

**SWARNANDHRA COLLEGE OF ENGINEERING & TECHNOLOGY  
SEETHARAMPURAM, NARSAPUR - 534280, W.G. Dt.**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

The Vasista Educational Society, Narsapur, West Godavari District, Andhra Pradesh which is established in 2001 by technocrats and architects. The Society has initiated an institution by name “Swarnandhra College of Engineering & Technology” to provide quality technical education to students hailing from both the rural and urban areas to evolve them in to dynamic professionals.

The institute started its functioning in the year 2001 with the following Vision and Mission.

**Vision**

“To provide the society with Center of Learning in Technical Education and Research that motivates the students to evolve into dynamic professionals.”

**Mission**

- Providing quality education, student centered teaching Learning process and state of the art infrastructure for professional aspirants hailing from both rural and urban areas.
- Evolving this organization into a center of Academic and Research Excellence.
- Imparting Technical Education that encourages independent thinking, develops strong domain knowledge and positive attitude towards holistic growth of young minds.

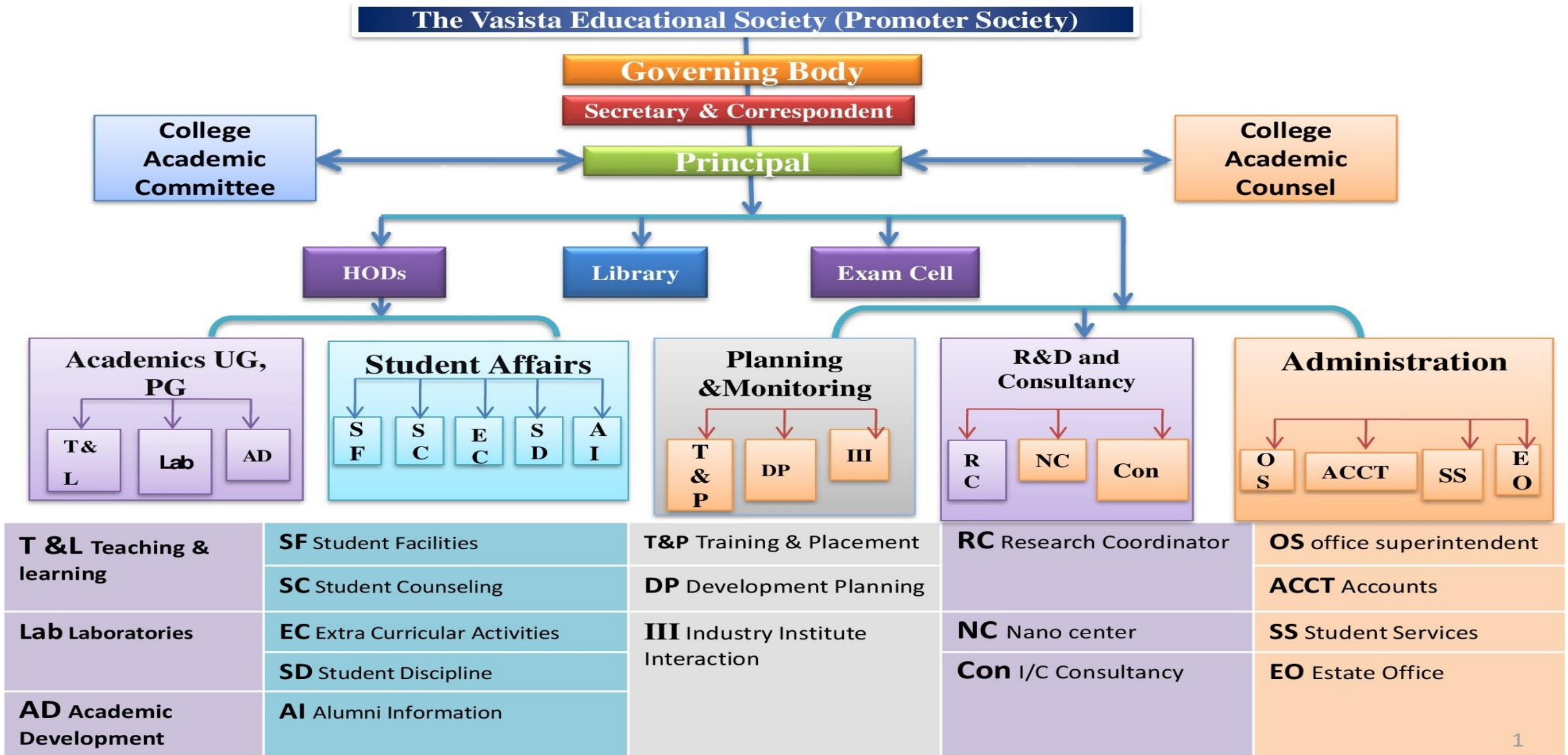
**MEMBERS OF THE SOCIETY:**

- |  |                           |
|--|---------------------------|
| • Sri T.V.L. Narasimha Rao, B.E., MISTE  | Hon’ President            |
| • Sri K.V.Satyanarayana, B.A.            | President                 |
| • Sri S. Raja Rao, B.A.                  | Vice-President            |
| • Dr. S. Ramesh Babu, M.Tech., Ph.D      | Secretary & Correspondent |
| • Sri. K. Venkateswara Swamy, B.A., B.L. | Treasurer                 |
| • Sri K Venkateswarlu, B. A.             | Member                    |
| • Smt. S. Indira Vani, B.A.              | Member                    |
| • Sri A.V. Ramana, C.A.,                 | Member                    |
| • Sri P. Venkateswara Rao, M.Com., MBA   | Member                    |
| • Sri A Sri Hari, M.A.                   | Member                    |
| • Sri S, Kirthi Kumar, B. Tech., M.S.    | Member                    |
| • Sri. P. Thrinadha Swamy, IAF           | Member                    |
| • Sri K. Venkatesh, B.E., M. Tech.       | Member                    |

