AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi, & Permanently Affiliated to J.N.T.U.K., Kakinada)
NAAC "B++" Accredited Institute
Cherukupally (Village), Near Tagarapuvalasa Bridge, Vizianagaram -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.
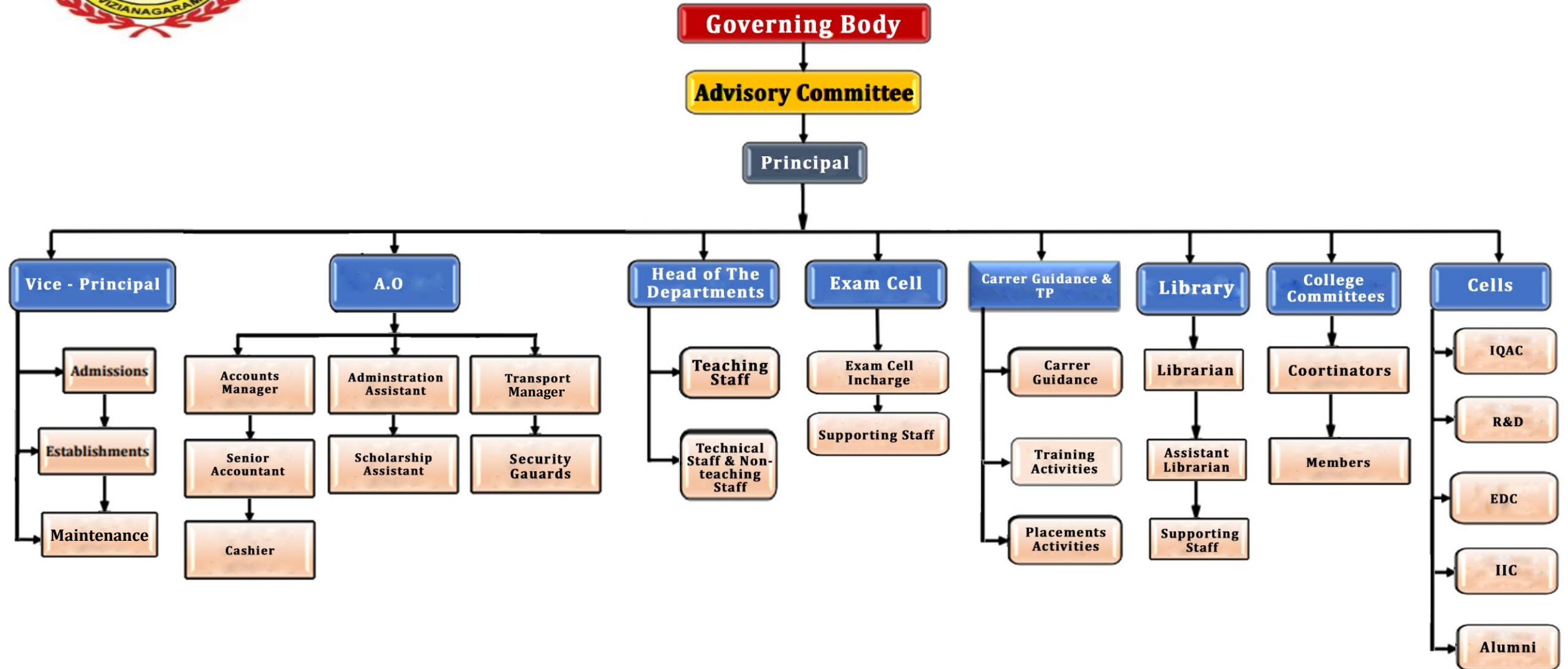
Additional Information

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Organization chart

Governing Body

Advisory Committee

Principal

Vice - Principal	A.O	Head of The Departments	Exam Cell	Carrer Guidance & TP	Library	College Committees	Cells
Admissions	Accounts Manager / Adminstration Assistant / Transport Manager	Teaching Staff	Exam Cell Incharge	Carrer Guidance	Librarian	Coortinators	IQAC
Establishments	Senior Accountant / Scholarship Assistant / Security Gauards	Technical Staff & Non-teaching Staff	Supporting Staff	Training Activities	Assistant Librarian	Members	R&D
Maintenance	Cashier			Placements Activities	Supporting Staff		EDC
							IIC
							Alumni

Institutional Strategic Plan

Preamble

Avanti Educational Society was founded in 1991 by M. Srinivasa Rao as the chairperson, from which Avanti Institute of Engineering and Technology was established in 2005.Over the past 13 years, Avanthi Institute of Engineering and Technology has been engaged in providing quality education for the future generations of engineers. AIET was started with four B. Tech programs (ECE, CSE. EEE, Mech) with an intake 240, today it has emerged as a leading institution in the state with an intake of 828 students in five (CSE, ECE, EEE, Civil and Mech) Undergraduate programs, five M.Tech programs (CSE, VLSI Design, Power Systems, CAD-CAM, Power Electronics) and MBA. With an unparalleled infrastructure and state-of-art facilities, outstanding academic results and achievements in sports and NSS (1 Units) we are positioned as a college of choice for the students to weave their engineering dreams into reality. The institution is NAAC accredited with of 3.00 on four-point scale at "B++" grade valid up to 26-09-2023, and is permanently affiliated to JNTUK, Kakinada and is now one among the Best Engineering colleges in Andhra Pradesh. Our academic excellence has been the cornerstone of our reputation, our students and graduates are recognized and valued for their integrity, commitment, ethical behavior and leadership qualities.

Its In-House training and placement department (TPC) trains the students in a distinguished methodology for both on and off campus placement activities. Career Guidance Cell (CGC) Supplements information that helps and guide the students for their future careers. Entrepreneurship Development Cell (EDC) organizes activities to turn the students into successful Entrepreneurs.

Industry Institute Interaction Cell (IIC) injects the practical exposure and congenial relationship with industry for which it signed 20 MOUs with the best institutions including companies like Infosys, TCS, Amazon, PEGA etc.

Avanthi Institute of Engineering and Technology (AIET) has progressed so fast because of visionary patronage, committed leadership, hard work and community and Industry partnerships. These achievements are a testament to the fortitude of every faculty and staff member who enabled change at a pace never experienced before. The campus setting, learning environment and the vibrant community all contribute to an exceptional academic environment that gives AIET much to celebrate and build upon.

Since its inception it has been encouraging the students and faculty in their academic pursuits by imparting high quality technical education and striving hard to transform this institute into one of the best technological institutions in the country.

Strategic Plan

To facilitate continued excellence and leadership in our mission, this Strategic Plan has been developed as a guide envisioning our future priorities. Aligned with the Institute's Mission, this Strategic Plan defines the objectives and strategies that will build towards the goals outlined.

AIET College Academic and Advisory Committee (CAA) were constituted in 2018 with key Institute leaders and faculty representatives. The CAA prepared a draft strategy document with a vision, mission, goals and action items. The planning process started with a brainstorming session by a team of faculty members, focus group meetings with students, discussions in department faculty meetings and alumni inputs. The participants were grouped and completed an extensive SWOT analysis on the state-of-art of Avanthi Institute of Engineering and Technology. The PDC team developed ideas on the major goals, objectives and strategies. Suggestions and feedback were invited from all stakeholders: Parents, Faculty, Staff, Students, Alumni and Industry. The recommendations from all its stakeholders were consolidated as six major goals. Six groups of subcommittees reviewed the objectives and strategies and completed the draft plan. Finally, the draft plan was presented to the AIET GB members, Chairman, Principal, Director, professors and all HoDs, Professors and faculty for feedback and for fine tuning. After incorporating the suggestions and feedback, the Strategic Plan 2018-2023 has been finalized.

