



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Autonomous)

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTU-GV, Vizianagaram)

NAAC "A+" Accredited Institute

Cherukupally (Village), Near Tagarapuvalasa Bridge, Vizianagaram (Dist), Pin-531162.

www.aietta.ac.in, principal@aietta.ac.in

6.1.2. The effective leadership is reflected in various institutional practices such as decentralization and participative management.

List of Committees (2023-24)

The following are the committees framed for the academic year 2023-24 to drive the Institute towards the quality enrichment and for the better functioning of various academic and administrative activities at institute level. The coordinators are directed to take the charge with immediate effect and act as per the standard operating procedure of respective committee, the convening order along with the members of the committee.

| S. No | Name of the Committee | Members of the Committee | Functions of the Committees |
|-------|--|--|--|
| 1 | Academic planning and Advisory committee | Dr. B.Murali Krishna, Principal Mr. A. Arjuna Rao, Vice Principal Dr. Gandhi Satyanarayana, HOD-CSE Dr. Avinash Ben, HOD-MECH Mr. V. Siva Bhaskara Rao, HOD-ECE Dr. U.Ramu, HOD-MBA Mr. J.R.G.Patnaik, HOD- BS&H Dr.K.Raja Kumar Ex-Director IIT Bhuwaneswar | 1. Finalization of workload, lab distributions and framing of regular time tables. 2. Review of academic activity, attendance, student feedback analysis with class teachers. 3. Monitoring the progress of teaching and learning as per the prescribed syllabus. 4. Preparation of academic calendar. a. Identifying speakers and organizing guest lectures. b. Identification of course and framing of syllabi for certificate courses for skill development. 5. Initiate innovative practices in teaching and learning. |



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| 2 | Institution Academic Committee | Dr. B.Murali Krishna, Principal Mr.A.Arjuna Rao, Vice Principal Dr. Gandhi Satyanarayana, HOD-CSE Dr.B. Avinash Ben, HOD-ECH Mr.V.Siva Bhaskara Rao,HOD-ECE Dr. U.Ramu,HOD-MBA Mr. J. R. G. Patnaik,HOD-BS&H Mr.M.Roop Sundar, TPO Mr.T.Jagannadham, Librarian Mr.D.Koteswararao, P.D. Mr.M.SantoshKumar, AO | <ol style="list-style-type: none">1. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.2. Review the academic and other related activities of the college.3. Review the students and faculty development programs. |
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| | | | <ol style="list-style-type: none">4. Visualize and formulate perspective plans for the development and growth of the college.5. Prepare and review Academics Calendar and Class Routine for the college.6. Review and update the College Prospectus.7. Draft Concise Leave Rule for the teaching and non-teaching staff of the College.8. Decide the introduction of Students Uniform in the College.9. Promote research and extension activities in the college campus.10. Plan for sustaining the quality of education, quality improvement and accreditation of the college.11. Keep vigilance on the attendance of teachers and regularity in taking the classes.12. Review student's attendance/ malpractices in examinations.13. Oversee the internal Examinations/ Evaluation/ recording.14. Take disciplinary action to the students for violation and disobedience to the college rules. |
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| 3 | Admissions Committee | Mr. P. Satyanarayana, Coordinator Mr. Sk.Sharief,MECH Dr.A.M.Venkata Praveen, MECH Mr.G.Ramu, MECH Mr.S.Suman Datta, MBA Mrs.K.Syamala,ECE | <ol style="list-style-type: none">1. In consultation with Director prepare attractive brochures, prospectus and hand-outs for wider publicity.2. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.3. To prepare plan for addressing 12th standard, diploma students as a career counseling activity.4. To place advertise mention newspapers regarding admissions as and when permitted by the respective Conveners of admissions.5. To assist the students and to interact with the parents during admissions.6. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.7. To issue notifications for Spot admission & Category-B (MQ) admissions with the guidelines issued by State Government.8. To submit the admissions list to the authorities and seeks for their approval.9. To issue Notifications for Spot Admissions under A Category and for Admissions under B Category as per the guidelines issued by State |
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| | | | <p>Government. and concerned Competent authority.</p> <p>10. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.</p> |
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| 4 | Examinations and Evaluation Committee | <p>Dr. B.Murali Krishna, Principal Mr. S.Kesava Rao, CSE Mr. K.Avinash Kumar, ECE Mr.A.C.Ramanjaneyulu, MECH Mr.G.Ramu, MECH Mr.B.Madhusudhanarao EEE</p> | <ol style="list-style-type: none"> 1. Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He / She works with exam cell of the institute to complete the examination process smoothly. 2. Conducts the Internal tests and end semester examinations. 3. To prepare the time table in accordance with the academic calendar for all the departments. 4. Maintains the Department Class Timetable in common template. 5. Prepares the timetable plan ahead of every semester in consultation with the departments. 6. Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability. |
| 5 | Grievance Redressal committee | <p>Dr. B.Murali Krishna, Principal Mr. A. Arjuna Rao, HOD-EEE Dr.B.Avinash Ben, HOD-MECH Mrs.A.Swathi,CSE Mr.K.Mehar Prasad,CSE Mrs.K.Shyamala,ECE Mr.K.Avinash Kumar,ECE Dr.K.Sandhya Rani,BS&H Mr.M.Santhosh Kumar,AO</p> | <ol style="list-style-type: none"> 1. Grievances Redressal Committee receives and redresses grievances reported for the following issues. 2. Academic issues-pertaining to teaching learning activities. 3. Student's teacher, student-student, parent relationship pertaining to harassment etc. 4. Internal evaluation and internal assessment marking. |



