

# **Statutory Declaration under Section 4(1) (b) of the RTI ACT 2005**



**AVN INSTITUTE OF ENGINEERING AND TECHNOLOGY**

(Approved by AICTE, Affiliated to JNTUH)

Koheda Road, Patalguda(V), Ibrahimpatnam(M), Ranga Reddy Dist-501510

[www.avniet.ac.in](http://www.avniet.ac.in)

## **Address of the Institute**

Name of the College : AVN Institute of Engineering and Technology  
Kohedaroad,Patelguda(Village),  
Ibrahimpattanam,Ranga Reddy Dist - 501510,  
Address : Hyderabad  
Contact No : +91 9248011442/6/8  
Email ID : [principal@avniet.ac.in](mailto:principal@avniet.ac.in)

## **About the Institute:**

The AVNIET, a premier institution offering Engineering education in the streams of CSE,ECE,CIVIL and Mechanical. AVNIET comes from the stable of Dilsukhnagar Public School having 34 years of academic excellence, under the leadership of chairman Mr.AVN Reddy. Established in 2009, affiliated to Jawaharlal Nehru Technological University (JNTU), Hyderabad, and is approved by the All India Council for Technical Education (AICTE), New Delhi. AVNIET is destined to offer comprehensive curriculum in the field of Technological education. Our students have a perfect place to learn and excel by striking a balance between academics and contemporary engineering practices.

Our primary objective is to produce high quality enterprising students with excellent technical skills by which they can contribute for the society development.

AVNIET is dedicated for transforming the students into highly competent engineers with high level of motivation, professional skills and self-confidence to achieve excellence in the field of professional education.

We inculcate in them Effective Communication Skills, Excellent Team Management Skills to work and lead a team for achieving excellent results in their professional pursuits.

The college is Wi-Fi enabled and high internet band width is provision in each laboratory and class room with LCD projectors with effective power backup. All laboratories are well equipped with the sophisticated equipment and software. Besides AVNIET has been earmarking provision to avail the infrastructure made to students who are differently abled. In addition AVNIET has extraordinary sports infrastructure and Zym Center.

The college with focus on Industry Centric quality education has entered into a large number of Memorandum of Understanding (MOUs') with premier industries as part of institutional drive has formalized student internship as intervention programs besides regular academia.

AVNIET has worked out the strategies meticulously for campus placements. It has a placement and training center for designing the student career planning where by scheduling of the placements is enabled and expert guidance is provided to students to explore and meet the cutting edge competition in the industry.

The college equally encourages the students undergoing certification courses from centers imparting lateral training in their respective areas of specialization. To name a few companies of repute like CISCO, National Instruments, Microchip, etc., have imparted practical training to the students as part of industry centric awareness among them.

## Vision ,Mission & Quality Policy

### Vision

To be a center of Excellence in Technical education and to become an Epic center of Research for Creative Solution.