Our Vision, Mission, Quality Policy and Core Values

Vision

To develop highly skilled professionals with ethics and human values

Mission

1. To impart quality education with industrial exposure and professional training.

2. To produce competent and highly knowledgeable engineers with a positive approach.

3. To have self confidence among students which is an imperative prerequisite to face the challenges of life.

Quality Policy

Avanthi Institute of Engineering and Technology, emphasizes the ethical ideals to innovate advanced training by creating the best possible infrastructure through an engaging, activity-oriented teaching. It also uses the most updated information and communication technology to enhance an engineering approach among the students, aiming for an effective and ambitious administration which is responsive in all the aspects.

Core Value

Avanthi Institute of Engineering and Technology (AIET) focused on five core values detailed below.

(i)   Contributing to National Development

Contributing to National development has always been an implicit goal of AIET. Serving the cause of social justice, ensuring equity, increasing access to higher education, human resource development and capacity building of individuals, to cater to the needs of the economy, society and the country as a whole, thereby, AIET is contributing to the development of the Nation.

(ii)   Fostering Global Competencies among Students

With liberalization and globalization of economic activities, the need to develop skilled human resources of a high caliber is imperative. Therefore, AIET is preparing the students to achieve core competencies, to face the global challenges successfully and be innovative, creative and entrepreneurial in their approach. Towards achieving this, AIET established collaborations with industries, network with the neighborhood agencies/bodies and foster a closer relationship between the "world of competent-learning and the world of skilled work".

(iii)   Inculcating a Value System among Students

Although skill development is crucial to the success of students in the job market, skills are of less value in the absence of appropriate value systems. In India, with cultural pluralities and diversities, it is essential that students imbibe the appropriate values commensurate with social, cultural, economic and environmental realities, at the local and national level. AIET takes responsibility for instilling the desired value systems among students.

(iv)   Promoting the Use of Technology & Innovation

Technological advancement and innovations in educational transactions have to be undertaken by all, to make a visible impact on academic development as well as administration. To keep pace with the developments in other spheres of human endeavor, AIET has enriched the learning experiences of their students by providing them with state-of-the-art educational technologies including

Information and Communication Technologies (ICT). AIET established Technology Incubation Hub, and Entrepreneurship Development Cell to encourage students and faculty for Innovation.

(v) Quest for Excellence

The Institute is committed to excellence in all spheres of its activities, and through internal and external reviews, and will work towards continuous improvement. The Institute will demonstrate excellence by our people, programs and outcomes, as well as by the quality of decisions and actions recognized through awards and honors. This 'Quest for Excellence' started with the assessment or even earlier, by the establishment of the Internal Quality Assurance Cell (IQAC) in the campus.

(vi) Integrity

Integrity involves honesty and fairness, consistency in instruction, ethics of scholarship, freedom of inquiry, and open and truthful engagement with the community through effective communication, policies and practices. Research and Teaching shall be carried out in an environment of academic freedom and honesty. The Institute will adhere to the standards of ethics in all its activities.

(vii) Transparency

The Institute will function according to defined procedures and rules, which will be informed to all stakeholders. The Institute will put all important information related to its functioning in college Website, http://www.aietta.ac.in/

Strategic Goals

In order to achieve its Mission, retaining the culture and aspirations, The Avanthi Institute of Engineering and Technology has established the following

GOALS:

GOAL1: Be among the Best Technical institutions in the country in Technology.

GOAL2: Developing Excellence in Research and Consultancy.

GOAL3: Developing Excellence in Innovation and Entrepreneurship activities.

GOAL4: Recruit, reward and retain a community of dedicated faculty and staff.

GOAL5: To focus on overall development of the students through high quality academic programs, training, placement co-curricular and extra-curricular activities and community outreach programs.

GOAL6: To establish and maintain facilities and infrastructure, governance and administration that achieve the college's Vision and Mission.

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GOAL 1:

Be among the Best Technical institutions in the country in Technology.

Avanthi Institute of Engineering and Technology planned to develop the next generation of Engineers, Innovators and Entrepreneurs who will attain technical competence with leadership skills. The college will continue to strive in creating lifelong learners through the active engagement and support of its stakeholders and alumni.

Objective 1.1: Improvement in Teaching, Training and Learning Facilities cum Strategies:

a) Modernize and Strengthen the Laboratories as per R16 Regulations.

b) To increase Interdisciplinary interactions among faculty and students and the outside world on the upcoming technologies and the changing needs of the society.

c) Continuous updating of books, Learning Resources and Course specific software.

d) Keep the Library and Digital Library Facility open to maximum time possible

e) Encourage innovative teaching, learning and assessment methods

f) Enhance faculty and student interaction with reputed institutions/companies through training programs, workshops and collaborative projects

g) Increase internships and student exchange programs at reputed institutions and companies.

Objective 1.2: Institutional Brand building Strategies:

a) To be a student centric institute, where academics is followed with utmost passion and sincerity.

b) Improve overall student and faculty satisfaction for word of mouth

c) Evolve mechanisms to attract high quality students from local, national and international

d) Ensure quality assurance through Annual Quality Assessment

e) Attain higher levels of achievements in co-curricular and extra – curricular activities

f) Inspire social commitment of staff and students through outreach activities

g) Enhance the role of stakeholders in decision making

h) Establish structured feedback system from stakeholders for curriculum enrichment activities

i) Monitor the effective implementation of the strategic plan

Objective 1.3: Promote Alumni networking with students Strategies:

a) Create a world-wide Avanthi Institute of Engineering and Technology Alumni network

b) Attract alumni support in placements and internships for students

c) Enhance the involvement of Alumni as Resource persons for technical workshops and invited talks.

d) Strengthen Alumni involvement as Innovator or Entrepreneur in the campus start-up ecosystem–Technology Incubation Hub, Business Incubation Centre and Entrepreneurship Development Cell.

GOAL 2:

Developing excellence in Research and Consultancy

Our endeavors fostering innovation, Research, Consultancy, Internship programs and Entrepreneurship in the coming years will prepare students to be global citizens.

Objective 2.1: Strengthen research activities strategies:

a) Increase research publications in reputed peer reviewed refereed Journals.

b) Encourage faculty and students to organize/ attend workshops, conferences, invited talks, seminars etc.

c) Increase the number of external and internal research projects. More focus on Sponsored Research projects.

d) Encourage faculty and students for commercialization and patenting of Research products

e) Continuously monitor and apply for financial aids given by central, state governments and various international organizations

f) Become approved Research Centre for all the Departments of the college by JNTUK, Kakinada and other Universities also.

g) Develop two to four nationally recognized areas of marked distinction within the college by identifying unique research opportunities that match our faculty's expertise, building upon the research strengths of the college and developing road maps.

h) Establish an Interdisciplinary Research Centre in the campus.