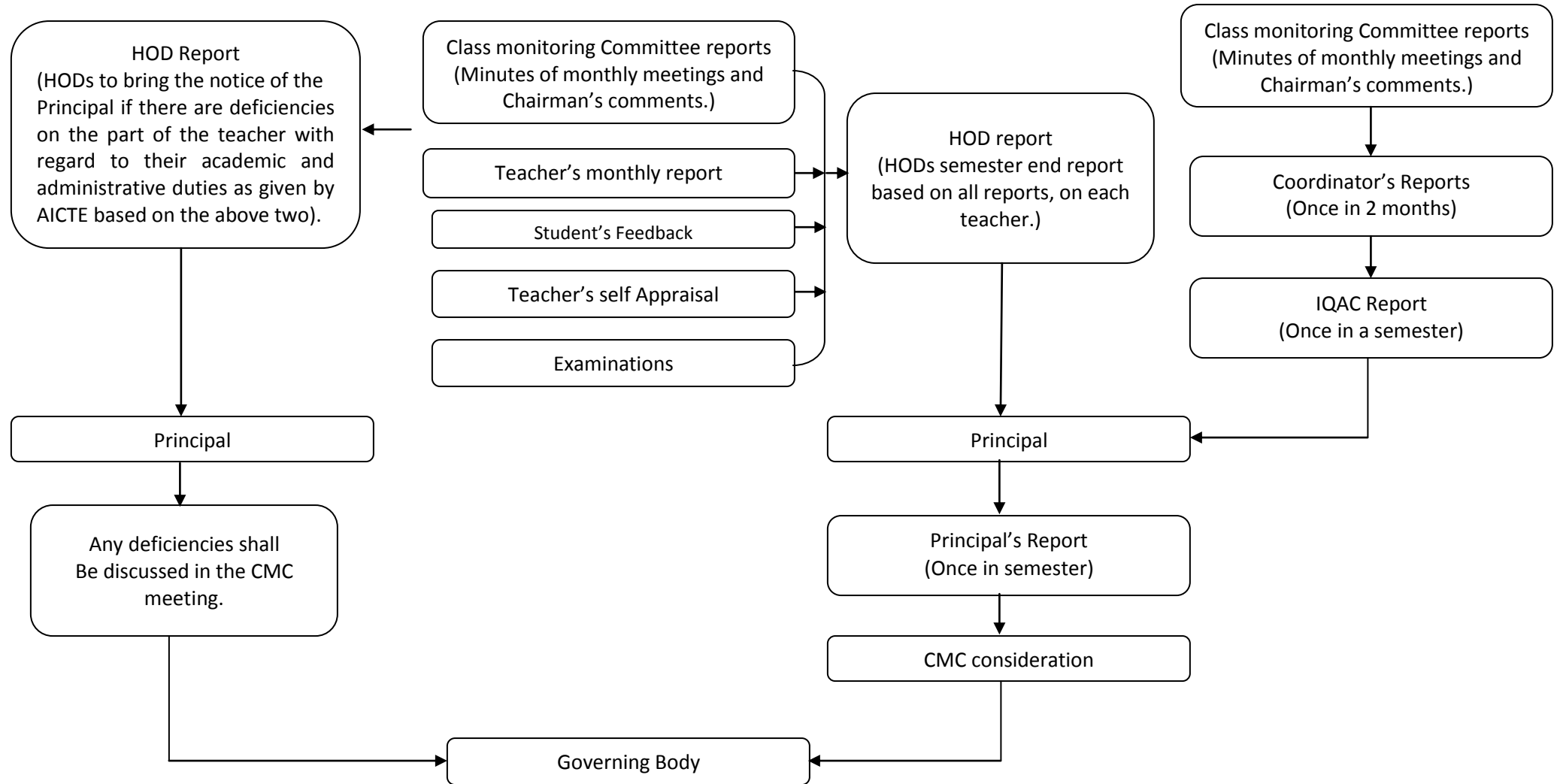
## **GOVERNING BODY MEMBERS**

- Sri T.V.L. Narasimha Rao, B.E., MISTE Chairman
- Dr. S. Ramesh Babu, M.Tech., Ph.D Secretary & Correspondent
- Sri K.V.Satyanarayana, B.A. Member
- Sri. K. Venkateswara Swamy, B.A., B.L. Member
- Sri. A. Srihari Member
- Dr. A. Gopichand Member
- Dr. V. Swaminadham Member
- Dr. L. Pratap Reddy (Academician) Member
- AICTE / UGC Nominee Member
- Dr. G. Ranga Janardhan JNTUK Nominee
- RJD, Kakinada Member  
State Govt. Nominee
- Dr. M. Sreenivasa Kumar Member Secretary & Principal

# ORGANIZATION CHART



# Institutional Mechanism



### **Role of Top Management:**

Secretary & Correspondent is the Chief Executive of Swarnandhra College of Engineering and Technology. He coordinates total activities of the college along with requirements such as infrastructure, equipment and faculty.

- a. To represent Swarnandhra College of Engineering & Technology in all transactions to the Government, statutory bodies, other Institutions or individuals concerned in all matters.
- b. To authorize a person or a team of persons to represent a team at university, CTE, AICTE, SRO and AP state Government wherever necessary when he cannot attend in person.
- c. To put into action all the programmes of the college management committee.
- d. To issue the appointment orders to the Principals, Teaching staff and other Staff.
- e. To sanction all kinds of leaves to the Principal.
- f. a) To open and coordinate the bank transactions jointly with the Treasurer of the CMC for the tuition fee amount collected from the students.  
b) To maintain books of accounts in this regard
- g. a) To maintain the bank account jointly with Principal for caution deposits collected every year from newly admitted students.  
b) To arrange for refund of such deposits by the Principal to the outgoing students on completion of their courses.  
c) To maintain the necessary accounts jointly with the Principal in this regard.
- h. To open and operate a bank account jointly with the Principal for special fee maintaining books of accounts.
- i. To open and operate an account and maintain funds jointly with the Principal for gratuity kind of payment maintaining books of account.
- j. To pay salary bills and other bills of expenditure.
- k. To take decisions on all such matters that need immediate compliance in action but not covered by any of the foregoing points. To present such actions to the management committee in the subsequent meetings.

