

Governance Document For Quality Assurance & Accountability

2018



**VELAGAPUDI RAMAKRISHNA
SIDDHARTHA ENGINEERING COLLEGE
(Autonomous)
Vijayawada – 520 007, Andhra Pradesh.**

FOREWORD

The Good Governance Document presents the guidelines and direction for the Governing Body in monitoring the activities of institution. It ensures an effective functioning and efficient governance at all levels to the utmost satisfaction of stakeholders. The document is based on complying with various apex bodies and other agencies such as AICTE, UGC, MHRD, APSCHE, and JNTUK. Outcome Based Education and Best Practices are followed in the institution for effective utilization of manpower, infrastructure and facilities of the institution and thereby to enhance the quality of education, providing transparency and accountability in the academic and administrative set up.

The Governance challenge on **“Developing the capacity and capabilities of governing bodies and institutional leaders to assume greater responsibility for delegated authority instituting new mechanisms for quality assurance and accountability”** is the prelude for the preparation of this document.

The Governance document addresses Governance Practices adopted in the institution, in line with the Vision & Mission of the Institution.

The document provides information of the institute along with its organization structure, charters of statutory and non-statutory committees as per the UGC guidelines of autonomous colleges for the smooth and effective functioning of the college.

The document also highlights the best practices adopted in the institution including, Leadership, Academic practices, Inter disciplinary Research and Consultancy, e-Governance, Inclusiveness, Sustainability and Environmental initiatives.

I Strongly believe that this Governance Document supports the stakeholders to contribute effectively towards the institutional development and growth at all levels.

Dr.A.V.Ratna Prasad
Principal, VRSEC

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1. THE GENESIS & PHILOSOPHY OF SIDDHARTHA ACADEMY

Siddhartha Academy of General & Technical Education, better known as “Siddhartha Academy”, came into existence in 1975 through the efforts of a galaxy of stalwarts from different walks of life numbering about 250 having a philanthropic bent of mind and it was registered as a society under the Societies Registration Act, 1860 in the same year. The chief objective of this educational empire was to contribute towards the fulfilling the academic aspirations of thousands of children and youth of the region. In accordance with the Academic strategic mission of spreading education, it established and has been successfully running 18 educational institutions covering the programs from schooling to higher education in the fields of Engineering, Medicine, Dental Sciences, Law, Business Management, Computer Applications, Pharmaceutical Sciences, Hotel Management and Arts & Science. In addition, the Academy runs Kalapeetham which has been rendering yeoman service to the world of art and culture and a Foundation which financially supports the needy for the promotion of education.

Siddhartha Institutions offer education as well as employment to the thousands of people. The dedicated teaching and non-teaching staff are the committed educational army of the Academy with the noble members of Governing Body with proven capabilities and highly reputed professional standing.

Siddhartha Academy of General & Technical Education (SAGTE) comprises all major good governance characteristics like participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and rule of law in its managerial decision-making process. SAGTE aims to fulfill the purpose of education by motivating each student to learn, to be versatile, to be an intellectual disciple and self-reliant which in turn help him/her to inculcate moral values, duties as a citizen and a better human understanding which aid him/her to acquire professional competency relevant to the programs for the development of our country.

The SAGTE symbolizes academic excellence and outstanding performance with a philosophy of creating a synergistic impact on education combined with creation, dissemination and application of knowledge in an integrated form. Considering the revolutionary changes in education, each institute of SAGTE strives to achieve excellence in education and research with continuous improvements in curriculum and pedagogy. Siddhartha Institutions are well-known for the academic quality and also for social responsibility because of its outreach activities which reflect the objective of giving back to society.

2. ABOUT THE INSTITUTION

Velagapudi Ramakrishna Siddhartha Engineering College was established in 1977 as the first private self-financing engineering college in the state of composite Andhra Pradesh and is sponsored by “Siddhartha Academy of General and Technical Education”. The college is offering B.Tech. programme in seven branches and three at P.G. Level i.e M.Tech., MBA and MCA programmes. The college has autonomous status since 2006 granted by UGC and has been consistently upgrading itself in terms of academics, research, and industrial interaction by amply putting in endeavours to confirm to and evolve as envisaged by the Vision and Mission of the institution. Currently, the institution has well experienced faculty with more than 40% doctorates. The college is spread over 24.05 acres of land with the required built-up areas per the norms of AICTE and is permanently affiliated to JNTUK, Kakinada.

The college is located in Kanuru Panchayat, a suburb of Vijayawada city on the National Highway No.65, and is located at 10 km from the Vijayawada Railway Junction, Central Bus Stand and 15 km from Vijayawada International Airport.

The college received “AICTE-CII Award 2019” for Best industry linked institute for Civil Engineering & Allied and Rated “Platinum” thrice successively in 2017, 2018 and 2019 by AICTE-CII Survey. The college is the First private Technical Institution in the state accredited by NBA in 1998 and subsequently in 2005, 2009, & 2013 one among very few colleges in the country accredited in OBE Tier-I format approved by Washington Accord in 2013 and Accredited by NAAC with 'A' Grade in 2013. The success saga continues with 156th rank in NIRF 2020 ranking and Band – A (Rank 6-25) Atal Ranking on Innovations achievement by MHRD, Government of India. 20 collaborative laboratories with industries such as IBM, CISCO, APPLE, NI, Siemens and 4 COEs which lead to Training and Placements are established.

UGC has extended the autonomous status for ten years up to 2028 without an on-site visit in 2018, the first college in A.P to achieve this distinction. The only Private Engineering College that was selected by AICTE under ‘Margadarshan’, 2018, in A.P and Telangana states, TEQIP–II institute selected under S.C. 1.2 by NPIU, MHRD and was rated Grade ‘A’ based on the performance of institute by Government of A.P.