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| | | Students Members: Palla Pavani,CSE A.Rishitha, CSE M. Devika Bhavani,EEE R.Rambabu, EEE K. Charan Kumar, ECE Kona Ramya, ECE Bhogi Surya,MECH B.Ganesh, MECH B.Ramya Sri, CIVIL | 5. Complaint related to library and IT services. 6. Grievances related to food, water, electricity, etc 7. Grievance related to transport facilities. 8. Grievances related to sports, cultural and selection process etc. 9. Grievances related to women's issues and harassment. 10. Grievances related to ragging. 11. Grievances related to delay in issuance of records and documents. |
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| 6 | Scholarships/ Student welfare Committee | <p>Mr.A. Arjuna rao, HOD-EEE Mr. G.V. Phanindra, EEE Mr. K. Mohan Pradeep , MECH Mr. B. Sudha, ECE Mr. M. Jayaram,CSE Mr. K. Dhanujaya, BS&H Mrs.Dimple Mutyala, MBA</p> <p>Students: P. Sai Chandu- CIVIL K.Balaji-MECH B.Ganesh -MECH K.Charan Kumar –ECE Ch.Vikas -CSE E. Pavan Kumar-MECH M. Dheeraj-ECE S. Gayathri-CSE</p> | <ol style="list-style-type: none"> 1. To coordinate with Office for ID cards, Bus Pass, Admission numbers of First Year students. 2. To ensure that the First - Year students enroll in Co-curricular activities. 3. Address the issues reported by the students. 4. Conduct orientation program for novice students. 5. Handle drop out related issues. 6. Provide an environment for emotional, spiritual and social growth. |
| 7 | Anti Ragging Committee | <p>Dr. B.Murali Krishna, Principal Mr.A.Arjuna Rao, HOD-EEE Dr.Gandi Satyanarayana,HOD-CSE Dr.B.Avinash Ben,HOD-MECH Mr.V.S.Bhaskara Rao,HOD-ECE Dr.U.Ramu, HOD-MBA Mr.J.R.G.Patnaik, HOD-BS&H Mr.M.Santhosh Kumar, AO Mr.D.Koteswararao, PD Mrs.M.Indira, Member Mr. S.K. Sharief, Member</p> <p>Student Members: B. Manoj Kumar ,MECH M.Hemalatha ,CSE P Suresh,EEE K. Bharagavi,ECE</p> | <ol style="list-style-type: none"> 1. Inculcating Culture of Ragging Free Environment in the Campus. 2. Engage in the works of checking places like Buses, Canteens, Classrooms and other places of student congregation. 3. Involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting array of activities. 4. Conduct awareness programs from time-to-time in the campus. 5. To educate the students at large through various means about the menace of ragging and related punishments there to. A gamut of positive reinforcement activities are adopted by Anti- Ragging |