Involvement of the leadership in ensuring-

- The policy statements and action plans for fulfillment of the stated mission:

Conforming to the statutory regulations of all the regulatory agencies, the promoter society is the highest authority. Governing Body fully conforms to the Vision and philosophy of the promoter Society and also conforms to the statutory regulations of all the regulatory bodies and affiliating university.

- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:

The college has a Governing Body consisting of Five members from the management, two eminent professionals from the area of Engineering and Technology, two Academicians of Excellence, Two senior faculty from the Institution, One representative of the Government and One representative of the University. The Principal shall be the member secretary of the Governing body and arranges governing body meetings and recording of the minutes of the meeting. The governing body meets for at least once in a year.

- Interaction with stakeholders:

i) College brochure is prepared every year with updated information and circulated to all concerned stake holders.

ii) The regular interactions among all the stake holders on various activities keep them informed and satisfied with ongoing developments In latest technologies.

iii) The Teaching-learning process is revised as per feedback from students and other stakeholders.

iv) Investing in new technologies that enhances the career opportunities of the stake holders.

**Procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time**

The governance is based on the vision of Swarnandhra College of Engineering & Technology belongs i.e. to set up and provide educational opportunities to the students satisfying the statutory requirements from time to time. The Governance of the college is based on the equity and objectivity in the application of rules and procedures that are developed and applied without favour or discrimination. There will not be any favoured employees or privileged student. The duties and responsibilities are well defined for the position in the organizational structure.

All the Policies of the Management are transparent and logical. The policy planning involves all levels of employees to make it acceptable and workable. It is believed that the motivational systems are such that, the rewards they deserve are more than any other consideration. Management will ensure that the above policy will be practiced in Swarnandhra college of Engineering & Technology.

## **Details of the academic leadership provided to the faculty by the top management**

### **Duties and Responsibilities of the Principal**

The Principal is the chief ACADEMIC ADMINISTRATOR and a bridge between the management, Staff and Students. He should be preferably of good academic, administrative and personal standing with sufficient experience in engineering colleges. The Principal shall be a source of inspiration to the staff and students particularly in matters of discipline and commitment to the institution.

#### **Functions of the Principal:**

1. To assist the College Management Committee/Secretary & Correspondent in formulation of academic programmes, administrative policies, action plans for infrastructural development and schemes for Institutional development.
2. To implement all decisions of the College Management Committee/Secretary & Correspondent with regard to academic affairs and administrative matters that are entrusted to him.
3. To ensure effective academic management, monitoring all academic activities like day to day academic work, periodical evaluation, achievement of good annual results etc.
4. a) To recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extracurricular activities for the approval of the CMC.  
b) To ensure the effective functioning of such activity cells/committees.
5. To enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the staff; and the guidance/ help of the CMC when needed.
6. To inculcate work culture and discipline among the staff so as to keep them as models for students as envisaged by the sponsoring society/CMC/Secretary.

While enforcing discipline among the staff, the Principal should act with due caution to protect the image and interests of the institution. The Principal needs to consult the Secretary & Correspondent and take his consent regarding disciplinary measures particularly in case of senior faculty members in higher cadres.



7. To collect the SPECIAL FEE from students for various student activities as determined by the CMC.
8. To open and operate a bank account for scholarships received from different sources including the state government.
9. The HODs will report to Principal.
10. To prepares the budget for consideration of CMC and approval of the governing body.
11. The Principal shall invite the HODs for all the meeting convened by him.
12. To prepare salary statements and present it every month for the Secretary and Correspondent for disbursement.
13. To sanction leaves to staff as per leave rules, maintaining leave account.
14. To take steps for promotion of INDUSTRY-INSTITUTION INTERACTION and R&D work on his own or on the suggestions of the concerned Heads of the Department.
15. To provide consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions as per their guideline from the CMC.
16. To participate in Quality planning at University/Government/AICTE level for development of technical education.
17. a) To allow the individual members of faculty for participation in the orientation programs, refresher courses, spot evaluation, curriculum development sessions etc.  
b) To permit the members of faculty and students for participation in inter-collegiate, inter -university competitions and festivals, talent and personality development programmes at various levels.  
c) To recommend the names of faculty members for various awards notified by the various institutions like University, ISTE, IEI , State Government, Central Government etc., and process their applications for such awards.
18. To be the CHIEF WARDEN of hostels under the management of the college.
19. To sanction annual increment to the staff as approved by the CMC.
20. To open and operate an account and maintain funds jointly with the Secretary & Correspondent for gratuity kind of payment maintaining books of accounts.
21. To make periodical review on the performance of the staff department wise or individually, taking the help of the Heads of Departments and presenting it to CMC and GB.

**Duties of the Vice Principal:**

- 1.To assist the Principal in day-to-day administration.
- 2.To take up the responsibilities of faculties/committees as delegated by the Principal.
- 3.Maintenance of discipline in the College.
4. To help the Principal in the process of admission, examination, preparation and declaration of results.
5. To help the Principal in organizing various academic, co- curricular and extracurricular activities.
6. To take the feedback from the HOD Coordinators'/Supervisors/Conveners of committees etc. and report to the Principal.
- 7.To advise the Principal in certain Policy decision.