3. VISION, MISSION AND QUALITY POLICY

VISION

To nurture excellence in various fields of engineering by imparting timeless core values to the learners and to mould the institution into a centre of academic excellence and advanced research.

MISSION

To impart high quality technical education in order to mould the learners into globally competitive technocrats who are professionally deft, intellectually adept and socially responsible. The institution strives to make the learners inculcate and imbibe pragmatic perception and proactive nature so as to enable them to acquire a vision for exploration and an insight for advanced enquiry.

QUALITY POLICY

V.R. Siddhartha Engineering College strives to impart Knowledge, Skills and Attitude through continuous improvement to meet the ever changing needs of Industry and for the sustainable development of Society.

4. GOVERNANCE

Good governance is a set of responsibilities and procedures exercised by institution to provide strategic direction to ensure educational objectives are to be met through effective and efficient use of resources, accountability, and participation of stakeholders in decision- making.

The administrative set up of VRSEC has several Committees in place in addition to statutory and Non-Statutory committees to continuously monitor the academic, financial and administrative activities of the Institution. The Institution has various academic and administration committees to ensure good governance, transparency and accountability in the process of administration.

The constitution of these committees is based on the guidelines of UGC/AICTE/JNTUK and the committees comprise key stakeholders including government, administrators, faculty, staff, industry, employers, alumni and the students. The diversity in the composition of committees helps in undertaking fruitful deliberations leading to pragmatic decisions.

The committees are classified as:

- 1. Statutory Committees**
- 2. Non-Statutory Committees**
- 3. Internal Quality Assurance Committee**
- 4. Other Committees**

This document provides information on the Composition, Functions, Term, Frequency of Meetings and Responsibilities of all the committees. The governance committees which are in place are given below:

5. STATUTORY COMMITTEES

Statutory Committees are the committees which make policies on Academics, Finances, Infrastructure, Research and Development by steering the stakeholders including Students, Faculty for the all-round development of the institution.

The following are the Statutory Committees:

| S. No. | Title | Acronym |
|---------------|-------------------|----------------|
| 1. | Governing Body | GB |
| 2. | Academic Council | AC |
| 3. | Board of Studies | BOS |
| 4. | Finance Committee | FC |

5.1 GOVERNING BODY

Governing Body (GB) directs the Institution strategically by following Institution's Vision and Mission and reviews the process to achieve the cherished goals for the development of the organization. Governing Body shall be constituted as per the guidelines of the University Grants Commission (UGC). GB collectively performs its primary accountabilities effectively and efficiently, and to ensure the confidence of its stakeholders and its constituents. The GB may co-opt other private members to carry out its primary accountabilities. In addition to the co-opted members, GB may have special invitees for a temporary period to meet the specific requirements.

Constitution of Governing Body

| NUMBER | CATEGORY | NATURE |
|-----------|----------------------------|---|
| 5 Members | Management | Trust or management as per the constitution or Management byelaws, with the chairman or President/Director as the Chair person. |
| 2 Members | Teachers of the College | Nominated by the Principal based on the seniority by rotation |
| 1 Member | Educationist/Industrialist | Nominated by Management |
| 1 Member | UGC Nominee | Nominated by UGC |
| 1 Member | State Government Nominee | Academician not below the rank of Professor or State Government official of Directorate of Higher Education / State Council of Higher Education |
| 1 Member | University Nominee | Nominated by the University |
| 1 Member | Principal of the College | Ex-officio |

Co-opted Members: The GB in its capacity can co-opt additional members, apart from members as required by UGC. The co-opted members may be drawn from various stakeholders and constituents to enhance the size, skills, competencies, and experiences of the members.

The GB can also invite other Faculty /Students/ Parents/ Alumni as and when an agenda is in the interest of the concerned stakeholder to take their views, however such invitees are excluded from decision making process.

Term: The term of members nominated as per the UGC guidelines is three years except in the case of UGC nominee, who shall have a term of five years. The term of co-opted members shall also be three years.

Meetings: Meetings of the governing body shall be held at least twice a year.

PRIMARY ACCOUNTABILITIES

❖ **Vision, Mission and Strategic Plan:** The Governing Body (GB) shall oversee the creation of strategic vision for the Institute. The GB shall enable the college to develop its mission to achieve the strategic vision. The strategic plan shall be drafted by the Committee constituted by Governing Body with senior functionaries of the Institute and nominees of the Chairperson of the Governing Body. The Committee shall draft the strategic plan in line with the vision and mission of the Institute. The same shall be placed before the Governing Body for its consideration and approval. The strategic plan shall be reviewed once in three years. The long term business plans and annual outlays shall be decided by the Governing Body based on the strategic plan. The Head of the Institution (HoI) shall convert the strategic plans into detailed operational plans by considering the Mission of the Institute.

❖ **Monitoring of Finance, Human Resources and physical Facilities:** The Governing Body shall ensure that there exists well-established accounting and auditing procedures concerning all the financial aspects of the institute. The governing body shall receive the audited statements and approve the same. The Governing Body shall ensure the financial sustainability and safeguard institutional assets. The annual outlays and long term business plans shall be evolved after considering the revenue and strategic plan. The parent society shall ensure adequate funds to meet any financial contingencies. The Governing Body shall constitute the finance committee as per the UGC guidelines for autonomous colleges.