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| | | | Committee for orienting students and molding their personality for a better cause. |
| 8 | Anti Ragging Squad | Dr. B.Murali Krishna, Principal Mr.A.Arjuna Rao, Vice Principal Mr.D.Koteswara Rao, P.D. Mr.Venkata Naidu Bankuru, MECH Mrs.K.Shyamala, ECE Mr.K.Suribabu, ECE Mr.H.Devaraju, CSE Mr.B.Praveena Kumar, BS&H Ms.M.Anushakumari, MBA K.Nagabhushan Rao(Parent) P.Srinivas Rao(Parent) | <ol style="list-style-type: none"> 1. They will form duty chart & carryout regular checks for any Ragging activity in their areas. 2. They will carry out surprise checks in probable areas of ragging. 3. In case of any incidence of ragging is noticed on the spot, assessment of the incident is to be made and necessary action to be taken and inform the control cell immediately in given proforma. 4. Ensure anti ragging instructions are displayed at prominent places in their areas of control. 5. Each squad in-charge makes a detailed duty plan of his squad and forwards a copy of the same to the control room. 6. Every squad in-charge briefs all members of his squad about their duties / action to be taken against ragging. |
| 9 | Women Empowerment Committee | Mrs.M.Indira, Coordinator Mrs.A.Swathi, CSE Mrs.T.Prasanthi, CIVIL Mrs.O.Gowri, EEE Mrs.S.Santhoshi Bhavani, ECE Dr.K.Sandhya Rani,BS&H Mrs.D.SravyaSree, BS&H | <ol style="list-style-type: none"> 1. Identification of strong leaders, change-makers among women and girls and building their capabilities. 2. To promote a culture of respect and equality towards female gender. 3. To organize awareness |



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| | | | <p>programs on gender equity.</p> <ol style="list-style-type: none">4. The provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right.5. To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women.6. Arranging seminars to create awareness on the economic, social, political, and legal rights of women.7. Organizing different activities to make women aware of their health, fitness, self-defense etc.8. Conducting various Competitions to encourage their artistic talents and creative thinking.9. To highlight the importance of spirituality, health, hygiene and safety.10. Celebration of International Women’s Day on March 8th every year.11. To inculcate an entrepreneurial culture among young girls, at the earliest so that they can be “job providers” rather than “job seekers”. |
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| 10 | Sports / Games committee | <p>Mr. A . Arjuna Rao, Vice Principal Mrs.M.Sumathi, CIVIL Mr.G.Prasanth,EEE Mrs.Deepthi Kaza ,MECH Mr.G.Ramu,MECH Mr.K.Avinash Kumar,ECE Mr. Surendra Kumar Choudary, CSE Mr. G. Chinna Rao, BS&H Mrs.P.Monika, CSE Mr. Tammana Srinivas, MBA</p> <p>Students: N S Sandhya Rani, CSE Nagendra, EEE R Rambabu, EEE D.Arun Kumar, MECH B.Ganesh,MECH J.Siddhu,ECE K.Charan Kumar,ECE J.Rakesh,ECE K.Sainikhil,ECE</p> | <ol style="list-style-type: none">1. Coordination with the Student Sports Secretary.2. Keeping stock of previous and current years' sports goods. Place order for sports goods on basis of quotations procured. Arranging the venues for sports events.3. Drawing plans for various sports. Consultation with the Principal.4. Obtaining permission to hold sports events in the college campus. To conduct intra- oriented-college sports events.5. To obtain sanction for Entry / Registration Fees to participate in various sports events. To maintain attendance of students who participate in sports events.6. Sorting out any sports related issues (team selections, objections, quarrels etc).7. Maintaining reports of sports events participated outdoor or in the University. 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.8. Taking follow up action on Annual sports contribution of the institute.9. To organize intra-class & |
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| | | | <p>inter</p> <p>10. - class sports and games competitions at the college level to identify talents in various sports and games both indoor and outdoor to build a strong college level teams to participate at the State Level and National Level competitions.</p> <p>11. To encourage the students to actively participate in various sports and games competitions conducted by other colleges.</p> <p>12. To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations.</p> |
| 11 | OBC Committee | Mr.G. Ramu, Coordinator R.Venkatesh, CIVIL S.Jhansi Rani, EEE, A.Vasudeva Rao, CSE | <p>1. To circulate State Government and UGC's decisions about different scholarship programs.</p> <p>2. To communicate with the students and motivate them for better future planning.</p> <p>3. To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.</p> |



