

AVN Institute of Engineering and Technology

(Approved by AICTE & Affiliated to JNTUH)

**Sponsored by Sri Surya Educational Society
Patel Guda(V), Ibrahimpatnam(M), R.R. Dist., TS-501510**



**Organization & Governance, Resources,
Institutional Support, Development and
Planning**

1: Organization & Governance, Resources, Institutional Support, Development and Planning

1.1.1 Campus infrastructures and facility

1-1-1.1 Land, built up area and academic infrastructure

- Physical resources available

A. Exclusive for this institution - Land 10 acres

- Built up floor space
32,820Sq. m

B. Shared with other institutions - No

- The College management has established and enhanced conducive academic ambience by providing ergonomically well designed modern furniture, improved infrastructure, and classrooms with audio-visual aid, state-of-the-art laboratories, and an excellent library comprising a plethora of learning resources.
- Library and laboratory facility is made available beyond the regular College hours. Transport is provided to students, faculty, and staff who work after College hours.
- High speed Internet facility is provided with Wi-Fi connectivity.
- Girls Lounge is provided in Block-A wherein girls have some privacy and may also use the space for reading purposes as well as for relaxation.
- Boys lounge is provided in one building which may be used by them for the purposes of reading, discussion, and relaxation.
- A Reverse Osmosis water plant with an installed capacity of 2000 Li/Hr is installed in the College, to cater to the drinking water requirements of students, faculty, and staff.
- Two and Four wheeler parking is provided for students and staff.

1-1-1.2 Maintenance of academic infrastructure and facilities

- The Maintenance Cell of the College ensures proper functioning of all Civil, Electrical, Water, Sewage, Environment, and other facilities.
- Maintenance cycle practiced by the cell includes both preventive and corrective maintenance of all the equipment. The cell performs routine check-up and repair works on a regular basis, thereby providing good ambience in the College.
- A central Complaints Register on the maintenance of the campus is maintained and the maintenance cell attends to these complaints on a priority basis.
- A vast majority of minor and major repairs are carried out internally, while some major repairs are outsourced.
- Staff belonging to the maintenance cell performs routine cleaning of the water tanks, water coolers, filters, etc as per schedule.

1-1-1.3 Ambience, green cover, water harvesting, environment preservation, barrier free structure etc.

- College is located in pollution free and peaceful environment. All buildings have good cross ventilation.
- Institute has been maintaining green cover which is further enhanced by arranging additional tree plantation programs on specific occasions.
- Mineral water plant installed in the College caters to the drinking water requirements of students, faculty, and staff.

Water harvesting:

- The College organizes awareness program on water harvesting for students, faculty and staff.
- The Civil Engineering Department organizes a one-day workshop of water day every year and invites experts in water resources for the benefit of students and staff.

- Water Harvesting are provided in campus at various critical points.

Environment Preservation:

- Full time Gardeners are appointed to take care of plants in the College.
- Adequate water is made available for maintaining the plants and the green cover in the campus
- Segregated solid waste management system is in place.
- Waste papers are disposed off through proper agencies for recycling.
- The College arranges environment awareness programs on subjects such as need for green cover, hazards of plastics, energy conservation, and use of renewable energy sources to students, faculty, and staff.
- College displays slogans & banners on ways and means of protecting environment in campus.

1-1-1.4 Transportation facility and Canteen

Transportation

- The College is located within Hyderabad Metropolitan (HMDA) limits having frequent TSRTC buses from every major hub of the twin cities as well as sub-urban areas. The College liaisons with RTC authorities to provide concessional bus passes to the students who commute by RTC.
- Besides this, the College runs **16** buses for to and fro commuting of students and staff from the different areas of the twin cities of Hyderabad and Secunderabad.

Canteen

- A well furnished and hygienically maintained Management owned canteen facility is provided in the College campus. Quality food is prepared using mineral water that ensures healthy, tasty and hygienic food at very affordable prices.

In addition to this, a standalone fruit juice centre is also available in the campus.

Canteen: Yes / No

No. of canteens: One Seating Capacity: 350 Daily usage: 500(approx)

1.1.1.5 Electricity, power backup, telecom facility, drinking water and security

Specific details in respect of installed capacity, service points for distribution, water purification etc.

