



St.ANN'S COLLEGE OF ENGINEERING & TECHNOLOGY

JNTUK Code: F0

NAAC 'A' Grade – 1st Cycle
NAAC 'A' Grade – 2nd Cycle
Valid upto Dec. 2027

AUTONOMOUS

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK, Kakinada)

ACCREDITED BY NBA & INSTITUTION OF ENGINEERS (INDIA)

Counseling Code : ANSN

Recongined Under Section
2(f) & 12(B) of Ugc Act, 1956

St. Ann's college of Engineering & Technology believes the culture of participative management in all academic and non-academic activities. To ensures the participative management and decentralization of governance institute follows committee system for implementation of all its decisions. Various committees are set up with the faculty as coordinators and student representatives. Hereunder various committees at institute level and their functions are attached.

**Various committees and their functions
at institutional level**



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**The effective leadership is visible in various institutional practicessuch as
decentralization and participative management**

Governing Body:

The Governing Body meets once in six months and Interacts with industry experts, faculty, students and corporate to understand the Improvement areas and raise the level of knowledge delivery at Aditya College of Engineering with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the functionaries who take the responsibility of implementing the policy decision of the governing body.

- ✓ Governing body members are required to respect the confidentiality of sensitive information held by the Institute.
- ✓ The Governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
- ✓ The Members are required to use their reasonable endeavours to attend all governing body meetings.
- ✓ Governing body will guide and monitor the Institute while fulfilling the objectives.
- ✓ All the Institute activities and recommendations of the Academic Committee are reviewed.
- ✓ Governing body approves new courses/programs/certification programs recommended by the Principal.
- ✓ Recruitment process for Teaching/Non-teaching shall be approved by the Governing body with the policies laid down by AICTE/UGC/State Government/University etc.
- ✓ Governing body approves the annual budget of the Institute while considering all therequirements.

Principal:

Principal is responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations of the related authorities. The Principal has the executive powers to administrate the academic, non academic and other functions based on the guidelines prescribed. The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- ✓ Chalk out a policy and plan to execute the vision and mission.
- ✓ Promote industry-institution interaction and inculcate research and development activities.

- ✓ Ensure that the staff and students are aware of rules, policies and procedures lay down by the college and enforce them.
- ✓ Recommend and forward communication to the authorities.
- ✓ Monitor, manage and educate the administration of the institution and take remedial measures/actions based on the stakeholder's feedback.
- ✓ Execute any other qualitative and quantitative work for the welfare of the institution.
- ✓ Empower the staff and the students to reach their maximum potential.
- ✓ Exhibit outstanding strong leadership skills with the high integrity.

Head of the Department (HOD): HoD is responsible for the smooth functioning of all the department level activities and responsible for preparing curriculum and strategic plan pertaining to the department.

- ✓ He shall adhere to the Policies and Procedures governed by the Academic committee and ensures quality practices in their departments. Monitors the academic schedule/attendance/syllabus completion/Internal examinations.
- ✓ Monitors the requirements in laboratories and prepares budget proposals for purchase. He conducts regular faculty meetings and submits the minutes of the meeting to the Principal.

Various Committees /Cells /Clubs: Along with GB, for administrative convenience a number of committees/Cells/Clubs have been constituted to look into various aspects of the college administration, development and student & staff affairs. The list of such committees is mentioned here under:

S.No	Name of The Body/Cell/Committee Constituted
1	Planning and Evaluation Committee (PEC)
2	Examination Committee
3	Extra-Curricular Activities (ECA) Committee
4	Internal Complaint Committee (ICC)
5	Students Grievance Redressal Committee (SGRC)
6	Student Welfare Committee (SWC)
7	Library Committee
8	Training and Placement (T&P) Committee
9	Admission Committee

10	Research & Development (R&D) Committee
11	Academic Audit (AA) Committee
12	NSS Committee
13	Entrepreneurship Development Cell (EDC)
14	Industry Institute Cell
15	Website Committee
16	Internal Quality Assurance Cell (IQAC)
17	SC/ST Committee
18	Anti-Ragging Committee
19	Sports committee
20	Women Empowerment & Sexual Harassment Erradication cell
21	Entrepreneurship & Industry Institute Interaction Cell
22	R&D, Consultancy & External Funded Projects Cell
23	Time-Table Committee
24	Faculty Selection Committee
25	Faculty Grievence Cell
26	Electrical maintenance committee
27	Computer Network Maintenance
28	Finance & Purchase Committee
29	ICT and Self or E-Learning Committee