Objective 2.2: Strengthen Industry-Institute Interaction Cell for consultancy and internships Strategies:

a) Nurture a culture of research and innovation excellence focusing on challenges of society in the region.

b) Strengthen consultancy cell and pursue consultancy activities for all the departments.

c) Sign MoUs with reputed industries and organizations for productive partnership to undertake joint research projects, training and internships.

GOAL 3:

Developing Excellence in Innovation, and Entrepreneurship activities

Objective 3.1: Strengthen Entrepreneurial ecosystem in the campus Strategies:

a) Facilitate and develop a culture of research entrepreneurship that rewards faculty & students for the development of Intellectual Property Rights (IPR).

b) Encourage students and Faculty (Department wise) to participate in Technology Incubation Hub that promotes entrepreneurship.

c) Develop Business Incubation Center and meet-up spaces focusing on MSMEs.

d) Conduct training programs / workshops / events /competitions focused on Innovation and Entrepreneurship.

GOAL 4

Recruit, Reward and retain the community of dedicated faculty and staff

a) AIET will recruit, reward and retain a team of dedicated and committed faculty and staff, and provide a productive work environment to achieve a bright career ahead.

b) Improve faculty welfare

c) Improve facilities to all staff.

Objective 4.1: Ensure quality in intake of faculty and staff Strategies:

a) Recruit faculty and staff through a rigorous screening process evaluating their capability and interest

b) Establish norms for career advancement in tune with AICTE & UGC guidelines

c) Conduct compulsory induction program for newly joined faculty

Objective 4.2: Encourage and enable faculty excellence Strategies:

a) To be a campus where 20 percent of faculty members hold a Ph.D. degree within 5 years

b) Review and accommodate innovative teaching methodologies

c) Build a team of outstanding faculty and ensure that every faculty member has a career path to academic excellence and success

d) Encourage the faculty and students to participate in seminars, conferences, workshops and faculty development programs at reputed National and International organizations.

e) Re-engage the senior faculty in a more active research role by providing incentives such as differential workload, flexible timings and a faculty evaluation system that better reward research and consultancy excellence.

f) Ensure continuous value addition to skill sets for all employees

g) Ensure training on basic pedagogy and advanced pedagogy each of one week duration including both theory and hands on learning.

h) Ensure exclusive training on student counseling by psychologists.

Objective 4.3: Facilitate welfare measures for a rewarding career Strategies:

a) Implement performance-based incentives, rewards and recognition

b) Conduct skill development programs in advanced technology areas for faculty and technical staff

c) Encourage faculty and staff towards entrepreneurship

d) Implement attractive pay and other benefits for personal/professional development

e) Organize at least one family-based activity such as picnic, yoga & meditation, food & nutrition once in a year.

GOAL 5:

Focus on holistic development of the students through high quality academic programs, training and placement, co–curricular and extracurricular activities and community outreach programs.

Objective 5.1: Ensure quality teaching and learning Strategies:

a) Introduce and implement the use of ICT for teaching and learning

b) Empower students' personal and professional development through academic and professional advising, peer-to-peer mentoring etc.

c) Regular audit on effectiveness of both UG & PG curriculum

d) Strengthen the quality and impact of the M.Tech program.

Objective 5.2: To prepare students for successful placements and/or higher studies Strategies:

a) Enhance career guidance and placement activities to attract core companies

b) Offer skill based and industry relevant training programs

c) Train students to get admissions in top ranking institutions in India & abroad.

d) Take measures including academic support to weak students to improve the student pass percentage by appropriately addressing the related issues

e) Special focus on communication skills with special care on disadvantaged groups.

Objective 5.3: Develop a culture to serve the society Strategies:

a) Motivate student projects relevant to society and to provide solutions to regional problems.

b) Encourage students for community service through NSS activities.

c) Encourage support for NGOs engaged in Social Service Activities

Objective 5.4: Provide an environment for the holistic development of students Strategies:

a) Enhance extra-curricular, co-curricular activities and Hobby Clubs

b) Enhance department association and professional society activities and ensure mass participation of students

c) Develop counseling Centre to address students' psychological and emotional issues

d) Empower the student Activity Centre to discuss common problems of students and ensure its solution.

e) Effective Grievances Redressal Mechanism to address grievances.

GOAL 6

Maintain facilities and infrastructure; governance and administration that support the achievement of the college's Vision, Mission and Values

Objective 6.1: Achieve excellence in governance and administration through transparency, accountability, quality and trust Strategies:

a) Establish well defined rules, policies and simple procedures.

b) Decentralization of powers and all-inclusive well defined organizational charts

c) Provide financial powers to departments and manage its utilization with accountability and transparency

d) Celebrate and reward excellence in innovation, leadership and initiative.

e) Streamline the process of budgeting and financial auditing.

Objective 6.2: Develop world class infrastructural facilities for undergraduate and postgraduate education, and research Strategies:

a) Develop a master plan that addresses the need for the present and the future.

b) A full-fledged maintenance cell to undertake the maintenance of infrastructure and other facilities.

c) Continuous up-gradation of lab/workshop requirements at par with reputed National / International institutions

d) Improve library facilities- print and digital resources, both at central and department libraries. Improve medical facilities in the campus including ambulance

e) Enhance facilities for sports, arts and recreation, with time extension beyond regular working hours.

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Steps for Effective Implementation and Monitoring:

1. Identify leaders from AIET Planning and Development Committee for the five strategic goals who will develop appropriate targets and assessment plans.

2. Communicate this College Strategic Plan to all Stakeholders in general and Head of Departments (HoDs) in particular.

3. Encourage Head of Departments to align their Departmental plan with the College Strategic Plan.

4. Encourage a college culture that will give true feedback and suggestions from Stakeholders.

5. Schedule Bi-Annual reviews Chaired by the Chairman assisted by Principal & Deans who is also Coordinator of this Strategic Plan to assess progress on Strategic Goals, Objectives supported by appropriate targets and to revise this Strategic Plan where necessary after discussion with GB members.

6. Encourage a College Culture that will enthusiastically promote continuous planning and support new ways of doing by empowering all departments.

Short Range Goals:

1. To strengthen the Centre of Excellence (COE) in Engineering and Technology and to set up more incubation Centers and Startups.

2. To strengthen Institute/Industry/Alumni interaction to enable better placements and get increased number of internships.

3. To get recognition as a Research Centre by affiliating university.

4. Participate in AICTE Margdarshan to upgrade the level of other institutions.

5. Faculty/Student exchange programs at the international level.

6. To improve "e-ATL" facilities for the students and faculty to access e-books and e- journals at any point of time, from my location.

7. To implement Digital Evaluation is the examination system.

8. To improve e-governance facilities.

9. Implementation of Skill development training programs to students from first year onwards.

10. To multiply the number of patents and publications.

11. To start new UG/PG Programs in emerging areas/technologies, thus improving the potential of employability among the students.

12. To embrace innovative teaching methodologies to optimize the Teaching- Learning process through academic and administration reforms leading to improved learning outcomes among the students.