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| 12 | Prevention of Sexual harassment Committee | <p>Dr. B.Murali Krishna, Principal Mr. A.Arjuna Rao, HOD- EEE Mrs.M. Lakshmi Sramika, MECH Mrs.K. Shyamala, ECE Dr. R. Swapna, BS&H</p> <p>Student Members: B.Sanghavi,CSE Sriram Siddhu,MBA Sharon Dena Raji,BS&H B. Neelima, EEE G.Lakshmi,EEE K.Charankumar,ECE E. Swetha,ECE P.Arvind,MECH</p> | <ol style="list-style-type: none"> 1. To make them strong and to stand up for themselves, not being afraid of the consequences. 2. Every complaint has the right to be notified in writing of the outcome of the complaint. Inappropriate and uncalled for comments about one's body or dress. |
| 13 | Internal Complaints Committee | <p>Dr. B.Murali Krishna, Principal Mr. K. T. Daniel Mohan,CSE Mr. D. Koteswara Rao, P.D. Mrs.U.Venkata Lakshmi, EEE Mrs.S. Santoshi Bhavani, ECE Mrs.Dimple Mutyala,MBA Dr.K.Sandhya Rani,BS&H</p> | <ol style="list-style-type: none"> 1. Discuss any staff grievances which are submitted. 2. Resolve the grievances and report to the concerned Authorities. 3. Submit feedback to Principal. |
| 14 | Students Affairs and Welfare Committee | <p>Mr. A. Arjuna rao, Vice Principal Mr. G.V.Phanindra, EEE Mr. K.Mohan Pradeep , MECH Mr. B. Sudha, ECE Mr. M.Jayaram,CSE Mr. K.Dhanujaya, BS&H Mrs.K.Ramya Krishna,MBA</p> <p>Students: P. Sai Chandu,CIVIL G.Bhanukumar,CIVIL P. Sai Priya,EEE K.Eswararao,EEE B.Ganesh, MECH A.Tarun,MECH B.Jairam,MECH</p> | <ol style="list-style-type: none"> 1. To coordinate with Office for ID cards, Bus Pass, Admission numbers of First Year students. 2. To ensure that the First - Year students enroll in Co-curricular activities. 3. Address the issues reported by the students. 4. Conduct orientation programme for novice students. 5. Handle drop out related issues. 6. Provide an environment |



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| | | K.CharanKumar,ECE K.Sainikhil,ECE M. Dheeraj,ECE A.Kalyanbabu,MECH | for Emotional, spiritual and social growth. |
| 15 | Students Counseling and Mentoring Committee | Mr. J. R. G. Patnaik, Coordinator, HOD-BS&H Mr.G. Chinna Rao, BS&H Mrs.T.Satya Supriya,BS&H Mrs.D. Lakshmi Pavani, BS&H | <ol style="list-style-type: none"> 1. The mentor should develop a strong connection between the students and the faculty. 2. The mentor should gain full confidence of students through his or her cooperative & kind behavior so that students can freely discuss their problems & difficulties. 3. The mentor should call respective parents for verification of address, phone no. and e-mail etc. 4. The mentor should take help of parents in analyzing the student's academic history & understanding about self-evaluation. 5. During student's meeting, try to figure-out any of following problems / difficulties with the students. 6. The mentor is expected to inform the subject teacher regarding the treatment of the student. |
| 16 | Central Purchase Committee | Dr.G.Chinna Rao, Coordinator Mr.B.Gangadhar, BS&H Mr.T. Srinivas, MBA Mr.S.Suman Datta, MBA Mr.K.Dhanujaya,BS&H | <ol style="list-style-type: none"> 1. The HoDs of departments concerned / Lab In-charge / Lab Technicians should make arrangements for getting the quotations based on the intended specifications. 2. Comparative chart is |



