



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Recg. By Govt. of T.S & Affiliated to JNTUH, Hyderabad)

NAAC “B++” Accredited Institute

Gunthapally (V), Abdullapurmet(M), RR Dist, Near Ramoji Film City, Hyderabad -501512.

www.aietg.ac.in email: principal.avanthi@gmail.com

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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PRINCIPAL
Avanthi Institute of Engineering & Technology
Gunthapally (V), Mayathiragar (M),
Ranga Reddy Dist - 501 512



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HR POLICY

CHAPTER-1: SERVICE RULES

1.1 Scope & Definition:

1.1.1 These Rules shall be known as **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** service rules and shall here in after be referenced to as **SERVICE RULES**.

1.1.2 These **SERVICE RULES** are to define the service conditions of the employee of the Avanthi Institute of Engineering and Technology for reference, understanding and implementation.

1.1.3 These Service Rules are to regulate the conduct, discipline and allied matters of the employees of the Avanthi Institute of Engineering and Technology.

1.1.4 These Service Rules will apply to all employees, whether permanent or temporary who are in the whole-time employment of Avanthi Institute of Engineering and Technology unless otherwise provided by the terms of any contract or agreement or letter of employment.

1.2 Interpretation:

The Institution reserve the right to interpret these Service Rules and any supplementary rules or orders issued there under and such interpretation shall be final and binding upon the employees and every person concerned thereto.


1.3 Modification:

The Institution reserves the right to modify, cancel or amend any or all of the Service Rules or any supplementary rules or orders issued in connection with these service rules at any time.

1.4 Working Hours:

1.4.1 The hours of work of the employee shall be such, as notified by the Institution from time to time.

1.4.2 An employee may however be required by the Competent Authority to work on Sundays/Holidays/after college hours due to exigencies of work.


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1.4.3 Every employee shall be punctually present in the College at the beginning time and shall not, unless otherwise permitted, leave the work place before the closing time.

1.5 Attendance:

1.5.1 Attendance shall be marked daily according to the methods prescribed by the Institution from time to time.

1.5.2 Every Employee shall be punctually present at the Institution at the opening time and shall not, unless otherwise permitted, leave the place of work before the closing time.

1.6 Holidays:

1.6.1 Every employee of the Institution shall be allowed a weekly holiday.

1.6.2 In addition to the weekly holiday, an employee shall be allowed in a Academic calendar year closed holidays including national holidays as per the list of holidays declared by the affiliating University for the affiliated colleges (i.e., J. N. T university) and second Saturday of every month.

1.6.3 An employee however cannot avail the summer holidays declared by the Competent Authority for the Students of the Institution, unless permitted by the Competent Authority.

1.7 Leave Rules:

1.7.1 An employee is allowed 14 days leave in a Calendar Year. The Competent Authority reserves the right to modify the leave entitlement with full wages from time to time.

1.7.2 Employees cannot avail the leave as a matter of right.

1.7.3 All leaves shall be applied for in writing to the Competent Authority well in advance. Sanction of leave may not be presumed and leave asked for shall not be availed of, unless it has been sanctioned.

1.7.4 The Competent Authority has the discretion to refuse the leave, ask the employees to postpone or curtail the leave due to exigencies of work. The Competent Authority has the right to


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revoke the leave or recall an employee to the place of work during his leave period, due to exigencies of work.

1.7.5 Sundays and other Holidays may be prefixed and/or suffixed with the regular leave with the permission of the Competent Authority.

1.7.6 An employ cannot apply for leave before and after a Holidays. Holidays occurring during the period of leave will be counted as leave.

1.7.7 An Employee before proceeding on leave shall intimate the competent Authority his address while on leave and / or telephone number, and shall keep the Competent Authority informed of any change in his address or phone numbers previously furnished.

1.7.8 If an employee absents from duty without the prior permission of the Competent Authority such employee shall be liable for disciplinary action as decided by the Competent Authority .The decision of the Competent Authority shall be firm and binding on the employee.

1.7.9 If an employee could not attend the duty due to illness or injury suffered, intimation and apply for leave at the time of resuming duty. He/she may produce a medical certificate from the Hospital/ or Registered Private medical practitioner from where he has taken the treatment.

1.7.10 An employee shall not leave the headquarters without the prior permission of the Competent Authority.

1.7.11 Study Leave: All Teaching Staff desirous of pursuing PG Course or PhD (Full Time/Part Time) shall obtain permission from the Competent Authority to and execute an undertaking that he/she will serve the College for minimum 2 years. This condition shall be relaxed at the discretion of the Competent Authority. In case of Full-Time study, the employee shall not be entitled for salary and other benefits during the period of study leave. The Same rule shall apply to Non-Teaching Technical Staff desirous of improving their technical qualifications.

1.7.12 Medical Leave: All staff can avail medical leave facilities up to 15 days.

1.7.13 Maternity Leave: All women staff can avail maternity leave for a period of Six months.

1.7.14 Paternity Leave: All men staff can avail paternity leave for a period of One month.


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1.8 Appointments:

1.8.1 All appointments will be made by the Competent Authority to the teaching and nonteaching (technical and ministerial) posts as per requirement.

1.8.2 All appointments shall be made in respect of Teaching and non-teaching posts after seeking applications through open advertisements. Applications submitted personally or through e-mail by interested candidates may also be considered on basis of the merit.

1.8.3 The qualifications for the appointment of Principal, Teaching Staff, Physical Director and Librarian shall be as prescribed by AICTE, New Delhi and where applicable, as prescribed by the Affiliating University.

1.8.4 All appointments, excluding administrative staff, shall be made on the basis of the recommendations of a duly constituted selection committee and approved by the Competent Authority.

1.8.5 All Appointments in the Institution are on permanent basis.

1.8.6 Appointment in all teaching posts made by the Institution may have to be ratified by the Affiliating University, in respect of which the Competent Authority shall take necessary action.

1.8.7 Appointment to all posts of Office staff and other supporting staff shall be filled on the basis of the vacancies as per requirement, by the competent authority. The qualifications shall be commensurate with the nature of the Job for which appointments are made. In respect of office staff, the minimum qualification is graduation with computer knowledge but can be relaxed by the Competent Authority depending on the skill and experience of the Candidate.

1.8.8 After accepting the Offer of Appointment, the employee is required to deposit their original certificates in the Institution. Such Original Certificates deposited in the Institution shall be returned to the employee either on termination of his service, or after acceptance of his resignation by the Institution or after retirement.

1.9 Salary & Wages:

1.9.1 Appointments of teaching staff shall be made on the scales of pay and allowances as per norms of AICTE, New Delhi

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1.10 Travelling Allowances:

1.10.1 Travelling allowance and daily allowance shall be paid to employees proceeding on official tours at the following rates. The rates are subject to revision by the Competent Authority from time to time. In respect of official tours, the employees shall take prior permission from the Competent Authority.

BY AIR: Actual Fare to destination for onward Journey only. (Subject to prior approval of Competent Authority)

BY TRAIN: Actual Train fare AC II Tier for Teaching Staff (By shortest route)

Actual II Sleeper Class for Non-Teaching Staff

In case of travel by Road, due to non-availability of Train Tickets, reimbursement will be made at actual or limited to the train fare of class of entitlement.

1.10.2 Employees proceeding on official tours are entitled to the following daily allowances and Hotel accommodation charges in respective of A, B or C Class Cities:

Daily Allowances Hotel Accommodation Charges:

Designation	Daily Allowances	Hotel Accommodation Charges
Principal	Rs.500/- per day	at actual subject to Maximum of Rs.2000/- per day
Teaching Staff	Rs.300/- per day	at actual subject Maximum of Rs.1500/- per day
Non Teaching Staff	Rs.200/- per day	at actual subject to Maximum of Rs.1000/- per day

The rates shall be modified in deserving cases at the discretion of the Chairman. While claiming T.A Bills, the original receipts of payments made to hotels shall be enclosed.

1.11 Provident Fund:

1.11.1 All employees drawing salary up to Rs.6000/-per month shall subscribe to the Provident Fund / ESI compulsorily.

Employees drawing salary exceeding Rs.6000/- per month can also contribute to the Provident Fund voluntarily.


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The monthly subscriptions to the Employees Provident Fund shall be recovered from the employee's salary every month at the rates as per the E.P.F Act,1952 or as prescribed by the Government from time to time.

All employees who have completed 2 years of service at AVIH are eligible for EPF entitlement. The employee needs to apply for the same to the Principal and upon successful resolution by the Governing Body.

1.11.2 Accounts Department of Avanthi Institute of Engineering and Technology shall remit the monthly subscriptions of employees-to-Employees Provident Fund Account I of the subscribers together with the Employer's contribution to the Commissioner of Provident Fund as per the provisions of the Employees Provident Fund Act.

1.11.3 Nomination facility available as per Employees P F Act.

1.11.4 Employees desirous to take loan / advance from their PF Account or withdraw their P.F. Account shall submit the prescribed applications through the Employer to the Commissioner of P.F for payment.

1.11.5 The annual statement of PF Accounts received from the Commissioner of P.F. will be given to the employees by the Accounts Department for verification and confirmation of the balance.

1.12 Termination / Resignation from Services:

1.12.1 The services of an employee may be terminated by the Institution by giving such notice as may be stipulated in the terms of his appointment. In the absence of any such specific provisions in the terms of his appointment, the services of an employee may be terminated by the Institution in the following manner:

"The Institution, at any time, may terminate the services of an employee without assigning any reason whatsoever."

1.12.2 An Employee resigning from the services of the Institution shall be required to give such notice as stipulated in the terms of his appointment. If there is no such stipulation in the terms of his appointment, an employee shall be required to either give three months prior notice or pay three months salary in lieu there of



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OR

If, as per terms of his appointment, the employee is required to execute a bond in favor of the employer, the terms and conditions of such bond shall be made applicable in respect of acceptance of resignation

1.12.3 Special Circumstances:

Where an employee has been convicted for a criminal offence or where the Competent Authority is satisfied that it is expedient or against the interests of security to continue his employment, the Competent Authority shall remove or dismiss the employee from the services of the College without any notice.