30	Security Committee
31	Social Welfare (BC/SC/ST/EBC) Cell
32	Alumni Committee
33	Central Library Advisory Committee
34	Transport Committee
35	Academic Committee
36	Arts/Cultural/Literary & Hobby Clubs Committee
37	Career Guidance, Training & Placement Cell
38	Canteen Committee
39	House Keeping, Hygiene, Sanitation committee
41	Public Relation, Press, Media & Publication Committee
42	Professional Societies Activities Committee
43	Student Counseling Committee
44	Student Grievances Redressel (Boys) Committee
45	Student Grievances Redressel (Girls) Committee
46	Music Club & Fine Art Club
47	Theatre Club
48	Photography & Short Film Club
49	Literary Club
50	Painting & Sketching Film Club
51	Technical Club
52	Women Cell

53	ISRO – CIGS Club
54	Eco Club
55	Entrepreneurs Club
56	News Letter Club
57	Meditation Club
58	NCC Club

Functions & Responsibilities of various committees:

Planning and Evaluation Committee (PEC):

- ✓ To send proposals to AICTE, UGC etc., for continuation of approval / introduction of new courses / Reduction in Intake / Closure of Course etc.
- ✓ To send the proposals to University for extension of affiliation.
- ✓ To prepare, implement and execute strategic plan.
- ✓ To co-ordinate among the departments to apply for various schemes/grants to AICTE and other funding agencies.
- ✓ To plan and execute various activities to be conducted in a year.

Examination committee:

The Examination committee is an apex body of the Institute which is headed by the Examinations in charge.

The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University) to the students who pass the final examinations.

Functions and Responsibilities:

- ✓ To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.
- ✓ Set principles and guidelines for exam policy
- ✓ To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- ✓ Preparation of smooth conduct of Examinations, preparation of time table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ✓ Assigning the duty to staff properly during examination as per duty chart
- ✓ To take decision on malpractice cases and award punishments as per the university regulations
- ✓ To facilitate the departments for smooth conduction of practical examination and submitting the attendance sheets and awarded marks sheets in closed envelopes duly signed by the examiners to the university.

Extra-Curricular Activities (ECA) Committee:

Extra-curricular activities are important aspects of student life. Through participating in or organizing such functions, students can cultivate their personal interests, develop their talents and enhance their inter-personal skills, and foster their team spirit.

The Extra-Curricular Activities Committee is formed to conduct extracurricular activities that allow students to relax and identify and explore on their hobbies and interests.

The Extra-Curricular Activities Committee consists of the following members.

Internal Complaint Committee (ICC):

In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 in the case of Visakha and others vs. State of Rajasthan and Others on the subject of sexual harassment of women in the workplace, this Department had duly constituted a Complaint Committee for considering complaints of sexual harassment of women working in the Department of Science and Technology. The composition of the Complaints Committee was revised subsequent to transfer etc. of the existing Chairperson/Member. This Committee in the Department has now been re-constituted on 12th July, 2017 for considering complaints of sexual harassment of women employees. The details with regard to the Act & rules, role, functions etc.

Students Grievance Redressal Committee(SGRC):

The function of the cell is **to look into the complaints lodged by any student, and judge its merit**. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.

Responsibilities:

- ✓ The Cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
- ✓ The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by AICTE.
- ✓ To conduct meeting whenever required and discuss relevant issues, in consultation with the Principal seeking his approval.
- ✓ Mechanism for lodging complaint:
- ✓ The students may feel free to put up a grievance in writing/or Email to the respective department committee coordinators.
- ✓ The students can register their grievances in online at

Student welfare Committee (SWC):

Functions of Student Welfare Committee:

- ✓ Address the issues reported by the students.
- ✓ Monitor the facilities availed by the students- medical, financial.
- ✓ Conduct orientation programme for novice students.
- ✓ Handle drop out related issues.
- ✓ Provide an environment for emotional, spiritual and social growth.

Library Committee:

The Library Committee provides a forum for open discussion of matters relating to the library and its services.

The Committee will look into the matters relating to library such as procurement or adding up of titles, volumes, learning resources such as e-journals, e-learning material for the college for the academic year.

Functions and Responsibilities:

- ✓ To frame general rules for the management of the library.
- ✓ To prepare annual budget estimated of the library for submission to the academic Committee.
- ✓ To allocate funds, from the sanctioned annual budget of the library, to the Department and Centre of Studies for the purchase of books, journals, and periodicals.
- ✓ It invites the requirements from all the departments based on revisions in curriculum as well as students through a requirement register available in the Central Library and in the form of feedback.

. Training and Placement (T&P) Committee:

Functions:

- ✓ To build and nurture relationship with alumni.
- ✓ To coordinate organizing of various processes like written test, group discussion, technical interviews, H.R. Interviews when the companies come to the campus for placement.
- ✓ To organize activities aimed at improving Institute- Industry Interaction.
- ✓ To coordinate the soft skills training programmes of the respective departments

Admission Committee:

- ✓ To act as a coordinator with other college committees and faculty staff to receive and to give suggestions regarding admissions.
- ✓ To prepare list of admitted students and to submit to principal.
- ✓ To check original documents of the students.
- ✓ To keep personal file of the students with proper certificates.