❖ The finance committee shall function as per the norms of UGC. The Governing Body shall establish a mechanism to monitor the effectiveness of the faculty, non-teaching staff and academic administrators. The monitoring procedure may consider the faculty appraisal guidelines given by UGC. The Governing body shall review the performance based on the

established procedures and suggests the methods to improve the same. The Governing Body shall ensure the proper usage of physical facilities by the institute.

❖ **Institutional Performance Benchmarking:** The Governing Body shall constitute a committee either with its members or nominate senior faculty members to identify the peer institutions and provide the key performance indicators which are both realistic and challenging. This committee shall review the parameters and peer institutions once in every five-year.

TRANSPARENCY

The names and the brief profile of the members of GB shall be placed in the institute website. The minutes of the GB shall be made available on the web site of the college except for the content which is sensitive, personal, and confidential as declared by GB. The Annual Quality Assurance Report (AQAR) report shall be a structured document with clear institutional performance metrics as per the strategic plan of the institute and parameters used by the ranking/benchmarking agencies under the following categories:

1. Teaching, Learning Resources and Evaluation
2. Student Support and Career Progression
3. Research, Consultancy and Extension
4. Curricular Aspects
5. Infrastructure
6. Governance, Leadership and Management
7. Innovations and Best Practices

The AQAR shall be placed for discussion and approval in the GB meeting.

(Members Register of Interests: The chairperson shall ensure that any conflict of interest is identified and up to date register of interest of members is maintained).

❖ **Peers may be identified using the following criteria:**

- A. Institutions rank given by **NIRF** and good ranking magazines including Career 360, Data Quest & India Today etc.
- B. Perception of the current student (both first year and final year)
- C. Independent data such as SCOPUS index, NAAC CGPA, Year of establishment and NBA accreditation.

The GB shall actively measure and monitor institutional performance against our own key performance indicators and those of identified peer institutions. Based on the reviews, GB shall advise and guide the Institution with its business plans and annual outlays.

APPOINTMENT OF THE CHAIR AND THE MEMBERS

Recruitment Procedure for the GB Members: The nominees for the appointment of GB membership for the member categories mentioned in table 5.1 shall be solicited from the respective body three months before the expiry of the term of the present member by the Head of the Institution.

Standing Committee for the Appointment of Co-Opted Members and Others:

Nominations of co-opted members, special invitees, and other invitees shall be recommended by a standing committee constituted by the GB.

The standing committee composition shall be:

- | | |
|-------------------------|---|
| Chairman | – Chairman of the GB |
| Member | – One of the Management Representatives (From table 1) |
| Member | – Educationalist Industrialist (From table5.1) |
| Member | – Member nominated by Chairman of GB |
| Member Secretary | – Principal |

Attributes of the prospective co-opted members:

The co-opted members, other than table 5.1, may be considered with the following attributes:

(a) Members from Industry and Society

- The corporate world and the public sector, including some members with personal international experience.
- Management at senior level, so that members can call on personal experience in supporting the institution's own development.
- Successful entrepreneurs known for modern management techniques and systems.
- Served in the boards of premier institutions, so that they can bring in the rich experiences.

(b) Members from faculty

- Academic and professional profile with rich experience and exposure in research, teaching and administration
 - Exposure to the best practices of various premier and peer institutions, experience in benchmarking performance against comparable organizations, nationally and internationally.
 - Knowledge in modern IT- based management and management information systems.
 - A track record of creative and innovative problem-solving skills.
- The members should be free from direct political affiliations which may cause interference to the academic freedom and long term educational objectivities of the institution.

Procedures for Nomination of Co-Opted Members: The Co-opted members / Special invitees/other invitees to be considered for the appointment shall be proposed by one of the members of the Governing body. The standing committee for the appointment of co-opted members shall look into the proposals and shortlist the members considering the

attributes of the members. The standing committee shall recommend the names of the short listed members to the GB for approval. If equally qualified, women candidates may be preferred.

Rotation and Reappointment of Members: The members who do not attend the regular meetings three times consecutively shall not be considered for reappointment.

ROLES AND RESPONSIBILITIES OF THE GB MEMBERS:

The roles and responsibilities of the Chairperson, Head of the Institution, Members, and Co- Opted members are mentioned in this section.

Chairperson: In addition to overall responsibility for GB activities, the role of the Chair or Chairperson may include:

- Planning the annual cycle of board meetings and set the agendas as per priorities in consultation with agenda committee.
- Determining and approving the information to be provided in the agenda materials.
- Chairing and facilitating the board meetings.
- Giving directions to board policy making as per strategic plan.
- Representing the organization at appropriate events, meetings or functions.
- Reviewing and appraising the performance of the Principal and Senior functionaries.
- Sitting in the Faculty appointment panels.
- Ensuring the identification of conflict of interest and managing the same appropriately.

Head of the Institution: The specific responsibilities of the Head of the Institution in relation to the GB are:

- Determining the material required to be provided for meeting.
- Certifying the draft minutes before circulating to members.
- Monitoring the implementation of the decisions taken at board meetings.
- Work in close communication with Chair and other Sub-Committees.
- Prioritize the agenda items as per the strategic plan and mission.
- Disseminating the decisions taken at GB to all stakeholders.

Members: The individual members shall actively participate in the deliberations of the GB meetings and shall conduct themselves in accordance of the best interest of the stakeholders. Some of the significant roles and responsibilities of the members are:

- Participate and contribute actively in the development of procedures and policies.
- Monitor the reviews of policies and procedures and changes in these from time to time.
- Review the annual performance of the institute and contribute with new initiatives to improve the same.

Delegation of Authority: The GB may delegate authority to the Chairperson, Head of the Institution or a Committee to act on its behalf, wherever permissible, between meetings.