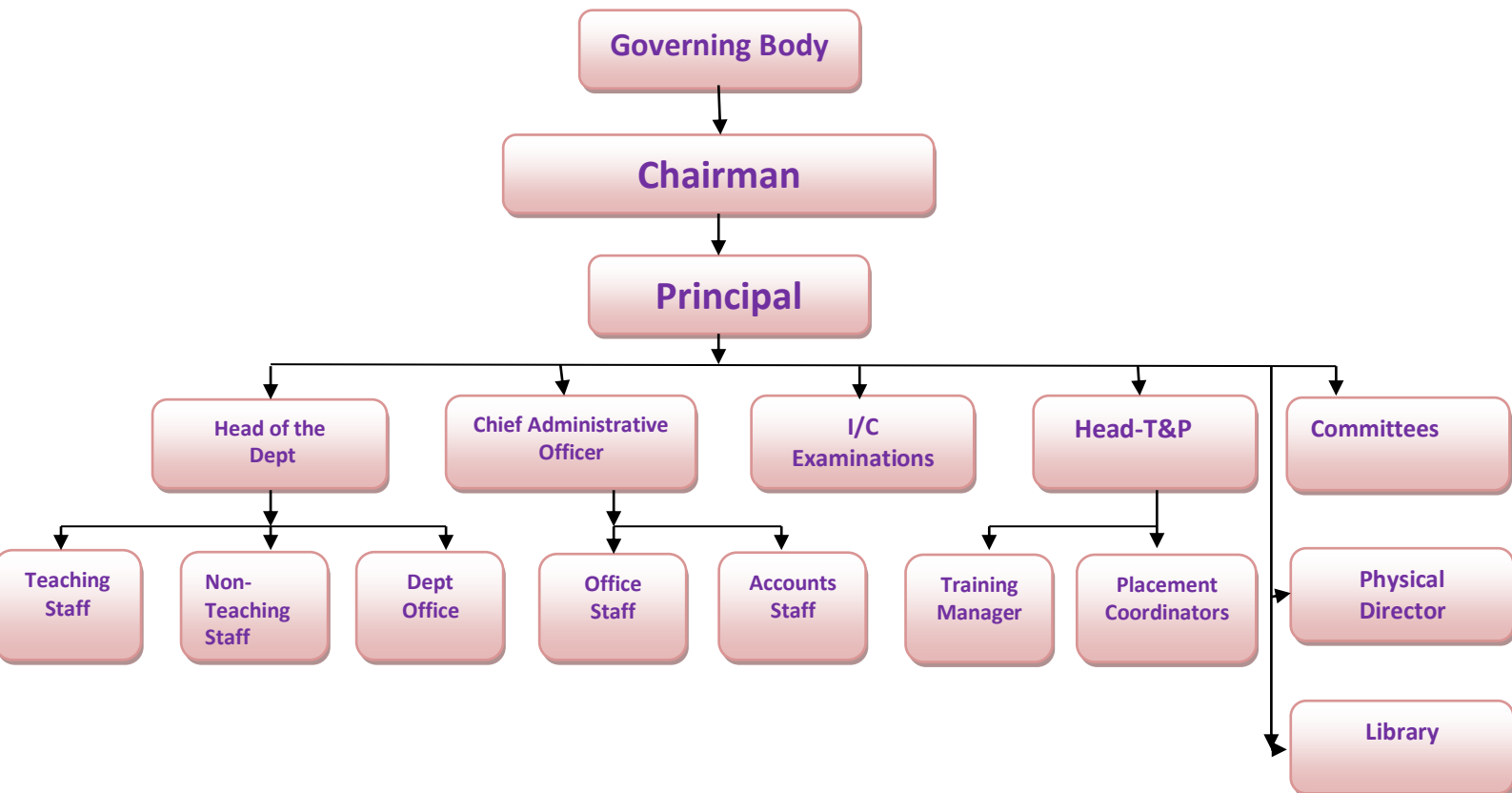
### Mission

To address the Emerging needs through Quality Technical Education with an Emphasis on Practical skills and Advanced Research with Social Relevance.

### Quality Policy

AVN Institute of Engineering and Technology is committed “To provide an integrated learning Environment to enable students to grow towards their full potential and meet high expectations of Industry and Society”

## Organizational Chart



**Working hours of the office:****Monday to Saturday:**

Office : 08:30AM to 05:00PM

Lunch Time : 01:10 PM to 02:00 PM

Visiting Hours : 09:30 AM to 04:30 PM on all working days

Sunday and Second Saturday are Holidays

**Contact Information:**

Name	Designation	Email ID	Mobile No
Dr. Harikrishna Kamatham	Principal	<a href="mailto:principal@avniet.ac.in">principal@avniet.ac.in</a>	9666628148
Mr. D.Venugopal Rao	Head of Administrative Office	<a href="mailto:ao@avniet.ac.in">ao@avniet.ac.in</a>	8328104086
Mrs. Jasvinder Kaur	Training And Placement Officer	<a href="mailto:placements@avniet.ac.in">placements@avniet.ac.in</a>	8008363232
Mr. R Anil Kumar	Incharge of Examinations	<a href="mailto:examinations@avniet.ac.in">examinations@avniet.ac.in</a>	9666632382
Dr. B.Raveendranath Singh,	Head, Dept of Computer Science and Engineering	<a href="mailto:csehod@avniet.ac.in">csehod@avniet.ac.in</a>	9866089801
Dr. Pravin Ramdasrao Kshirsagar	Head, Dept of Electronics and Communication Engineering	<a href="mailto:ecehod@avniet.ac.in">ecehod@avniet.ac.in</a>	9764074862
Dr. A Venkata Haribabu	Head, Dept of Mechanical Engineering	<a href="mailto:mechhod@avniet.ac.in">mechhod@avniet.ac.in</a>	9491105158
Dr. K Rekha	Head, Dept of Civil Engineering	<a href="mailto:cehod@avniet.ac.in">cehod@avniet.ac.in</a>	9490890112
Mr. B. Kishore Babu	Head, Dept of Humanities and Sciences	<a href="mailto:hshod@avniet.ac.in">hshod@avniet.ac.in</a>	8790221233

## **Duties and Responsibilities**

### **PRINCIPAL**

#### **Roles and Responsibilities**

##### **1. Leadership:**

- Development, alignment and execution of strategic plan
- Monitoring the curriculum implementation
- Instructional and evaluation strategies
- Motivation

##### **2. Culture:**

Development and nurturing a balanced, rigorous, positive and safe culture among the stakeholders.