Research & Development (R&D) Committee:

Functions:

- ✓ To encourage faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.
- ✓ To initiate and promote MOU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, Industry-Institute interaction etc.
- ✓ To arrange talks and interactions by eminent personalities from Industry, R & D organization and institutions of repute; for the better understanding of research methodology and practices currently followed.
- ✓ To suggest peer reviewed national and international journals for subscription in the central library.
- ✓ To develop research proposals for up-gradation of laboratories through AICTE/UGC/MHRD/NMU funding opportunities.
- ✓ To encourage faculties to apply for patents or other Intellectual Property Rights.
- ✓ To allocate budget for conducting workshops, training programs, seminars, conferences and Faculty Development Program also for the staff who are attending workshops, conferences and paper presentation outside the institute. It also includes software purchasing for various departments for research purpose (like Design expert, statistics etc.).
- ✓ To motivate faculty and students to design, fabricate and implement viable functional projects for the benefits of institute and society.
- ✓ To motivate students and faculties for presenting technical papers/projects at least in National conferences, competitions and exhibitions.

Academic Audit (AA) Committee:

- ✓ To monitor the academic performances of the staff members by going through their lesson plans and log books.
- ✓ To organize periodical meetings to assess the effectiveness of teaching and discuss about the improvements to be made in the curricular and co-curricular aspects.

NSS Committee:

Motivate, recruit and select students for NSS work

Functions and Responsibilities:

- ✓ To create awareness regarding social service among the students and other members of the college community.
- ✓ To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- ✓ To select service projects on the basis of utility and feasibility
- ✓ To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.

Entrepreneurship Development Cell (EDC): Functions and Responsibilities:

- ✓ To promote entrepreneurship culture among the students by organizing entrepreneurship awareness programs
- ✓ Guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture
- ✓ To create awareness on entrepreneurship among the students.
- ✓ To devise and implement a mechanism for creating awareness on Intellectual Property Rights (IPR) by motivating student and faculties, organizing workshops / seminars on the same.
- ✓ To devise and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
- ✓ To provide a platform for interaction with entrepreneurs.
- ✓ Motivate students to develop their own start-ups.

Industry Institute Cell:

- ✓ To organize Workshop on trending technologies by experts in the field.
- ✓ To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries.
- ✓ Encouraging Engineers from industries to visit institution to deliver lectures
- ✓ To organize industrial visits for Faculty members and students.
- ✓ To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
- ✓ To assist the Training and Placement Division.
- ✓ Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories.
- ✓ Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer.
- ✓ Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
- ✓ Visiting faculty/professors from industries.
- ✓ Practical training of students in industries.

Website Committee:

- ✓ To administer data acquisition process, maintenance of the institute's website with regards to all activities related to domain & hosting.
- ✓ To administer regular updates to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website.
- ✓ To collect information & data reports from various academic department & internal bodies like library, NCC, NSS, Training & Placement, Sports, Women Empowerment Cell etc. at regular intervals for necessary and timely updates of the site.

Internal Quality Assurance Cell:

- ✓ Keeping the vision of the institution in view the cell advises on the following issues.
- ✓ Internal Quality Assurance Cell (IQAC) aims at continuous enhancement of quality in teaching-learning process.
- ✓ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ✓ Optimization and integration of modern methods of teaching, learning and evaluation. Introduction of Add-on Courses.
- ✓ Welfare schemes for staff and students.
- ✓ Research and consultancy.
- ✓ Promotion of culture and Heritage of India.
- ✓ Organizing seminars, conferences and workshops at different levels.
- ✓ Extension and up gradation of Classrooms and Laboratories.

SC/ST committee:

- ✓ The scheduled Caste (SC) and Scheduled Tribes (ST) Cell in an institute promotes the special interest of students in the reserved category and to provide special inputs in areas where the students experience difficulty.
- ✓ The cell regularly have to conduct remedial coaching classes on life skills, personality development, writing assignments and making presentations and also have to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
- ✓ The SC/ST/OBC/PWD students can approach the Section Officer/Liaison Officer of the Cell for redressal 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 them necessary advice/help to resolve the matter.

Anti-Ragging Committee :

Anti – Ragging committee is one of the key committee that will be involved in designing strategies and action plan for curbing the Menace of Ragging in the institute by adopting an array of activities.