Procedure for the Conduct of GB Meetings: The GB meeting date, venue and agenda shall be fixed by a Sub-Committee of the GB consisting of Chairperson, Principal of the Institution, and another member nominated by Chairperson. The meeting notice to attend the meeting

along with the agenda of the meeting shall be sent to all members at least three weeks in advance to the date of the meeting. The attendance of the members shall be recorded in a register.

The agenda may be categorized into the following:

- Information Agenda – Student Admissions, Faculty Recruitment, Student Performance, etc.
- Agenda coming from other bodies – Academic Council, Finance Committee, IQAC, etc.
- Discussion and consideration of issues – Strategic plan, bench marking, annual outlay, student and faculty issues, etc.

The agenda notes the minutes of the earlier meeting and action taken report on the resolutions of the earlier meeting shall be sent to all members at least one week in advance. The proceedings of the meeting shall be recorded by the Principal. GB shall conduct itself in accordance with the guidelines as per the Regulatory authorities.

EFFECTIVENESS OF THE GOVERNING BODY

Induction Programme: The new members may be provided with the Induction programme for 2 hours with the Chairperson and Principal on how the meetings are conducted, roles and responsibilities of members and the institution's strategic plan.

The new members shall be provided with the following documents:

1. Institutional Governance Guidelines
2. Institutional strategic plan
3. Institutional Annual Performance of last three years

The GB may recommend Management Development Programs (MDP) for the members to efficiently discharge their individual duties and collective responsibilities. GB should give opportunities for the performing members to be in sub-committees.

Performance Review: The GB shall measure its performance effectiveness once in two years. The GB may constitute a Committee with its own members for the review.

Regulatory Compliance: The Governing Body shall ensure the Compliance with the Rules and Regulations stipulated by the Statutory and Regulatory Bodies such as AICTE, UGC, State Government and Affiliating University. The Governing Body shall take final decisions on matters of fundamental concern to the institution subjected to the regulations and ordinances of these bodies. The GB shall ensure the ‘not-for-profit’ purpose of the Institution and assure the quality to all the stake holders through the accreditation by National and International Agencies.

Performance Review of HoI

A formal mechanism to monitor the performance of the Head of the Institution (HoI) may be formulated on the following lines:

- A. Annual performance of the institute with respect to benchmarked parameters and peer institutions.
- B. Self-appraisal of the HoI on the initiatives taken and best practices adopted.

The reports shall be discussed in the GB in the absence of the HoI and same may be noted by the Chair of GB without reflecting in the GB minutes.

5.2. ACADEMIC COUNCIL

Academic Council plays a significant role in setting the academic direction of the institution. It scrutinizes and approves the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.

Composition of Academic Council

| S.No | CATEGORY |
|------|--|
| 1 | Principal of the college (Chairman) |
| 2 | All Heads of the Departments in the college |
| 3 | Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college |
| 4 | Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body. |
| 5 | Three nominees of the university not less than Professors |
| 6 | A faculty member nominated by the Principal (Member Secretary). |

Term : The term of the nominated members shall be of three years.

Meetings : Academic Council shall meet at least twice a year.

Functions : The Academic Council shall have powers to:

- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.

- Perform such other functions as may be assigned by the Governing Body.

Role of Member-Secretary: The Member-Secretary shall convene the meeting of the Academic Council and prepare the agenda with the approval of the Principal. He is responsible for making the minutes of the meeting and ensures compliance of the decision of the Council.

5.3 BOARD OF STUDIES

The Board of Studies (BoS) is the basic constituent of the academic system of an institute. Its functions will include framing the content of various courses, curriculum, reviewing and updating the content from time to time, introducing new courses of study etc.

Composition of Board of Studies

| S. No. | Category |
|--------|---|
| 1 | Head of the Department concerned (Chairman). |
| 2 | The entire faculty of each specialization |
| 3 | Two subject experts from outside the parent university to be nominated by the Academic Council |
| 4 | One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college Principal. |
| 5 | One representative from industry/corporate sector/allied area relating to placement |
| 6 | One postgraduate meritorious alumnus to be nominated by the Principal. |

The Chairman, Board of Studies may, with the approval of the Principal of the college, co-opt:

- Experts from outside the college whenever special courses of studies are to be formulated.
- Other members of staff of the same faculty.

Term : The term of the nominated members shall be of three years.

Meetings : The Board of Studies shall meet at least twice a year.

Functions : The Board of Studies of a department in the college shall:

- Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- It reviews and approves Programme structure, curriculum & syllabi designed by PAC by taking the recommendations of DAB.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for Appointment of Examiners and Coordinate Research, Teaching, Extension and other Academic activities in the department/college.

5.4 FINANCE COMMITTEE

The Finance Committee shall act as an advisory body to the Governing Body in finance matters.

Composition of the Finance Committee

| S. No | Category |
|-------|---|
| 1 | The Principal (Chairman) |
| 2 | One person to be nominated by the Governing Body of the college for a period of two years. |
| 3 | Finance Officer of the affiliating University |
| 4 | One senior-most teacher of the college to be nominated in rotation by the Principal for two years |

Term : The term of the Finance Committee shall be three years.

Meetings : The Finance Committee shall meet at least twice a year.

Functions :

- The committee shall estimate budget relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy and audit the accounts.
- Finance committee approves the annual budget of the institute for each financial year and review the utilization of funds of previous year as per budgetary provision.

6. NON-STATUTORY COMMITTEES

Non-statutory committees are those that are appointed by the Principal in order to suggest strengthening the college Administration, Academics, Research and Development, Infrastructure, Planning and Evaluation, Extra & Co-Curricular activities.