13. To organize one International / National Conference in each department.

Medium Range Goals

1. To be recognized as a National Research and Development Centre.

2. To organize one International / National Conference in each department.

3. Implementation of a fully Automation process.

4. To have a linkage with foreign universities.

5. To be a campus where 40 percent of faculty members holds a Ph.D. degree within 5 years

Long Term Goals:

1. To reach the status of an autonomous private technical campus.

2. To integrate the academics and R & D programs in collaboration with the reputed Universities and Industries.

3. Need to establish faculty quarters within the campus.

4. To make a fully residential campus.

5. To increase IPR & Branded as Research Institute.

6. To have an industry chair in each department sponsored by the industry.

7. To be ranked at the top in the list of NIRF Technical Institutions in India.

Strength, Weakness, Opportunity and Challenges (SWOC) Analysis

Institutional Strength

1. The institution has situational advantage-located in the heart of the city, and caters education to 828 students each year in UG and PG programs.

2. Full-fledged admissions into Commerce, Physical Sciences programs, and Life sciences offered by the institution at UG level because of the brand name Avanthi Institute of Engineering and Technology.

3. Student-centric teaching methods employed with a view to instill empirical, mutual and inclusive learning atmosphere.

4. Avanthi Institute of Engineering and Technology Evaluation System is continuous, tough and transparent.

5. Offers education to all segments of the society while promoting an independent and secular teaching.

6. A robust and transparent mechanism of examination system catering to internal, university and other external and competitive examinations.

7. State-of-art infrastructural services like ICT classes, CCTV surveillance, laboratories and library.

8. A governance that is decentralized and participatory to strengthen and support the stakeholder relationship.

9. Interdisciplinary and interdepartmental academic and non-academic activities that foster a culture of togetherness amongst students and staff.

10. Hosting FDPs, workshops and conferences for staff enhancement, Guest Lectures and CRT programs from the academia (IIMs, Central and State University, reputed deemed universities) and the industry for student's betterment.

11. Institutionalizing best practices reflecting the vision and mission of the institution.

12. Institute is well recognized for the enhancement of values & ethics, to impart self-discipline and have personal care for students.

13. Institute is ranked 2nd in university sports and NSS activities, listed 8 times as top institute in India Today, 90% placements, 80% results, and full-fledged admissions.

Institutional Weakness

1. Institution is not a Degree Awarding Body, so cannot frame its own curriculum, nor can it introduce additional courses.

2. Having an advantage of being located in the heart of the city, it also comes with the disadvantage of lack of space for playgrounds for sports within the campus.

3. Great demand for Science & Commerce courses incapacitates the institution to admit all eligible students.

Institutional Opportunity

1. Training for competitive examinations and conducting departmental workshops.

2. Enhance academic performance through IQAC.

3. To secure outstanding grading through NAAC accreditation while continuously striving for sustaining and enhancing quality at all levels.

4. To gain the status of autonomy.

5. To introduce a wider range of inter- disciplinary courses and acquire excellence in all.

6. To initiate scholarships from non-govt. schemes.

7. To motivate teachers towards Doctoral Programs and research.

8. To mobilize a greater number of students for socially relevant programs such as blood donation and societal awareness camps.

Institutional Challenge

1. Improving language and communication skills, motivating students to have good technical exposure.

2. Promoting culture and value-based education.

3. Managing students coming from varied cultural backgrounds. Balancing the old Annual System and the new Choice Based Credit System, as the institute handles both.

4. Creation of space within the college premises is a major challenge that the institute has to deal with urgently.

5. Achieving results that commensurate with program and course outcomes.

Principal

PRINCIPAL
AVANTHI INSTITUTE OF ENGG. & TECH
Cherukupally (V), Chittivalasa (SAO)
Bhogapuram (M),
Vizianagaram (Dist.)-531162

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List of Committees (2021-22)

The following are the committees framed for the academic year 2021-22 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. S.N.V Ganesh, Principal, Coordinator Mr. A. Arjuna Rao, Vice Principal Dr. Gandi Satyanarayana, HOD- CSE Dr.B. Avinash Ben HOD MECH Mr. V. Siva Bhaskar rao, HOD ECE Dr. V. Sai Prasanth, HOD-MBA Mr. J. R. G. Patnaik, HOD BS&H Dr.Allam Apparao, Former Vice Chancellor 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. 5.Identifying speakers and organizing guest lectures. 6.Identification of course and framing of syllabi forcertificate courses for skill development. 7.Initiate innovative practices in teaching and learning.
2	Institution Academic Committee		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

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		Dr. S.N.V Ganesh, Principal, Dr. A.Chandrasekhar, Coordinator Mr. A. Arjuna Rao ,Vice Principal Dr. Gandi Satyanarayana, HOD CSE Dr. B. Avinash Ben, HOD,MECH Mr. V.Siva Bhaskar Rao, HOD ECE Dr. V. Sai Prasanth, HOD-MBA Mr. J. R. G. Patnaik, HOD BS&H Mr.M.Roop Sundar, TPO T.Jagannadham, Librarian Mr.D.Koteswararao, P.D. Mr.M.SantoshKumar, AO	faculty development programs. 4. Visualize and formulate perspective plans for the development and growth of thecollege. 5. Prepare and review Academics Calendar and Class Routine forthe college. 6. Review and update the CollegeProspectus. 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 accreditationof the college. 11. Keep vigilance on the attendance of teachers and regularity in taking the classes. 12. Review student's attendance /malpractices in examinations. Oversee the internal examinations /evaluation /recording. 13. Take disciplinary action to the students for violation and disobedience to the college rule.

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| 3 | Admissions Committee | Dr A. Chandra Sekhar, Director, Coordinator
Mr. P. Satyanarayana,CSE
Mr. Shiek Hidayatulla Shariff,MECH
Mr. A.M. Venkata Praveen, MECH
Mr. G. Ramu, MECH
Mr.S.Suman Datta, MBA
Mrs.K.Syamala,ECE | 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 Government |

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			and concerned Competent authority. 10. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.
4	Examinations and Evaluation Committee	Dr. S. N. V.Ganesh, Principal, Coordinator Mr. S. Kesava Rao, CSE Mr. K. Avinash Kumar, ECE Mr G. Ramu, MECH Mr .A.C. Ramanjaneyulu, MECH Mr. D. Dhana Prasad, EEE Mr R. Venkatesh, CIVIL	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 Redressel committee	Dr. A. Chandra Sekhar, Director, Coordinator. Mr. A. Arjuna Rao, Vice Principal Mr V.Pradeep Kumar, MECH Mr K. Mehar Prasad, CSE Mr K. Avinash Kumar, ECE Mrs D.Sravyasree, BS&H Mrs K.Deepthi, MECH	1. Grievance Redressel 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.