Functions & Responsibilities:

- ✓ Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
- ✓ Ensuring compliance with the provision of UGC regulation 2009 at the institute level
- ✓ Appoint Anti-Ragging Squads in the institution monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institution creation of cordial atmosphere.
- ✓ To take appropriate action in case an incident of ragging is reported by Anti-Ragging Squad of the institute in case of need, reporting to the nearest police station

Anti-Ragging Committee--- Action Procedure:

- a) Anti-Ragging Squad will immediately inquire and report any incidence of ragging or abetment of ragging noticed by them immediately to the head of the institute and also to the Anti-Ragging Committee
- b) Immediate action as per the situation will be taken by the Institute Anti Ragging Committee which may include:
 - I. Immediate suspension of involved students

- II. Sending reinforcements or any help if required.
- III. Forwarding the report of the incident to the Anti-Ragging Committee of the University.
- c. The Anti-Ragging Committee will examine the report and recommend appropriate punishment to University Anti Ragging Committee for approval (Reporting of the matter to the Civil Police or District Administration or lodging of complaint/FIR will not be done without the approval of University Anti Ragging Committee).

d).If any incident, even minor is reported, in addition to action taken with regard to that incidence the anti-Ragging measures will be reviewed and strengthened with immediate effect.

Sports committee:

- ✓ The committee shall **promote sports activities by motivating students and member's faculty.**
- ✓ Promoting Team spirit by making healthy competition.
- ✓ To organize regular sports events in order to train students for states and national level competition.
- ✓ To arrange for better coaching facilities.

Women Empowerment & Sexual Harassment Erradication cell:

Every citizen of the country, male and female, enjoys the right to education and employment in an environment of safety and security. The Constitution of India provides for “Gender Equality” and the “Right to life and liberty” to all persons under Articles 14, 19, and 21. It is thus the duty and mandate of every organization to provide maintenance of the fundamental rights to live and work with dignity for all employees: male and female.

The College has established a Women Empowerment Cell in the college campus to empower and safeguard the rights of female members; faculty, staff and students of the College. The WEC works to promote gender equality in the college and conduct various programmes to educate, sensitize both male and female members and produce peaceful environment in the campus. It works for the welfare of the students and faculty towards preparing them in to competent professionals to take up greater challenges in their future lives.

Entrepreneurship & Industry Institute Interaction Cell:

An ongoing interaction between the Industry and Institute is an essential one. To strengthen the relationship between industry and our institute, the Industry-Institution Interaction Cell was established in the year 2004 which provides an excellent platform for both the students as well as the faculty members to be aware of industry expectations from the graduates. IIC serves as a podium to showcase the best practices, latest technologies in industry stand point and their implementation.

Also, IIC promotes industry experts to continuously partake in curriculum design and career development programs which play a significant role in honing the skill set of the students inclined towards the expectation of the industry. Towards up scaling the academia in the Global knowledge index, ample industrial exposure is provided to the faculty members to

enhance the Teaching Learning Process and enable the Institution to produce quality students in turn.

Roles:

- ✓ To organize Workshop on trending technologies by experts in the field.
- ✓ To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries.
- ✓ Encouraging Engineers from industries to visit institution to deliver lectures
- ✓ To organize industrial visits for Faculty members and students.
- ✓ To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
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- ✓ Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
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- ✓ Practical training of students in industries.

R&D, Consultancy & External Funded Projects Cell:

- ✓ Identify the new and emerging areas in engineering research and motivate faculty and students carry out research in those areas and help them to identify the funding agencies that support their research/projects.
- ✓ A research and development cell is responsible for innovations in technical and managerial pedagogies. This R & D is creating innovative application of ideas to keep institute a step ahead in the competition. Many institutes are also relying on the R&D cell to explore new ways of professional education.
- ✓ Interact with national prominent research institutes and industry for collaborative research projects.
- ✓ Institute is thriving to succeed by creating quality education as well as by increasing institute's credibility through cost-efficient methods. In this process our research and development cell is primarily responsible for ensuring that these activities are met.
- ✓ Research and development works closely with the interdisciplinary approach which is lined with latest trends by surveying and researching student's demands, imparting modern methods and the existence of technology across the relevant social requirements. The research and development cell gathers all the data, and makes this information available to the analysis, which will take action in response to the findings and proceed to keep the institute on top of current social needs.
- ✓ Form research groups in every department to have a meaningful research contribution by the faculty and students.

Time-Table Committee:

- ✓ To allot subjects to the faculty based on their specialization and preferences.
- ✓ To ensure better utilization of time and resources.
- ✓ To provide a balanced workload for the faculty in order to have better performance.

Roles and Responsibilities of Convener:

- ✓ Ensuring that conflicts in Timetable are avoided.
- ✓ Providing the information regarding Timetables and venue to any of the departmental committees.
- ✓ Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester.
- ✓ Ensuring the Timetable is available on the departmental notice boards before each semester.
- ✓ Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes in the Timetables.
- ✓ Providing support and training to the committee members as required.

Roles and Responsibilities of members:

- Preparing the class and lab Timetables at the beginning of every semester.
- Preparing faculty Timetables and workload.
- Assigning subjects to the faculty based on their specialization and preferences that were approved by the Head of the department.
- Maintaining a Timetable committee file.
- Posting the class and lab Timetables on the respective classroom boards.
- Making sure that the faculty individual Timetables are submitted to each faculty before the beginning of the semester.
- Working collaboratively with other members to meet the Timetable requirements.
- Attempting to resolve the conflicts within the faculty regarding the published Timetable.