1.12.4 Every employee before leaving the services of the Institution return all the property or equipment/ tools/instruments/library books and journals etc. belonging to the College issued or lent to him in connection with his employment in the institution . In case he fails to do so, the cost of such items not returned to the Institution shall be liable to be deducted from his pay or the amount due to him or recovered otherwise.

1.12.5 The final settlement of accounts of an employee leaving the services of the Institution on resignation or termination or retirement from the services of the Institution shall be made only after receipt of No-Dues certificates from the concerned departments and Library.

1.13 Conduct. Discipline and Appeal Rules:

1.13.1 Every Employee of the Institution shall at all time:

- Maintain absolute integrity.
- Maintain devotion to duty.
- Must be properly dressed.

Not indulge in acts which may damage the reputation of the Institution.

1.13.2 An Employee shall be deemed to be a whole-time employee of the Institution and shall not, except with the previous sanction of the Competent Authority, on such terms and conditions as may be prescribed by the Institution, engage directly or indirectly in any trade, business, or undertake any part time employment or private tuitions.

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1.13.3 An employee may however without such sanction undertake honorary work of social or charitable nature or occasional work of a literary or scientific character subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so directed by the College.

1.13.4 No permission is required for publications embodying one's researches or Books. No employee shall publish any letter in any news paper / journal or participate in any discussions to be telecast by the electronic media, which may cause embarrassment to any authority or damage the goodwill of the College.

1.13.5 It shall be the duty of every employee not to disclose any information, obtained by him in the course of his employment in the college, to outsiders or to make use thereof after leaving the services of the Institution.

1.13.6 If employees resort to public criticism of the administration or any other aspects of the college, it shall be deemed to be misconduct and disciplinary action shall be taken against such employee(s) by the Competent Authority.

1.13.7 No employee can take active part in politics or stand for elections, unless he is permitted to do so by the Competent Authority.

1.13.8 No. employee is permitted to criticize or encourage caste/regional/religious feelings among the students and staff of the Institution.

1.13.9 If an employee continues to remain absent from duty without any valid reasons without the prior permission of competent authority, he shall be liable for disciplinary action.

1.13.10A teacher is liable to be punished for dereliction of duty and involve in misleading the students in to untoward activities by giving lectures on unethical, religious, political or any other aspects either in the class room or outside the campus, which in the opinion of the Competent Authority, is objectionable and may cause damage to the reputation of the Institution.

1.13.11 Every employee shall be courteous in discharging his duties with other employees of the college, students, parents and general public.

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1.13.12 Consumption of alcohol or drugs is strictly prohibited in the College premises. Employees should not indulge in these activities. If any employee is found indulged in such activities, disciplinary action shall be taken against him.

1.13.13 No. suit shall lie in any court against the college, with regard.

1.14 Emoluments and Benefits to Employee:

1.14.1 The appointing authority shall fix the initial pay of an employee appointed to a post in the College at any stage in the time scale attached to the post. The time scales for teaching staff are those prescribed by AICTE.

1.14.2 An employee who is holding a post and is promoted to a higher post shall be entitled to draw a basic pay in the time scale of pay of the higher post at the stage next above his basic pay in the lower post.

1.14.3 In the case of an employee whose basic pay in the lower post is equal to or has exceeded the minimum basic pay of the higher pay-scale, his basic pay in the higher scale of pay shall be re-fixed by adding increments,

1.14.4 The Principal shall sanction the drawl of increments in the time scale to the employees.


1.14.5 Additional increments to an employee may be sanctioned by the Principal in specially deserving cases.

1.14.6 When an increment of an employee is withheld as a disciplinary measure, the competent authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments, i.e. with or without cumulative effect.

1.15 Retirement:

1.15.1 The date of retirement of Teaching Staff of the College is the date on which he completes 65 years.

1.15.2 The Principal shall have the power to re-employ after retirement in special cases teaching staff for a period not exceeding 5 years subject to the following conditions: Service during the


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period of re- employment shall not Count for the purpose of Provident Fund. The employee is eligible for the pay and other allowances as fixed by the Competent Authority.

CHAPTER - 2: FINANCE & ACCOUNTS

2.1 Sources of Income: Avanthi Institute of Engineering and Technology was established for the benefit of the society and serve the public and is not a profit-making organization.

2.1.1 The College shall receive income from the following sources:

1. Tuition fees from the students
2. Contributions from the sponsoring society
3. Interest from fixed deposits
4. Grants from Govt. /other agencies for Research projects/Consultancy

2.1.2 Bank Accounts: The following accounts shall be maintained by the College

1. Current Account in Banks in the name of Avanthi Institute of Information Technology
2. Scholarship Account in the Bank in the name of Avanthi Institute of Information Technology.
3. Examination fees Account.
4. Other heads of accounts as found necessary.

2.2 Accounting procedure

2.2.1 All remittances to the college shall be paid in the name of the college.

2.2.2 Tuition fees, Hostel, Transport and other fees shall be paid to the Cashier in Accounts Department for which proper receipt will be given to the students.

2.2.3 Scholarships granted by the Social Welfare Departments, Government of Telangana shall be received and disbursed to the students through Account payee cheque.

2.2.4 Payment of bills relating to all purchased shall be made by the Accounts Department, with the approval of the Principal. All payments shall be made as far as possible by Account payee cheque.

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2.2.5 The financial accounts of the college shall be maintained by the Accounts Department.

2.2.6 The cheque books given by the bank shall be kept under the custody of Accounts Department.

2.2.7 All cash receipts shall be remitted in to the Bank account not later than the first working day following on which the Bank is open.

2.2.8 The Accountant shall obtain a Bank statement and reconcile the accounts once in each month.

2.2.9 All Bills received from suppliers shall be checked by the concerned officials and Accountant and initialed before releasing the payment.

2.2.10 Salaries to the teaching staff and non-teaching staff shall be made by cheque or account transfer. or cash.

2.2.11 Income Tax, Professional Tax, Provident Fund and other recoveries, if any, should be deducted from the salaries of employees before payment is made


2.2.12 The acquittance Register of payments made towards salaries of the employees shall be maintained in the prescribed form. Signature of the employees shall be taken in the acquittance register before payment of salaries.

2.2.13 All payments of salaries of teaching and non teaching staff shall be made subject to the condition that excess payments, if any, shall be recovered from the persons concerned.

2.2.14 All traveling allowances shall be paid as per rules with the approval of Chairman/ Principal.

2.2.15 No claim for traveling allowance shall be made unless the bill is countersigned by the Head of the Department concerned or any other person authorized in this behalf.

2.2.16 T/A & D.A bills shall be checked to see that the journeys have been performed with the approval of the competent authority. The rates claimed there in are in accordance with the sanctioned rates.


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2.2.17 Physical verification of assets and stores shall be carried out at the end of each financial year to ensure that the physical stock tallies with the stock registers maintained in the Departments. If any discrepancy found this should be reported to Chairman.

2.2.18 At the end of each financial year, the annual accounts of the College prepared and audited by the Chartered Accountants appointed for the College. The Audited Statement of Accounts shall be placed before the Governing Body.

2.3 Budgets:


Budget is the statement of the estimated receipts and expenditure, prepared well in advance, of the desired plan of action for the ensuing financial year. The Budget estimates are prepared by the Accounts Department after receiving the Budget proposals from the Departments and submitted to Finance Committee. The Budget estimates shall be placed before the Governing Body for its approval also.

Budget estimates for each year shall be prepared by the Accounts Department on realistic and need based. The provisions under the various heads of accounts shall be scientifically worked out. While sanctioning expenditure the approved budget provision shall be verified. If for any reason, the provision made in the approved budget is found to be insufficient to accord sanction for any expenditure, sanction has to be taken from finance committee to re-appropriate the funds from other heads of accounts where there is a scope for surplus at the end of the year. If for any reason there is no scope to re-appropriate any amount from the other heads of account in the budget, the alternative is to seek for additional provision under the same head of account to the extent necessary.

CHAPTER 3: FACULTY CENTRIC POLICY

3.1 Research Incentive Policy: The primary objective of the proposed incentive scheme is to motivate the faculty members of Avanthi Institute of Engineering and Technology to undertake quality research, consultancy and other research related activities.

The faculty members who pursue research can avail library facility, internet facility available in the college for research purpose. The faculties who have completed Ph.D. degree and applied in proper format are given salary enhancement.


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3.2 Incentives for Publications in Journals and Conferences:

Incentives shall be applicable to papers which are published in journals indexed by SCOPUS/SCI/SCIE (Web of science). The incentive shall be applicable to only those papers where the author's affiliation is "Avanthi Institute of Engineering and Technology". In case of multiple authors from AVIH, the incentive shall be shared equally by all the authors.

1. Incentive of Rs.10000 for paper published in journals indexed by SCI/SCIE for Engineering stream.
2. Incentive of Rs. 6000 for paper published in journals indexed by SCI/SCIE for BS&H stream.
3. Incentive of Rs. 5000 for paper published in journals indexed by Scopus.
4. Incentive of Rs3000 for papers published in reputed international conferences (Scopus indexed)
5. Incentive of Rs 1000 for papers published in UGC approved journals not indexed by Scopus and Web of Science.

3.3 Incentives for patents:

Incentives shall be applicable to patents which are filled jointly with Avanthi Institute of Engineering and Technology.

1. Incentives for each published patent shall be Rs. 3000/- .
2. Incentives for each published patent shall be Rs.10000/-.

3.4 Incentives for Publication of Books:

1. Incentive for Books published by renowned international publishers shall be Rs 5000/-
2. Incentive for Books published by renowned National publishers shall be Rs. 3000/-
3. Incentives for contribution of chapters renowned international and national publishers shall be Rs 2000/-

3.5 Incentives for Research grants and undertaking consultancy projects

1. The incentive will be 3% of the total research grant received from the funding agency.
2. The faculty members involved in the consultancy project will take 10% of the total value of the consultancy amount received.

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IQAC POLICY

Avanthi Institute of Engineering and Technology IQAC cell was established in the year 2018, From day one onwards, it has contributed significantly for institutionalizing the quality assurance strategies and processes. In AVIH, IQAC cell has consistently endeavors to institutionalize quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, to expand the scope of the library, transforming it into a multivalent knowledge portal and signing MoUs with research institutes for re-defining the boundaries of a vitalizing meaningful and holistic education.