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		Students Members: M.V.K.Sai Sreeja, Student-CSE P.Ajay, Student-EEE P.Chandramouli, Student-ECE M.Saibabu- MECH G.Hemanth Bhuvan-CIVIL	Internal evaluation and in assessment marking. 4. Complaint related to library and IT services. 5. Grievances related to food, water, electricity, etc. 6. Grievance related to transport facilities. 7. Grievances related to sports, cultural and selection process etc. 8. Grievances related to women's issues and harassment. 9. Grievance related to ragging. 10. Grievances related to delay in issuance of records and documents.
6	Scholarships/ Student welfare Committee	Mr. A. Arjuna rao, Vice Principal, Coordinator. 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 Students: P. Sai Chandu- CIVIL K.Balaji-MECH B.Ganesh -MECH K.Charan Kumar -ECE Ch.Vikas -CSE	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 novicestudents. 5. Handle drop out related issues. 6. Provide an environment for emotional, spiritual and social growth.
7	Anti Ragging Committee		1. Inculcating Culture of Ragging Free Environment in the Campus. 2. Engage in the works of checking places like Buses, Canteens, Classrooms and

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		Dr S.N.V. Ganesh, Principal Mr. A.Arjuna Rao, Vice Principal Dr. Gandi Satyanarayana, HOD CSE Ms.M. Lakshmi Sramika, MECH Mr. V S Bhaskara Rao, HOD, ECE 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 Student Members: B. Manoj Kumar , Student- MECH M Hemalatha , Student-CSE P Suresh, Student- EEE K. Bharagavi, Student-ECE B.Jairam –Student-MECH G.Bhanukumar - CIVIL	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 programmes from time-to-time in the campus. 5. To educate the students at large by adopting various means about the menace of Ragging and related Punishments there to. A gamut of positive reinforcement activities are adopted by Anti-Ragging Committee for orienting students and molding their personality for a better cause.
8	Anti-Ragging Squad	Dr S.N.V. Ganesh, Principal Dr.A.Chandra Sekhar, Director Mr. A. Arjuna Rao, Vice Principal Mr. D. Koteswara Rao, P.D Ms M.Lakshmi Shramika, MECH Mr. V.Siva Bhaskara Rao , ECE Mrs.K.Shyamala, ECE Mrs. M.Indira ,BS&H Mr. B. Praveena Kumar , BS&H Mr.T.Srinivas , MBA	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 noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa. 4. Ensure anti ragging instructions are displayed at prominent places in their areas of control. 5. Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control

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			room. 6. Every squad in-charge will brief all members of his squad about their duties / action regarding anti 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 Mrs. D.Sravya Sree,BS&H A Rishitha –Student- CSE A Gayathri-Student- CSE M Hemalatha , Student-CSE K. Bharagavi, Student-ECE M.Bhuvana,Student EEE K.Nagasri, Student -ECE G.Neelima, Student-CIVIL	1. Identification of strong leadership, change-makers among women and girls and building their capacity. 2. To promote a culture of respect and equality for female gender. 3. To organize awareness programs on gender sensitization. 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, sports, self-defense etc. 8. Conducting various competitions to encourage their artistic talents for creative thinking.

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			9. To highlight the importance of spirituality, health, hygiene and safety. 10. Celebration of International Womens Day on March 8th, every year 11. To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job providers" rather than "job seekers".
10	Sports / Games committee	Mr. A . Arjuna Rao, Vice Prinicipal, Coordinator Mrs. M. Sumathi, CIVIL Mr. D.Dhana Prasad, 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 Students: N S Sandhya Rani CSE R Rambabu,EEE B Ganesh -MECH K Charan Kumar-ECE K Sainikhil -ECE	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 event s. 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

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			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 of Annual sports contribution of the institute. 9. To organize intra-class & inter - class sports and games competitions at the college level to identity 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. 10. To encourage the students to actively participate in various sports and games competitions conducted by other colleges. 11. To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations.
11	OBC Committee	Mr. G Ramu, MECH Coordinator R. Venkatesh, CIVIL S.Jhansi Rani, EEE, A.Vasudeva Rao, CSM	1. To circulate State Government and UGC's decisions about different scholarship programs. 2. To communicate with the students and motivate them for better future planning. 3. To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.

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12	Prevention of Sexual harassment Committee	Dr.S.N.V.Ganesh, Principal, Coordinator Mr A. Arjuna Rao, HOD, EEE Ms. M. Lakshmi Sramika, MECH Mrs.K.Shyamala, ECE Dr R. Swapna, B&SH Student Members: D.Niharika, CSE V.Anusha, CIVIL M.Bhuvana, EEE K.Nagasri, ECE G.Neelima, CIVIL	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	Dr A. Chandra Sekhar, Director Coordinator. Mr. K. T. Daniel Mohan, CSE Mr. D. Koteswara Rao, P.D Mrs. Dimple Mutyala, MBA Mrs. U. Venkata Lakshmi, EEE Mrs. S Santoshi Bhavani, ECE Dr.K.Sandhya Rani, BS&H	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	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 Students: G.Bhanukumar, CIVIL R Rambabu, EEE B Ganesh, MECH K.Eswarrao, EEE B.Jairam, MECH K.Charan Kumar, ECE K.Sainikhil,ECE	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 novicestudents. 5. Handle drop out related issues. 6. Provide an environment for emotional, spiritual and social growth.

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15	Students Counseling and Mentoring Committee	Mr. J. R. G. Patnaik, HOD BS&H, Coordinator Mr. G. Chinna Rao, BS&H Mrs. T. Satya Supriya,BS&H Mrs.D. Lakshmi Pavani, BS&H	1. The mentor should develop a strong connection between the students and the faculty. 2. The mentor should gain full confidence of students through their cooperative & kind behavior so that students will freely discuss their problems & difficulties. 3. The mentor should call to 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 to the subject teacher regardingstudent treatment.
16	Central Purchase Committee	Dr. G. Chinna Rao, Coordinator Mr B. Gangadhar, BS&H Mr S. Veera Brahmam, BS&H Mr T. Srinivas, MBA Mrs.K.Swetha, MBA	1. The HoDs of departments concerned / Lab In-charge / Lab Technicians make 2. Arrangements for getting the quotations based on theintended specifications. 3. Comparative chart is prepared with the help of indenter. 4. Based on the recommendations of the department, usually by the respective HoD, purchase committee will deliberate on the quotations, specifications and negotiate. 5. Recommend the suitable vendor for the procurement.

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			7. The committee meets as and when needed. 8. To maintain constant touch with the market condition and explore possibilities of identifying new sources of supply at competitive rates. 9. To ensure equitable treatment of suppliers and promotion of competition in procurement.
17	Finance Committee	Dr. A. Chandra Sekhar, Director Mr. I.Sravan Kumar , Member of GB Mr. A. Arjuna Rao ,HOD EEE Mr.G.Satyanarayana, Accountant	1. To monitor and manage the budget estimates relating to the income from fees, etc. collected 2. To manage the annual budgets and utilization reports submitted by the individual departments Audited.
18	NSS Committee	Dr S.N.V.Ganesh, Principal Mr A.Arjun Rao,Vice Principal Dr Gandi Satyanarayana, HOD CSE Ms M. Lakshmi Sramika, MECH Mr V. BhaskaraRao, HOD, ECE Dr. V. Sai Prasanth, HOD, MBA Mr JRG 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 Students: A Rishitha, CSE K Eswararrao, EEE B Jairam, MECH B.Ganesh .MECH K Charn Kumar, ECE K Sainikhil, ECE R Rambabu, EEE	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 dayactivities.