### **Duties of the Head of the Department :**

1. To take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
2. Assign duties to teaching and non teaching staff of the Department.
3. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduct of academic co-curricular and extracurricular activities of the department.
4. To present the Departmental budget/requirement to the Principal.
5. To take the lesson plan from the teachers and to ensure that they follow the plan and syllabi is completed on time.
6. To ensure that the Teaching learning process inline with Outcome Based Education.
7. To ensure smooth conduct of examination including paper setting, assessment of
8. Theory and practical's and submission of result to the examination section.
9. To ensure that the purchases and maintenance of stock registers are done properly by the Laboratory Assistant.
10. To ensure Quality, Maintenance and cleanliness of the department.
11. To recommend leaves of the Departmental Colleagues.
12. To assist the UGC bodies in making proposals regarding the UG/PG financial assistance.
13. To encourage research/innovative programmes in the department.
14. To organize need based workshop/seminars/symposia/ visits/training programmes etc.
15. To invite guest speakers for interaction guidance to UG/PG students.
16. To guide the students for career opportunities.

### **Duties of a Teacher:**

1. A teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued hereunder from time to time by the University and the Central and State Government
2. A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
3. A teacher shall help the Principal to enforce and maintain discipline amongst the students.
4. Teaching learning process should be inline with Outcome Based Education.
5. A teacher shall perform any other co-curricular work related to the institution as may be assigned to him from time to time by the Principal of the institution.
6. Executing Lesson Plan.
7. Completing syllabus within the stipulated time.
8. Report to the class on time.
9. Maintain attendance record of students.
10. To take feed-back from students.
11. To be available to students to solve their difficulties (Academic and personal counseling).
12. To provide information about job opportunities in their respective field to placement cell.
13. To guide the students for career opportunities.
14. To maintain teachers handbook.
15. To ensure quality, maintenance & cleanliness of the dept.
16. To carry out research/innovative programmes in the department.
17. To organize need based workshop/ seminars / symposia /visits/ training programmes etc.
18. To invite guest speakers for interaction guidance to UG/PG students.

## **Roles and Responsibilities of Committees**

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills. The committees are constituted by the Principal in consultation with HODs for one academic year or until new committees are constituted.

The outgoing Conveners/ In-charges of the committees shall hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they approve the same in consultation with the Secretary. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Secretary.

## **1.1: IQAC**

### **1.1: College Academic Committee:**

The College Academic Committee shall consist of the following members:

- |                                       |               |
|---------------------------------------|---------------|
| 1. Secretary & Correspondent          | Chairman      |
| 2. Principal                          | Vice-Chairman |
| 3. Heads of the Departments           | Members       |
| 4. Two members nominated by Principal | Members       |
| 5. TPO                                | Member        |

To consider the recommendation of the Board of Studies / Academic Council, JNTU regarding the examinations, courses of study and syllabi of various programmes and make recommendations to the Governing Body.

1. Academic awards and scholarships
2. Keep liaison with JNTU regarding recognition of Universities / Boards and qualifying examinations for admissions.
3. The procedure for registration of students and conduct of examinations.
4. Additional chances of courses.
5. To compile the data relating to examinations and sessions, attendances and project report for detention on account of attendance and or sessions.
6. To prepare the report on academic performance of students for placing before the Governing Body.
7. To arrange for expert lectures, exhibitions, demonstrations seminars and other matters referred by the Governing Body / Planning & Monitoring Board / Chairman Executive Council.

### **Term of Office and Procedure for Meeting of College Academic Committee**

1. The term of all members, other than Principal shall be two years.
2. Half of the total number of members shall form the quorum.
3. The committee shall meet as and when requires and at least once in two months. The notice shall state the venue, the date and time of the meeting. Notwithstanding the above provision, the chairman College Academic Committee may call an emergency meeting at a short notice to consider urgent special issues.
4. The minutes of the meetings shall be prepared by the Secretary and circulated after obtaining the approval of the Chairman.

### **1.2: Hostel Committee:**

The Hostel Committee shall consist of the following:

1. Professor Appointed by Principal : Convener
2. Management Member : Member
3. Male Wardens : Member
4. Female Wardens : Member
5. Student representatives : Member

The terms of office of the members of Hostel Committee will be two years.

### **Powers and functions of Hostel Committee:**

1. The Wardens shall keep close contact with the residents and shall pay attention to their health, hygiene and general life in the hostel.
2. Each warden will be responsible for the resident students.
3. Each warden shall ensure that the residents in his or her charge observe the hostel rules properly and maintain discipline and decorum and shall promptly report to the Convener all cases of misbehavior, indiscipline and sickness of the residents in his or her charge.
4. The Wardens will be responsible for the proper upkeep and maintenance of such properties of the concerned hostel as are under his or her charge.

### **1.3: Mess and Canteen Committee:**

The Mess and Canteen Committee shall consist of the following:

1. Professor Appointed by Principal : Convener
2. Management Member : Member
3. Male Wardens : Member
4. Female Wardens : Member
5. Student representatives : Member

### **Powers and functions of Mess and Canteen Committee:**

1. The Mess In-charges shall prepare a hygienic menu for the students, staff and the guests, as when required.
2. The Mess shall maintain cleanliness and sanitation in the surrounding areas of Cooking section.
3. The Mess in-charges are responsible for the discipline of the students during their lunch and dinner sessions.

#### **1.4: Grievances and Redressal Committee:**

The Grievance Redressal Cell shall consist of the following:

1. Secretary & Correspondent : Chairman
2. Principal : Vice-Chairman
3. Two Professors Appointed by Principal : Members
4. Two lady staff members : Members
5. Administrative Officer : Member

The term of office of the members of the Grievance Redressal cell will be two years.

#### **Powers and Functions of the Grievance Redressal Cell**

1. The functions of the Grievance Redressal Cell shall be any grievances recorded in the grievance box or direct complaint to authority, to take action.
2. If grievance related to girl student, women grievance cell will look into the matter.