The IQAC has been a proactive player in the overall benchmarking process. The IQAC has regularly summoned meetings and regularly submit the Annual Quality Assurance Reports (AQAR) to NAAC in a timely manner and it has collected feedback in appropriate forms from different stakeholder categories, which analyzed the same and used it for qualitative improvement and it has organized Academic and Administrative Audit to follow-up action as per the suggestions and recommendations of the eminent evaluators.

It was set up in our institution to work as a facilitative and participatory unit of the institute for sustaining and improving the quality of the academic and research pursuits. IQAC in AVIH is equipped with appropriate structure and processes, and is flexible enough to meet diverse needs of various stakeholders. IQAC is committed to promote quality culture and maintain the momentum on quality consciousness. The IQAC plans, guides and monitors Quality Assurance (QA) activities in AVIH channelizes, systematizes and measures the efforts to promote the institution towards academic excellence.

Main tasks of IQAC

1. The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC cell that set up as per norms.
2. The IQAC continuously reviews and takes steps to improve the quality of the teaching learning process.

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3. The institution follows the academic calendar which is released by the Affiliated University. The same calendar will be published in the prospectus and website of college before the beginning of every academic programme. This will help the students, parents and teachers to plan for their academic year. Each department in the college functions according to the teaching plan, course plan prepared at the department level.
4. The course work is distributed to each and every faculty member by the head of the department. The faculty members follow a lesson plan which consists the details regarding institutional objectives to be achieved, details of contents to be covered, the types of teaching aids.

Functions of IQAC:

1. IQAC provides the development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
2. It also imparts knowledge through team work and persistent efforts for promoting art of infrastructure through the collaborations with research and consultancy.
3. These activities also promote good relationship with the industries and society in appointing experienced and expert faculty to upgrade their proficiency of knowledge in their concerned areas.
4. It also guarantees timely, efficient and progressive performance of academic as well as financial tasks.


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RECRUITMENT POLICY

Objective: To recruit potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the development of the college.

Scope and Application: These rules shall apply to all the regular employees of all the institutions. These rules are subject to such changes from time to time as may be decided by the Governing Body of the respective institutions.

Central Recruitment Committee:

The Central Recruitment Committee is composed of the following members:

1. Management representative
2. Head of the Institution
3. All Heads of Departments
4. Coordinator IQAC
5. Subject Expert

Strategy:

Identify vacancy: The identification of vacancies depends on,

- A. Existing changes arising due to termination, resignation, superannuation, leave and/or
- B. New workload requirements such as creation of new position or temporary additional workload.

Prepare job description and person specification:

a) Job description:

- i. Role responsible to
- ii. Role responsible for
- iii. Main purpose of the job
- iv. Principal duties and responsibilities

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b) Person specification: Person specification needs to be neither too narrow nor too broad.

Essential and desirable

- i. Skills and abilities
- ii. Knowledge
- iii. Experience
- iv. Training
- v. Other requirements

Advertising the vacancy:

An advertisement with the following generic information may be prepared and if required it can be appended with some specific information.

- i. Title of the Position: Faculty/Department
- ii. No. of positions to be advertised
- iii. Job summary
- iv. Advertisement Text
- v. Closing Period
- vi. Proposed Interview date (if known)

Response Management: The applicants can apply for the posts advertised in. both electronic mode and by mail. They shall be received and a database must be created by the Central Recruitment Committee. These applications based on the discipline/ Department will be separated and sent to the respective institutions / departments for short listing.

Short-listing: In this process applications are evaluated to determine the most suitable applicants for interview. These will be the applicants that most closely match the needs as defined in the person specification.

1. If an applicant doesn't meet an essential criterion they should be discounted from the shortlist.
2. The criteria for rejection must be demonstrated on the application form.
3. Two or more people should shortlist applications, preferably from diverse backgrounds.



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4. Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
5. If an applicant has written anything on the application that discloses a specific request or recommendation that must not be used in the decision-making process
6. The candidates can request to see any notes made about them during the short listing stage.
7. If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

Arranging interviews:


- i. For eligible applicants, Institution / Department in-charge shall send email and also call them over phone to invite them for interview.
- ii. For unsuccessful applicants, Institution / Department in-charge shall send email and also call them over phone informing them that they have been unsuccessful.
- iii. Applicant Feedback -If an unsuccessful applicant requests feedback constructive feedback as to why they were not shortlisted on this occasion shall be provided.

Conducting Interview: Interviewing is the process of asking questions in order to gather evidence about a candidate's ability to fulfill the job role. An interview is the compulsory element of the selection process. This enables an informed decision to be made about who is the best person for the job. Its also an opportunity for the candidate to learn more about the job and institution.

Procedure for Interview:

Opening the interview:

- a. Welcoming the candidate
- b. Introducing the panel members (name & role)
- c. Providing an outline agenda (including length of interview and when the candidate can ask questions)
- d. Informing that the panel will be taking notes for effective questioning and listening.


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- e. Prudent questioning & more of listening,
- f. Begin the interview with less demanding questions to put the candidate at ease.
- g. Follow the sequence of questions planned but be prepared to deviate if required.

Taking notes:

- a) All members of the panel must take their own individual notes for each candidate.
- b) Notes should be recorded using Interview Record sheet.
- c) Notes should be factual and accurate for recruiting the most suitable candidate,
- d) The Interview Record sheets will be kept on record for verification and audit.


Closing the interview:

- a) Ensure all of the candidate's questions have been answered.
- b) Tell them how and when they will be informed of the outcome.
- c) Thank the candidate for their time and interest.

Decision making:

Following the interview and any other additional assessment methods that may have been incorporated into the decision making process, panelists should begin discussing each individual's performance to decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure an objective and sound decision. The members of panel should take some time to individually review their notes including any comments, scores and performance in additional selection methods that were undertaken. Panel members should then independently rank the candidates in order.

- i. The panel should then come together to discuss each candidate's performance in relation to the person's specification criteria, job description and interview record forms to compare performance.
- ii. This will enable you to discount all candidates that are not suitable for recruitment because they do not meet the criteria.
- iii. Place all candidates of a relevant discipline in a ranked order.
- iv. All panel members must agree for the ranked order.


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- v. Once you have decided on your first choice candidate, consider other candidates that are eligible for recruitment and rank them so that you can move quickly if your first choice candidate does not accept the job offer.
- vi. If there are any doubts over the ability of any of the candidates to carry out the role – you should not appoint. It is better to re-advertise the vacancy and appoint the right Person.
- vii. Avoiding bias in decision making process the members of panel are all potentially susceptible to unconscious bias, stereo typing and distortion.
- viii. To avoid unwittingly making any potentially discriminatory decisions vide consultations unilateral decision has to be arrived.

Making the appointment:

- i. The chairman of the panel (as far as possible) should contact the successful candidate by telephone, ideally on the same or next day, to offer them the job.
- ii. The chairman of the panel should congratulate the candidate and confirm that they have been successful candidates to the standard pre-employment checks (e.g., qualifications, experience etc) which will be undertaken by establishment section of the institution. Positive and enthusiastic feedback on how well they performed need to be given. Discussion potential start/joining dates.
- iii. Try to establish without pressurizing the candidate, whether they are likely to accept the offer.
- iv. Explain that establishment section of the institution will be in touch with them shortly to confirm the offer of employment.

Communicating the outcome to unsuccessful candidates:

Candidates should be contacted by telephone so that accurate feedback about performance can be provided using the information recorded on the Interview Record Forms within 2days of the interview to confirm that they have not been successful.

Formal offer:

Establishment section of the Institution will then liaise with the successful candidate regarding the terms and conditions of employment, any contractual issues and their start date etc.


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Induction:

- The Departmental / Faculty Induction should consist of pre arrival activities (greetings procedures, physical arrangements, ICT services, induction activities and an induction pack).
- A personalized induction time table
- Information about the Faculty/Department structure.
- Any relevant departmental policies and procedures.
- Any other information appropriate to the Faculty/ Department and staff member's role
Depending on what is most appropriate, this could be a hard copy pack or references to key documents.

Recommendations for fixing the salary for Appointing Faculty Position

A. Assistant Professor: M.Tech / M.Sc / MA / MBA / Other Relevant PG (Fresher) from any recognized institute.

Salary: AICTE VI pay (Rs.15,600-Rs39,100 with AGP of Rs.6,000) applicable as on date of appointment.

B. Associate Professor: Ph. D from any recognized university with overall experience of 8 years.

Salary: AICTE VI pay (Rs.37,400- Rs.67,000 with AGP of Rs. 9,000) applicable as on date of appointment.

C. Professor: 5 years experience after Ph.D.and should have overall experience 10years. Ph.D. from any recognized university.

Salary: AICTE VI pay (Rs.37,400- Rs.67,000 with AGP of Rs.10,000, fixed at a stage not below Rs.43,000) applicable as on date of appointment.


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POLICY FOR PROMOTION OF RESEARCH

1. Preface

Research is one of the eyes of a visionary Technical institution. For the successful progress of the Institute, it has to focus on both academics and research. At Avanthi Institute of Engineering and Technology (AVIH), the academic work carried in various undergraduate and post-graduate programs includes conducting research. Research is done to find answers to the mysteries of science, discover the secrets of nature, design solutions to particular problems, create new inventions that make life easier, and achieve other similar goals.

The AVIH has promoted and implemented a wide range of policy initiatives to advance research since its founding in 2005. The completion of excellent research work qualifies for the award of higher degrees. Other promotional initiatives of AVIH include building capacity in terms of human resources and facilities, encouraging and rewarding faculty to conduct research, organising conferences and workshops to spread new knowledge, and more. This Policy of AVIH on the Promotion of Research & Innovation, Consultancy & Extension Services is the result of the various efforts and initiatives.

2. Application of the Policy

The policy applies to all regular teaching faculty members of all departments of the Institute.

3. Vision

To achieve research excellence and promote a culture of great support for researchers thereby enabling a wide range of research advancements to address local to international needs.