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| 19 | Academic Audit Committee | Dr. A. Chandra Sekhar, Director
Mr. P. Anil Kumar, MECH
Mr. B.Anand Swaroop, EEE
Mr. K. Suribabu, ECE
Mr. Y Ramesh Kumar, CSE
Mrs. M. Indira, BS&H
Mrs. M. Anusha Kumari, MBA | 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 |

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			prepared by the individual departments are followed as per the schedule. 4. Review the student and faculty development programs. 5. 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	Mr. A. Arjuna Rao, HOD EEE Dr.G.Satyanarayana, HOD CSE Dr. E. Ranjit Kumar, BS&H Mrs.N.Sakitha Sri,CSE Mr S. K. Choudary, CSE Mr. P. Satyanarayana, CSE Mr.K.Avinash Kumar,ECE S.Santhoshi Bhavani,ECE Mr K.Suribabu, ECE Mrs Parimala Kotla Radhika, MECH. Mr.B.Anand Swaroop, EEE. Mr.G.Giridhar Reddy, EEE. Mr.G.Prashanth, EEE. Mr. G.Dharmaraju, CSD, Mr.A.Vasudevarao, CSM	1. To suggest and organize various cultural activities to be organized in an academic year 2. Plan and organize various activities on behalf ofNSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc., 3. To prepare 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 inter-collegiate tournaments and also the intramural tournaments. 7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games. 8. To increase the cordial relations between students and faculty by organizing

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			exhibition games between the teams of students and faculty wherever possible.
21	Transport Committee	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 Students: Ch.Vikas, CSE R Rambabu, EEE K Eswararao, EEE B Jairam, MECH B.Ganesh,MECH A Rishitha, CSE B. RamyaSree, ECE	1. Development of buses for the day scholars, faculty and staff from different areas of Visakhapatnam, Vizianagaram, 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. 2. Repair and maintenance of buses (not under lease) from time to time 3. Preparation of budget estimation for transport. 4. Verification of Driving licenses of drivers and fitness Certificates of buses 5. Proposals for the Purchase of new buses as per the students' registration. 6. Preparation and Renewal of private bus contract as per the need.
22	Library Committee	Ms. M.Lakshmi Sramika, Coordinator Mr. T Jagannadhram, BS&H Mr. G. Ramu, MECH Mr. S.Suman Datta, MBA Mrs. Mishra Sangita, CSD & CSM Students: B.Ganesh, MECH K Eswararao,EEE K CharanKumar, ECE P Saichand,CIVIL Ch.Vikas,CSE B Jairam,MECH G Bhanukumar, CIVIL	1. Procuring books, Technical Journals, Technical Magazines, Applying foraccess to E-Journals, Providing good reference books and adequate reading spaces 2. To recommend / justify / sanction / approve -withdrawal and weeding out of outdated material to the competent authority for final decision in the matter. 3. To look after general

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			maintenance of the library in terms of reading material and infrastructure. 4. To effectively involve in fostering the reading habit of staff and students.
23	Website Committee	Mr. G. Dharmaraju, Coordinator Mr. S. K. Choudary, CSE Mrs. T. Satya Supriya , BS&H Mrs. R Vasantha Lakshmi, MBA Mr. P. Suresh Kumar , MECH Mr. V.Sudhakar , EEE Mr. R.Shiva , ECE M. Sumathi , CIVIL Students: Ch Vikas, CSE K. Charan Kumar, ECE K. Sainikhil,ECE B. Ganesh, MECH R. Rambabu, EEE K. Eswararao,EEE G. Bhanukumar, CIVIL P.Saichand,CIVIL	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 &spreading examination information like results, notifications and updates regularly to the students. 7. Provide latest news andupdates regularly to the society as well as needy people. 8. Regular monitoring all through the academic year. 9. Ease of accessibility.
24	SC / ST Committee	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 Students: Mylman Chandu (202010221646) Arasadapadalu (781047212739) K Ramesh (259815191604) V Narasimha Rao (540196046593) G Nookaraju (245868617083)	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. 4. Facilitating the financial scholarship of SC/ST students. 5. Educating the students about schemes introduced by Central Govt. & State Govt.

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				6. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required.
25	Minority Committee		Mr. Sk. Sharief ,Coordinator Mr. K. T. Daniel Mohan, CSE Mr.T. Vinay , ECE	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 redress the grievances of minorities.
26	Internal Quality AssuranceCell (IQAC)		Dr S.N.V Ganesh, Principal Mr. I. Sravan Kumar, Member of GB Dr A. Chandra Sekhar, Director 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 V Sai Prasanth, HOD MBA Mrs.K.Syamala, ECE Dr . R .Swapna, BS&H Dr.G.ChinnaRao, BS&H Mr.B.Ananda Swaroop, EEE Mr.A.VasudevaRao, CSE Mr.SK.H.Sharief, MECH Mrs K. Praveena, Exam Cell InCharge	1. Development and application of quality benchmarks. 2. Parameters for various academic and administrative activities ofthe 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 parametersto all stakeholders. 6. Organization of inter and intra institutional workshops, seminars on quality related

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		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	themes and promotion of quality circles. 7. Documentation of the various programs/activities leading to quality improvement. 8. Periodical conduct of Academic and Administrative Audit and its follow-up. 9. Acting as a nodal unit of the institution for augmenting quality-related activities. 10. Preparing a focused Annual Quality Assurance Reports (AQARs).
27	Carrier Guidance & Training and placement Cell	Mr. M. Rupu Sundar, TPO Mr. R.Rohith, CIVIL DeptCoordinator Mr. G. Prasanth, EEE DeptCoordinator P Anil Kumar, MECH DeptCoordinator G. V. Santhosh, ECE DeptCoordinator Mr.S. Kesava Rao, CSE DeptCoordinator Mr T. Srinivas MBA DeptCoordinator	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 Interaction. 3. To coordinate the soft skills training programmes 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, BS&H Students: P Saichand, CIVIL R Rambabu,EEE A Rishitha,CSE B.Jairam, MECH K.Sainikhil, ECE	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	Dr. V. Sai Prasanth, 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	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	Mr. K. Suri Babu, ECE Mr. A. Arjuna Rao, Vice Principal Mr M. S. Santhosh Kumar, A.O Mr. B. Anand Swaroop , EEE Mr. G.Ramu, MECH Students: C Sudheer(15Q71A0103) R Vijay Kumar(15Q71A0222) G Srihari(15Q71A0337) L Bharadwaj(15Q71A0450) V Sai Devavrath(15Q71A05D8)	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.
31	Exam Cell	Mr .A.C. Ramanjaneyulu, MECH Mr K.Avinash Kumar, ECE	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

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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 examinations from the University and they distribute them to the corresponding students.

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.

8. Examination Cell keeps all records pertaining to examinations.

9. Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.

10. Examination Cell plays an important role to verify the passed out student details

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			required by various companies and educational institutions.
32	Institution's Innovation Council (IIC)	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	1. Promote innovation in the Institution through multitudinous modes leading to an innovation promotioneco-system in the campus 2. To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion. 3. Identify and rewardinnovations and share success stories. 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-challengesetc with the involvement of industries.

Principal

Anti Ragging Committee

As per UGC Regulations on the Menace of Ragging in Higher Educational Institutions 2009, ragging in all its forms is totally banned in campus as well as outside where college students are present. Any behavior or act that comes under the definition of ragging will invite serious censures as deemed fit by the college authority.