Faculty Selection Committee:

- ✓ **Functions & Responsibilities:**
- ✓ This Committee is in charge of recruitment process including the recruitment and it makes recommendations to the chairman about the recruitment of individual faculty members.
- ✓ To develop the policies and practices needed to conduct an annual monitoring of faculty intellectual contributions.
- ✓ To develop criteria that assure those faculty members that possesses sufficient academic and professional qualifications.

Faculty Grievance Cell

- ✓ **To inquire into the grievances, and make recommendations and report the concerned authorities - VC, Academic Council & Executive Council for redressal or suitable action.**
- ✓ To recommend appropriate action against complainant, if allegations made in the documents are found to be baseless.

Electrical maintenance committee:

Function:

- ✓ To ensure the availability of electricity and water in the campus.
- ✓ To have a procedure to maintain water and electric equipment.
- ✓ To ensure timely availability of medical facilities and first aid kit.
- ✓ To maintain academic buildings, hostels, guest house facilities, and the campus.

- ✓ To ensure the safety of buildings through fire extinguishers, earthing pits, safety checks of potable water, etc.

Responsibilities:

- ✓ Chairman – To give consent for procurement of necessary equipments / maintenance items and approval of necessary labours.
- ✓ Co-ordinator – To carryout safety checks, cleanliness, medical facilities, availability of water in the campus.
- ✓ Member - To ensure uninterrupted power supply, carryout electrical maintenance activity, maintenance of generator & UPS, earthpits, etc.

Computer Network Maintenance:

- ✓ Troubleshooting Network Issues. ...
- ✓ Installing and Configuring Products. ...
- ✓ Monitoring and Improving Network Performance. ...
- ✓ Planning for Growth. ...
- ✓ Ensuring Compliance. ...
- ✓ Establishing Reliable Network Security.

Finance & Purchase Committee:

A Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc. Purchase Committees (PC) should be established and managed by the Chief Executive of the organization and they have the ultimate responsibility for the successful outcome of the evaluation process. For all PC meetings, the Chief Executive should act as the chairperson with a non-voting role.

Responsibilities of the Purchase Committee:

The roles and responsibilities of the PC should include;

- ✓ To analyse quotations provided by the logistics department, and provide recommendation for approval by the person who signed the SR or someone delegated by them.
- ✓ To ensure all documentation is accurately completed.
- ✓ To ensure that the supplies/services quoted for comply with what was requested on the SR.
- ✓ Seek clarification from suppliers/service providers where necessary.
- ✓ To request technical input from relevant staff as required.
- ✓ Where the person with authority to approve the QEF has a query on the PC's recommendation, this should be directed back to the committee stating clearly the nature of the query.
- ✓ The PC should also be assigned a role within the supplier pre-qualification process
- ✓ In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations
- ✓ Ensuring proportionality, transparency, accountability and fairness in the procurement process
- ✓ Ensuring all relevant documentation is prepared prior to PC meeting

- ✓ Involvement in the evaluation discussion
- ✓ Ensuring that the Quote Evaluation Form (see appendix 3) is completed accurately
- ✓ Ensuring all necessary procurement procedures are properly followed including any relevant donor procedures
- ✓ Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders.

ICT and Self or E-Learning Committee:

Website /ICT/Self (or) e-learning Committee Information and Communication Technology (ICT) in education is very helpful in improving the quality of education and obtaining expert knowledge from any corner of the World. A society can become a knowledge society if the ICT tools and the eLearning Technologies are effectively utilized. E-learning and technology oriented learning is also facilitated to the students through language lab, e-library and smart class rooms. Power point presentations are an integral part of the teaching methodology in most of the courses. They ensure not only effective knowledge transfer but also facilitate follow up interactive sessions with the students. The institution encourages the staff members not only to upgrade their academic profile but also their pedagogical strategies by offering advanced and latest ICT facilities.

Functions & Responsibilities:

- ✓ The college Website Committee is responsible for maintaining the college's website.
- ✓ The committee ensure that content is up-to-date and accurate.
- ✓ Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content.
- ✓ Collect and discuss feedback from college members.
- ✓ Generate and communicate ongoing task list.
- ✓ Implement new features, and determine what should be included in the website.
- ✓ Training programmes and hands on experience for using Computers and Internet
- ✓ Providing exposure on ICT in the present day context
- ✓ Knowledge of using Website and contacting people through e-Mail
- ✓ On-Line Information about Government Websites and Government Schemes

Security Committee:

Responsibility:

The overall responsibility for all security matters is vested in a committee composed of professional and lay leaders and may include security director, facilities manager, organization leadership, board chairs and other stakeholders.