4. Objectives

- ❖ The main goal of the proposed incentive program is to encourage the college's Faculty to engage in high-quality research, consulting, and other research-related activities.
- ❖ To persist in writing books and monographs for reputable national and international publishers..
- ❖ For encouraging our academic members to apply for financing and obtain projects from various funding organizations in India and abroad.

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- ❖ To get involved in consulting projects supported by government, industry, business, and other organizations.
- ❖ To promote faculty members' creativity so they can develop original ideas into products, concepts, etc. and secure patents.

5. General Principles Underlying this Policy

- ✓ The incentive/sponsorship for research to an employee is purely based on the submitted evidence along with the prescribed application.
- ✓ The policy shall not be influenced by the employee's race, religion or gender.
- ✓ % The R&D Coordinator will review the incentive claim applications forwarded through HOD, and based on that a list of candidates will be recommended for incentives to the approval of the Principal.
- ✓ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared among them.
- ✓ It is the responsibility of the faculty member to produce evidence of having published a paper in the refereed journal and the impact factor of the journal. He/She has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest the same.
- ✓ An application form is already prescribed for the purpose of research incentive/sponsorship and the faculty member is expected to submit the same duly filled and attached copies of evidence countersigned by the HOD and R&D Coordinator.
- ✓ After checking the claim and approval by the Principal, the claim and disburse the amount following the usual procedure.
- ✓ As this is a tentative scheme, the criteria and modalities will be amended then and there, by the Institution.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.

6. R&D Incentive Policies

6.1 Incentive for book publications

1. Full text book with single author

: INR 3000

2. Full text book with two authors

: INR 1500 each author

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3. Full text book with multiple authors : INR 1000 each author

4. Chapter Contribution :INR 1500

Note: Published books or chapters or monographs must have 'AVIH' as the affiliation.

6.2 Incentive for Research Publication:

If a research paper is published based on his/her work in hard copy or in electronic form in a refereed journal, he/she will pay an incentive as indicated below.

- ✓ SCI Journal 10000/-
- ✓ Unpaid Scopus Journal 5000/-
- ✓ The publications will be considered only if they are indexed in Web of Science or in Scopus.
- ✓ Faculty of sister concern colleges of AVIH also includes in the OTHERS category.
- ✓ Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals.
- ✓ Faculty members should also submit a "Self Declaration" stating that the publication fee was not paid to the Journal.
- ✓ Published paper must have 'Avanthi Institute of Engineering and Technology' as the affiliation.
- ✓ On-line date is to be considered as the date of publication.
- ✓ Authors outside the AVIH fraternity are not entitled to this scheme.
- ✓ Research Paper publication through Conference will be treated as a paid publication. The faculty is supposed to apply incentives under 6.3 or 6.4 whichever is applicable.
- ✓ Publication claim under the Research Incentive Schemes (RIS) of AVIH must be made within a month of publication in the prescribed form.

6.3 Incentives for Presentation of Research Papers in Conferences/Seminars in India

- ❖ The International/ National conference must be of repute (viz. IEEE, Springer/Wiley, etc.), and the hosting Institutions must be of Institutes of repute- II Ts/IISc/NITs/IITs/ Universities/ Deemed Universities etc.

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- ❖ The paper/article must be published in any National/International Journal/Conference proceedings.
- ❖ **The faculty would be permitted OD + Registration fees on actual basis or Rs.2,000/- whichever is less.**
- ❖ TA/DA will be paid as per the Institute norms.
- ❖ In case of joint authorship only one faculty can avail the facility.
- ❖ Each faculty can present research papers in Conferences of repute twice in an academic year with financial assistance (limited to Rs. 4,000/- only).
- ❖ Maximum number of ODs is limited to one week. The number of ODs during the academic period is subject to prior approval of the Principal.
- ❖ Only Oral presentation of research papers is acceptable.

6.4 Incentives for Presentation of Research Papers in Conferences outside India/Abroad.

- ❖ The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) for Travel Grants or other Funding Agencies of Govt. of India.
- ❖ It has been observed that some of the proposals may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore AVIH may also consider funding for International Conferences on case to case basis, subject to 60% to be paid by the candidate and 40 % by AVIH with the candidate having at least 5 years of service in AVIH.
- ❖ The staff who wish to apply for incentives for paper presentations in International conferences abroad need to get approval from the principal at least one month in advance.

Note:

1. The Incentive under the category of Presentation of Research Papers in Conferences in India/Abroad (6.3 & 6.4) will be paid only after submission of the duly filled application and attaching copies of evidence countersigned by the HOD and R&D Coordinator.
2. However the faculty can apply for travel advance to the maximum of 75% of the expected expenditure subject to the approval of the Principal.

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6.5 Incentives for attending Workshops/FDPs

- ❖ The Workshops/Symposium/FDPs hosting Institutions must be Institutes of repute- IITs/IISc/NITs/ITs/IIM/Universities/Deemed Universities etc.
- ❖ **The faculty would be allowed OD + Registration fees on an actual basis or Rs. 1,000/- whichever is less, when the Workshops/Symposium/FDPs have minimum of 3 days duration.**
- ❖ TA/DA will be paid as per the Institute norms.
- ❖ Each faculty can attend Workshops/ Symposium /FDPs of repute twice in an academic year with financial assistance. However, financial assistance is limited to Rs. 2,000/- only.
- ❖ Maximum number of ODs is limited to one week. The number of ODs during the academic period is subject to prior approval of the Principal.
- ❖ Minimum service clause is not applicable to attending conference/symposium/FDP
- ❖ Faculties going for attending FDPs outside need to disseminate knowledge/information by organizing faculty Development Program (FDP)/ Student Development Program (SDP)/ Student Workshops/ Summer etc for the benefit of Faculty and Students in their respective departments.
- ❖ The OD and Registration claim under the Research Incentive Schemes (RIS) of AVIH must be made within a month in the prescribed form.

6.6 Incentive for Generation of Research Grants:

- ❖ Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve the modernization of laboratories, acquiring of equipment required specific to the research study, conducting of surveys, etc.
- ❖ The incentive will be linked to the total amount of research grants sanctioned by the sponsoring agency. The incentive will be 20% of the research grant received from the funding agency.
- ❖ Since the amount is being released in phases, the incentive(s) paid is also proportional to the amount received by the Institute.

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6.7 Incentive for Consultancy work:

To encourage genuine consultancy work from the faculty, AVIH announces a policy whereby the faculty can claim 20% of the amount charged under the consultancy work.

This is subject to the following conditions:

- ❖ Faculty should be the sole in-charge of the consultancy work
- ❖ The said consultancy work should be undertaken post the approval of the principal and the agreement should be undertaken between AVIH and the concerned third party
- ❖ The payment for the consultancy work should be credited to AVIH which will further be passed on to the faculty.

6.8 Incentives for Professional Body Membership:

- ❖ All faculty members on roll of AVIH having more than two SCI/ SCOPUS research papers, acquiring membership for National and International professional societies are eligible for reimbursement of 50% of the cost of the membership registration fee subject to Maximum of Rs.5,000.
- ❖ Maximum of Rupees Five Thousand (Rs. 5,000) will be paid for International society membership, Rupees Two Thousand (Rs. 2,000) for National society membership, and Rupees Thousand (Rs. 1,000) for State Level Membership.
- ❖ Incentive claim under the Research Incentive Schemes of AVIH must be made within a month of registration with the professional bodies.

6.9 Incentives for Research Awards/Any recognition received by the faculty from reputed Professional Bodies and Agencies (For which AVIH has not provided any funding):

Awards Received from Agencies	International Level	National Level	State Level	University Level
Incentive (INR)	5000	3000	2000	1000

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NORMS OF TRAVELLING ALLOWANCE (TA), DEARNESS ALLOWANCE (DA) & REIMBURSEMENT OF ACCOMMODATION CHARGES

1. Travelling Allowance

Traveling allowance is in the nature of reimbursement of reasonable expenses incurred by the employee while traveling and halting at an outstation on official duty. All journeys shall be authorized by the competent authority i.e. Principal and necessary approval shall be obtained prior to proceeding on an official tour.

The Principal may sanction TA advance subject to the maximum of 75% of the expected expenditure.

The mode of travel applicable, the daily allowance payable and the rates of local conveyance and accommodation charges reimbursable to various categories of employees are as follows.

- | | |
|--------------------------------------|---------------------|
| 1. Director/Principal/Vice Principal | - Airfare/First A/C |
| 2. Professor/HOD | - Second A/C |
| 3. Associate Professor | - Third A/C |
| 4. Assistant Professor | - Sleeper |

Reservation charges, AC/Superfast surcharge, cancellation charges, and bedroll charges are reimbursable. Normal service charges for booking tickets by a travel agent are admissible.

The institution may reserve and book to and fro air tickets through local travel agents. For rail and bus tickets, the person intending to travel may take necessary advance for booking such tickets.

2. Daily Allowance

- | | |
|---------------------------------------|-----------------|
| 1. Director/Principal/ Vice Principal | -Rs.500 per day |
| 2. ProfessoryfHOD/Associate Professor | -Rs.300 per day |
| 3. Assistant Professor | -Rs.200 per day |

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3. Reimbursement of Accommodation


1. Director/Principal -Maximum of Rs.1500 per day
2. Professor/Associate Professor - Maximum of Rs.1000 per day
3. Assistant Professor - Maximum of Rs.600 per day

Note:

- A. Accommodation charges will be reimbursed on production of the original receipt from the Hotel/Guest House.
- B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

Other terms & conditions:

- ✓ TA/DA & Accommodation charges shall be provided on the submission of original bills only
- ✓ If the registration fee is inclusive of accommodation/travel/boarding, then the faculty is not entitled to claim TA, DA & Accommodation Charges
- ✓ All TA calculations will be based on regular (Non-Tatkal, Non-Premium) fares in the given route of travel. Even if a faculty submits original tickets for a higher fare, it will be adjusted to the regular fare.
- ✓ If the travel distance is within the state, then the days of the conference/seminar will be considered as on duty. If the travel distance is beyond the state, one extra day in addition to the duration of the event will be considered as on-duty.
- ✓ The staff should get prior approval from concerned authorities to avail above incentive.
- ✓ A Staff member can avail of a maximum of two external events in a current academic year.
- ✓ Principal will be the competent authority to sanction/stop any incentive as per the Institute norms.
- ✓ The aforementioned policy may change from time to time in accordance with the Institute policy.