The Chairman/Chair Person of each Committee is expected to undertake all the prime duties of the committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, suggestions, taking necessary steps for tabling the said documents for ratification by the statutory bodies etc. Agenda items fall under the purview of the committee. The committee is expected to extend its co-operation to the members of faculty and staff appointed or drafted for specific tasks from time to time. The Chairman reserves the right to conduct any emergency session under certain circumstances that can be deemed to be an emergency situation.

| Non-Statutory Committees | | |
|---------------------------------|---|----------------|
| S. No | Title of the Committee | Acronym |
| 1. | Planning and Evaluation Committee | PEC |
| 2. | Grievance Appeal/Redressal Committee | GRC |
| 3. | Examination Committee | EC |
| 4. | Admission Committee | AC |
| 5. | Library Committee | LC |
| 6. | Student Welfare Committee | SWC |
| 7. | Internal Complaint Committee (Sexual Harassment Committee) | ICC |
| 8. | Extra-Curricular Activities Committee | ECAC |
| 9. | Academic Audit Committee | AAC |
| 10. | OBC Cell | OBCC |
| 11. | SC/ST Committee | SCSTC |
| 12. | Minority Cell | MC |
| 13. | Internal Committee | IC |
| 14. | Student Council | SC |

All the above committees are constituted as per the guidelines of UGC/AICTE/NAAC/JNTUK.

6.1. PLANNING AND EVALUATION COMMITTEE

Planning and Evaluation Committee is formulated to plan and co-ordinate the execution of almost all the major academic and administrative aspects of the policy framework of the institution.

Members : The Chairman and 12 faculty members shall be appointed by the Principal.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum two meetings per year.

Functions : The College Development Planning and Evaluation committee is intended to plan, propose and identify the social and industrial relevance of new academic programmes and new courses in the existing programmes, and to evaluate the post-execution scenario of such courses and programmes in the college along with infrastructure development, R & D etc.

6.2. GRIEVANCE APPEAL/REDRESSAL COMMITTEE

Grievance Appeal/Redressal Committee is originated to provide opportunities for redressal of certain grievances of students, staff and faculty.

Members: Principal/Chairperson, three senior members of the teaching faculty to be nominated by the Principal and out of three one member shall be female and other from SC/ST/OBC category. A representative from among students of the college to be nominated as a special invitee by the Principal based on the academic merit/excellence in sports/performance in co-curricular activities.

- Term** : The term of the members shall be of two years.
- Meetings** : Minimum two meetings per year.
- Functions** : GRC shall take up the complaint of an aggrieved student related to the institution and follow the principles of natural justice by investigating the issue properly. The committee shall send its report with recommendations, if any, to the institution concerned and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

Any student aggrieved by the decision of the Student Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of 15 days from the date of receipt of such decision.

6.3. EXAMINATION COMMITTEE

The committee shall plan and coordinate the execution of all the examinations by considering all the rules and regulations of the examination procedures promulgated by the autonomous stream. It shall also consider all the relevant enactments (item specific) of the administrative bodies of the college in the process of undertaking its activities.

- Members** : A Chairman and 12 members appointed by the Principal.
- Term** : The term of the nominated members shall be of two years.
- Meetings** : Minimum two meetings per year.
- Functions** : The committee shall see that all the operations such as preparing academic calendars, strictly conducting examinations, maintaining confidentiality, fixing remunerations under the guidance of Controller of the Examinations and other personnel concerned.

6.4. ADMISSION COMMITTEE

The College Admission committee is formulated to plan and coordinate the admissions under categories A & B and it focuses on setting proper facilitation procedures for the smooth admission process in line with the admission process undertaken by the Government of Andhra Pradesh.

- Members** : Chairman and 12 members appointed by the Principal.
- Term** : The term of the nominated members shall be of two years.
- Meetings** : Minimum two meetings per year.
- Functions** : The committee shall take into consideration all the admission criteria and rules and regulations of the government both in admitting the students allotted to the college by the convener, EAMCET and those that seek admission under management quota. It instills a promising academic responsibility in the students by interacting with them and directs the departments to arrange induction programme to the first year students.

6.5. LIBRARY COMMITTEE

The committee is formed to plan and coordinate the execution of the requisite procedures for the functioning of the library. It takes up the processes of identifying, planning, and such other aspects of the procurement of and processing the books, journals, manuals etc.

- Members** : Chairman/Chairperson and 12 members appointed by the Principal.
Student members are invited based on the activity as per necessity.
- Term** : The term of the nominated members shall be of two years.
- Meetings** : Minimum two meetings per year.
- Functions** : The committee shall take into consideration all the

procurement criteria, and rules and regulations of the library management, including cataloguing and access-administration while ensuring the up gradation of the library to enhance academic and research zeal and to suit the ever changing industrial requirements. It monitors the student and staff utilization of the library and also the allocation of funds for the books, journals, manuals etc. and the digital processing of information, including online journals.

6.6. STUDENT WELFARE COMMITTEE

The Student Welfare Committee abides by the programmes set by the institute to provide a unique academic environment based on positive interaction among the students and the institute, and to help the students overcome all personal, social and academic hindrances.

Members : Chairman/Chairperson and 12 members appointed by the Principal.

Student members are invited based on the activity as per necessity.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum two meetings per year.

Functions : The committee shall look into the activities of student welfare divisions and coordinate day to day functioning of those units. It plans and coordinates the requisite procedure for the proper functioning of all other wings or units which fall beyond the scope of academic activities like hostels, transport, placements, canteen, cycle stand etc.

6.7. INTERNAL COMPLAINT COMMITTEE (ICC) /SEXUAL HARASSMENT COMMITTEE

The Internal Complaint Committee/The Sexual Harassment Committee is constituted to put forward steps to prevent sexual harassment of any kind in the institution according to the norms of regulatory authorities.