Ragging is defined as "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activity which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."

Depending upon the nature and gravity of the offence, as established by the Anti–Ragging Committee of the college, anyone found guilty shall receive any one or more of the following disciplinary actions. The decision of the Anti-Ragging Committee shall be final and binding.

About the committee:

The Anti-Ragging Committee functions as a supervisory and advisory body in preserving a Ragging-Free environment on the college campus.

Acts considered to be ragging:

As per the order of Supreme Court of India and subsequent Notification from University Grants Commission (UGC), ragging constitutes one or more of any intention by any student or group of students on:

1. Any act of Indiscipline, Teasing or Handling with Rudeness.
2. Any act that Prevents, Disrupts the Regular Academic Activity.
3. Any activity which is likely to cause Annoyance, hardship, Psychological Harm or creates Fear or Apprehension.
4. Any Act of Financial Extortion or Forceful Expenditure.
5. Any Act of Physical Abuse causing Assault, Harm or danger to Health.
6. Any Act of abuse by spoken words, emails, SMS or public insult etc.

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7. Any Act of injury or infringement of the fundamental right to human dignity.

8. Any Act of Wrongful Confinement, Kidnapping, molesting or committing unnatural offences, use of criminal forces, trespass or intimidation.

9. Any unlawful assembly or conspiracy to ragging.

Objectives:

The main objectives of this cell are:

1. To create awareness among the students about the dehumanizing effect of ragging and its consequences.

2. To keep a continuous watch and vigil over ragging in order to prevent its occurrence and recurrence.

3. To deal, promptly and stringently, with incidents of ragging brought to its notice.

4. To generate an atmosphere of discipline free of the fear of ragging.

5. To impress upon students that no act of ragging shall be tolerated and perpetrators will be liable for punishment.

Strategies:

The strategies of this cell are:

1. Displaying the charts and other material stating student's discipline, evil nature, punishment of Ragging.

2. Creation of a cordial and free atmosphere.

3. Involving seniors and juniors jointly in value based academic, cultural and other activities.

4. Entrusting the responsibilities jointly to a team of students.

5. Inter-action and casual warning.

6. Ensuring the spot solutions by adapting soft measures.

7. In case of a crucial situation, reporting to the nearest police station.

Benefits of this cell:

1. Students live free of fear in a ragging free atmosphere

2. Students feel cordial, safe and secured and a harmonious state on campus

3. Involving seniors and freshers in an activity narrow down the gap between them and they execute their responsibility effectively.

Composition of the Cell:

1. Principal, Chairperson
2. Dean, Planning and Communication
3. Vice Principal
4. Member Coordinator
5. Faculty members
6. Two Student representatives

Minutes of the Anti-Ragging Committee:

1. Action to be taken to curb cases of ragging in the college campus and hostels.
2. Creating awareness among the students about the ill effects of ragging and punishments for ragging for I year students during the Orientation Programme.
3. Notice boards to be erected in all conspicuous places and display Anti-Ragging provisions and penalties.
4. As per the government norms, Anti-Ragging affidavit to be filed in by the students with an undertaking from parents.
5. To monitor ragging issues among hostel students, staff is appointed to visit the hostels at periodic intervals every day.
6. No outsiders other than inmates of the hostels shall stay in hostels.
7. Bus in-charges to monitor and report the cases of ragging, misbehavior by the students during travel.
8. To establish a cordial relationship between Juniors and Seniors by conducting Freshers Day.
9. To help female students and female staff to install Disha App in their mobile phones and explain them the way to contact the officers concerned in times of emergency.
10. Students involving in ragging would be banished from the institute with an imposition of fine.

PRINCIPAL

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Avanthi Institute of Engineering and Technology

AIET/ARC/01/2021-22   **Date: 03-06-2021**

ANTI RAGGING COMMITTEE

CIRCULAR

In observance of the orders issued by Hon'ble Supreme Court stating that ragging is strictly prohibited in the educational institutions in any form, I request all the members of the committee to attend a meeting on 05-06-2021 at 2.30 pm at the college conference hall to discuss the following.

Agenda:

1. Formation of Anti Ragging Committee and Anti Ragging Squad for the academic year 2021-22.
2. Conduct Induction Meet to juniors for better interaction.
3. To maintain separate mess, sports and library timings for junior students to avoid interaction with senior students.
4. Any other discussion with the permission of Chairman.

CHAIRMAN

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Cherukupally (V), Chittivalasa (SAO)
Bhogapuram (M),
Vizianagaram (Dist.)-531162

Copy to:

1. Principal office
2. All HOD's
3. IQAC
4. Office

AIET/ARC/01/2021-22   **Date: 05-06-2021**

Minutes Of Anti Ragging Committee Meeting

The Chairman of the committee addressed all the committee members and extended a warm welcome to all the members present. He announced the importance of having Anti Ragging Committee in an organization and also its duties to ensure the newly joined students a ragging free campus.

The Committee discussed the following (agenda wise) in the meeting:

Item 1:

Formation of Anti Ragging Committee and Anti Ragging Squad for the academic year   2021-22.

Resolution:

It was discussed to reconstitute an Anti-Ragging Committee and form Anti-Ragging Squad for the academic year 2021-22. The Chairman shall constitute a Committee under the teachers by involving Senior Students and Fresher's to report any act of ragging. Similar committee shall also be constituted by the Wardens of Hostels (Men & Women) to prevent any act of ragging in the Hostels

The committee decided to issue instructions to the concerned department HODs regarding formation of Anti Ragging Committee and Anti Ragging Squad.

The Chairman, Dr S N V Ganesh, along with the Discipline In charge Mr. Sk. H Sharief decided that the committee members of the academic year 2020-2021 will be continued as the Anti Ragging Committee members for the academic year 2021-2022 also. The passed-out students in the academic year 2020-2021 will be replaced by Class Representatives of 1st year admitted students for the year 2021-2022.

The Chairman also discussed the importance and duties of Anti Ragging Squad. The objective of the Squad is to maintain ragging free campus and the members of the committee are informed to monitor the student's activities within and outside the campus and to conduct Anti Ragging Awareness program to the students at regular intervals.

S.NO	NAME OF MEMBER	DESIGNATION	ROLE	PHONENUMBER
1	Dr S N V Ganesh	Principal	Chairman	8978402146
2	Mr. A. Arjun Rao	HOD EEE	Coordinator	9866073710

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3	Mr. Sk. H Sharief	Assistant Professor Dept. of, MECH	Discipline In charge	7981889365
4	Ms. Lakshmi Sramika	HOD MECH	Member	8121373931
5	Mr. M. Jagannadham	Librarian	Member	9908035957
6	Dr. Gandi Satyanarayana	HOD, CSE	Member	9949614324
7	Mr. J.R.G Patnaik	HOD BS&H	Member	9848568158
	Mr. V S Bhaskar Rao	HOD, ECE	Member	9963164164
8	Mr. Koteswar Rao	Physical Director	Member	9989609781
9	Mrs. K. Swathi	Physical Director	Member	9553515573
10	Mrs. M. Indira	Assistant Professor Dept. of BS&H	Member	9440889322
12	Mr. K Shyamala	Assistant Professor Dept. of ECE	Member	9491783491
13	Mr. B Praveen Kumar	Assistant Professor Dept. of BS&H	Member	8790823392
14	Mr. T Srinivas	Assistant Professor Dept. of MBA	Member	9959032381

Item 2:

Organize Induction Meet to juniors for better interaction.