Electricity and Power backup

- Primary source of power through a 11 KV/440 V transformer of 315 KVA capacity supplied by the Transmission Corporation of the state of Telangana, (TRANSCO).
- Power backup is provided to the instructional and other critical areas of the College through a 125 KW capacity Diesel Generator set. Control panels are commissioned in each building.
- Another source of Power backup is provided through a 63 KW capacity Diesel Generator set for the uninterrupted power supply to the all the important functional units like Principal's office, Examinations Branch, Accounts, Transport section and Scholarships section and other administrative units.
- All the computer systems are provided with UPS Power backup.

Telecom Facility:

- Intercom connection is provided to all HODs and heads of all the Functional units.
- Landline Telephone connections:01
- 100 MBPS speed Wi-Fi Internet access is provided in the central computing facility, faculty cabins, all the functional units and computer laboratories

Drinking Water

- Water for drinking purposes is provided through 1000 Liters per Hour RO plant. Drinking water quality is maintained by water analysis and necessary maintenance of the plant.
- An intermediary sump of 50,000 Liters capacity is provided to meet the drinking water and other requirements in the College. The pump has a backup power supply through a 125 KVA generator.

Water Source:

Source of water supply to campus:

- Bore wells in campus

Water storage facilities: Overhead and Underground: Total Capacity: 1, 10,000 Liters

1-1.2 Organization, Governance and Transparency

1-1.2.1. Governing body, Administrative setup and functions of various bodies

List of Governing, Senate, and all other Academic and Administrative bodies, their memberships, functions, and responsibilities, relation of the members of such bodies with the principal owner of the College/Institute, frequency of the meetings and attendance therein, is provided in a tabular form.

The College is sponsored by Sri Surya Educational Society (SSES). The Society consists of an Executive Committee of nine members with positions viz., Chairman, Secretary, Principal and members.

The college governance is done through the following bodies:

- Governing Body, AVNIET.
- College Academic Committee

The details of members and functions are provided below:

Members: Governing Body of the College consists of Thirteen members of the Society, University and State Government nominees, Educationist/Academician/Technologist, and Principal, as per AICTE norms.

The Governing Body of AVNIET. The details of members of the present body are also furnished.

Frequency of Meetings: Once in a Year /Half yearly.

Table: Details of Governing Body of Sri Surya Educational Society (SSES).

S.No	Name	Designation	Back Ground
1	Prof.P.Venugopal Reddy, Educationist	Chairman	Director, Vidya Jyothi Institute of Technology, R.R. District, Hyderabad,
2	Sri.B.Arogya Reddy Educationist	Member	Chairman, St. Mary Group of Educational Institutions, Hyderabad
3	Sri.Challa Rami Reddy Industrialist	Member	Industrialist
4	Sri.A.V.N.Reddy, Educationist	Member	Chairman, Sri Surya Educational Society, Hyderabad.
5	Mr.A.Naveen Reddy Educationist	Member	Director, Sri Surya Educational Society, Hyderabad.
6	Mrs.A.Rama Reddy Educationist	Member	Director, Sri Surya Educational Society, Hyderabad.
7	Mr.A.Pavan Reddy Educationist in Engineering & Tech.	Member	Director, Sri Surya Educational Society, Hyderabad.

8	Mrs.A.Vijetha Reddy Academician	Member	Director, Sri Surya Educational Society, Hyderabad.
9	Mrs.K.L.Subhadra Academician	Member	Academician
10	Dr.P.Nageswara Reddy Principal, AVNIET	Principal & Ex-Officio Secretary	Principal, AVN Institute of Engg. & Tech.,
11	Ex-Officio	AICTE Nominee	Regional Officer, SCRO, AICTE, Hyderabad
12	Ex -Officio	State Government Nomine	DTE, Hyderabad
13	Dr.B.N. Bhandrari Professor ECE, JNTUH	University Nominee	Director of Academic & Planning, JNTU Hyderabad.

Primary Functions of Governing Body: Giving approval for decisions taken by sub committees regarding matters such as building construction, major equipment purchase, applications for new courses/ additional intake, affiliation of courses, staff matters, faculty recruitment major student welfare measures etc.