- Members** : A Presiding Officer, four members from teaching & non-teaching staff, one legal expert and three students are appointed by the Principal. A minimum of 1/3 members shall be women.
- Term** : The term of the nominated members shall be of three years.
- Meetings** : Minimum two meetings per year.
- Functions** : The committee shall provide protection against sexual harassment of women at work place and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto.

6.8. EXTRA CURRICULAR ACTIVITIES COMMITTEE

The Extra Curricular Activities Committee shall plan and coordinate the organization of various co & extracurricular activities in the college for the all round development of the students.

- Members** : Chairman/Chairperson and 12 members appointed by the Principal.
Student members are invited based on the activity as per necessity.
- Term** : The term of the nominated members shall be of two years.
- Meetings** : Minimum two meetings per year.

Functions : The committee shall encourage all the students to participate in the activities which are planned by considering all the rules and regulations of different kinds of co-academic, literary and cultural events. It monitors the way the activities get organized and considers incorporating the innovations in the events or in the way of organizing the events.

6.9. ACADEMIC AUDIT COMMITTEE

The Academic Audit Committee shall plan and coordinate the execution of all the requisite procedures for the evaluation of the existing courses and design the remedial measures, if any. In addition, the committee may put forward its observations to different departments/sections in the process of improving day-to-day teaching-learning process.

Members : Chairman/Chairperson and 12 members appointed by the Principal.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum two meetings per year.

Functions : The committee shall take into cognizance all the evaluation criteria and the rules and regulations of various inspection committees and is expected to take up parameter-wise discussion for measures to be taken for improvement of academic and administrative systems of the institution.

6.10. OBC CELL

The OBC Cell shall plan, coordinate and look after the welfare and capacity enhancement of the students and staff that belong to those sections. The cell shall take into cognizance the categorization within the OBC sections as far as state policies are concerned.

- Members** : Principal/Chairperson will appoint convener and 3 members for the cell.
- Term** : The term of the nominated members shall be of two years.
- Meetings** : Minimum two meetings per year.
- Functions** : The OBC Cell shall see that difficulties, if any, faced by the students of those sections get nullified such that those students will have access to all the activities and facilities without any exception whatsoever. It will coordinate & resolve the problems of OBC students, facilitate the financial scholarships of OBC students, educate them about the schemes introduced by Central Govt. & State Govt.

6.11. SC/ST COMMITTEE

The SC/ST Committee shall plan, coordinate and look after the welfare and capacity enhancement of the students and staff that belong to those sections. The committee coordinates and resolves the problems of SC/ST students, facilitates the financial scholarships, educate them about schemes introduced by Central Govt. & State Govt. and improve the career opportunities.

- Members** : Principal as a chairman will appoint convener and 3 members for the cell.
- Term** : The term of the nominated members shall be of three years.
- Meetings** : Minimum two meetings per year.
- Functions** : The Committee acts as the facilitation unit for the welfare of those sections and the committee is intended to see that difficulties, if any, faced by the students of those sections get nullified such that those students will have access to all the activities and facilities without any exception whatsoever.

6.12. MINORITY CELL

The Minority Cell shall plan, coordinate and look after the welfare and capacity enhancement of the students and staff that belong to those sections. The committee coordinates and resolves the problems of minority students, facilitates the financial scholarships, educates them about schemes introduced by Central Govt. & State Govt and improves the career opportunities.

Members : Principal/Chairperson will appoint convener and 3 members for the cell.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum two meetings per year.

Functions : The Committee acts as the facilitation unit for the welfare of those sections and it is intended to see that difficulties, if any, faced by the students of those sections get nullified such that those students will have access to all the activities and facilities without any exception whatsoever.

6.13. INTERNAL COMMITTEE

The Internal Committee shall observe adoption and implementation of harmonized guidelines and space standards for barrier free built environment for persons with disability.

Members : Principal as a Chairman will appoint a Convener, four members from teaching and non-teaching staff , one parent and two students.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum two meetings per year.

Functions : The Internal Committee monitors the provision of equal opportunities to students with disabilities. It interacts with the Controller of Examinations or the authorized functionaries for scribe or such provisions with students with disabilities. It maintains the data related to them with disabilities and update the information from time to time.

6.14. STUDENT COUNCIL

The Students Council stands as the student hub as far as involvement of students in several facts of the functioning of the institution.

Members : Principal/Chairperson, a senior faculty member as a Member Secretary & Dean Student affairs, Minimum 30 student members are nominated by the respective Heads of Departments.

Term : The term of the nominated members shall be of three years.

Meetings : Minimum two meetings per year.

Functions : The Student Council encourages if any member comes up with an innovative proposal to prepare a full-stretch document of the project put forward with projected financial commitment with relevant documents. The committee may prepare a draft plan for items presented supra for further processing by the relevant bodies.

7. INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance Cell endures the realization of the goals of quality enhancement and sustenance. It develops a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

Composition of the Internal Quality Assurance Cell as per NAAC/UGC

| S. No. | Category |
|--------|--|
| 1 | The Principal (Chairman) |
| 2 | Teachers to represent all levels (Three to eight) |
| 3 | One member from the Management |
| 4 | Few Senior Administrative Officers |
| 5 | One nominee each from local society, Students and Alumni |
| 6 | One nominee each from Employers/Industrialists/Stakeholders |
| 7 | One of the senior teachers as the Coordinator/Director of the IQAC |
| 8 | External Peer Team (2 members) comprising academicians of repute |

Term : The term of the nominated members shall be of two years.