##### **3. Human Resource Management:**

###### **Quality faculty and staff**

- Recruitment,
- Orientation,
- Development,
- Evaluation, and
- Retention

##### **4. Organizational Management**

- Support, manage, and oversee the operations
- Optimal use of resources of the Institution

##### **5. Communication and Relations**

Communication, collaboration and engagement with stakeholders

##### **6. Professionalism**

- Demonstrate behavior consistent with legal, ethical, and professional standards
- Engage in continuous professional development
- Contribute to the profession.

##### **7. Student Progress**

Foster student overall development in line with vision and mission of the institution.

##### **8. Regulatory Compliance**

Ensure that information is provided to all regulatory agencies permitting to the institution timely.

## **Chief Administrative Officer**

### **Roles and Responsibilities**

- Takes care of student scholarships.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Acts as a Coordinator for all the activities relating to the maintenance of the College.
- Takes care of HR policies of the institution in side and outside the College.
- Conducts Interview as per HODs requirement with College constituted selection committee support.
- Takes care of all admission approval procedure and communicating with universities in person.
- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get if audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

## **In-charge of Examinations**

### **Roles and Responsibilities**

- Year / Semester End Question Paper Correspondence.
- Question bank preparation.
- Conduction of examinations
- Generation and distribution of question paper on the day of examination.
- Collecting comments from the departments.
- Safe custody of encoded answer scripts.
- Handing over and collection of answer scripts at JNTUH.
- Estimation and procurement of stationery for internal and external year / semester end examinations.
- Preparation of annual budget for examination section.
- Submitting the requirements for the upgradation of examination section.
- Procurement (design and printing) of grade sheets, provisional certificates, consolidated grade sheets.
- Organizing the malpractice redressal committee meetings to resolve the malpractice issue.
- Addressing students grievances and ensuring of discipline in conduction of examinations.
- Organizing competitive examinations conducted by other institutions.
- Maintenance and repairs of electronics' and reprographic equipment.
- Maintenance of accounts related to examination section, stock of equipment and stationery through ledger and daybook.
- Maintenance and adherence of examination section staff establishment rules.
- Execution of duties assigned by the chief Superintendent time to time.



## **Head-Training and Placement**

### **Roles and Responsibilities**

- Organize comprehensive and continuous in house placement related training programs for students.
- Organize lectures from experts on personality development and soft skills.
- Arrange short term campus readiness training with expert agencies just before the placement season.
- Liaise with agencies for student certifications and internships.
- Correspond with prospective recruiters for placements and build an effective network of potential recruiters and maintain a comprehensive database.
- Explore hiring opportunities in core companies for students.
- Eliciting the feedback from recruiters during placements and share the same with students and HoDs
- Co-ordinate with Heads of the Department on campus recruitment training, mock interviews and assessments.
- Co-ordinate with Training & Placement co-coordinators, administrative staff, and HoDs for logistics arrangement, facilities for campus interviews and smooth execution of placements.
- Timely receipt of offer letters/appointment letters after completing the interviews.
- Distribute appointment letters and collect acceptance letters from the students and handover/ dispatch to employees.
- Invite industry experts and alumni for interactive sessions with students.
- Update the institute website and placement brochure.

## Heads of the Departments

### Roles and Responsibilities

HODs shall report to the principal regarding various activities and take his guidance and advice in all academic matters. He is solely responsible in all aspects to run the department democratically, giving leadership and directing, monitoring, controlling and checking progress of his department. He is responsible for:

- Planning for department operations, maintenance and development of budgets and submit reports to GB for approval in consultation with Deans and Principal.
- Conducting DDC meetings for academic / laboratory development once in a year.
- Conducting DAC meetings once in a semester to discuss matters of academic interest.
- Submit performance appraisals of faculty and staff
- Preparing and submitting the departmental annual report to principal
- Assigning teaching schedules and workloads to all faculty and staff
- Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding.
  - Administration
  - Academic Planning and Development
  - Maintenance and up-keeping
  - Examinations
  - Association activities.
  - Organizing industrial tours / visits
  - Counseling students
  - Training & Placement activities
  - Co and extracurricular works
  - Research and project works
  - Entrepreneur awareness
  - Alumni contacts and others
  - Library books, Journals, relevant to department
  - Organizing expert lectures and add-on courses
- Monitoring faculty in discharging their academic and other duties such as:
  - Preparation of lesson plans and course work schedule
  - Encourage to enhance new skills and techniques
  - Displaying students attendance, internal marks, lab, performance, results
  - Intimating parents in critical cases
  - Obtaining faculty feedback and offering necessary counseling
  - Apprising the faculty, students and parents about VCE's mission and goals
  - Maintaining constant rapport with faculty and students
  - Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
  - Improving qualifications
  - Overseeing the general maintenance of classrooms, labs.