Functions of Governing Body:

The Governing meetings usually follow a standard agenda covering:

- Important academic and other events of the College
- Communications from AICTE and State Govt.
- Approval of additional courses. Additional intake.
- Staff position, recruitment
- Budget approvals
- Consultancy and R&D projects and funding received
- Co-curricular and extra-curricular activities, etc.

Sub-committees of the Governing Body:

The major decision making activities of the Governing Body (GB) are assigned to different sub-committees listed below. The

members of these committees are nominated by the Secretary/Principal. The decisions taken by the subcommittees are to be ratified in the next GB meeting of the Society.

Frequency of Meetings: Meetings of these committees take place usually once in a semester, but can be scheduled as per the decision of the Chairman of the Committee. Each Committee is constituted for a period of one academic year unless otherwise extended.

Table: Various subcommittees and their functions

1. Grievance Redressal Committee

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mrs.Jhanshi Rani	CSE-Allied	Convener
3	Mrs.G.Anitha	H & S	Member
4.	Mrs.Praveena	ME	Member
5.	Mrs.S.Pooja Reddy	CSE	Member
6.	Mr.Sridhar	ECE	Member
7.	Mr.Uday kiran	CE	Member

Objectives:

1. To provide an avenue for the aggrieved students to redress their individual grievances in order to have a healthy atmosphere among students, staff and management in the Institute.
2. To comply with the AICTE Regulations to provide for establishment of Grievance Redressal Committee in each Institute approved by AICTE.

Responsibilities:

1. Committee members meet once a month to discuss and resolve the grievances, if any received in writing from the concerned students.
2. To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.

3. To convey the decision of the committee to the aggrieved students in writing by the Chairman of the Committee.

2. College Academic Committee

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Dr.A.V.Hari babu	HOD-MECH	Convenor
3.	Dr.N. Murali krishna	HOD- CSE	Member
4.	Dr.Kasi rekha	HOD-CIVIL	Member
5.	Dr.N.Suresh	HOD-ECE	Member
6.	Dr.Shakru Naik	H& S	Member

The whole extent of all Academic Activities of the college is supervised by College Academic Committee. Presided over by the Principal as its Chairman, all Heads of the Departments and Professors are its members. The committee meets once in a fort night to discuss all Academic activities going on and to take decisions on critical matters. The minutes of the meeting are forwarded to the Management.

Objectives of College Academic Committee:

1. Fixing quality parameters for various academic activities.
 2. Monitoring the organization of class work and related academic activities.
 3. Documenting academic activities leading to quality improvement and reviewing their effectiveness in quality improvement.
 4. Enhancing teaching-learning process.
 5. Recommends organize/attend FDP, seminars, workshops, etc.
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3. Entrepreneurship Development Committee (EDC)

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	PRINCIPAL	Chairman
2.	Mrs.C.Buelah sharon	TPO	Convenor
3..	Mr.Basha V	CSE	Member
4.	Mr.Sridhar	ECE	Member
5..	Mr.Muralidhar	CIVIL	Member
6.	Mr.B.Ramesh	MECH	Member

Objectives of Entrepreneurship Development Cell:

- To organize lectures/ workshops/entrepreneur awareness programs and training related programs to students.
- To help the students who opt to set up his/her own organization.

4. Research & Development Committee (R&D)

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	PRINCIPAL	Chairman
2.	DrP Indira Priyadarsini	CSE	Convenor
3.	Dr.Suresh Narasimhan	HOD-ECE	Member
4.	Dr.N.Murali Krishna	HOD-CSE	Member
5.	Dr. A. V. Haribabu	HOD-MECH	Member
6.	Dr. Kasi Rekha	HOD-CIVIL	Member
7.	Dr.Sukru Naik	H&S	Member

Objectives of Research & Development Committee:

- To locate and define areas where R & D work can be extensively carried out
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- To chalk out in consultation with various departments a detailed plan for laboratory development where R&D activities can be taken up in a big way and department can generate revenue through consultancy.
- To maintain close liaison with industry and undertake sponsored projects.
- To seek collaboration with other R & D Institutions Like IITs, Regional Colleges for mutual benefits.
- To prepare a comprehensive list of funding agencies those allocate funds for R & D projects.
- To prepare project proposals for getting funds from various funding agencies like DST, CISR etc.
- To organize National/ International Conferences, Seminars on recent and thrust areas.