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| | | | <p>prepared with the help of indenter.</p> <ol style="list-style-type: none">3. Based on the recommendations of the department, usually by the respective HoD, purchase committee will deliberate on the quotations, specifications and negotiate.4. Recommend the suitable vendor for the procurement.5. The committee meets as and when needed.6. To maintain constant communication with the market condition and explore possibilities of identifying new sources of supply at competitive rates.7. To ensure equitable treatment of suppliers and promotion of competition in procurement. |
| 17 | Finance Committee | Dr. B.Murali Krishna, Principal Mr. I. Shravan Kumar, Member of GB Mr. A.Arjun Rao, HOD- EEE Mr.G.Satyanarayana, Accountant | <ol style="list-style-type: none">1. To monitor and manage the budget estimates relating to the income from fees etc.2. To manage the annual budgets and utilization reports submitted by the individual departments Audited |

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| 18 | NSS Committee | <p>Dr. B.Murali Krishna, Principal Mr.A.Arjun Rao, HOD- EEE Dr.Gandi Satyanarayana,HOD- CSE Mrs.M.Lakshmi Sramika, MECH Mr. V. BhaskaraRao, HOD- ECE Dr. U. Ramu, HOD-MBA Mr. J.R.G. Patnaik, HOD-BS&H Mr.M.Santhosh Kumar, AO Mrs.K.Swathi, PD Mrs.M.Indira, Member Mr. S.K.Sharief,Member Mr.J.Jagadeesh,Member</p> <p>Students: N S Sandhya Rani,CSE A Rishitha,CSE S RMohan ireeti,EEE K.Eswararao,EEE R Rambabu,EEE Ravi Kumar,MECH B.Jairam,MECH B.Ganesh,MECH J Siddhu,ECE K.Charan Kumar,ECE K.Sai Nikhil,ECE P Dinesh Kumar,CSD</p> | <ol style="list-style-type: none"> 1. Enrolment of cadets in NSS (Boys & Girls) from the students 2. Planning & Conducting regular activities and camps from time to time. 3. Creating awareness on social responsibility among students. 4. Maintenance of accounts and submission of accounts to university for the assistance received for NSS activities. 5. Programme officers of the units to take complete responsibility of the day to day activities. |
| 19 | Academic Audit Committee | <p>Dr. B.Murali Krishna, Principal Mr.B.Anand Swaroop, EEE Mr.K.Suribabu,ECE Mr.Y.Ramesh Kumar, CSE Mrs.M.Indira, BS&H Mrs.K.Ramya Krishna,MBA Mr.B.Harikrishnayadav,MECH Mr.P.Anil Kumar,MECH Mrs. M. Indira, BS&H Mrs. M.Anusha Kumari, MBA</p> | <ol style="list-style-type: none"> 1. Review academic and administrative activities of the Institute on a periodic basis. 2. Ensure that the Academic calendar provided by the Institute is implemented without any variation. 3. Verify that the timetables prepared by the individual departments are followed as per the |