The security committee chair is responsible for oversight of security/safety matters relating to the organization (Federation) operations and outside events. In the absence of the security committee chair, the security director or facilities manager should be appointed to serve in his/her place. The responsibility includes oversight of:

- ✓ Security arrangements for events both in and out of the building
- ✓ Any other areas that relate to the security of the building
- ✓ Review of activity logs of security personnel on a weekly basis

The security director/facilities manager is responsible for security matters relating to the organization (Federation) building. The responsibility includes oversight of:

- ✓ Entrance to and exit from the building
- ✓ Access to building in off hours
- ✓ Deliveries to and from the building
- ✓ Maintenance and management of Federation building alarm system

Social Welfare (BC/SC/ST/EBC) Cell:

Responsibilities:

- ✓ Circulate GOI and SC/ST Commissions decisions and collect regularly on an annual basis information regarding course wise admissions to candidates belonging to the SC and ST community.
- ✓ Adopt measures to uplift the students belonging to SC/ST community at par with the main stream student segment.
- ✓ Create a platform where students can refer their problems, regarding academic and non- academic matters.
- ✓ Monitor the implementation of reservation policy in the institute.
- ✓ Analyze information on admission, education, training, and employment of SCs/STs and prepare reports for onward transmission to the Ministry of Human Resource Development / University Grants Commission.
- ✓ Function as a grievances redressal cell for the grievances of SC/ST students and employees of the Institute and render them necessary support in solving their academic as well as administrative hindrances.
- ✓ Effective implementation of Rule of Reservation for SC/ST Candidates in admission process to various courses in the Institute.
- ✓ Effective implementation of the Orders/ Circulars/ Guidelines issued by the Central/State/UGC in respect of Reservation.
- ✓ Administer and extend all possible education facilities like Hostel accommodation, Scholarships and Stipend to SC/ST Students as applicable.
- ✓ Maintain and provide up-to-date information and statistics in reservation matters to the Central/ State/ UGC authorities.
- ✓ Arranging special coaching for SC/ST students to attempt and succeed in competitive exams such as Civil Services (Prelims), Personality Development, Communication Skills, etc.
- ✓ Counseling the students to help them overcome inferiority complex and encourage their participation through personal grooming.
- ✓ Conduct societal consciousness activities for the betterment of students from SC /ST community.
- ✓ Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.

Alumni committee:

Functions and Responsibilities:

- ✓ To plan and implement a mechanism for alumni feedback and suggestions from as well as schedule and execute Alumni meet.
- ✓ Support a strong relationship between alumni association and current students
- ✓ To organize interactive sessions with alumni to current students and assist current students and alumni in career planning, placement and transitions.
- ✓ The committee also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students. \

Central Library Advisory Committee:

LAC plays an advisory and advocacy role regarding the Library on matters of general policy, planning, programs, goals, and objectives in its support of teaching, learning, research and community-building needs of the University.

Responsibilities:

The Committee within the framework of the overall strategic policies of the University shall:

- ✓ Advises and reviews library policies for instruction, resources, services, and the facility
- ✓ Advises regarding library services, especially innovation, for the campus community
- ✓ Discuss and evaluate budgetary issues for books, journals, databases, media, e-resources etc.
- ✓ Reviews benchmarking reports with peer institutions for resources, staffing, and services
- ✓ Ensures the library is connected with and supports the University's academic programs.
- ✓ Represent the views of the Library's stakeholders on library and information services
- ✓ Deliberate and advise on the direction and development of policies for library and information services to ensure the best possible support is provided
- ✓ Recommend new collections and promote contributions to link Institutional Knowledge at University by university community for the dissemination and preservation of AUD's intellectual and institutional knowledge
- ✓ Support the Library's efforts in ensuring financial accountability and responsibility in the provision of library collections
- ✓ Propose and champion opportunities in bringing together University community in the Library to advance knowledge and information sharing
- ✓ Promote the Library to the internal and external community
- ✓ Report to the VC on significant matters.

Transport Committee:

- ✓ To allot seats for students and faculty in concerned routes and display of list of faculty and students
- ✓ To take necessary steps for prevention of un-authorized boarders
- ✓ To recommend management for additional transport facilities
- ✓ To review the operation of vehicle in all routes
- ✓ To review the maintenance of transport vehicles

Academic committee:

Academic committee is centralized (Institute level) committee responsible for regulating and implementing different academic activities and it is headed by Convener along with all Heads of the Department and the representative from each department acts as Departmental Academic Coordinator is the member of Academic Committee. The followings are the duties of the academic committee in order to enhance the efficiency of learning and teaching process.

- ✓ To review advice on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students learning motivation. To review and advise elective subjects to be offered by the concern departments.
- ✓ To review and formulate policies to cater for student diversity
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promote different teaching methods.
- ✓ To set up academic reward systems.

- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To help and support the teachers development through holding different professional development activities and orientations.
- ✓ Issuing the guidelines to the departments to organizing guest lectures by esteemed personalities from the industry and conducting workshops, organizing events for the improvement of the students academics and knowledge.
- ✓ Encouraging and enhancing the teaching efficiency through the appraisal system.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ To request the Governing body to encourage the best students with scholarships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ✓ Perform other functions as may be assigned by the Governing Body.

Arts/Cultural/Literary & Hobby Clubs Committee:

The cultural & Event Organizing Committee at AJ Institute of Engineering & Technology aims to provide a platform to the students to bring about their inventiveness to the forefront and use their most perceptive side talents to organize various events in the college. The Committee's activities are also aimed to orient the students towards standards of equality, justice and a humanist culture. Various activities are intended to sensitize the academic world to other dimensions of experience and knowledge.

The main responsibility of this committee is to ensure smooth conduct of College level events and various extracurricular activities related to cultural, literary and fine arts, including selecting and encouraging AJIET team to participate in various Inter college fests. It requires a lot of effort and planning to organize events on this scale, for which we are glad that AJIET has a strong and dedicational team with multitude of skills.

Career Guidance, Training & Placement Cell:

The Placement Cell plays a crucial role in locating job opportunities for Under Graduates and Post Graduates passing out from the college by keeping in touch with reputed firms and industrial establishments. The Placement Cell operates round the year to facilitate contacts between companies and graduates. The number of students placed through the campus interviews is continuously rising. On invitation, many reputed industries visit the institute to conduct interviews.

We have been successful in maintaining our high placement statistics over the years and the fact that our students bear the recession blues with record breaking placements itself is a testimony to our quality. Our ingenious alumnae have set new standards in the corporate

world through their estimable contributions and it is my firm conviction that we will continue that legacy in the years to come.

The Placement Cell organizes career guidance programmes for all the students starting from first year. The cell arranges training programmes like Mock Interviews, Group Discussions, Communication Skills Workshop etc and it also organizes Public Sector Exam Training for students who are interested to join Government Sectors. It also invites HR Managers from different industries to conduct training programmes for final year students.

Canteen Committee:

Monitoring the operations of the canteen and implementing and reviewing the canteen premises. To ensure the canteen provide a range of whole some food for the students at reasonable price. To maintain and control the quality of the food supply in the canteen. Make awareness to the students regarding health and hygiene.

House Keeping, Hygiene, Sanitation committee:

Their objectives are to ensure a fresh and clean organization overall, a good class and exam conducting environment, a clean condition of sanitation and toilet, to orient and maintain janitorial and housekeeping, and to provide needs and necessities of the working members of their organization.

Public Relation, Press, Media & Publication Committee:

Functions of the Committee

- ✓ **To send advertisements, news items about the functions or events organised in the college to the dailies and get the news published.**
- ✓ To bring reporters to the college through invitations or by phone to provide coverage about the functions or events organised in the college.

Professional Societies Activities Committee:

Professional Societies activities Committee The mission of the professional societies is primarily educational and informational. Their influence flows from their continuing and highly visible functions: to publish professional journals, to develop professional excellence, to raise public awareness, and to make awards. Through their work, they help to define and set standards for their professional fields and to promote high standards of quality through awards and other forms of recognition. Membership in professional organizations is important and necessary as we strive to stay informed of current developments in our fields of expertise. It's also important as we establish and maintain contacts with those who share similar interests and goals, and to keep the impact and importance of our work in the public eye. Students, faculty, and working professionals are encouraged to join the organizations that fit their interests. The vision of Professional Society is to develop student's academic, professional and personality development skills through various programs, activities arranged by the association. To monitor and control effective conduct of such program ensuring regular attendance, active participation and involvement of students

Functions & Responsibilities:

- ✓ Improving standard of Engineering Education and counseling the students in the emerging new opportunities

- ✓ Encouraging and motivating the outside Class room studies /Workshops/ projects/Seminars
- ✓ To plan, organize Technical Programs, Special Lectures, Workshops, Seminars Symposia, exhibitions for the benefit of students.
- ✓ To provide common platform for students to exchange of ideas in technical topics of interest and to facilitate technical visits, project works, employment, contact with industries and academic institutions.
- ✓ Encourage team spirit and self-reliance among student members he Committee shall endeavour to start student chapters of the various professional societies in the institution.
- ✓ Arrange for enrolment of student membership.
- ✓ Conduct chapter meetings from time to time.