5. Anti Ragging Committee

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Dr.N.Murali Krishna	HOD-CSE	Convener
3.	Mr.B.Kishore Babu	HOD, H&S	Member
4.	Dr.Suresh	HOD,ECE	Member
4.	Dr. Kasi Rekha	HOD-CE	Member
6.	Dr. A v Haribabu	HOD-MECH	Member
7.	Mrs. B.Rambhupal Reddy	Chief Administrative Officer	Member
8.	Mrs.Sucharitha	LIBRARIAN	Member
9.	Mr.E. RajashekarReddy	TRANSPORT INCHARGE	Member

Objectives of Anti Ragging Committee:

- Create awareness about ragging act and punishments to students.
- Implementation of anti-ragging measures to make AVNIET as ragging free campus.
- To provide friendly atmosphere between fresher's and senior students.

6. National Service Scheme Committee (NSS)

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mr.Shivakeshava Reddy	MBA(H&S)	Convener
3	Mr.P.Prasanna	MECH	Member
4.	Mr.Ravindar Nenavath	CIVIL	Member
5.	Mr. Sudhakar Rao	CSE	Member
6.	Mr.Arshad Khan	ECE	Member
7.	Mr.P.Vijay	CSE-Allied	Member

Objectives of National Service Scheme Committee:

- Understand the community in which they work.
- Understand themselves in relation to their community.
- Identify the needs and problems of the community and involve them in problem-solving.
- Develop among themselves and a sense of social and civil responsibilities.
- Utilize their knowledge in finding practical solutions to individual and community problems.
- Develop competence required for group- living and sharing of responsibilities.
- Gain skills in mobilizing community participation.
- Acquire leadership qualities and democratic attitudes.
- Develop capacity to meet emergencies and natural disasters and practice national integration and social harmony.

7. Transportation Committee

S. No	Faculty name	Department	Designation
1	Dr.P.Nageswara Reddy	Principal	Chairman
2	Mr.E. Rajashekar Reddy	I/C, Transport	Convenor
3	Mr.B.Kishore Babu	HOD-H&S	Member
4	Mr.P.Ramesh Reddy	CSE-Allied	Member
4	Mr.V.Suresh Reddy	MECH	Member
5	Mr.Kanakeshwar Reddy	CSE	Member
6	Mr.Arshad Khan	ECE	Member

Objectives of Transportation Committee:

- The committee will take care of regularity of the buses and their timings.
- To ensure the buses are hygienic and well in condition.
- To provide buses when the industrial visits are arranged for the students.
- To make sure the transportation is hassle free and student friendly in seating.

8. Women Welfare/Sexual Harassment Eradication Cell

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mrs.G.Anitha	H&S	Convenor
3.	Dr.P.Meena kumari	CSE	Member
4	Mrs.B.Manatha	CSE	Member
5.	Mrs.Praveena	MECH	Member
6.	Mrs. Anusha	CIVIL	Member
7.	Mrs.Jhansi Rani	CSE-Allied	Member

Objectives of Women Welfare / Sexual Harassment Eradication Cell:

- To discuss potential areas of the girls and women to enhance their personality.

- To prioritize the issues concerning young students.
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- To counsel as well as guide the students in coping up with the problems by finding positive solutions.
- To conduct the activities this will generate creativity and career enhancement in students.
- Setting up meetings with representatives of “WWSHEC” towards the betterment of educational prospects and knowledge enhancements.
- To prioritize the most disadvantages women, particularly issues concerning young students.
- To provide support and guidance particularly around issues concerning the girl students, female faculty and staff on the campus.
- Make girl feel comfortable in the campus and to encourage them for their complete involvement in the academic excellence, extracurricular activities, add various other activities which help to build confidence in them.