Resolution:

The committee decided to organize the induction meet to the junior students immediately after they join the college for better interaction among the students of all groups and also with faculty. To promote a healthy junior-senior relationship, it is the responsibility of the senior students to involve their juniors in all kinds of activities. The HOD – BS&H, was instructed to prepare complete plan of action to organize induction meet as soon as 1st year students are admitted into college campus.

Item 3:

To maintain separate mess, sports and library timings for junior students to avoid interaction with senior students.

Resolution:

It was also decided that regular mess, sports and library timings of juniors should be maintained separately to avoid contact with senior students as given below:

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	1st Year	2nd, 3rd and 4th year
Mess	1:00 PM – 1:50PM	12:10 PM – 1:00 PM
Sports	Friday and Saturday 3:30 PM – 5:00 PM	Monday, Tuesday, Wednesday and Thursday 3:30 PM – 5:00 PM
Library	Monday, Tuesday 3:30 PM – 5:00 PM	Wednesday, Thursday, Friday and Saturday 3:30 PM – 5:00 PM

Wardens and mess in charges are instructed to ensure the proper security of the students in the mess along with observing strict timings of mess. Mr. V Pradeep Kumar, Assistant Professor, MECH is assigned as a squad member to monitor.

Physical Director, Mr. Koteswar Rao ordered to observe the sports timings separately for juniors and seniors as above.

Librarian Mr. Jagannadham along with L Pavankumar - 19Q75A0313 and S Ranjitha - 18Q71A0435 are instructed to see that students should follow library timings as given above.

Item 4:

Any other matter with the permission of Chairman.

Resolution:

As an additional agenda topic, the Chairman instructed all HODs to ensure

1. From every department the following faculty should behave as floor in-charges and assigned the responsibility of monitoring the activities of the students especially during lunch hours.

S No.	Name of the Department	Name of the floor in charge
1	CIVIL	Mr. I Santhosh Kumar Assistant Professor, Dept. of Civil Eng
2	EEE	Mr Dhana Prasad Assistant Professor. Dept. of EEE
3	MECH	Ms K Deepthi Assistant Professor, Dept. of MECH
4	ECE	Mr. K Avinash Kumar Assistant Professor, Dept. of ECE
5	CSE	Mrs. N Sakita Sri Assistant Professor, Dept. of CSE
6	BS & H	Mrs M. Indira Associate Professor, Dept. of BS & H

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2. Ordered Administrative Officer and Physical Director to display Anti – Ragging banners and posters which educates clear details of how crime the ragging is, and all statutory punishments for involving in ragging activities at prominent places and on all department notice boards including hostels.

   The posters should contain,

   a. Punishments for ragging as per A.P Ragging Act, 1997.

   b. AICTE advertisement on ragging.

3. The website coordinator Mr. S Kesava Rao, Assistant Professor, CSE is instructed to update college website with anti-ragging measures as the scrolling item.

   Members present:

S.NO	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr S N V Ganesh	Principal	Chairman	
2	Mr. A. Arjun Rao	HOD EEE	Coordinator	
3	Dr Gandi Satyanarayana	HOD CSE	Member	
4	Mr. Sk. H Sharief	Faculty, MECH	Discipline In charge	
5	Ms. Lakshmi Sramika	HOD, MECH	Member	
6	Mr. V S Bhaskar Rao	HOD, ECE	Member	
8	Mr. J.R.G Patnaik	HOD, BS&H	Member	
11	Mr. M Santosh Kumar	AO	Member	
12	Mr. Koteswar Rao	Physical Director	Member	
14	Mrs. K Swathi	Physical Director	Member	
15	Mrs. M. Indira	Associate Professor, Dept. of BS & H	Member	
16	Dola Kiran Babu	Advocate	Member	
17	P Surya Prakash Rao	Parent -20Q71A5F7	Member	
18	D Ramu Naidu	Parent -20Q71A565	Member	
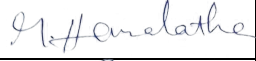
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19	Mr. S Santosh Kumar	Sub Inspector of Police, Bheemunipatnam	Member	
20	B Manoj Kumar -	Student, IV MECH	Member	
21	M Hemalatha -	Student, IV CSE	Member	
22	P Suresh-	Student, IV EEE	Member	
23	K Bhargavi-	Student, IVECE	Member	

CHAIRMAN

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ANTI RAGGING POLICY

The institute has a transparent mechanism for timely redressal of student grievances including sexual harassments and ragging cases.

Objective:

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

Definitions:

1. **"Academic year"** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

2. **"Head of the institution"** means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

3. **"Fresher"** means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

As per UGC and AICTE norms, all students must know the following details regarding ragging.

Ragging constitutes one or more of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

2. 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 if in any fresher or any other student.

3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generation a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8. Any act of abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participation in the discomfiture to fresher or any other student.

9. Any act that effects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Anybody indulging in any one of the above-mentioned activities is liable for punishment as per UGC and AICTE acts.

Roles and Responsibilities of Anti-Ragging Committee:

1. To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.

2. To publicize to all students about prevalent directives and the actions that can be taken against those indulging in ragging.

3. To consider the complaints received from the students and conduct enquiry and submit the report to the Anti-Ragging Committee along with punishment recommended for the offenders.

4. Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.

5. To conduct workshops against ragging menace and orient the students.

6. To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.

7. To offer services of counselling and create awareness to the students.

8. To take all necessary measures for prevention of Ragging inside the campus.

Anti Ragging Measures to Prevent ragging:

1. It is clearly mentioned that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished

2. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.

3. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly fresher's, to reach out for help from teachers, parents and Institution authorities.

Mechanism: -

Anti-ragging Committee:

a) Every Institution/University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in

force concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

Anti-Ragging Squad:

a) Every Institution/University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

b) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

c) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

Punishments In the Event of Ragging:

1) Cancellation of admission.
2) Suspension from attending classes.
3) Withholding/withdrawing scholarship/fellowship and other benefits.
4) Debarring from appearing in any test/examination or other evaluation process
5) Withholding results.
6) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7) Suspension/expulsion from the hostel

8) Rustication from the institution for period ranging from 1 to 4 semesters

9) Expulsion from the institution and consequent debarring from admission to any other institution.

10) 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.

<u>ANTI - RAGGING COMMITTEE</u>

According to All India Council for Technical Education (AICTE) notified regulation for prevention and prohibition of ragging in AICTE approved technical institutions vide No.37-3/Legal/AICTE/2009 dated 01/07/2009, the Principal constituted the Anti-Ragging Committee.

ANTI-RAGGING MESSAGE

Ragging is totally prohibited in Avanthi Institute of Engineering and Technology inside and outside the campus. Anyone found guilty of ragging and abetting ragging whether actively or passively or being a part of conspiracy to promote ragging is liable to be punished in accordance with UGC Regulations 2009 as well as under the provisions of any penal law for the time-being in force. Avanthi Institute of Engineering and Technology ensures that the congenial and welcoming environment is given to the freshers.

Principal

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