. Elective subjects
7. CRT training
8. Workshops
9. NSS Programs
10. Any other matter with the permission of the chair

  
PRINCIPAL

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD - CE	
3	Ch Vinod kumar	HOD - EEE	Ch Vinod Kumar
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
 Principal  
**IDEAL INSTITUTE OF TECHNOLOGY**  
 Vidyutnagar, KAKINADA.



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

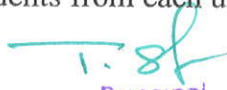
Date: 31-05-2019

## MINUTES OF MEETING

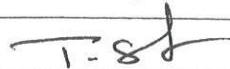

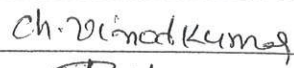
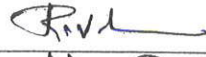
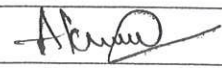
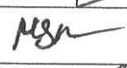
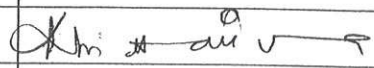


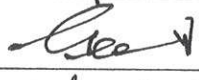
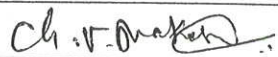
The CAC meeting was held on 30-05-2019 at 3.00 P.M. in Principal Chamber

### Resolutions:

1. It is resolved to appoint new faculty as per the requirement of the departments before 10<sup>th</sup> June. All HODs are instructed to allocate the subjects to all the staff before two weeks of commencement of Class work.
2. It is resolved to rectify or repair the problems of lab equipment immediately.
3. It is resolved to all the staff members must prepare and submit lesson plans, lab manuals and course files of their allocated subjects before 2<sup>nd</sup> week of June to the HODs.
4. All staff members must complete their respective subjects syllabus 20 days before commencement of the semester end examinations.
5. It is resolved to all HODs allot Class Teachers/Mentors & Student Counselors to all classes and also resolved to make phone calls to intimate student absenteeism to parents daily.
6. It is resolved to select elective subjects as per the present needs/requirements of the companies.
7. It is resolved to conduct CRT classes to all the students i.e. from I year to IV year.
8. It is resolved to  
Civil Department conduct two workshops in the month of July 2019 and January 2020  
EEE Department conduct two workshops in the month of July and August 2019  
ME Department conduct a workshop in the month of January 2020  
ECE Department conduct two workshops in the month of July and August 2019  
CSE Department conduct one day workshops in the month of July and August 2019 and two days workshop in the month of March 2020
9. It is resolved to conduct one NSS program/Camp in the month of July.
10. It is resolved to give assignments to the students from each unit at the end of every unit.

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

**Members Present:**

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	S Nazeer Ahmed	HOD - CE	
3	Ch Vinod kumar	HOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	Bh VSRK Ayyappa Kumar	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 28-03-2020

## CIRCULAR

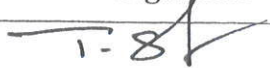
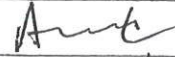
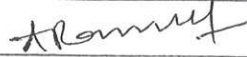
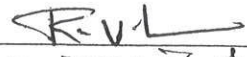

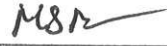
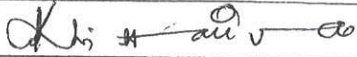



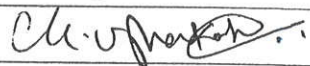
It is hereby informed to all the College Academic Committee (CAC) members that a meeting is scheduled on 30-03-2020 at 10.00 A.M. in online mode through Microsoft Teams to discuss the following agenda.

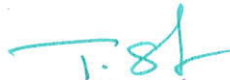
### Agenda:

1. About conducting Online Classes to the students
2. Prepare Lesson plans, Lab manuals, Course files
3. Allotment of Class Teachers / Mentors and Counselors
4. Elective subjects

  
PRINCIPAL

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	A Srinivas	HOD - CE	
3	A Ramesh	HOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	N Rajesh Babu	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
Principal

IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.



# IDEAL INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated To JNTUK, Kakinada)  
Vidyut Nagar, Kakinada-533003 (A.P.)

Date: 31-03-2020

## MINUTES OF MEETING

The CAC meeting was held on 30-03-2020 at 10.00 A.M. in online mode through Microsoft Teams

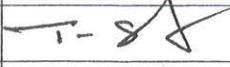
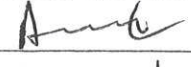
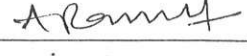
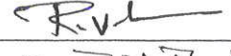
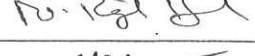
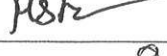
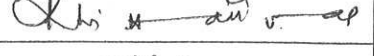


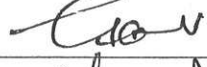
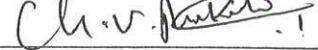
### **Resolutions:**

1. It is resolved to collect data from students regarding availability of Systems/ Laptops and internet facility for conducting Online classes.  
It is also resolved to conduct online classes to the students through Microsoft Teams.
2. It is resolved to staff members prepare lesson plans, lab manuals and course files of their subjects.
3. It is resolved to all HODs allot Class Teachers/Mentors & Student Counselors to all classes
4. It is resolved to select elective subjects as per the present requirements of the companies/ Industries.

Principal

IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.

Members Present:

S.No.	Name	Designation	Signature
1	Dr. T Srikanth	Principal	
2	A Srinivas	HOD - CE	
3	A Ramesh	HOD - EEE	
4	R Vijaya Lakshmi	HOD - ME	
5	N Rajesh Babu	HOD - ECE	
6	MSRS Prasad	HOD - CSE	
7	Dr. K Srihari Varma	HOD - H & BS	
8	Dr. Ch VVSN Murthy	OIE	
9	G Kasiyya	HOD - Physical Education	
10	GVK Varma	Administrative Officer	
11	Ch V Prakash	NSS Officer	

  
Principal  
IDEAL INSTITUTE OF TECHNOLOGY  
Vidyutnagar, KAKINADA.