### **1.5: Sports Committee:**

The Sports Committee shall consist of the following:

1. Physical Director : Convener
2. Two/Three Professors Appointed by Principal : Members
3. Student Representatives : Members

The terms of office of the members of the Sports Committee will be two years.

1. Keeping stock of previous and current years' sports goods.
2. Ordering sports goods in consultation with the Principal.
3. Arranging the venues for sports events in consultation with the Principal.
4. To recommend students for permission to participate in the intra-or inter-college events.
5. To recommend sanction for Entry/Registration Fees to participate in various sports events.
6. To recommend attendance to students who have taken part in sports events.
7. Sort out any issues taking place during matches (team selections, objections, quarrels etc).
8. Maintaining discipline in all events happening in and outside the college.
9. Holding sports events for staff members.
10. Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.

### **1.6: Disciplinary Committee:**

The Disciplinary committee shall consist of the following:

- |                                     |            |
|-------------------------------------|------------|
| 1. Professor Appointed by Principal | : Convener |
| 2. Heads of the Departments         | : Member   |
| 3. TPO                              | : Member   |
| 4. Physical Director                | : Member   |

The term of office of the members of the discipline committee will be two years.

### **Students Discipline:**

1. For good and sufficient reasons, following / reforming measures by way of punishment may be imposed on the students of the institute for acts of indiscipline as given below:
2. Disrupt teaching, study, examinations, research / consistency or administrative work, co-curricular or extracurricular activity or prevent any member of Institute and its staff from carrying on his / her work or do any act reasonably likely to cause such disruption or preventive such as locking of offices or any other building / premises.
3. Damage or deface any property of the institute or do any act reasonably likely to cause such damages or defacing, inscribing anonymous and indecent slogans on any property of the institution.
4. Engage in any conduct which is, or is reasonable likely to be clearly detrimental to the institute purposes.
5. Participate in any activities such as gherao, dhanrnas by camping inside institute boundaries, use of derogatory slogans, abuse and propaganda to incite hatred and violence, preparation for and resorting to violence or destruction of property.
6. Resort to ragging in any form or outraging the modesty of a person.
7. Take any other action which in the opinion the Principal / HODs / Librarian / TPO / DPE / and any other officers of the institute performing administrative, maintenance, security / watch and ward duties assigned to him or her within his / her preview is unbecoming of the student.

### **MINOR PUNISHMENTS:**

- Fine up to Rs.1000/-
- Fine to recoup financial loss to the institution up to Rs.1000/-
- Suspension from institute pending enquiry by a committee.

**MAJOR PUNISHMENTS:**

- Fine up to Rs.1000/-
- Rustication from the institution based on the finding of the enquiry committee for a semester / or part their of or for a greater period.
- Expulsion from the institution.
- Making an adverse entry in the character / conduct certificate to be issued by the institute at the time of leaving the studies.
- Debar a student from admission to any course / educational / training programme offered by the institution.

### **1.7: Career Guidance Cell:**

The Career Guidance Cell shall consist of the following:

- |   |            |
|---|------------|
| 1. Principal                                  | : Chairman |
| 2. Manager – HR                               | : Convener |
| 3. TPO  | : Member   |
| 4. Two/Three Professor nominated by Principal | : Members  |

The term of office of the members of the Career Guidance Cell will be two years.

### **Powers and functions of the Career Guidance Cell:**

1. The functions of the Career Guidance Cell shall be to train and guide the students to bridge the gap between the industry and academia.
2. To enhance the employability skills of the students.
3. To provide the guest lectures' of eminent personalities from reputed companies HRs.
4. To identify the prospective companies for the Campus Placement drives.
5. To get the campus drives and encourage the students.

### **Terms of Office of Members the Career Guidance Cell:**

- All the members of the Career Guidance Cell shall hold office for a term of TWO years.
- The Career Guidance Cell shall meet at least twice a year or as when required.
- One third of the strength of the members of the Career Guidance Cell shall form quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form quorum.

### **1.08: Anti Ragging Committee**

The Anti Ragging Committee shall consist of the following:

- |                                    |           |
|------------------------------------|-----------|
| 1. Principal                       | :Chairman |
| 2. Heads of the Departments        | : Members |
| 3. Three lady staff members        | : Members |
| 4. Head, Training and Placement    | : Member  |
| 5. Administrative Officer          | : Member  |
| 6. Station House Officer, Narsapur | : Member  |
| 7. Legal Advisor                   | : Member  |
| 8. Student Representatives         | : Member  |

**The term of office of the members of the Anti Ragging committee will be two years.**

### **What Constitutes Ragging?**

- a) Ragging constitutes one or more of any of the following acts:
- b) Any conduct by any student or students whether by words spoken or
- c) written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- d) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- e) Asking any student to do any act which such student will not in the
- f) ordinary course do and which has the effect of causing or generating a
- g) sense of shame, or torment or embarrassment so as to adversely affect
- h) the physique or psyche of such fresher or any other student.
- i) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- j) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- k) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- l) Any act of physical abuse including all variants of it: sexual abuse,

- m) homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- n) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

**Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - (iv) Debarring from appearing in any test/examination or other evaluation process
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - (vii) Suspension/expulsion from the hostel
  - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - (x) Fine of Rupees 25,000/-

(xi) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

### **1.09: Transport Committee**

The Transport Committee shall consist of the following:

- |                             |          |
|-----------------------------|----------|
| 1. Principal                | Chairman |
| 2. Transport In charge      | Members  |
| 3. Two Heads of Departments | Members  |
| 4. Two female staff members | Members  |
| 5. Administrative Officer   | Member   |

### **Powers and Functions of the Transport Committee**

1. The functions of the Transport Committee shall be all the transport related matters.
2. To get clearances from the various departments of Government.
3. To regularly monitoring the vehicles, whether they are running on time, regular stoppages at regular points.
4. Once in a month, committee members shall inspect the vehicles.

