

GOVERNING BODY-2024-25

Purpose

To provide strategic direction, oversight, and governance to the institution, ensuring its academic excellence, financial sustainability, and compliance with statutory regulations and university norms.

Functions

- Approve the annual budget, financial statements, and major capital expenditures.
- Oversee the academic and administrative performance of the institution.
- Formulate and review long-term strategic plans and policies.
- Ensure compliance with all rules and regulations set by the University, UGC, AICTE, and other regulatory bodies.
- Appoint key administrative personnel as per the prescribed procedures.
- Review and approve new academic programs and infrastructural developments.
- Monitor the overall quality assurance and accreditation processes.
- Address any major administrative or academic issues referred to it.

Objectives

- **Strategic Leadership:** Guide the institution towards achieving its vision and mission.
- **Financial Stewardship:** Ensure prudent financial management and resource allocation.
- **Academic Excellence:** Uphold and enhance the quality of academic delivery and research.
- **Stakeholder Accountability:** Act in the best interest of students, staff, and the society at large.
- **Policy Framework:** Establish robust policies for smooth and transparent functioning of the institution.
- **Sustainable Growth:** Plan for the long-term development and expansion of the institution.

Body Composition

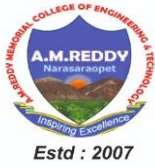
| S. No. | Name of the Member | Designation in the Academic Council |
|--------|--|-------------------------------------|
| 1 | Sri. Atluri Srinivas Reddy | President |
| 2 | Sri. B Ramanuja Reddy | Vice President |
| 3 | Smt. Atluri Santhi Srinivas Reddy | Secretary |
| 4 | Smt. A Mahalakshamma | Joint Secretary |
| 5 | Smt. Vajarala Anasuya | Treasurer |
| 6 | Prof.K.Ravindra,Professo,Department of EEE JNTU Kakinada | State Govt. Nominee |
| 7 | Dr.N.Balaji Professor,ECE Department,UCEK,JNTUK Kakinada | University Nominee |
| 8 | Dr. Ch. Mallikarjuna | Principal & Member Secretary |
| | | (Ex-Offico) |
| 9 | Mr.Ch.Sreeram Reddy,CEO,Sailotech,Hyderabad | Eminent Professional |
| 10 | Mr.Navuru Dilp kumar Deputy Project Manager in Projects DEC infra India Private | Eminent Professional (Technologist) |
| 11 | Dr. K Krishna Reddy | Senior Faculty Member |
| 12 | Dr. K Sreekar Chand | Senior Faculty Member |
| 13 | Mrs. Ponnapati Venkata Padmavathi | Executive Member |

Meeting Frequency

- **Bi-Annual Meetings:** Scheduled at the start of each semester to review progress and approve plans for the upcoming term.
- **Special Meetings:** Convened as needed to address urgent strategic, financial, or regulatory matters.

Reporting & Documentation

- **Minutes of Meeting (MoM):** Recorded for every meeting with resolutions and action items.
- **Annual Report:** Comprehensive report on academic, financial, and administrative performance.
- **Budget & Audit Reports:** Submitted for review and approval.
- **Strategic Plan Progress Reports:** Updates on key performance indicators and strategic initiatives.
- **Compliance Reports:** Documentation ensuring adherence to regulatory requirements.



A.M. REDDY MEMORIAL COLLEGE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

Approved by AICTE New Delhi, Permanently Affiliated to JNTU - Kakinada, Accredited by NAAC

Recognized by UGC 2(f), An ISO Certified 9001:2015

Vinukonda Road, Petturivaripalem, Narasaraopet, Palnadu District, Andhra Pradesh - 522 601.



Office of the Principal
Ref: AMR/GB/2024-25/01
Date: 01-08-2024

CIRCULAR

All members of the **Governing Body** are hereby informed that the first meeting for the academic year **2024--25** will be held as per the details below:

- **Date:** 16-08-2024
- **Time:** 11:00 AM
- **Venue:** Governing Board Room

Agenda:

- Confirmation of minutes from the last meeting.
- Review and approval of the Annual Budget for 2024-25.
- Approval of the Academic Calendar for Semester-I.
- Discussion on strategic initiatives for the new academic year.
- Review of infrastructure development proposals.
- Any other matters with the permission of the Chair.

Dr. Ch. Mallikarjun
Principal & Member

Copy to:

- All Governing Body Members
- Administrative Officer
- College Office

MINUTES OF THE MEETING

Date: 16-08-2024

Venue: Governing Board Room

Chairperson: Sri. Atluri Srinivas Reddy

Discussion Summary

- The minutes of the previous meeting were unanimously confirmed.
- The Annual Budget for 2024-25 was presented, discussed, and approved with minor modifications.
- The Academic Calendar for Semester-I was reviewed and approved.
- A proposal for a new "Center for Innovation and Entrepreneurship" was discussed in principle.
- The progress of the new library block construction was reviewed and found satisfactory.