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| | | | <p>schedule.</p> <ol style="list-style-type: none"> 6. Review the student and faculty development programs. 7. To check whether the records and files being maintained by all the departments across the Institute are as per the IQAC criteria or not. |
| 20 | Extra-curricular Activities Committee | <p>Mr.A.ArjunaRao,HOD-EEE Dr.G.Satyanarayana,HOD- CSE Mrs.N.Sakitha Sri, CSE Mr.P.Satyanarayana,CSE. Mr.K.Avinash Kumar, ECE. Mr.K.Suribabu,ECE Mrs.S.SanthoshiBhavani,ECE. Mrs.Ch.Roopa Devi,CSE Mr.S.K.Choudhary,CSE Mrs.Parimala Kotla Radhika,MECH. B.Anand Swaroop, EEE</p> <p>G.Giridhar Reddy, EEE G.Prashanth,EEE G.Dharmaraju,CSD A.Vasudevarao, CSM,</p> | <ol style="list-style-type: none"> 1. To suggest and organize various cultural activities to be organized in an academic year 2. Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc. 3. To prepare a sports calendar and an action plan to implement the same. 4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college. 5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields. 6. Selection of teams to represent the college in |

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| | | | <p>inter-collegiate tournaments and also the intramural tournaments.</p> <p>7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games.</p> <p>8. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.</p> |
| 21 | Transport Committee | <p>Mr. V. Siva Bhaskar Rao, HOD-ECE Mr. T. Jagannadham, BS&H Mrs. R. V. Lakshmi, MBA Mr. H. Devaraju, CSE Mr. B. Sudha, ECE Mr. T. Mahendra Rao, MECH</p> <p>Students: Ch.Vikas,CSE A.Rishitha,CSE R Rambabu,EEE K Eswararao,EEE T. S. Sailesh Kumar,CSE K. Dinesh Kumar,CSE B. RamyaSree,ECE T. Rohith Kiran,CSM B.Jairam,MECH B.Ganesh,MECH</p> | <ol style="list-style-type: none"> 1. Arrangement of buses for the day scholars, faculty and staff from different areas of Visakhapatnam, Vizianagaram, 2. Srikakulam and notification of bus starting and departure times (to & fro) for the information of students, faculty and staff at the beginning of the semester, during examination and vacation. 3. Repair and maintenance of buses (not under lease) from time to time 4. Preparation of budget estimation for transport. 5. Verification of Driving licenses of drivers and fitness Certificates of buses |

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| | | | <p>6. Proposals for the Purchase of new buses as per the students' registration.</p> <p>7. Preparation and Renewal of private bus contract as per the need.</p> |
| 22 | Library Committee | <p>Ms.M.Lakshmi Sramika, Coordinator Mr.T. Jagannadham, BS&H Mr.G. Ramu, MECH Mr.S.Suman Datta, MBA Mrs.Mishra Sangita, CSD & CSM Students: K Eswararao,EEE K. Upendra,MECH B.Ganesh,MECH B.Jairam,MECH V. Mounika,ECE, P.Shyam Venkat,CSE</p> | <p>1. Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces</p> <p>2. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.</p> <p>3. To look after general</p> <p>4. maintenance of the library in terms of reading material and infrastructure.</p> <p>5. To effectively involve in fostering the reading habit of staff and students.</p> <p>6. The committee ensures the up-gradation of the library to suit the ever-changing industrial requirements.</p> <p>7. The committee is expected to monitor the allocation of funds for the books, journals, manuals etc. and also</p> |

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| | | | monitor the digital processing of information including on-line journals. |
| 23 | Website Committee | <p>Mr.P.Sudharshanrao , Coordinator</p> <p>Mr. S. K. Choudary, CSE Mrs. T. Satya Supriya , BS&H Mr.Y.Sravan Kumar, MBA Mr.B.V.Naidu , MECH Mr. V.Sarath Kumar , EEE Mr.G.Krishnarao , ECE</p> <p>Students: C Krishnakumari,CSE P Tharun Kumar,ECE S Bhargavi,EEE B.Hema,MECH S Sravani,CSE P.Saichand,CIVIL N S Sandhya Rani,CSE A Rishitha,CSE S RMohanireeti,EEE K.Eswararao,EEE R Rambabu,EEE Ravi Kumar,MECH B.Jairam,MECH B.Ganesh,MECH J Siddhu,ECE K.Charan Kumar,ECE K.Sai Nikhil,ECE P Dinesh Kumar,CSD</p> | <ol style="list-style-type: none"> 1. To update information in all its forms in AIET. 2. To display banners and posters about various events at department level as well as college level. 3. To provide required guidance for the needy students. 4. To provide latest news and updates. 5. To provide Examination related matters. 6. Awareness creation and spreading examination information like results, notifications and updates regularly to the students. 7. Provide latest news and updates regularly to the society as well as needy people. 8. Regular monitoring all through the academic year. 9. Ease of accessibility. |