Meetings : The IQAC should meet as per norms of NAAC / UGC

Functions : The IQAC shall function for development and application of quality benchmarks/parameters for various academic and administrative activities of the institution and it acts as a nodal agency for coordinating quality-related activities, including adoption and dissemination of best practices in the institution. In addition it audits all academic, administrative and research activities periodically and submits the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

8. OTHER COMMITTEES

Other Committees are formulated to provide better practices for the development of academics, extra-curricular activities and proper maintenance in the institution in addition to the Statutory and Non-Statutory Committees.

| S. No. | Other Committees |
|---------------|---|
| 1 | Games and Sports Committee |
| 2 | Department Advisory Board |
| 3 | Program Assessment Committee |
| 4 | Women Welfare Committee |
| 5 | Anti-Ragging Committee |
| 6 | Time Table Committee |
| 7 | NSS & Swatch Bharath Committee |
| 8 | Professional Body Committee |
| 9 | Canteen Committee |
| 10 | Hostel Committee |
| 11 | Performance Based Appraisal Committee |
| 12 | Massive Open Online Courses (MOOCS) Committee |
| 13 | Training & Placement Committee |

8.1 GAMES AND SPORTS COMMITTEE

The Games and Sports Committee shall plan, coordinate and execute the organization of various games and sports activities in the college.

Members : A Chairman/Chairperson, 7 faculty members and 7 students are appointed by the Principal.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum two meetings per year.

Functions : The committee monitors the procedures for the selection and preparation of the teams for representing the college at different institutions by considering all the rules and regulations of different games and sports and it plans for special nourishment drives for national and international level players of the college.

8.2. DEPARTMENT ADVISORY BOARD

The Department Advisory Board shall initiate the curriculum design process by collecting required inputs as per the societal issues, current trends and latest advancements from the members of Board and from stakeholders.

Members : It comprises senior faculty of the department, students, parents, alumni, industry, under the Chairmanship of HOD.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum one meeting per year.

Functions : The Department Advisory Board shall suggest new programs, latest and advanced courses to be introduced in the curriculum, establishment of new labs and skill up-gradation of students based on the requirement of the industry to Programme Assessment Committee.

8.3. PROGRAM ASSESSMENT COMMITTEE

The Program Assessment Committee shall plan and prepare the content of all courses, which includes new courses and updating of course content as per the suggestions of Department Advisory Board.

Members : Program Coordinator, Module and Course Coordinators of the department and HOD.

Meetings : Minimum two meetings per year.

Functions : The Program Assessment Committee deliberates Course outcomes (Cos), Programme outcomes (POs) and their assessment, delivery methods and the difficulties if any in the courses and content delivery.

8.4 WOMEN WELFARE COMMITTEE

The Women Welfare Committee shall ensure the safety and security of girl students which is a prime concern of the institute.

Members : A Senior Woman Faculty member as a Chairperson, a convener and 3 members are appointed by the Principal.

Term : The term of the nominated members shall be of two years.

Meetings : Minimum two meetings per year.

Functions : The Committee grooms students to be self-reliant, to respect cultural diversity, be aware of their social and civic responsibilities and gender sensitive. It ensures students to have highest regard for women safety, security and environmental consciousness. The committee shows concern towards women faculty in understanding their issues.

8.5 ANTI RAGGING COMMITTEE

The Anti-Ragging Committee is constituted to take measures for prevention of ragging in the institution.

Members: Principal as a Chairman, representatives of civil and police administration, local media, Non-Government Organizations involved in

youth activities, representatives of faculty members, parents, students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

Term : The term of the nominated members shall be of one year.

Meeting : Minimum one meeting per year.

Functions : The Anti-ragging Committee reviews the anti-ragging measures followed on campus and suggest ways to prevent any kind of ragging occurrence and solves the issues if any raised. The Committee shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging, nature and gravity of the incident.

8.6 TIME TABLE COMMITTEE

The Time Table committee ensures smooth and efficient scheduling of academic programmes through the semesters.

Members: Convener, Members from each department in the college. Student Members are invited based on the activity as per necessity.

Term : The term of the nominated members shall be of two years.

Meeting : Minimum two meetings per year.

Functions : The Time Table Committee prepares Academic Schedule by collecting information from Conveners of various committees, HODs and the Principal. It meets at the beginning of each semester to schedule the class time table for various inter departmental courses, open elective courses and also for various training and placement courses considering the timings of UG and PG programmes. It displays and publicizes the Academic Schedule as well as the Class Time-Tables to staff and students.

8.7 NSS AND SWATCH BHARATH COMMITTEE

The National Service Scheme (NSS) unit motivates students to indulge in Nation building activities, through various events and projects, aimed towards the benefit of the community. These activities inculcate belongingness to each other and service attitude to society with self-satisfaction.

Members : Principal as Chairman and 5 members

Term : The term of the nominated members shall be of two years.

Meeting : Minimum two meetings per year.

Functions : The Committee is intended to understand the community needs and articulate the students' relation to the societal development work. It inculcates the spirit of nobility along with academic interest in the students. It identifies the problems and requirements of the community and takes proper steps to solve them. It stimulates national integration and social harmony among youth through the exemplification of leadership qualities and democratic attitudes. Through adoption of a village/area/slum it ensures volunteering services and Swatch Bharath Mission.

8.8 PROFESSIONAL BODY COMMITTEE

The Professional Body committee shall promote and advance the engineering and technology.

Members : Principal as Chairman and members from each department in the college.

Term : The term of the nominated members shall be of two years.

Meeting : Minimum two meetings per year.