9. College Canteen Committee

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Dr.P.Meena kumari	CSE	Convenor
3.	Mrs.A.Praveena	MECH	Member
4.	Mr.Muralidhar	CE	Member
5.	Mr.Md.Gandhi	ECE	Member
6.	Mr.Md.Razvi	H&S	Member

Objectives of College Canteen Committee:

- Assign various roles to members after discussions, like Cleanliness, Quality, Variety of food and Taste of food.
- Have regular meeting and record minutes of meeting and out it in notice board.
- Keep regular checks on the implementation of decisions by the committee.
- Invite voluntary participation of students from different departments to be part of Canteen Committee.
- To fix the rates for the items served in the canteen.

10. Sports and Games Committee

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mr.Md.Razvi	Physical Director	Convenor
3.	Mr.S.K Swamy	H&S	CO- Convenor
4.	Mr.B.Chandrashekar	CSE_Allied	Member
5.	Mr.K.Santosh	ECE	Member
6.	Mr.J.Raju	CSE	Member
7.	Mr. S.Muthyalu	H&S	Member

Objectives of Sports and Games Committee:

- To help students to achieve a health-enhancing life of physical activity.
- To help students to understand and respect individual differences among the people in the physical setting.
- To provide a safe physical environment.
- To develop superior individual/ team skills and prowess.
- To promote physical excellence.
- To provide students with a variety of activities of activities that will enhance life-long learning and participation.

11. Career Guidance, Training & Placement Cell

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mrs.Buelah Sharon	TPO	Convenor
3.	Mr.Basha V	CSE	Member
4.	Mr.MohdZabih	CE	Member
5.	Mr.Sridhar	ECE	Member
6.	Mrs.G.Anitha	H&S	Member
7.	Mr.B.Ramesh	MECH	Member

Objectives of Career Guidance, Training & Placement Cell

- Assist students develop/ clarify their academic and career interests, and their short and long term goals through individual counseling and group sessions.
- To work with faculty members, department Heads and administration to integrate career planning and academic curriculum as well as coordinate summer training/internship programs.
- Assist employer to achieve their hiring goals.
- Empower students with life-long career decision making skills.
- Provide resource and activities of facilities the career planning process.
- Act as a link between students, alumni and the employment community.
- Up gradation of the students skill sets commensurate with the expectations of the industry.
- Assisting our students in obtaining final placement in reputed companies.

12. Library Advisory Committee

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mrs.P.Sucharitha	Library	Convener
3.	Mrs.G.Anitha	H&S	Member
4.	Mrs.Anusha	CIVIL	Member
5.	Mr.J.Narasaih	MECH	Member
6.	Mrs.Sowmya	ECE	Member
7	Dr.P.Meena Kumari	CSE	Member
8.	Mr.Jagadeesh	CSE-allied	Member
9.	Mr.Swamy	Sports	Member

Objectives of library Committee:

- To develop operational procedures.
- To discuss matters of policy and make recommendations relating to library.
- To advice the faculty and the governing body concerning the direction and growth of the library.
- To advice and consult with the librarian and the professional library staff on any matters pertaining to the policies, administration use and functions of the library.

13. IQAC Committee

S. No	Faculty name	Department	Designation
1	Dr. P. Nageshwara Reddy	Principal	Chairman
2	Dr. N. Suresh	ECE-HOD	Coordinator
3	Dr. N. Murali Krishna	CSE-HOD	Member
4	Dr. Abilash Reddy	CSE-Allied-HOD	Member
5	Dr. Kasi Rekha	CE-HOD	Member
6	Dr.A.V. Hari Babu	ME-HOD	Member
7	Dr.J. Narsaiah	ME	Member
8	Mr. N. Ramesh	H&S	Member
9	Mr. Zabih	CSE-ALLIED	Member
10	Mrs. B. Mamatha	ECE	Member

Objectives of IQAC Committee:

- Development of Quality benchmark / parameters for various academic and administrative activities of the institute.
 - Organization of workshops, seminars and quality related themes.
 - Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
 - Preparation of Annual Quality Assurance Report (AQAR) at regular basis.
 - Appointing experienced and expert faculty.
 - To upgrade the knowledge of the faculty.
 - Facilitating the creation of student centric learning environment.
 - Conduct meetings with all the members and develops quality benchmarks.
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14. Arts & Cultural Committee

S. No	Faculty name	Department	Designation
1.	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mrs.G.Sirisha	H&S	Convener
3.	Mrs.A.Praveena	MECH	Member
4.	Mrs.G.Anitha	H&S	Member
5.	Mrs.B.Mamatha	ECE	Member
6.	Dr.P.Meena kumari	CSE	Member

Objectives of Arts & Cultural Committee:

- The agenda of this committee is to protect our cultures and traditions.
- To safeguard our Arts in various aspects of the artistic innovations.
- To organize Traditional Day and other Cultural activities and ensure the maximum student participation in the programs.