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| 24 | SC / ST Committee | <p>Mr. A. Arjuna Rao, Coordinator Mr. G.V.Phanindra, EEE Mr. K.Mohan Pradeep ,MECH Mr. B.Sudha, ECE Mr. M Jayaram, CSE Mr. K.Dhanujaya, Member Mrs. Dimple Mutyala, MBA</p> <p>Students: K Ramesh (259815191604) V Narasimha Rao (540196046593) G Nookaraju (245868617083)</p> | <ol style="list-style-type: none"> 1. Educating the students about the schemes introduced by Central Govt. & State Govt. 2. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required. 3. Coordinating & resolving the problem of SC/ST students. Facilitating the financial scholarship of SC/ST students. 4. Educating the students about schemes introduced by Central Govt. & State Govt. 5. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required. |
| 25 | Minority Committee | <p>Mr. Sk. Sharief ,Coordinator Mr. K. T. Daniel Mohan, CSE Mr.T. Vinay , ECE</p> | <ol style="list-style-type: none"> 1. Plans to implement, coordinate and control all schemes related disadvantaged groups. 2. Conducts coaching classes for competitive exams and prepares students for professional examinations. 3. Ensures the safe and secure environment for minorities 4. Provides counseling for any emotional emergencies arising on account of any events in the institute. 5. Provides a mechanism to |

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| | | | redress the grievances of minorities. |
| 26 | Internal Quality Assurance Cell (IQAC) | <p>Dr B.Murali Krishma, Principal Mr. I. Sravan Kumar, Member of GB Dr. G.Satyanarayana, IQAC Coordinator Mr.A.ArjunaRao, Vice Principal Mr.V.Siva Bhaskara Rao,HOD-ECE Ms. M.Lakshmi Sramika,MECH Mr.J.R.G.Patnaik, HOD BS&H Dr .U.Ramu, HOD MBA Mrs.K.Syamala, ECE Dr . R .Swapna, BS&H Dr.G.ChinnaRao, BS&H Mr.B.Ananda Swaroop, EEE Mr.A.VasudevaRao, CSM Mr.SK.H.Sharief, MECH Mrs K. Praveena, Exam Cell InCharge</p> | <ol style="list-style-type: none"> 1. Development and application of quality benchmarks. 2. Parameters for various academic and administrative activities of the institution. 3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. 4. Collection and analysis of feedback from all stakeholders on quality related institutional processes. 5. Dissemination of information on various quality parameters to all stakeholders. 6. Organization of inter and intra institutional workshops, seminars on quality related. |
| 27 | Carrier Guidance, Training and Placement Cell | <p>Mr. M. Rupu Sundar, TPO Mr. G. Prasanth, EEE Dept Coordinator P Anil Kumar, MECH Dept Coordinator G. V. Santhosh, ECE Dept Coordinator Mr. S. Kesava Rao, CSE Dept Coordinator</p> | <ol style="list-style-type: none"> 1. To coordinate organizing of various processes like written test, group discussion, technical interviews, H.R. Interviews when the companies come to the campus for placement. 2. To organize activities aimed at improving Institute- Industry |

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| | | Mr.T.Srinivas, MBA Dept Coordinator | Interaction. 3. To coordinate the soft skills training programs of the respective departments. 4. To build and nurture relationship with alumni. |
| 28 | Research and Development Cell (R&D) | Dr.B. Avinash Ben, Coordinator Mr.B.Anand Swaroop,EEE Dr.Raja Santosh,MECH Dr.R.Swapna,BS&H Mrs.K.Syamala,ECE Dr.A.Balakrishna,CSE Dr.E.Ranjit Kumar, Students: S Navyasri(19Q71A05F6) K S Durga(19Q75A0406) K Suresh(19Q75A0375) A Victor Harsha(18Q71A0504) M Dharma Rao(18Q71A0422) | 1. To suggest measures for improvement of research and development activities in the organization. 2. To provide expert advice and guidance in motivating faculty members towards engaging in research activities. 3. To help in outlining methods for improving the quality of research and promote inter disciplinary research and developmental activities. |