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Local Conveyance:

1. Director/Principal/ Vice Principal -Maximum of Rs.1000 per day
2. Professor/HoD/Associate Professor - Maximum of Rs.500 per day
3. Assistant Professor - Maximum of Rs.300 per day

Note: Local Conveyance is applicable to the faculty who wish to attend WS/Conference/ FDP etc., within the limits of the city. Travelling allowance, DA and accommodation not applicable.

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ERP POLICY

Avanthi Institute of Engineering and Technology believes that the enforcement of the simple and automated approaches in the governance of the academic system. Various functions such as offering planning, development, administration, management of examinations play a vital role in the academic system and have been considered as separate modules. These functions involve a lot of data that is to be stored, handled, in a bold manner. One more aspect of this data is, it keeps on growing as the days add on one by one. So day by day organization of this data is required in a well defined manner. For this purpose, each module has been assigned with a tool and many of these tools are designed and implemented in-house to facilitate ease of organizing data and storing in a well defined manner. This makes retrieval of the data whenever required much simpler. Most of the functional bodies in the institution use the ERP system for providing e-governance. Transparency of everything done in the college is exhibited through ERP system. For security of the data, Avanthi Institute of Engineering and Technology ensures the each and every ERP tool used in the Institution is secured with a unique user ID and password and accessibility of the tools is restricted to limited users.

The Enterprise resource planning (ERP) of Avanthi Institute of Engineering and Technology consists of a portal: <https://aietg.ac.in/> that functions the smooth functioning of the academic activities of the college. These enable three types of users- Developer, Admin and Student to access the portal .Each user can access the portal only through User name and password.

❖ **Developer Login**


Only accessible to the S/W developer through a unique user id and password. Through this login developer can perform all the animation to the portal when ever required.

✓ **File Uploading:**

Files such as Academic timetables, examination schedules, results, Academic calendars, important notifications will be uploaded.

✓ **Student wise result:**

Students result changes whenever he attempts an exam. This should be updated on a regular basis


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✓ **Department wise result:**

For the Analysis of the result for a semester with respect to a particular Department, result is organized considering the strength of the student in every year .

✓ **Overall Result:**

Overall result includes the performance report of a department for all the academic years so far.

✓ **Edit details:**

S/W Developer is the only one who holds the privilege of editing the details in the portal through his authentication.

✓ **User Creation:**

There is a need for user creation since the number of students keeps on shooting up for every year and the staff keeps on changing. User creation can only be done through the credential of S/W Developer.

✓ **Administrator Login:**

In Admin Login the fields student wise result, department wise result (one semester), overall results, editing details are similar to that present in the developers login. One field that is adding on here is Change password.

✓ **Change Password:**

This field gives the person who has login as an administrator to change password of his login credentials.

✓ **Student Login**

Student with his unique login credentials can check his result and take a look at the report for exams he has attended and the respective marks obtain in each examination. Other field that are present here are edit details, change password which are similar to that present in Developer and Administrator Login.

❖ **Administration**

Enterprise Resource planning (ERP) of Avanthi institute of Engineering and Technology for administration involves


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» Biometric Finger print attendance System:

Avanthi Institute of Engineering and Technology believes that Biometric finger print with high accuracy, eliminates time theft, prevents buddy punching, Boosts employee morale, Increases accountability, Simplifies payroll.

» Grievance Reporting Portal:

Avanthi Institute of Engineering and Technology hold a portal linked to its web page facilitating the students to report their issues.

» Surveillance:

Avanthi Institute of Engineering and Technology uses network of cameras placed all over the campus to provide security and surveillance of the activities. The system is password protected and only be accessed with the credentials of the principal.

❖ Finance and Accounts

Enterprise Resource Planning (ERP) of Avanthi Institute of Engineering and Technology for Finance and Accounts includes the usage of two software - My Class Board and FOCUS which are found to be very effective in managing financial affairs of the institution. At the same time maintaining the storage of data and retrieving it whenever needed.

» My Class Board:

Avanthi Institute of Engineering and Technology uses a very powerful tool for Financial Management. My Class Board is a cloud based tool which can be used from anywhere in the world. This tool is secured with use of password and is restricted to very little number of users. This technology facilitates the fee management, scholarship assignment and fund transfers in the same portal.

» FOCUS:

Avanthi Institute of Engineering and Technology uses Focus tool which is protected through User authentications. This tool is mainly used for accounting purpose and maintaining a record of the flow of finance in the institution.

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❖ Student Admission and Support

Enterprise Resource Planning (ERP) of Avanathi Institute of Engineering and Technology for student admission and support includes the use of online fee payment portal for students,

Admission Enquiry forms available online and feedback forms to support the students in their academics and activities needed.

❖ Online fee payment portal:

Avanathi Institute of Engineering and Technology holds a payment portal in its webpage facilitating the students to pay fee online without delay and avoiding queues.

❖ Online Admission forms:

Avanathi Institute of Engineering and Technology through its website facilitates Admission forms for the enquiry of the available seats in the college.

❖ Feed back:

Avanathi Institute of Engineering and Technology through its website provides three types of feedback forms for faculty, parents and student in its website where faculty, student and 'parents can suggest the administration about the curriculum and assist in moulding the academics.

❖ Examinations

Enterprise Resource Planning (ERP) of Avanathi Institute of Engineering and Technology for Examinations includes the use of Avanathi portal where student, faculty and administration can keep a track of the results in every semester with having different types of analysis department wise and overall and for individual student. Avanathi institute of Engineering and Technology also host the notification section in which academic results and calendars are updated.

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AVANTHI FREESHIP & MERIT SCHOLARSHIP POLICY

OBJECT

The objective of the scheme is to provide financial assistance to the Scheduled students studying at Avanthi institute of engineering and technology to enable them to complete their education.

SCOPE

These free ships are available for the students and are awarded based on evaluation of test result which is organized by Avanthi educational society. This is applicable to all the students who are currently beneficiaries of the scheme as well as fresh admissions. Merit scholarship scheme is to help meritorious students to complete their B. Tech without financial burden.

Student Free ships Framework

At Avanthi Institute of Engineering & Technology, we follow a Unified Student Freeship Framework to ensure that the deserving candidates get the required financial assistance. The framework is approved under the following conditions:

1. Admissions through freeship will be offered on a first-come, first-served basis.
2. Admissions through freeships are limited up to 30% of the approved programme intake.
3. Once the 25% of seats are filled in a programme through freeships, despite qualifying for the freeship the student will not be entitled to the freeships.
4. For the freeships offered through various National and State Entrance Tests, the students are required to apply for AVANTHI FREESHIP AND MERIT SCHOLARSHIP INTERNAL POLICY and must attend the counseling for admission as per the schedule.
5. If a student is eligible for a freeship under more than one category through AVANTHI FREESHIP AND MERIT SCHOLARSHIP INTERNAL POLICY, National, and State Entrance Tests, then he/she will be awarded the highest percent of the freeships.

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6. The freeships offered through AFT, National and state exams is applicable for the first year only. The same scholarship will be continued in the subsequent years of study based on the student performance.

7. After first year, and for the consequent years, the student must attain the attendance percentage >75 in previous academic year and maximum of 3 backlogs only considered to avail free ships further, and they must clear all subjects and should not have more than two backlogs in the previous academic year.

Scholarship eligibility calculator:

Scholarship percentage	AFT Rank	JEE(Main)	TS CET Rank
>75%	1-100	>=98 & <99	101 - 250
60% - 75%	101-250	>=95 & <98	251 - 1000
40% - 60%	251 - 500	>=90 & <95	1000 - 5000
Upto 40%	500 - 1000	>=85 & <90	5001 - 20000

STUDENT MERIT SCHOLARSHIP FRAME WORK

The merit scholar ship will be provided for all First and Second TOPPERS of the students year wise and branch wise.

1. for 1st TOPPER awarded -5000/- Rs
2. For 2nd TOPPER awarded -3000/- Rs

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DIVYANGAN POLICY AND INITIATIVES UNDERTAKEN

Objectives of the Policy:

1. To create inclusive culture to avoid discrimination, exploitation and exclusion of Disabled Students and staff from all spheres of work and education.
2. To create a suitable regulatory mechanism for effective delivery of services to Disabled Students and Staff of the Institution.
3. To ensure implementation of all legislations with respect to persons with disabilities.

Admission Policy for persons with disabilities:

1. Total reserved seats for persons with disabilities in all the programs are filled according to the guidelines given by AICTE/University.
2. All the facilities, which are suggested by AICTE/University, will be provided to the people with disabilities.

Exam Policy:

1. The Institute shall make suitable arrangements for Divyangan Students to participate in the Examinations.
2. The examination will follow the guidelines issued by JNTUH, Hyderabad, in giving extra time or allotting Scribes.

Facilities and Initiatives Undertaken:

The Institute has infrastructure facilities like Ramp, Wheel Chair, Blind stick, Scribes for the examinations and Disabled friendly washrooms. There is an inbuilt software system in MS office i.e. "Read to Text and Text to Read" for some Disabled persons and special training is given to the students who need it. Currently there are no Divyangan Students in the campus. If admitted in the future, then the institute will provide the other facilities required.

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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:-

- (a) "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.
- (b) "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.
- (c) "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.


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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.

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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

- ✓ To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
- ✓ To publicize to all students about prevalent directives and the actions that can be taken against those indulging in ragging.
- ✓ 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.
- ✓ Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- ✓ To conduct workshops against ragging menace and orient the students.
- ✓ To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- ✓ To offer services of counselling and create awareness to the students.
- ✓ To take all necessary measures for prevention of Ragging inside the campus.

Ragging Measures to Prevent ragging:-

- ✓ It is clearly mentioned that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished
- ✓ 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 fresher's in the Institution and extend necessary help.
- ✓ Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

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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

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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:-

- a. Cancellation of admission.
- b. Suspension from attending classes.
- c. Withholding/withdrawing scholarship/fellowship and other benefits.
- d. Debarring from appearing in any test/examination or other evaluation process
- e. Withholding results.
- f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- g. Suspension/expulsion from the hostel
- h. Rustication from the institution for period ranging from 1 to 4 semesters
- i. Expulsion from the institution and consequent debarring from admission to any other institution.
- j. 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.