STUDENTS' COUNSELOR COMMITTEE:

- ✓ The Students counseling committee attempts to address the day to day issues of concern relating to academics and routine activities.
- ✓ Counseling is a process that aims to facilitate personal well being of the students through support and guidance of trained counselors, for a healthy mind and body.
- ✓ With the intent to address and help resolve emotional and psychological issues of the student community of AKIM, the college has initiated the "Counseling Committee" in the college premises with the help of a trained team of faculty members as Counselors.
- ✓ The Counseling Committee encourages the students to understand themselves and the issues that trouble them and guides them to resolve their problems. These problems can be personal, emotional, social, family, peer, academic, sexual, etc. This is done through individual or group counseling to help them with academic goals, social and personality development, career goals, enhancing listening skills, empathy and interpersonal skills to have healthy relationships and a healthy lifestyle.
- ✓ The role of the Counselor is to offer support through listening and responding in a confidential, non-judgmental and timely way, ensuring that the students become productive, well adjusted adults of tomorrow. They are trained to assess, diagnose and treat students struggling with academic stress, anxiety, depression, social addictions and other problems they face.
- ✓ The goal of Counseling is to facilitate positive behavior changes, improving the student's ability to establish and maintain relationships socially, promoting their decision making process, helping the student to understand their own potential and cope effectively with the problems they face.

ROLE & RESPONSIBILITIES:

1. Solve personal problems of student by conducting individual counseling session
2. Diagnose the learning difficulties of students and help them to overcome the same.
3. Conduct training program on counseling skills for faculty & staff.
4. Conduct seminars for students on mental health and addiction issues.

5. Inform the parents about psychological misbehavior of the student.
6. Students are encouraged to meet the counseling committee regularly to address their suggestions and grievances.
 - - The students can explain their problems to the counseling committee as and when required.
 - The counseling committee interacts with the students regarding their nature of problems.
 - If any grievance was found the same was recorded in the register and addressed.
7. They may also approach their respective mentors or any of their other teachers as is comfortable to them.
8. Students may also express their problems related to attendance, discipline to the committee.
9. The Students counseling committee will enquire the grievances and recommend the final course of action to be initiated at the institutional level for the redressal of the same
10. Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic.

Student Grievances Redressal (Boys) Committee:

Functions of Grievance Redressal Committee

- The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment.
- Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block. Grievances may also be sent through e-mail to the principal@srsect.edu.in or officer in-charge of Students' Grievance Cell.
- The cases will be attended promptly on receipt of written grievances from the students. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Photography & Short Film Club:

Photography is an art. The objective of Photography and Short Film Club is to bring in the students a kind of awareness of the society in which we live in, and to make the students sensitive to the social problems. The Club provides accessible opportunities and platforms to photography enthusiasts. The students who are interested in photography are taught photography techniques to capture both awe and woe in the eye of the camera. Small movies are also screened with the guidance of experts. This club enhances students' creative skills in strengthening their pastime into a very useful habit. The events conducted in NEC are covered under photography and Short Film Club.

Literary Club:

The Literary Club is a place where students can meet to read and write. The Literary Club has been an ongoing and active club for several years. It is based upon using the creativity skills it takes to be a writer. Club members meet to discuss books and the craft of writing.

Women Cell:

- ✓ Eve teasing incidents in the campus and the college buses.
- ✓ Inappropriate behavior towards women staff.
- ✓ Improper treatment of girl students
- ✓ Passing of unaesthetic and provocative comments and messages.
- ✓ Equips the female students, faculty and staff members with the knowledge of their legal rights. Safeguards the rights of female students, faculty and staff members.
- ✓ Provides a platform for listening to complaints and redressal of grievances

ECO club:

- ✓ To empower students to participate and take up meaningful environmental activities and projects
- ✓ To maintain cleanliness in and around the college campus.
- ✓ To protect planet Earth by creating environment awareness
- ✓ To motivate students to work in an environment friendly manner which includes use of LPG, paper bag, Gas pipe line, save electricity.
- ✓ Sensitize the students to minimize the use of polluting products.
- ✓ Organize tree plantation programs, awareness programs and educate students about re-use of waste material & preparation of products out of waste.

Entrepreneurs Club:

- ✓ **To provide a way for young entrepreneurs to meet virtually, share ideas and learn from others about what it takes to initiate their own business.**
- ✓ The Club aims to provide guidance to aspiring young students to pursue their business ownership dream at under graduate and Post Graduate Level.\

News Letter Club:

- ✓ How a Club Newsletter helps achieve success.
- ✓ Where to find material for your Newsletter.
- ✓ Effective ways to use your Newsletter.
- ✓ Five key elements of an award-winning Newsletter.
- ✓ Producing the Newsletter.

Meditation Club:

- ✓ Find out what a meditation instructor does, how to get this job, and what it takes to succeed as a meditation instructor.
- ✓ A meditation instructor is a person who teaches others how to meditate. They may also be called upon to provide guidance on the practice of meditation, including its history and benefits.
- ✓ Meditation instructors often work with individuals or small groups in one-on-one settings. However, they may also teach larger classes or lead workshops at yoga studios, retreat centers, churches, etc.

NCC Club:

NCC helps cadets to improve their overall personality by teaching them leadership qualities, discipline, honesty, working in a team, time management, to have high self-confidence, being physically fit, service before self, social service, and responsibility of service towards motherland and to be a responsible citizen ...

H.V. → U → N
Principal

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