

Process to be Followed in the Departments – Planning & Execution of Remedial Classes

Objective of the remedial classes is to improve the performance of slow learners and its result is to improve outcome attainment level by the end of the course. If it need to happen there should be a mechanism in place which identify slow learners at appropriate time and scheduling remedial classes for them and conducting remedial tests. Each course has different outcomes, course teaching and learning happens along with the day to day assessments, so course teacher has a scope to identify slow learners in their respective course by analysing the performance of all students in day to day assessments, which could be done at the end of every month. Below mentioned step wise process and proformas available shall help to conduct and record the data of remedial classes.

Proformas to Maintain record of Remedial Classes – Existing File F-36 may be updated in addition to existing proformas.

1. Record of Identification of Slow Learners (Input For Remedial Classes) – In Course File
2. Data Collection Form – Remedial Classes Planning– Department Level. – Dept. File – F-36
3. Month Wise Schedule for Remedial Classes – Year Wise. - Dept. File – F-36
4. Month Wise Remedial Classes Execution Compliance Report – Department Level – F36
5. Audit Report on Remedial Classes(IQAC)

Guide Lines for Planning, Execution and Record for Remedial Classes.

1. Semester length is for sixteen weeks and maximum each co may get two weeks for teaching and also teacher should complete the day to day assessment of that CO while moving up to handling next CO, at least by one class test and two more if required as his wish. After conduct of day to day assessments and by adding the performance data in the attendance register and RC05 excel chart he may identify the slow learners who performed low and shall maintain the data in his course file in FT14(attainment analysis) and also in the proforma (Record of Identification of Slow Learners). Also Record average CO performance (Average Percentage of Marks) as of the assessments conducted in FT14.
2. On the last day of every month respective Head of the Department shall collect the list of slow learners from all the course coordinators for the courses running in their programs through proforma (Data Collection Form – Remedial Classes Planning – Department Level) which help the head of the departments to identify the number of remedial classes required at department level.
3. By the end of next day head of the departments should schedule the remedial classes for next twenty days and circulate to students and respective staff and copy to file in F-36 and see that classes happens as per the schedule.
4. Course coordinator after conducting the remedial classes need to conduct the remedial tests for day to day assessment of that CO and shall update their Day to Day Assessments record and all such answer scripts to be preserved along with regular Day to Day assessment answer scripts. They also need to identify the average percentage of marks in remedial tests (Remedial students' performance) of that CO and record it in course file form FT14 against comparison with the average regular performance.
5. After completion of schedule Head of the departments shall conduct the impact of remedial classes through the proforma (Month Wise Remedial Classes Execution Compliance Report – Department Level) and make necessary conclusions and file the same in F-36 before the collection of next survey.
6. Institution level audit shall be conducted as scheduled and findings shall be recorded in the proforma (Audit Report on Remedial Classes).



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Process To Be Followed In The Departments – Planning & Execution Of Bridge Classes

Objective of the Bridge classes is to focus mostly on Fresher's and lateral entry students to bridge the gap of prerequisites for the current courses there by building the learning competency of such students.

Guide Lines for Planning, Execution and Record for Bridge Classes.

After admissions on the orientation day student competency level to be identified by subject wise faculty interaction/conduct of basic competency test in the course pre requisites in current course related areas. Weak students shall be identified and based on the requirement the content for bridge classes shall be finalized by the respective Head of the Departments. Classes to be scheduled in the first week of commencement of class work from 4.30 PM to 6.00PM or whenever possible and the same to be intimated to the respective students.

Attendance of such classes to be recorded in the department.




Principal
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PERSONAL COUNSELING CELL

Functions Of The Cell

Foreword:

Counselling is a natural process of the human life and it helps people recognize and reflect on their own self. Personal counselling at Dhanekula Institute is a step further empowering the faculty as well as the students bring out their innate abilities and be responsible for the well-being of the society in general.

Cell Composition:

- Head of the institution, Principal acts as the chairperson and his decision is final.
- Two senior faculty members - look after the activities of the cell.
- An external counseling expert, preferably senior is appointed as advisor.