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| 29 | Entrepreneurship Development Cell and Industry Institute Interaction | <p>Dr. U.Ramu, HOD-MBA Dr. A.M.Venkata Praveen,MECH. S.Jhansi Rani,EEE K.Swetha ,ECE Mrs.Ch. Sravanthi,CSE Dr.K.Sandhya Rani , BS&H K.Swetha , MBA</p> | <ol style="list-style-type: none"> 1. To create awareness among the students of the Institution regarding entrepreneurship as a career option. 2. Arrange guest lectures by inviting engineers and top executives from industry to visit the institution to deliver lectures and to impart industrial exposure to the students. 3. Providing opportunities to the degree level engineering institutions to improve their knowledge upgrade their skills and enhance their qualifications. |
| 30 | Alumni Cell | <p>Mr. K. Suri Babu, ECE Mr. A.ArjunaRao, Vice Principal Mr. M. S. Santhosh Kumar, A.O Mr. B. Anand Swaroop , EEE Mr. G.Ramu, MECH</p> <p>Students: P Saichand,CIVIL R Rambabu,EEE A Rishitha,CSE B.Jairam, MECH K.Sainikhil, ECE</p> | <ol style="list-style-type: none"> 1. To maintain an up-to-date and detailed database of the alumni. 2. To highlight the success of alumni to improve the credibility and reputation of the institute. 3. Plan and promote a platform for interaction between all stakeholders of AIET. 4. Maintain healthy relationship with the alumni body. 5. Assist management in creating an environment in the college which enables the students to have lasting memories. |

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| 31 | Exam Cell | <p>Mr .A.C. Ramanjaneyulu, MECH Mr K.Avinash Kumar, ECE Mr.M.RupuSundaraRao, Placement Officer M.S.Santosh Kumar, Administrative Officer Mr R. L. Narayana WNS Central Head, Industry Member Mr.R.Appala Narsayya, SarpanchLocal Society Mr.V.Vidya sagar, SBI Alumni, Deputy Manager L.Gayathri(TCS,digital, Hyderabad Student ,CSE</p> | <ol style="list-style-type: none"> 1. Examination Cell serves all Examination notices received from University to all concerned. 2. Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities of payments of fine etc. 3. Examination Cell takes all precautions while preparing Examination Time table, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc. 4. Examination Cell mobilizes the proper staff during the Examination time, and assigning them duty as per the duty chart already prepared. 5. Examination cell takes necessary steps for distribution of Answer sheets to the concerned teachers after completion of the exam and receiving the answer sheets, award list, and preparing in the desired format to send them to University. 6. Examination Cell staff collects Marks Memos of various |
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| | | | <p>examinations from the University and they distribute them to the corresponding students.</p> <p>7. Examination cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.</p> <p>8. Examination Cell keeps all records pertaining to examinations.</p> <p>9. Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.</p> <p>10. Examination Cell plays an important role to verify the passed out student details</p> |
| 32 | Institution's Innovation Council (IIC) | <p>Dr B.Avinash Ben, Coordinator Dr A. BalaKrishna, CSE Dr.A.M.V.Praveen,MECH Mr K. Avinash Kumar, ECE Mr B. Anand Swaroop, EEE Mr K. Mehar Prasad, CSE</p> | <p>1. Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus</p> <p>2. To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion.</p> <p>3. Identify and reward innovations and share success stories.</p> |

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| | | | <ol style="list-style-type: none"> 4. Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators. 5. Network with peers and national entrepreneurship development organizations. 6. Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students. 7. Organize Hackathons, idea competition, mini-challenges etc. with the involvement of industries. |
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