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ENVIRONMENTAL POLICY

The Avanthi Institute of Engineering and Technology (AVIH) reaffirms its commitment to actively contribute to the sustainable development of the nation and the promotion of sustainable technologies through its educational, research, consultancy, and extension programs. Our vision is to foster an environmentally conscious community that is resilient to climate change, and achieve this through the curricular, co-curricular, and extension activities.

ATET shall equip its students, faculty, supporting staff, institute associates, and the surrounding community with the knowledge and skills necessary to act responsibly towards the environment. Design educational programs with the aim to instill a sense of environmental consciousness and empower individuals to make informed decisions that contribute to sustainability.

In addition to academic pursuits, we actively engage in research and consultancy projects that focus on developing sustainable technologies and solutions. By fostering a culture of innovation and collaboration, we aim to address pressing environmental challenges and contribute to the development of a greener and more sustainable future,

ALET is dedicated to transforming its campus into a green environment that reflects our commitment to sustainability. We strive to make all decision-making processes, at all levels, nature and environmentally friendly. This includes incorporating environmentally conscious practices into our infrastructure development, energy management, waste management, water conservation, and transportation systems.

To achieve our goals, we actively seek partnerships with industry leaders, government agencies, and environmental organizations. By collaborating with experts and sharing knowledge, we can amplify our impact and foster sustainable development both within and beyond our institution. Through our collective efforts, ALET aims to become a beacon of sustainability and serve as a model for other educational institutions. We firmly believe that by promoting sustainable practices and technologies, we can contribute to the overall well-being of society, protect our natural resources, and create a better future for generations to come.

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POLICY DOCUMENT ON ENVIRONMENT AND GREEN CAMPUS

"Earth provides enough to satisfy every man's need, but not every man's greed"

-Mahatma Gandhi

Avanthi Institute of Engineering & Technology bequeath a clean and ecologically pleasant, campus, where ecofriendly teaching and activities work together to foster sustainable and environmentally friendly behavior. The Green Campus concept allows the institution to take the lead in the regeneration of environmental culture by promoting environmental ideals among students and faculty. All problems solving strategies must be used in order to create true change.

Objectives:

- ✓ The institute has taken several measures for planting and to make Green Campus. 50% of total area is covered with trees and lawns. A number of trees exist at different places in the college.
- ✓ Energy conservation Placards conveying the importance of the energy conservation are made visible all over the college campus to create awareness among the staff and students on energy conservation.
- ✓ The institute propagates the importance of energy conservation by intimating staff and students to turn off the fans and lights in hostel and college whenever not needed.
- ✓ Proper supervision is carried out by concerned authorities (single switch is used to switch off classroom power supply for fans and light points). Awareness programmes are also conducted.
- ✓ Periodically for elaborating the importance of water resources students are advised to close the tap water whenever not needed.


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Green Campus Initiatives are as follows:

Energy Consumption:

Energy saved is the Energy Generated. To reduce energy consumption, the institute practices to electrical appliances

- Turn off the things when not in use
- Use LED light bulb

Renewable Energy:

Solar energy is the cleanest and most abundant renewable energy source. The Institute promotes solar energy; the stake holders are encouraged for promoting and adopting renewable energy.

Conserve Natural Resources:


The Institution believes in sustainable natural resources conservation and it is a process of rational use and skillful management and preservation of the natural environment with all its resources.

The trees like mango, neem, and coconuts are preserved. Since its inception the institute, students and staff actively participate to make the learning environment pollution free in tree plantation activities.

Restricted Entry of Automobiles:

The institute encourages the staff and students to use the vehicles with pollution check stickers in order to reduce environmental pollution. Vendors are restricted to enter the college. Campus using automobiles and are asked to park their vehicles in the entrance.

The college operates a fleet of buses covering each corner of Visakhapatnam to facilitate the students and staff. The institute encourages the staff and students to use the college transport instead of their own vehicles for safety, security, fuel conservation and to reduce environmental pollution. The college buses are checked for pollution by the authorized agency. The vehicles owned by faculty or students with pollution check stickers are permitted into the campus. Random


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checks are made to check the validation and periodicity of this certificate. For two wheelers or four wheelers, security measures are made mandatory.

Pedestrian Friendly Pathways:

Vehicle parking space is provided at the main entrance of the college campus. As the campus is vehicle free with some exceptions, students and staff experience comfort walking through the pedestrian friendly pathways. The internal roads are lined with trees and they are properly maintained by the campus maintenance committee.

Use of Bicycles or Battery Powered vehicles:

College provides Battery powered E-Vehicle to transport the physically challenged students and senior citizens related to the students to the various departments due to restriction of the outside vehicles and cars into the campus to support the green campus initiatives

Ban on use of plastic:

We understand the serious impact of plastic on environment and thus the use of single time usable plastic bags/bottles are prohibited in the campus. In this regard, the caution boards are placed at various locations in the campus. The eco club properly spreads awareness in this regard and monitors the people to restrict the use of single time usable plastic bags/bottles. We are also working on less-paper policy and we try to avoid the printouts which can be managed through soft copies or. Most of the notices/instructions are shared with staff members in soft copies only via e- mail or official What's App group. 1, if we need to take printout for internal work, we utilize the blank side of papers which are printed only one side.

Landscaping with trees and plants:

We believe in promoting a society which: cares to protect, preserve and conserve. Realizing the importance of sustainable development many activities are undertaken to make the campus environmentally friendly and students sensitive to the ecological issues. Some activities include the introduction of eco-friendly paper cups in the cafeteria. The groundwater is recharged using a water recharge well. The College has a compost pit in which organic matter is converted in

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manure. Constant efforts are taken to minimize waste generated in the labs. We have gone paper free by introducing an online application process. For student admissions s

- ✓ Promoting the soul 'Swachh Bharat' on grounds through including the understudies and the staff in Swachh program.
- ✓ The College campus is lush green campus with a large number of plantations. The campus is also a plastic free campus and mostly paper cups and other alternative materials are used instead of plastics

Waste Management:

- ✓ Solid waste includes both biodegradable and non-biodegradable components. Different types of waste generated in the college campus are disposed off in a proper way by repurposing as well as with the help of private agencies those who collect the waste for the purpose of recycling. The non-biodegradable solid waste generated in the campus includes paper, metal cans, bricks, wood and other items.
- ✓ Bio-degradable waste includes food waste, vegetable peels, leaves etc. The non-biodegradable waste and biodegradable wastes are collected into trash bins separately. To reuse and recycle the solid waste by creating dustbins, compost plants, paper plates, cups. Usage of plastic is strictly prohibited. The campus dry waste in the campus is sent to the private agencies for recycling.
- ✓ Food waste from the campus is sent to the nearby dairy farms. Wood waste is reused by adding the wood sticks into mud pottery. The Brick Waste is reused by leveling it off with a retaining wall constructed of stacked bricks. Many awareness programs were conducted in the college to avoid the use of plastics.

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MAINTENANCE POLICY

INTRODUCTION:

Avanathi Institute of Engineering and Technology own and operative infrastructure to deliver its teaching, learning and research programs. The institute has structured system for maintenance and utilization of class rooms, computers and laboratories in the campus to ensure effective usage of the existing infrastructure facilities. The physical facilities are maintained by the maintenance team, which comprises skilled faculty for supervision and lab technician for service from Civil, Mechanical, EEE, ECE and Computer Science Department. The maintenance team is responsible for the uninterrupted power supply, maintenance of equipment like general lighting, power distribution system, solar panels, water pumps, etc., the request for maintenance is initiated through the service request form available, through which the particulars about the nature of maintenance is informed to the authorities for corrective action. After getting approval for the request, the maintenance team attend, diagnose the fault and rectify it or else suggest for external services from suppliers or other service providers, If the service does not come under guarantee/warranty/free service period, quotations are received from the supplier as well as from two other companies. Competitive statement will be prepared and submitted to the principal with the recommendations of the respective HOD. The maintenance team members monitor the maintenance and cleanliness of the buildings, classrooms, labs, furniture, campus ground, sports facilities, staff lounge, students amenity areas, cafeteria and hostel buildings. Housekeeping services are maintained by the house team and available during day time in all working days Roadside service and breakdown coverage services are undertaken by external services. Cleaning of vehicles, air filling and small repairs are undertaken by the transport department inside the college. Major repairs are carried out by external automobile garages,

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

Classrooms with furniture, teaching aids and laboratories are maintained by the respective department faculties and lab assistants. The in-charge and lab assistants take care of their respective laboratories.

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Class Room Maintenance:

1. Adhoc Maintenance: Maintenance of the Electrical Items and Furniture are done in the following order.

- A. Service Request Send to
- B. HOD
- C. Principal
- D. Maintenance Team
- E. Work Carried Out
- F. Feed Back after Service.

2. **Regular Maintenance:** Maintenance of the Floor Cleaning and Furniture Cleaning.

- a. Housekeeping maintenance Report
- b. Building in Charge
- c. Maintenance Team
- d. Principal

MAINTENANCE AND UTILIZATION OF LIBRARY

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents.

The following steps need to be taken:

Bound volumes are not to be sorted out from their fore edges, as this process weakens the binding. Shelves should not be fully packed. A too-fully shelf can crack spines and cause damage when a reader tries to remove a volume. Huge volumes need to be kept flat. Dust should not be allowed to deposit on the documents the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully. Proper pest management is done to minimize the problems causes by insects. Proper cleaning, fumigation and exposure to sunlight to the documents are done to reduce the effect of insects in the library. Repellents are used to save materials from Rats. vacuum should be done regularly and carefully. Magnetic dicks or documents containing disc should not be kept

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open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. such material should be kept in dust -free temperature and humidity controlled room.

MAINTENANCE OF COMPUTING FACILITIES

The computer science department and maintenance team members maintain the computers, printers and servers. The annual maintenance includes the required software installation, antivirus and up gradation is undertaken by the team of technicians coordinated by the system administrator. To minimize-waste, electronic gadgets like projectors, computers, printers, photocopiers are serviced and reused. Intercom lines, CCTV and wi-Fi are maintained by system administration department of the college.