Objectives:

- To boost the morale of the individuals, both staff and students affirm their self-worth.
- To appraise people's working skills and guidance to perceive right attitudes.
- To create a congenial, healthy environment- facing the challenges confidently.
- To endorse a non-judgmental approach.

Responsibilities:

The Committee-

- Observes the overall behavior of the staff and students.
- Attends to the special needs and requirements of the people concerned.
- Takes up the issues identified by the departments.
- Empathizes the individuals who undergo physical or psychological disorders.

Organizes special Programmes with a focus on-


- Cultural differences
- SWOC analysis
- Integrity, ethics and values
- Career planning
- Stress management
- Emotional intelligence

Point of Contact:

Faculty or students who tend to take the support of the committee members can interact –

- In person at Room No. – Principals Room
- Over phone on - 9491017088
- Drop a note in the box at - Personal Counselling Centre
- Write an e-mail to - kadiyala_ravi72@yahoo.co.in




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TRAINING & PLACEMENT AND CAREER GUIDANCE CELL

Functions:

1. To Ensure that every student to get placement
2. To facilitate career guidance to students.
3. Guiding students towards goal setting.
4. Identifying potential companies and inviting for On-Campus placements.
5. Identifying training needs for students towards campus placements.
6. Planning and Execution of training of students towards fulfilling identified training requirements.
7. Conducting Guest Lectures/Seminars every forth night to understand students, the industry requirements and policies by inviting resource person from industry.
8. To organize Off and On-Campus drives.
9. Maintain the list of selected candidates and maintaining their appointment orders.
10. To Co-ordinate the company and selected students till joining in the company.
11. To get the annual feedback of the joined students.

S.No	Name of the staff	Department	Position Held	Contact number	Email.id
1.	Mr.P.V.Hari Prasad	Associate Professor CSE	Coordinator	8008902952	p.venkatahariprasad@gmail.com
2.	Mr.B.Santosh Kumar	Assistant Professor, EEE	Member	9912287738	kumarsanthosh95@gmail.com
3.	Mr.K.Venkat Reddy	Assistant Professor ME	Member	7064247733	venkat.luck14@gmail.com
4.	Mr.M.Tulasi Das	Assistant Professor ECE	Member	9494203446	tulasidas952@gmail.com
5.	Mr.V.Naga Raja	Assistant Professor CE	Member	9884647815	nagarajavallabhaneni@gmail.com
6.	Dr.K.Srinivas	Assistant Professor S&H	Placement Officer	9515999049	tpo@diet.ac.in



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INTERNAL TRAINING COMMITTEE

Functions:

- Identifying training requirements of the students
- Planning schedules for soft skills training
- Planning schedules for Aptitude training
- Planning schedules for Technical training branch and year wise
- Evaluating the participation and learning process during the programs.
- Maintaining details of organizations offering training programs.

S.No.	Faculty Name	Department	Position held	Email	Mobile
1	Mr. K Sandeep	CSE	Coordinator	kottesandeep@gmail.com	9160113333
2	Mr. V Rajesh	CE	member	rajeshviswanadham@gmail.com	8317586205
3	Ms. V Komali	EEE	member	komaliveeranki@gmail.com	7799006653
4	Ms. D. Naga Santhi	ME	member	santhi.623@gmail.com	7989211364
5	Ms. M Mythri	ECE	member	mythri.ece07@gmail.com	7981061450
6	Ms. V Vasanthi	S&H	member	vasanthi.vasireddy1@gmail.com	7981045278




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ART, LITERARY & CULTURAL CELL

Functions:

1. To capture the vibrant persona of the students.
2. To develop and promote the rich diversity and uniqueness of various arts and upgrade their skills
3. To provide a platform for students to go beyond their academic quest and explore their creative and artistic sensibilities.
4. To assist the students to develop communication skills, organizational skills, leader and Self-confidence.
5. To give scope to interact with students of different disciplines.
6. To encourage the budding Professionals to participate and organize the activities of inter and intra college competitions

S.No	Faculty Name	Department	Coordinator/Member	Mail.ID	Phone Number
1	Dr.SriLakshmi Ch	S&H	Coordinator	drsrilakshmi9@gmail.com	9866966888
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4	Ms.D.Naga.Santhi	ME	Member	santhi.623@gmail.com	7989211364
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