15. Alumni Coordination Committee

S. No	Faculty name	Department	Designation
1	Dr.P.Nageswara Reddy	Principal	Chairman
2.	Mr.V.Basha	CSE	Convenor
3.	Mr. G Suresh	CIVIL	Member
4.	Mr. P.Muralidhar	CIVIL	Member
5	Mr. B.Ramesh	MECH	Member
6.	Mr. Ch.Sridhar	ECE	Member
7.	Mrs.S.Pooja Reddy	CSE	Member
8.	Mr.Mohd Zabih	CSE(Allied)	Member

Objectives of Alumni Coordination Committee:

- To promote and foster mutually beneficial interaction between the Alumni and the present students of the AVNIET and between the Alumni themselves. To encourage the formation of Chapters as a means to increase participation of Alumni.
- To encourage the Alumni to take an active and abiding interest in the work and progress of the institute so as to contribute towards enhancement of the social utility.
- To organize and establish scholarship funds to help the needy and deserving students.
- To Institute prizes and awards for outstanding project work, research papers or other professional activity by the students of the institute; also to suitably recognize outstanding social and

community service by the Alumni and the students.

16. Industry Institute Interaction Committee (IIIC)

S. No	Faculty name	Department	Designation
1.	Dr. P. Nageshwara Reddy	PRINCIPAL	Chairman
2.	Mrs.Buelah Sharon	TPO	Convenor
3.	Mrs.G.Anitha	H& S	Member
4.	Mr.Ramesh	MECH	Member
5.	Mr. V.Basha	CSE	Member
6.	Mr.Sridhar	ECE	Member
7.	Mr.Muralidhar	CIVIL	Member

Objectives of Industry Institute Partnership Cell (IIPC):

- Take up industry visits, guest lectures by industry HR'S, CEO'S , Managers and other Important industry related officials.
- Take up certification programs like ORACLE, MICROSOFT etc.
- Take up all industry and institution- student related activities.

17. Website/ ICT/Internet Committee

S. No	Faculty name	Department	Designation
1	Dr. P. Nageshwara Reddy	Principal	Chairman
2	Mr. V.Basha	CSE	Convener
3	Mr.Muralidhar	CIVIL	Member
4	Mr. S.Sridhar	ECE	Member
5	Mr. A.Praveen	CSE	Member
6	Mr.B.Ramesh	ME	Member

Objectives of Website/ ICT/Internet Committee:

- To develop the website and operational procedures in it.
- To update the data in the website with day to day program & activities in the college.
- To provide high speed internet facilities to the entire faculty and staff so that they can learn the advancements of the subjects which are not presented on the black board.

College Academic Council

Members: This is a Committee consisting of the Principal, Vice-Principal, Dean(Academics), Dean(R&D), Heads of all Departments and Senior Professors. As per need, Librarian, Physical Director, and faculty in-charges of Examination and Academic sections are special invitees.

Functions: Decisions on all academic matters such as implementation of academic calendar, timetables, budgets, co-curricular and extracurricular activities

Frequency: At least once in a Semester.

1-1.2.2. Defined rules, procedures, recruitment and promotional policies etc

(List of the published rules, policies, and procedures, year of publications, awareness among the employees/students, availability on web etc.

- The College rules, policies, and procedures are made available on the College website, in the department, in the library, etc for perusal of all its employees, students, and other stake holders.
- The rules and policies regarding recruitment and promotion are as per AICTE and JNT University norms, which are also made available on web, in the department, in the library, etc for perusal.
- Academic regulations of JNT University Hyderabad to which the College is affiliated are made available to all students for their perusal in hard copy and also placed on the College's web-site.
- Awareness among the employees/students about these rules, procedures, etc is created.