### **Terms of Office of Members Transport Committee:**

- All the members of the Transport Committee shall hold office for a term of TWO years.
- The Transport Committee shall meet at least twice a year or as when required.
- One third of the strength of the members of the Transport Committee shall form quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form quorum.



### **1.10: Purchases Committee**

The Purchase Committee shall consist of the following:

- |                              |                 |
|------------------------------|-----------------|
| 1. Secretary & Correspondent | Chairman        |
| 2. Principal                 | Vice – Chairman |
| 3. Purchase Officer          | Convener        |
| 4. Heads of Departments      | Members         |
| 5. Administrative Officer    | Member          |

### **Powers and Functions of the Purchase Committee**

1. The functions of the Purchase Committee shall be all purchases of institution (Lab equipment, lab material, lab consumables, stationery etc.
2. To Collect the requirements from all the departments and call for quotations accordingly and prepare comparative statement and submit to the Chairman of the Committee.
3. After getting clearance from the Chairman the Committee, the purchase committee issue Purchase Order to the eligible party.

### **Terms of Office of Members of Purchase Committee:**

1. All the members of the Purchase Committee shall hold office for a term of TWO years.
2. The Purchase Committee shall meet at least twice a year or as when required.
3. One third of the strength of the members of the Purchase Committee shall form quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form quorum.

### **1.11: Entrepreneurship Development Cell Committee:**

The Entrepreneurship Development Cell Committee shall consist of the following:

1. Secretary & Correspondent :Chairman
2. Principal : Vice –Chairman
3. HOD, nominated by the Principal : Convener
4. Two/Three HODs : Members

#### **Powers and Functions of the Purchase Committee**

1. The functions of the EDC Committee shall be to identify the right individuals and kindle the entrepreneurship spirit among the students.
2. Identify the entrepreneurs/ entrepreneurship development institutions and interact with them build relations with the institution.
3. Conduct Entrepreneurship Development Programmes such as guest lectures, seminars, workshops and training programmes with entrepreneurs/Entrepreneurship Development institutions.

#### **Terms of Office of Members of Entrepreneurship Development Cell Committee:**

1. All the members of the Entrepreneurship Development Cell Committee shall hold office for a term of TWO years.
2. The Entrepreneurship Development Cell Committee shall meet at least twice a year or as when required.
3. One third of the strength of the members of the Purchase Committee shall form quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form quorum.

### **1.12: Research Coordination Committee:**

The Research Coordination Committee shall consist of the following:

1. Secretary & Correspondent : Chairman
2. Principal : Convener
3. Doctorates in the Campus : Members

The term of office of the members of the Research Coordination Committee will be two years.

### **Powers and Functions of Research Coordination Committee:**

1. The functions of the Research Coordination Committee shall be guiding the research programmers on current, new and emerging areas to meet the future needs.
2. To guide the research team to take up the research programmes of National and International.
3. To provide the required equipment for research team.

### **Terms of Office of Members Research Coordination Committee:**

1. All the members of the Research Coordination Committee shall hold office for a term of TWO years.
2. The Research Coordination Committee shall meet at least twice a year or as when required.
3. One third of the strength of the members of the Research Coordination Committee shall form quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form quorum.

### **1.13: NSS Committee:**

The National Service Scheme Committee shall consist of the following members:

Principal	: Chairman
NSS Programme Officer	: Member Secretary
Two faculty representatives	: Members
Two student representatives	: Members

### **Powers and Functions of NSS Committee:**

1. To Motivate, recruit and select student for NSS work
2. To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
3. To coordinate NSS activities in accordance with the students' ability and community demands.
4. To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit;
5. To maintain record of students participation and activities undertaken.
6. To prepare progress report periodically for submission to college/school and university.
7. To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speaker's forums.

### **Terms of Office of Members NSS Committee:**

1. All the members of the NSS Committee shall hold office for a term of TWO years.
2. The NSS Committee shall meet at least twice a year or as when required.
3. One third of the strength of the members of the NSS Committee shall form quorum for a meeting. If at a meeting, the quorum is incomplete the meeting shall be adjourned for half an hour and reconvened with the same agenda. The strength of the members present at the reconvened meeting shall form quorum.

### **1.14: Library Committee**

The Library Committee shall consist of the following:

- |                             |          |
|-----------------------------|----------|
| 1. Principal                | Chairman |
| 2. Librarian                | Convener |
| 3. All Heads of Departments | Members  |

### **Powers and Functions of Library Committee:**

1. To consider policy matters regarding Central Library/Departmental libraries including the policy for procurement of books and journals and render advice to the Purchase Committee for Library procurements.
2. To look into day to day problems of the Library clientele, Library staff and send recommendations to the Principal.
3. To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental libraries.
4. To maintain liaison between Central Library and various Academic Departments for the purchase of networking of Departmental libraries with the Central Library.
5. To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.
6. To consider and put forward the views of Students and faculty regarding their problems and solutions sought thereof.

## **STRATEGY DEVELOPMENT AND DEPLOYMENT**

The Institution has a formally stated quality policy on the guidelines of AICTE, JNTUK and ISO-9001:2008.

The Institution has a well drafted Quality Policy as -“Swarnandhra College of Engineering & Technology” strides towards excellence by imparting training and instructions of International Standards in an environment conducive for effective teaching and learning process with a goal to develop the organization as a trend setter in the academic field and as a center of excellence with emphasis on knowledge, vision and conduct.

To synthesize and analyze the potential needs of the society and global markets and to mould urban and rural youth to practice engineering profession with confidence, courage and integrity for achieving universal acceptance.

In its pursuit to implement its Quality Policy, the institution has initiated a perspective plan for development.