Functions : This Committee encourages the students to take membership in Professional Bodies by explaining the benefits of the membership. It sets the strategic direction and plans the activities to promote Continuous professional development. It develops, implements and administers the chapter technical program, maintains the chapter files

while ensuring the conduct of activities such as Special Lectures by eminent academicians and experts from Industry, Group Discussions, Seminars as well as Workshops and conducts competitions in Co-curricular activities.

8.9 CANTEEN COMMITTEE

The Canteen Committee shall monitor the operations of the canteen at regular intervals and review it.

Members : Chairman and 4 members nominated by the Principal, Minimum of 2 Student Members.

Term : The term of the nominated members shall be of two years.

Meeting : Minimum one meeting per year.

Functions : This Committee ensures a regular and high quality service at a reasonable cost and maintains legislative standards of hygiene and health care in relation to the preparation, supply and service of food at canteen. It ensures the display of the menu along with price list in the canteen. It also monitors proper hygiene and good quality food through surprise visits.

8.10 HOSTEL COMMITTEE

The Hostel Committee shall take active interest in the general welfare of the students residing in the hostel and assist the Wardens in maintaining the living standards of students.

Members : Principal as Chief Warden, Warden, Residential Warden and Supervisor.

Term : The term of the nominated members shall be of two years.

Meeting : Minimum two meetings per year.

Functions : This Committee takes active interest in general welfare of the students residing in the hostel and supervises the living standards. It monitors timely allotment of the rooms, takes care of any unauthorised use or misuse of hostel or guest rooms and observes if any untoward incidence

occur in the Hostel premises to ensure safety to the hostellers. It shall supervise and ensure proper and limited use of electricity and water in the hostel premises. It takes care of the hostel infrastructure, mess menu, quality of food at the mess maintaining a stock of general medicines at all the hostels.

8.11 PERFORMANCE BASED APPRAISAL SYSTEM COMMITTEE

Performance Based Appraisal System (PBAS) committee is a formal system that evaluates the quality of a teacher's performance. The appraisal system evaluates the performance for 1000 points in the given criteria and weightage for different parameters changes for the faculty based on their cadre. The Departmental Faculty Assessment Committee (DFAC) will be appointed by the Principal of the college to review the performance of the faculty. The committee visits the department and evaluates the faculty appraisal in the presence of HOD. The PBAS formats are forwarded by the DFAC to the Principal along with summary sheets and are scrutinized meticulously by the Appraisal Screening Committee (ASC) comprising Principal as the Chairman, the DEANS as members and the Chairman DFAC as the member and submitted to the Faculty Assessment Board (FAB). FAB, then prepares a report of its recommendations for submission to the management.

Members : Principal as the Chairman, the DEANS and the Chairman-
(Departmental Faculty Assessment Committee)

Term : The term of the nominated members shall be of one year.

Meeting : Minimum two meetings per year.

Functions : This Committee is intended to review and submit report on the activities such as Curricular- Teaching & learning process, Co-curricular activities, R&D related contributions, Academic Administration at the end of every academic year, and it prepares an analysis on the performance of the faculty in the campus within the stipulated time.

8.12 MASSIVE OPEN ONLINE COURSES (MOOCS) COMMITTEE

The Massive Open Online Courses Committee shall encourage students to enrol for the online courses to enhance their skill set. It provides access to the best quality learning resources such as SWAYAM, Coursera, Edx etc. across the globe. The project ‘Study Webs of Active Learning for Young Aspiring Minds’ (SWAYAM) has been started by Department of Higher Education, Government of India. SWAYAM involves development of Massive Open Online Courses (MOOCs) compliant e-content (video and text) and building a robust IT platform.

Members: Professional body Committee is nominated by the Principal. The committee will have members from each of the departments in the college.

Term : The term of the nominated members shall be of two years.

Meeting : Minimum two meetings per year.

Functions : This Committee is intended to map the MOOCS course to curriculum courses and identifies the purpose of the course and the target students. It also identifies the objectives of offering the course, along with pre requisites and gets approval from Board of studies for various MOOCS courses offered during the semesters. It reviews the progress of each course enrolled by students and submits report to the Head of the Department.

8.13 TRAINING & PLACEMENT COMMITTEE

The Training & Placement Committee shall suggest industry required skills set training and placement related events for the benefit of the students who seek campus placement.

Members : A Senior Professor as Chairman, HoD-Placement Cell, one faculty and one student from each department.

Term : The term of the nominated members shall be of two years.

Meeting : Minimum two meetings per year.

Functions : The Committee intends to motivate students to participate in both internal and external training programmes attentively and to enrich themselves with the required skills to be selected in the campus placements.

It organizes seminars by industry personnel to boost students and get them ready to face the placement interviews and to place them in reputed companies.

9. EFFECTIVE GOVERNANCE INDICATORS

Leadership and Motivational Initiatives:

- Democratic functioning, defined role and responsibilities, decentralization of responsibilities, proper financial management & academic autonomy are some of the other motivational initiatives.
- Faculty representatives are invited to the Board Meetings. Minutes of the Governing body are published in the College website.
- Senior faculty members are made heads of various Academic/Administrative committees in the capacity of a Chairman / Convener.
- The faculty/staff recruitments are made in fair and transparent manner.
- Orientation & Pedagogical training session for the new faculty.
- Annual Self-Appraisal by Teaching & Non-Teaching Staff and its review and effective implementation of Performance Appraisal.
- Academic Audits by expert academicians from reputed institutions and by Institutional level Committees.
- A proper system for the financial management and control by way of both internal and external audits is in place. The budget is prepared by the Head of the Departments and central heads and Principal.
- Involvement of faculty in the decision making processes at various levels.