



**MARRI LAXMAN REDDY
INSTITUTE OF TECHNOLOGY AND MANAGEMENT**

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTU R, Hyderabad)

Accredited by NBA and NAAC with A Grade & Recognized Under Section 3(f) & 12(B) of the UGC Act, 1956

Date: 26/03/2021.

From

Dr.R.Isaac,

Professor & HoD, EEE.

CIRCULAR

All members of the Department Advisory Board (DAB) are requested to attend a meeting on April 01, 2021, at 2:00 PM in the Department Board Room to discuss the following agenda items.

Agenda of the Meeting:

1. Review of students' co-curricular activities and engagement Programs Prepared by PAQIC.
2. Review of Publications and Conferences Carried out by Faculty.
3. Any other item with permission of the chair.

DAB Members of the Department:

S.No	Staff Name & Designation	Status in DAB
1	Dr.R.Isaac, & Professor ,HOD & EEE	Chairman
2	Dr. A. Vinod, Assistant Professor, EEE	Member
3	Mrs.A.Kalpana, Assistant Professor, EEE	Member
4	Mr. V.Sandeep, CEO, ARCEDO Systems	Industry Expert
5	Mr.B.Mohan Naik, Assistant Professor, EEE	UG Coordinator
6	Mr. B.Linga	Parent
7	B.Shasi Pavan Naik 187Y5A0224	Student


HOD, EEE

Copy to: Management/Principal/Director/Department of Faculty Members.

HOD-EEE

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DUNDIGAL, QUTHBULLAPUR, HYD-43. TELANGANA



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Date: 01/04/2021.

MINUTES OF DEPARTMENT ADVISORY BOARD (DAB) MEETING

Venue: Department Board Room

Date: 01/04/2021

Time: 02:00 PM

Agenda of the Meeting:

1. Review of students' co-curricular activities and engagement Programs Prepared by PAQIC
2. Review of Publications and Conferences Carried out by Faculty.
3. Any other item with permission of the chair.

Discussion on the Agenda Points:

The Chairman of the Committee and the Head of the Department invited the members to the DAB meeting. The meeting commenced at 02:00 PM, and the agenda was discussed in detail.

Agenda 1:

- ❖ The committee reviewed students' co-curricular activities, including participation in certification programs, engagement in technical symposiums and workshops, organization of technical events, fests, webinars, and training sessions, involvement in NSS, and completion of online certification courses.
- ❖ Mrs.N.Bhargavi, recommended encouraging students to actively participate in online coding platforms such as CodeChef and HackerRank, as well as student innovation competitions like the Smart India Hackathon. Additionally, he emphasized involvement in technical clubs, hackathons, and coding competitions, along with the completion of online certification courses from platforms like Coursera, Udemy, and NPTEL to enhance their technical expertise and research skills.

Agenda 2:



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- ❖ The committee reviewed the faculty's publications and conference contributions and recommended prioritizing indexed journals for manuscript publication. Additionally, the committee encouraged faculty and students to actively participate in national and international conferences and advised faculty to collaborate with students in publishing patents.

The DAB meeting concluded with a vote of thanks from the chair at 04:30 PM.

S.No	Staff Name & Designation	Status in DAB	Signature
1	Dr.A.Vinod, Assistant Professor, EEE	Member	
2	Dr. R.Isaac, Professor, HOD & EEE	Chairman	
3	Mrs.A.Kalpana, Assistant Professor, EEE	Member	
4	Mr. V.Sandeep, CEO, ARCEDO Systems	Industry Expert	
5	Mr.B.Mohan Naik, Assistant Professor, EEE	UG Coordinator	
6	Mr.D.Prabhakar	Parent	
7	D.Abhishek, 197Y1A0201	Student	

(Dr.A. Vinod)

Chair of DAB, Assoc.Professor & HoD of EEE

HOD-EEE
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