### **Perspective plan for development**

Strategic plan for four year period (2011-2015) is as follows:

- The college has identified few areas for achieving excellence in Research & Development like Energy systems, Nano Materials and Devices, Spatial Data Mining (Epidemic Identification System), Bio-Metric Information Systems, Mobile Communication (Android Apps.), Robotics, CAD/CAM, etc.
- The Institute intends to start new demand driven PG programmes, like High voltage engineering, embedded systems etc.
- To enhance relevance and quality of currently offered UG programmes by gradually switching over from current teaching-centric, syllabus/subject-centric and examination –centric education to learning-centric, competence-centric, learning outcomes-based education.
- Discovery learning in teams and iterative engineering skills of design-build-test; using learning-centric teaching learning processes in courses offered by all departments in SCET.

- Gradually increasing the proportion of active learning methods like problem solving, team building, discovery learning and collaborative learning, assessing performance of students based on their learning attainments.
- Providing laboratory and workshop facilities for designing, fabricating and testing student's projects/products.

### **Quality improvement strategies of the institution**

#### **Teaching & Learning:**

- Increased research and development capacity in the identified areas with a clear research, human resource and infrastructure development plan focusing on economically viable technological innovations.
- Strengthen UG and PG programmes with focus on increased learning outcomes and employability.
- Improvement in teaching, training and learning facilities through strengthening existing laboratories and establishing new laboratories, strengthening library by increasing number of books/volumes, on-line journals and e-resources.
- Providing teaching and research assistance ship to increase enrolment in existing and new PG programmes in engineering disciplines.
- To improve teaching competence, domain knowledge competence, research competence, IRG competence, management competence and qualifications improvement; mentoring faculty in introducing innovations.

#### **Research & Development:**

- Explore potential clients for research and training in non-conventional energy design, product design and bio diesel research and enter into collaboration
- Provide incentives to faculty for acquiring higher qualifications and achievements ( Patent, Consulting etc.,)
- Establish a well laid out incentive and revenue sharing policy
- Support hosting of Conferences and Workshops for exchange of experiences in education, research, and innovation
- **Community engagement**
  - To conduct outreach programmes for communities around SCET to bridge digital divide , technology divide, and income divide.
  - Ensure SCET has strong presence in social networking spaces such as Face book, LinkedIn, Twitter etc.

- Extend library facilities to industries and other institutions in and around Narsapur to promote partnership.
- Create a video conferencing facility at the institution to build partnership with industry, external faculty and alumni for interaction, placement and collaboration.
- **Human resource management**
  - Establish an active human resource management and develop the unit on the lines of corporate sector.
  - Institution is encouraging faculty to upgrade their qualification for Bachelors to Masters and from Masters to Doctoral.
  - Understanding the current level of student competencies for improving employability.
  - Create faculty retention policies and implement them.
  - Motivate and retain good faculty by
    - Deputing them for higher education and pedagogical training.
    - Offering them incentives for achievement in teaching and research.
    - Providing start-up and incubation facilities for faculty coming out with innovative ideas in translating research finding into practical action (patents, IP licensing, Bankage projects etc.).
- **Industry interaction**
  - Signing MOU's with industry and premier institutes
  - Setting up technology parks in collaboration with industries
  - To arrange industrial training for students and identify projects in industries
  - To encourage industry to collaborate in industry study tour programmes(ISTP)
  - Guest lecturers form eminent personalities, academics, leading industrialists at regular intervals
  - To arrange short term courses for the benefit of students and faculty of all disciplines by experts from the industry.

**Role of Top Management in building Staff efficiency:**

The top management of the institution conducts Governing Body Meetings at least once in a year and passes the resolutions on

- Faculty Appointments.
- Faculty deputed for higher studies.



- Purchase of equipment.
- Library up gradation.
- Review of the examination results.
- Infrastructural requirement.
- Faculty sponsorship for Training in advanced courses that are being conducted by NIT's / IIT's.
- Steps should be taken to conduct activities under student chapters of the professional bodies like: ISTE, CSI, IEEE etc., and subscribe reputed technical journals.
- All departments to be equipped with Handy-Cameras, LCDs, OHPs, Audio Systems for promotion of “Soft-skills and English Language”, seminar and guest lectures.
- Procedures must be evolved to identify good teachers who may be rewarded suitably. This may be extended to Non-teaching staff also for their contribution to the college.
- The college should plan to undertake “Community service” to the neighboring villages by training artisans in trades like welding, plumbing, house wiring etc.,
- Analysis of the results of students admitted under different categories like social group (caste-wise) and Rural/ Urban may be taken up.

In its constant endeavor to encourage the staff, the Management supported the departments by way of providing

- more opportunities for the faculty to develop technology and expertise in areas like Nano technology, Robotics, Wind Energy etc.
- funding from agencies like DST, AICTE, UGC-CSIR etc.
- academic freedom with a sense of responsibility and accountability.
- retaining qualified faculty to build reputation and status of the institution.
- improve national ranking and promotion of its programmes by creating center of excellence labs.

### **Efforts made by the institution to obtain Autonomous:**

1. NBA Accreditation of the departments.
2. Grant of permanent affiliation.
3. Ratification of faculty by university.
4. Establishing Research Center.
5. Allocation of funds. (Institutional Budget)
6. Modernization of Labs.
7. Restructuring of the existing syllabus and addition of new concepts and chapters by visiting the industries and reputed institutions.
8. Developing/upgrading suitable laboratories in order to help the students learn through activities rather than prolonged theory sessions.
9. Establish relations with industries/organization/institutes of repute to bridge the gap between industry and academics.

### **Grievances redressal Mechanism in the Institution:**

The institution has set up a mechanism to analyze the nature of grievances for promoting better stakeholder relationship.