The following are the steps to maintain the computers, servers, and scanners.

- ✓ Problem identification
- ✓ Service Request send to
- ✓ HOD
- ✓ Principal
- ✓ Maintenance Team
- ✓ Rectified: If yes : Feedback after service

If no : External service carried out.

MAINTENANCE OF LABORATORIES EQUIPMENT

The respective faculty members, lab assistants and service personnel are given responsibility to maintain the equipments under their preview. Stock registers, maintenance registers and log books are maintained in the respective laboratories to report entries and defects arising for rectification. The lab assistants are provided training to maintain the equipment by the HODs time to time enhancing their technical skills.

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MAINTENANCE OF MACHINE AND EQUIPMENTS

1. Regular Maintenance: Cleaning of machines/ equipment and monitoring for working status.
2. Break down Maintenance:
 - a. Problem identified
 - b. Service request send to
 - c. HOD
 - d. Principal
 - e. Maintenance Team
 - f. Rectified: If yes : Feedback after service
 - If no: External service carried out

MAINTENANCE OF OTHER AMENITIES

Reverse Osmosis (RO) Consumables, membranes, filter and chemical which are to be replaced/ recharged is covered within the annual maintenance contract made with the company, Cleaning of the tank is done once in three months to prevent fouling smell and deterioration/impairment in the taste of the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under maintenance of supplier and in-house technicians. Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month. Fire extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.

ANNUAL STOCK CHECKING

Annual stock checking of furniture, lab equipment, and stationary and reporting of repairs is done by lab in charges as a year ending activity and reported to the administration.

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DAY-TO-DAY EMERGENCY MAINTENANCE

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages. Leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairs locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the team members.

INFORMATION TECHNOLOGY POLICY


IT policy ensures to maintain a secure, legal and appropriate use of IT infrastructure for free flow of information and maintenance of confidentiality and integrity of the same. Access to information assets is created, managed and regulated with the help of IT Infrastructure. The AVIH IT Services Policy is helpful for the selection and use of IT within the Institute which must be followed by all the staff and students. It also provides guidelines to administer the policy with correct procedure. All IT policies updated and relevant. Time to time necessary modifications is made and amendments to some policies and addition of new procedures.

The main aspects of the IT policy are to

1. Develop IT infrastructure and services for laboratories, research, faculty, staff and students on 24 x 7 basis and automation of information management system.
2. Regular maintenance and up gradation of IT systems in line with their useful life and their obsolescence.
3. Budget provisions to expand ever growing digital systems and services.
4. Digitalization of general information and learning resources and access facility through Internet.
5. Maintenance Firewall and Antivirus for Systems and Cyber security.
6. Maintenance of critical data and necessary backups.
7. Use and promote open-source software and disposal of e-waste.

Policy for purchase of desktop computer systems

The desktop computer systems must be purchased as standard desktop system bundle and must be from reputed companies such as HP, DELL, and Lenovo etc.


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The desktop computer system bundle must include:

Desktop tower, Monitor screen sizes, Keyboard and mouse, Windows OS

The minimum capacity of the desktop must be:

2GHz —Gigahertz processor, 2GB RAM, 3 USB ports.

Any change from the above requirements must be verified by system administrator. All purchases of desktops must be supported by 3 Years warranty. All purchases for desktops must be in line with the purchasing policy of the Institute.

Purchasing Servers:

Procurement of Servers by calling Quotations and release of Purchase Order based on recommendations of Purchase Committee.

Server systems must be compatible with all other hardware in the Institute.

All purchases for server must be supported by 3 years warranty.

All purchases for server must be in line with the purchasing policy of the Institute.

Purchasing computer peripherals

Computer system peripherals include printers, scanners, external hard drives etc. Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals or when need to be replaced with defect / damaged for the systems under service/repair.

All purchases of computer peripherals must be supported by 6 months/ 1 year warranty and be compatible with AVIH's other hardware and software systems.

Any purchases for computer peripherals must be in line with the purchasing policy of the Institute.

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Policy of Getting Software

Purpose of the policy:

This policy provides guidelines for the purchase of software for the institute to ensure that all software used by the institute is appropriate, value for money and where applicable integrates with other technology for the institute. This policy applies to software obtained as part of hardware bundle or pre-loaded software.

Procedures

Request for Software: All software, including non-commercial software such as open source, freeware, etc. must be approved by system cell prior to the use or download of such software.

Purchase of software

The purchase of all software must adhere to this policy.

All purchased software must be purchased through Purchasing Committee on recommendations

All purchased software must be purchased from authorized suppliers of companies.

All purchases of software must be supported by at least one-year onsite support and be compatible with the institute server and / or hardware system.

All purchase for software must be in line with the purchasing policy of the Institute.

Obtaining open source or freeware software

Open source or freeware software can be obtained without payment and usually downloaded directly from the internet. In the event of open source or freeware software is required; approval must be obtained by system cell in-charge. All open source or freeware must be compatible with the AVIH's hardware and software systems. Any change from the above requirements must be authorized by system cell in-charge.

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Policy for Use of Software

Purpose of the Policy

This policy provides guidelines for the use of software for all employees within the institute to ensure that all software use is appropriate. Under this policy, the use of all open source and freeware software will be conducted under the same procedures outlined for commercial software.

Procedures

Software Licensing

All computer software copyrights and terms of all software licenses will be followed by all employees of the AVIH. Where licensing states limited usage (i.e. number of computers or users etc.), then it is the responsibility of the respective department software programmers to ensure these terms are followed.

Software installation


All software must be appropriately registered with the supplier where there is a requirement. Institute has to register as owner of all software purchased. Only software obtained in accordance with the software policy are to be installed on the AVIH's computers. All software installations are carried by system cell staff. Software upgrade shall not be installed on a system that does not support the original version of the software loaded on it.

Software Usage

The software that is purchased in accordance with software policy is used in the Institute. Prior to the use of any software, the user must receive instructions on any licensing agreements relating to the software, including any restrictions on use of the software.

In order to use the existing software appropriately, it is mandatory to train on all software's. Employees are prohibited from bringing the software from home and loading it on to the Institute Computer hardware.

Unless approval from, the Principal is obtained, Software cannot be taken home and loaded on employee's personal computer.


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Unauthorized software is prohibited from being used in the institute. This includes the use of software owned by an employee within the institute.

The unauthorized copying of software is prohibited. Any employee who violates will be referred to system cell in — charge for necessary action etc. The illegal duplication of software or other copyrighted works is not condoning within this institute.

Bring your own device policy

At institute we acknowledge the importance of mobile technologies in improving institute communication and productivity. In the view of increased use of mobile devices, staff members have requested the option of connecting their own mobile devices to institute network and equipment.

Purpose of the Policy

This policy provides guidelines for the use of personally owned notebooks, smart phones, tablets and other types of mobile devices for institute purposes. All the staff who use or access institute's technology equipment and/or services are bound by the conditions of this policy.

Procedures

Current mobile devices approved for AVIH use. The following personally owned mobile devices are approved to be used for institute purpose:

{All mobile devices such as notebooks, tablets, removable disks, mobile phones etc... }

Personal mobile devices can only be used for the following institute purposes:

{Allowed to use services such as email access, institute internet access, etc..}

Each employee who utilizes personal mobile devices agrees:

Not download or transfer institute personal sensitive information to personal devices. Sensitive information includes {Personal information that is considered sensitive to the institute for example intellectual property , confidential project files, yet to publish research findings, other employee details, student details etc. }

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Not to share the device with other individuals outside the institution to protect the institute data through the device.

To abide by the institute's internet policy for appropriate use and shall access internet for academic and research related purpose only.

Emergency Management of IT Services

Purpose of the Policy

This policy provides guidelines for emergency management of all information technology within the institute.

Procedures:

IT hardware Failure

When there is failure of any of the institute's hardware, this must be referred to system admin through service request form available in departments and also register request in online maintenance service portal. It is the responsibility of system admin to assign Hardware Technician to resolve the issue in the event of IT hardware /OS failure. It is the responsibility of System admin to undertake tests on planned emergency procedures semester wise to ensure that all planned emergency procedures are appropriate and minimize disruption to institute operations.

Virus or other security breach

In the event that the institute's information technology is compromised by software virus all such breaches are to be reported to system admin immediately. System cell in-charge is responsible for ensuring that any security breach is dealt within 24 hours to minimize disruption to institute operations.

Website Disruption

In the event that institute website is disrupted, the following actions must be immediately undertaken:

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Ref No: AIET/IQAC/2022-2023 /01

Date: 05-10-2022

To
The Members of IQAC
Avanthi Institute of Engineering and Technology
Gunthapally(V),Hyd.

CIRCULAR

This is to inform all the members of the college IQAC committee meeting will be scheduled in the conference room on 07-10-2022 at 11AM, to discuss the following points.

Agenda:

1. Minutes and actions of IQAC meeting held on 27.01.2022
2. Steps initiated to improve the placements at department level.
3. Feed back on Curriculum R18 by Students, Faculty, Industry Persons, and Alumni analysis and action taken report
4. Strengthening the measures for Green Campus
5. Discussion on AQAR Preparations for 2021-22 academic years
6. Appoint Department NAAC coordinators for preparing SSR for NAAC 2nd Cycle
7. Workshops for faculty members on revised accreditation framework
8. IQAC quality initiative 2022 - 23 (tentative)
9. Any other item with permission of chairman

Copy To:

1. The Principal
2. All HODs
3. IQAC Members
4. All College academic committee members

IQAC Coordinator

Principal
PRINCIPAL



Internal Quality Assurance Cell (IQAC)

Ref No: AIET/IQAC/2022-2023 /01

Date: 07.10.2022

IQAC Minutes of Meeting

IQAC coordinator Mr. Swamy Rao Kulkarni extended a warm, welcome to the IQAC members. The Coordinator, IQAC again proposed and confirmed to conduct the IQAC meeting two times in an academic year. The Principal and IQAC Coordinator requested all the members for open house discussion on academic excellence and promote quality aspects in academic institutions. The following decisions (agenda wise) were taken after detailed discussions among the members in the meeting.