Resolutions Passed

- The Annual Budget for the academic year 2024-25 was approved.
- The Academic Calendar for Semester-I (August-December 2024) was ratified.
- The proposal for the "Center for Innovation and Entrepreneurship" was approved in principle; a detailed project report to be submitted in the next meeting.
- The administrative officer was directed to expedite the tender process for the new lab equipment as per the approved budget.

Members Present

| S. No. | Name of the Member | Designation in the Academic Council | Signature |
|--------|---|-------------------------------------|-----------|
| 1 | Sri. Atluri Srinivas Reddy | President | |
| 2 | Sri. B Ramanuja Reddy | Vice President | |
| 3 | Smt. Atluri Santhi Srinivas Reddy | Secretary | |
| 4 | Smt. A Mahalakshamma | Joint Secretary | |
| 5 | Smt. Vajarala Anasuya | Treasurer | |
| 6 | Prof.K.Ravindra,Professo,Department of EEE JNTU Kakinada | State Govt. Nominee | |

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| 7 | Dr.N.Balaji Professor,ECE Department,UCEK,JNTUK Kakinada | University Nominee | |
| 8 | Dr. Ch. Mallikarjuna | Principal & Member Secretary (Ex-Offico) | |
| 9 | Mr.Ch.Sreeram Reddy,CEO,Sailotech,Hyderabad | Eminent Professional | |
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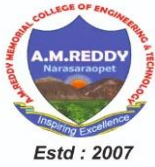
Action Items

| Task | Responsible Person | Deadline |
|---|------------------------|------------|
| Circulate the approved budget to all departments. | Administrative Officer | 20-08-2024 |
| Finalize and publish the Academic Calendar. | Dean - Academics | 18-08-2024 |
| Prepare a detailed project report for the new Center. | Principal & HODs | 15-01-2025 |

Meeting Concluded at: 01:30 PM

Next Meeting Scheduled: 10-01-2025

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|---|--|
| Prepared by: Dr. Ch. Mallikarjun, Principal, Member | |
| Approved by: Sri. Atluri Srinivas Reddy President | |



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Office of the Principal
Ref: AMR/GB/2024-25/02
Date: 03-01-2025

CIRCULAR

All members of the **Governing Body** are requested to attend the second meeting for the academic year **2024--25** as per the details below:

- **Date:** 10-01-2025
- **Time:** 11:00 AM
- **Venue:** Governing Board Room

Agenda:

- Confirmation of minutes of the last meeting.
- Review of academic and financial performance for Semester-I.
- Approval of the Academic Calendar for Semester-II.
- Discussion and approval of the detailed project report for the new "Center for Innovation and Entrepreneurship".
- Review of audit observations and compliance report.
- Any other matters with the permission of the Chair.

Dr. Ch. Mallikarjun
Principal & Member

Copy to:

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- Administrative Officer
- College Office

Minutes of the meeting

Date: 10-01-2025

Venue: Governing Board Room

Chairperson: Sri. Atluri Srinivas Reddy

Discussion Summary

- The minutes of the previous meeting were confirmed.
- The academic results and financial expenditure for Semester-I were reviewed and found satisfactory.
- The Academic Calendar for Semester-II was presented and approved.
- The detailed project report for the "Center for Innovation and Entrepreneurship" was discussed, and funding was allocated.
- The statutory auditor's report was reviewed, and all observations were noted for corrective action.

Resolutions Passed

- The Academic Calendar for Semester-II (January-May 2025) was ratified.
- The project report for the "Center for Innovation and Entrepreneurship" was approved, and the allocated funds were sanctioned.
- The administrative officer was directed to ensure all audit observations are addressed before the next audit cycle.

Members Present

| S. No. | Name of the Member | Designation in the Academic Council | Signature |
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| 1 | Sri. Atluri Srinivas Reddy | President | |
| 2 | Sri. B Ramanuja Reddy | Vice President | |
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Action Items

| Task | Responsible Person | Deadline |
|--|------------------------|------------|
| Publish the Academic Calendar for Semester-II. | Dean - Academics | 12-01-2025 |
| Initiate the tendering process for the construction of the Center. | Administrative Officer | 01-02-2025 |
| Submit a compliance report on the audit observations. | Administrative Officer | 01-03-2025 |

Meeting Concluded at: 1:30 PM

Next Meeting Scheduled: 08-08-2025

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|---|--|
| Prepared by: Dr. Ch. Mallikarjun, Principal, Member | |
| Approved by: Sri. Atluri Srinivas Reddy President | |