In addition

- The Sixth pay commission recommended scales are implemented for the eligible faculty.

Recruitment Procedure:

Through University

- Approval to the sanctioned posts is first obtained from the College Management along with the permission for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published in local and national News Papers. The same is posted on the College's website.
- The list of eligible candidate names is sent to the University for conducting interviews.
- Selection Committee duly appointed by as per the guidelines of the University conducts the interviews and selects candidates.

Adhoc Appointments

- Approval to the sanctioned posts is first obtained from the College Management along with the permission for releasing advertisement inviting applications for the sanctioned posts as per AICTE norms.
- The advertisement is published at local and national level. The same is posted on the College's website.
- Eligible candidates are called for interviews.
- A duly constituted selection committee of the College conducts interviews and selects candidates.
- The appointment letter is given to the candidates.
- The principal also uses the method of invitation for getting the faculty recruited into the institution. The invitation is limited to Professor Cadre only.

1.1.2.3 Decentralization in working including delegation of financial power and grievance redressal system

- List of faculty members who are administrators/decision makers for various assigned jobs (please see the following table)

Position	Function
Governing body	<ul style="list-style-type: none"> • Frames directives and polices on core values principles and guiding principles of the College • Amends and approve polices from time to time • Approve budgets
Principal	<ul style="list-style-type: none"> • Design and defines the organization 's structure • Defines and delegates the responsibilities of various position in the organization • Ensures periodic monitoring & evaluation of various process & sub-processes • Look after the overall development of the institute • Mobilizes external resources to strengthen the institute • Instills confidence and devotion in every member of the College • Ensures effective purchase procedure is followed • Defines quality policies and objectives • Prepares annual budget • Conduct periodic meeting of various bodies such as governing council academic committee, etc • Manages accounts and finance • Manages employee recruitment process
Vice principal	<ul style="list-style-type: none"> • Non-Teaching Staff recruitment and development • Coordinates purchasing process • Discharges routine duties of principal

Position	Function
	<p>during absence of principal</p> <ul style="list-style-type: none"> • Coordinates publication of Colleges annual magazine • Coordinates resources provision to all concerned • Coordinates the preparation of budget • Coordinates office administration • Coordinates in the preparation of compliance reports of AICTE, TSCHE,DTE & University • Oversees employee attendance system & maintain the monthly attendance report • Coordinates mobilization of resource generation <ul style="list-style-type: none"> ➤ Identifying training needs of non teaching staff ➤ Notify the non teaching staff about various employee development programs ➤ Proposing annual budget for employee development programs ➤ Maintain employee training records
Dean Academics	<ul style="list-style-type: none"> • Ensures execution of academic calendar for UG & PG programs • Oversees the teaching –learning process • Carries out result analysis and suggest corrective measures to principal • Initiates remedial teaching measures • Facilitates proper conduct of co-curricular activities • Oversees student & faculty counseling • Oversees first year student orientation program • Oversees faculty development program (FDPs) <ul style="list-style-type: none"> ➤ Identifying training needs of faculty ➤ Notify the faculty about various FDPs ➤ Arrange FDPs ➤ Proposing annual budgets for FDPs ➤ Maintain FDP records

Position	Function
Dean (R&D)	<ul style="list-style-type: none"> • Promoting research activities within the College • Helping the faculty to be aware about opportunities for funded research • Oversees conference registration and travel funding requirements of the Staff and Students. • Facilitates the departments to conduct Conferences, symposiums and workshops
I/C Exams Cell	<ul style="list-style-type: none"> • Facilitates <ul style="list-style-type: none"> ➤ Schedule of internal theory and external lab examinations ➤ Conduct of internal and external examinations (theory & practical)
Head of the Department	<ul style="list-style-type: none"> • Plans ,executes and monitors academics and support activities of the department • Maintain the department neat and clean • Picks and promotes the strength of the students/faculty /staff • Proposes department budget • Adheres to quality management system (QMS) procedures • Maintains records of departmental activities and achievements
I/C Maintenance	<ul style="list-style-type: none"> • Maintain updated building plans • Overall building maintenance and campus • Coordinates maintenance and housekeeping
Public Relations Officer	<ul style="list-style-type: none"> • Arranges campaign of admission under B category • Executes the B category admission process • Designs and prints admission brochure • Maintains album containing photography of all events buildings • Publicizes events • Liaison with TSCHE, University, DTE,AICTE,etc.
I/C Workshop	<ul style="list-style-type: none"> • Smooth running of the workshops