#### **Grievances Redressal Cell:**

The Grievance Redressal Cell is constituted with Secretary & Correspondent as Chairman, Principal as Vice-chairman , HODs and AO as the Members.

Suggestion Boxes are provided in every building and grievance records placed at vantage points in the college (including the Library and Hostels) for the students / staff to air their grievances. HOD/Principal regularly attend to these on daily basis.

In addition, there is Complaint cum Redressal Committee, to whom they can contact and inform of their Grievances. Besides there is an exclusive mechanism to address the issues relating to women and their Grievances.

This cell is meant for maintaining the records of grievances, actions taken thereon and settlement of grievances. The cell is headed by Principal, consisting of administrative officer and six senior faculty members. The grievance box is maintained by the college where students have to drop their grievance, if any. The box is opened regularly and checked. Any grievance found in it is scrutinized and necessary actions are always taken by the Cell. In case of emergency, the Principal conduct meeting and address the problems immediately. During the last two years the cell is in receipt of one grievance. It was settled amicably.

### **Grievances regarding Evaluation:**

The grievances with respect to evaluation are carried out by way of display of the internal marks on notice boards, cross checking the statement of marks as submitted to university by respective class teachers, distributing the mid answer scripts to the students as regard to total checking and for any clarification etc.

Answer scripts are returned to students and answers are discussed and clarified in the class rooms. The Mark lists of the mid exams which constitute the internal assessment component are displayed on the notice board.

Grievances with respect to university external examinations are addressed by the chief superintendent (Principal) to the controller of the examinations, for necessary clarifications at their end.

### **FACULTY EMPOWERMENT STRATEGIES:**

Efforts made by the institution to enhance the professional development of its teaching and non teaching staff.

- i) Delegation of powers.
- ii) Faculty are deputed for higher studies.
- iii) Faculty Development Programmes in the thrust areas.
- iv) To improve teaching competence, domain knowledge, mentoring faculty by introducing innovations.
- v) Providing teaching and research assistance ship.
- vi) Improvement in teaching, training and learning facilities by establishing new laboratories and strengthening library by online journals and e-resources.

### **Strategies adopted by the institution for faculty empowerment:**

- Faculty will be deputed to upgrade their qualification. [M.Tech, Ph.D] under QIP programmes and also otherwise.
- Encouraging faculty to attend seminars / Conferences.
- Incentives in the form of advance increments for acquiring higher qualification.
- Motivating faculty for R&D and Consultancy.
- The staff and faculty from all the departments are involved in the college administration as per the responsibilities given.
- Awards and rewards are given by management for meritorious work.
- Subsidized canteen and transport facilities are provided for all the staff members.

- Staff members are encouraged for research publications by providing registration fee, on duty leave and travel allowances.
- Yearly increments are paid regularly. By providing study leave.
- Women faculty is provided with maternity leave.

**Performance appraisal system of the staff:**

A separate mechanism is developed to appraise the performance of the faculty with a well structured proforma. Peer evaluation by HODs and Principal is also taken for all the faculty along with performance appraisal.

After the review of performance appraisal by management, the faculty members may be:

- a) Awarded by rewards by way of Cash and Gold Coins.
- b) Deputed for International and National conferences.
- c) Conducts staff development programmes.

Gives appropriate suggestions for improvement in teaching learning processes

**Welfare Schemes available to the Staff:**

- Casual Leave And Special Casual Leaves
- On-Duty Leave
- Earned Leaves
- Maternity Leave
- Medical Leave
- Sabbatical Leave
- EPF
- INCENTIVES For Securing Cent Percent Results In Individual Subjects
- INCENTIVES For Securing 90% Results In Any Of The First Year Sections
- TA, DA And Other Expenses For Attending Paper Presentations And Training Programmes

**Measures taken by the Institution for attracting and retaining eminent faculty**

All the staff members are given due recognition for their work and participation in the welfare activities of the college.

If any specific event is to be organized, interested faculty are encouraged to take lead in the conduct of the program.

- Sanction and disbursement of Increments to every staff member on their respective due dates.
- Promotions under Career Advancement Scheme.
- Sponsoring for Higher Education/Research by grant of leave/lien.
- Special pay to desirable faculty.
- Incentive for acquiring PhD degree during service.
- Sponsoring National/International conferences for paper presentations, continuing education programmes.
- Cash award for Paper publications in Journals.
- EPF of Rs.780/- per month is paid by the Management along with faculty contribution.
- Subsidized canteen/mess facility.
- Transportation: Concessional transport facility in buses for faculty.
- Medical facilities: Medical consultancy and medicines are provided by resident doctor.
- Professional Societies Membership registration fees are provided.
- Made easy HR policy for the employees of the organization.

### **Institutional mechanisms for internal and external audit:**

The Governing body members are responsible and accountable for establishing, overseeing, and maintaining audit functions.

The BoG members ensure that the audit controls to identify:

- Inaccurate, incomplete, or unauthorized transactions;
- Deficiencies in the safeguarding of assets;
- Unreliable financial and regulatory reporting;
- Violations of laws or regulations; and
- Deviations from the institution's policies and procedures.

The college has a mechanism for internal and external audit. The internal audit is carried out by the accounts department with the help of senior persons involved in auditing of educational institutions. The final audit is certified by the Chartered Accountant every year. Audit is supervised by Subba Rao & Associates, Kakinada, East Godavari District, A.P, chartered accountant with CA No. M.No. 207524. Audit report issued under section 44AB of the income-tax act, 1961, Form no: 3CB, PAN. No. AAATT 5081G, for The Vasista Educational Society, Seetharampuram, Narsapur-534 280, West Godavari District.

No objections are reported.

### **Internal Quality Assurance System (IQAS)**

The institution established an Internal Quality Assurance Cell (IQAC). IQAC has been accepted in totality and striving constantly to reach higher levels of quality and to establish itself a bench mark level for other institution.