Position	Function
	<ul style="list-style-type: none"> • Preparing material requirement • Oversee the College bus service • Oversee the generator faculty
I/C Alumni Association	<ul style="list-style-type: none"> • Facilitates formation and registration of alumni association • Arranges periodic meeting of alumni association • Ensures alumni registration • Arranges annual alumni meet over dinner • Proposes alumni association's annual budget • Prepares news letter
System Manger (I/C Computing, Internet And Website Facilities)	<p>Facilities in</p> <ul style="list-style-type: none"> • Maintenance and upkeep of all computer systems and campus network • Maintenance and updating College website • Arranging maintenance of all software used in central computing facility
AO (In Charge Of Academics,A/C Establishment, Examinations, Scholarship)	<ul style="list-style-type: none"> • College roster • Service registers • Faculty personal files • Recruitment process • Maintain minutes of meeting • New proposals • Coordinate day to day activities of office • Purchase process • AICTE,DTE,TSCHE and University committee preparation • Annual College budget
Director – Industry Relations	<ul style="list-style-type: none"> • Liaison with industry • Identifiers and provides for training needs of students • Arranges campus interviews • Proposes annual T & P budgets • Prepares databases of some top international /national companies consisting of their addresses ,details of operation their expectations ,their HR teams etc. for which services of some students could be utilized • Assists students develop and

Position	Function
	<p>implement successful job search strategies.</p> <ul style="list-style-type: none"> • Works with faculty member /department heads and administration to integer career planning and academic curriculum as well as coordinate project work /summer training program/internship programs • Prepares audio video presentation or a colorful hand out on the College to be presented to potential employers • Compiles and maintain a data bank on student profiles and video resumes along with their photographs • Prepares a placement brochure having all student profiles • Undertakes a rigorous placement campaign • Assists employers achieve their hiring goals • Empowers students with life –long career decision –making skills • Provides resources and activities to facilitates the carrier planning Process • Act as a link between students alumni and employment community • Up gradation of student skills sets regarding future career options expectations of the industry <ul style="list-style-type: none"> • Generation of awareness in the students regarding future career options available to them • Assisting different companies in the recruiting candidates as per their recruitment • Keeps track of all advertisements related to placements appropriate to the profiles of aspirants • Communicates the resume of the suitable candidates to the potential employers • Provides right placement to the right candidates so that

Position	Function
	<p>our student excel in their future life.</p> <ul style="list-style-type: none"> • Organizes placement training for the students and make them ready for interview and group discussion • Shall be alive wire connecting the students and industrial houses • Arrange to find the suitable summer assignments to students and also help, guide and counsel them in securing permanent placement by bringing them to contact with prospective employers.
I/C Learning Resources and Library	<ul style="list-style-type: none"> • Plan and execute modus operandi of routine activity of the library • Plan and proposes expansion /development • Maintain library discipline and culture • With the help of librarian ,prepare annual budget for library • Coordinate with HODs to arrange for printing of lab manuals record books assignments and ensure that these are available at least one week before the commencement of the semester.
I/C Transport	<ul style="list-style-type: none"> • Maintains buses meant for faculty and students • Provides bus schedules and takes all the necessary logistics of transport.
Physical Director	<ul style="list-style-type: none"> • Ensure smooth conduct of sports • Ensure proper use of sports facilities • Purchasing of sport items • Encourages students to participate in zonal tournaments • Creation and upkeep of sports facilities • Proposing annual budget for sports • Oversees security

(Specify the mechanism and composition of grievance redressal system, including faculty association, and staff-union, if any.)

1-1.2.4. Transparency and availability of correct/unambiguous information

- Dissemination and Availability of Institute/Program
- Website of the College <http://www.avniet.ac.in>