AGENDA:

Agenda Item 1: To review the minutes of IQAC meeting held on 27.01.2022

Resolution: The members reviewed the IQAC minutes of meeting held on 27.01.2022 and approved the same.

Agenda Item 2: Steps initiated to improve the placements at department level

Resolution:

Placement Officer has informed the steps taken by the department, and the achievements of placements and Internships. He said that the department has constituted an "Industry — Interaction Cell" to improve the placements besides regular placements provided by college placement cell.

The responsibilities of the departmental cell are:

Interaction with various construction firms for placements and internships, Invitation to industrial personnel to interact with the students and faculty regarding the industry needs and student readiness for employment. He said that the department has conducted training classes for effective campus recruitment.

Agenda Item 3: Feedback on Curriculum by Students, Faculty, Industry Persons and Alumni analysis and action taken report

Resolution:

Coordinator, IQAC has apprised all the departments to start the assessment process of courses and as per the guide lines of AICTE. Principal asserted to perform the assessments with focus on the following aspects: Internship, mini projects, Course in employability skills Value added courses, etc.

Agenda Item 4: Strengthening the measures for Green campus

Resolution:

•IQAC coordinator mentioned that Clean and Green Campus is expected to facilitate sharing of ideas amongst students, faculty and administrators towards the Sustainable Development Members emphasized on the following aspects to make Natal progress towards Green campus, Cleanliness in and around the campus and waste minimization.

•Water conservation and management including waste water management and reuse, rain water harvesting, Greenery within the campus to provide pollution free air and carbon-sink.


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Agenda Item 5: AQAR Preparations for 2021-22 academic year

Resolution:

•Coordinator, IQAC stressed upon the mandatory submission of AQARs and advised the members to speed up the data consolidation for timely submission of AQAR. Members discussed about the consolidation of salient aspects of AQAR related to Plan of action and Action taken on plan of action in the previous year, Curricular Aspects, Teaching Learning & Evaluation, Research Consultancy & Extension Activities, Infrastructure & Learning Resources, Student Support & Progression, Governance Leadership & Administrative Activities, Innovations & Best Practices. The committee discussed at length and noted the importance of timely submission of AQAR through online.

Agenda Item 6: Appoint Department NAAC coordinators for submission of SSR for NAAC 2nd Cycle.

Resolution:

•With regard of the upcoming NAAC 2nd cycle, Mr. Swamy rao Kulkarni, Coordinator — Internal Quality Assurance recommended the HODs to appoint senior faculty from their respective departments as NAAC department coordinators for the accreditation related activities.

Agenda Item 7: Workshops for faculty members on revised accreditation framework

Resolution:

- IQAC Coordinator stressed upon the importance of training the faculty Members regarding the revised accreditation framework of NBA and NAAC. Members suggested arranging workshops related to revised accreditation framework, curriculum design and delivery and Assessment & Evaluation. Members also suggested encouraging the faculty members to register NPTEL course on Accreditation and Outcome Based Learning.
- It is resolved to conduct workshops for all faculty members on themes related to revised accreditation framework, curriculum design and delivery and Assessment & Evaluation. It is also resolved to encourage all the faculty members to enhance their knowledge by registering NPTEL course on Accreditation and Outcome Based Learning. It is also further resolved to sensitize the faculty members about the knowledge up gradation 5n revised accreditation framework.

Agenda Item 8: IQAC quality initiative 2022 - 23 (tentative)

Resolution:

- IQAC Coordinator informed about various quality initiatives planned for the AY: 2022-2023 and received valuable suggestions from the members present.
- Feedback collected on curriculum for the year 2021-2022 was presented and discussed. All parameters are found satisfactory.
- The members suggested the possible solutions to make the modifications in these areas accordingly.
- Student Satisfaction Survey (SSS) questionnaire parameters were presented and informed about, the SSS is mandatory to submit AQAR for NAAC Accreditation during the assessment Years. The report of SSS was presented

Agenda Item 9: Any other matter with permission of chairperson.

Resolution:

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FOLLOWING IQAC COMMITTEE MEMBERS (2022-23) ATTENDED ON 07-10-2022

SR NO	NAME OF THE MEMBER	DESIGNATION	POSTION IN IQAC	SIGN
1	Dr.G Rama Chandra Reddy	PRINCIPAL	CHAIRPERSON	
2	Mr. Swamy Rao Kulkarni	HEAD TRAINING AND PLACEMENTS	COORDINATOR OF IQAC	
3	Mr.I Shravan Kumar	MANAGING DIRECTOR	MEMBER	
4	Dr.Y Jayaprada	DIRECTOR-HR	MEMBER	
5	Dr. S Kishore Reddy	HEAD.DEPT OF ECE	MEMBER	
6	Dr. T Kranti Kumar	HEAD,DEPT OF EEE	MEMBER	
7	Dr.Y Ramesh Babu	HOD OF MECH	MEMBER	
8	Dr. Kotte Shailaja	HOD OF H&S	MEMBER	
9	Dr.B Nayeema	HOD OF MBA	MEMBER	
10	Dr. Sk.Shakeer Basha	HOD OF CSE	MEMBER	
11	Dr. V Nagaraju	ASSOC.PROF OF ECE	MEMBER	
12	Ms.M Ragini	ASST.PROF OF EEE	MEMBER	
13	Dr.P Sundeep	ASSOC.PROF OF H&S	MEMBER	
14	Dr. N Ramana Reddy	ASST.PROF OF MBA	MEMBER	
15	Mr.A Shankar	ASST.PROF OF MECH	MEMBER	
16	Mr.M Sathish	EXAMBRANCH INCHARGE	MEMBER	
17	Mr.R K Naidu	LIBRARIAN	MEMBER	
18	Dr. Nilang trivedi	DRDO F-SCIENTIST	MEMBER	
19	Mr. G S Shravan Kumar	PLACEMENT COORDINATOR	MEMBER	
20	Mr. S Pitchi Reddy	ADMINISTRATIVE OFFICER	MEMBER	
21	K Venkatesh,,Sarpanch, Gunthapally (Village)	LOCAL AREA SARPANCH	MEMBER	
22	D Goutham shetty , Wipro-Senior project engineer	ALUMNI NOMINEE	MEMBER	
23	M Sakshith Reddy,IV CSE, 20Q61A0539	STUDENT NOMINEE	MEMBER	

IQAC Coordinator

Principal

PRINCIPAL



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AVIH/AC/2022-2023/01

Date: 16-08-2022

CIRCULAR

This is to inform all the staff members that Institute Academic Committee will be meeting on 18th August 2022 at 10.00 AM in the Principal's chamber to discuss the following agenda. All members are requested to attend the meeting without fail.

Agenda:

1. Preparation of Academic Calendar for the A.Y 2022-2023
2. Preparation of Faculty workloads.
3. Preparation of Semester Time Tables.
4. Discussions on utilization of Library Resources.
5. Certificate Courses/Internship Courses.
6. Discussions on Training and Placements.
7. Sports Activities.
8. R&D Activities.
9. Self-Appraisal form.
10. Discussions on FFC.
11. Discussions on AISHE.
12. Discussion on setting of level for CO & PO attainment.
13. Discussions on Research Committees.
14. Review on the feedback obtained from various stake holders.
15. Any other Issues.


PRINCIPAL

PRINCIPAL

Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Copy to:

1. All HODs
2. IQAC coordinator
3. All the Committee Members


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MINUTES OF THE INSTITUTE ACADEMIC COMMITTEE

The Institute Academic Committee meeting was held on 18 August 2022 at 10AM in Principal's chamber. The principal welcomed the staff and briefed on the above objective of the Institute Academic Committee meeting. The principal started the deliberations by discussing the Academic issues and emphasized the need to concentrate on new University regulations.

Item-1:

- Preparation of Academic of calendar for A.Y. 2022-2023

Resolution:

- Swamy Rao Kulakarni, IQAC Coordinator prepared the Academic calendar based on the calendar provided by the University and issued it to the Department Heads of the college.
- Department wise Academic calendars were prepared by the HODs of every department based on the calendar and submitted it to principal for further approval.

Item-2:

- Preparation of Faculty workloads

Resolution:

- Department wise faculty workloads were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

Item-3:

- Preparation of Semester Time tables

Resolution:

- Department wise semester Time tables were prepared by the HODs of every department based on the curriculum and submitted it to principal for approval.

Item-4:

- Discussions on utilization of Library Resources

Resolution:

- HODs of all the departments instructed the students to utilize Library Resources and advised the Librarian to purchase books if necessary and make them available for students and faculty members.

Item 5:


- Certificate Courses/Internship Courses

Resolutions:

- The members suggested that every student should complete two internships. One during summer vacation and the other during the semester break. It is also advised to undertake internships from MOU organizations

Item-6:

- Training and Placements


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Resolutions:

- TPO has to submit the training program schedules for each department and the department HODs should include the given schedule in the upcoming semester time tables and send it to principal for approval.

Item-7:

- Sports Activities

Resolutions:

- The Sports Schedule should be submitted by the Physical Director to the entire department HODs for sports hour in the time table.

Item-8:

- R&D Activities

Resolutions:

- Every faculty in the institution should get involved in various R&D activities such as publishing paper in renowned journals with high quality index, publishing books, participating in workshops/ FDPs, filing patents under the guidance of Doctorates present in the college.

Item-9:

- Self Appraisal form

Resolutions:

- Every faculty working in the institution should undergo the process of self performance evaluation under the supervision of their HOD, at least once in a year and will be allowed to opt for self appraisal forms as per the norms of the institution.

Item-10:

- Discussions on FFC

Resolutions:

- Detailed information on different parameters such as student's data, faculty data, infrastructural information, financial information etc., should be formulated and updated as per the requirements of FFC (Fact Finding Committee).

Item-11:

- Discussions on AISHE

Resolutions:

- Detailed information on different parameters such as student's data, faculty information, infrastructural information, financial related information etc should be formulated and updated as required by AISHE.

Item-12:

- Discussion on setting of level for CO & PO attainment.

Resolutions:

- The staff members have proposed to keep 50% marks as CO benchmark for Internal examinations and 26 marks out of 75 for external Examinations.
- It was approved to follow below thumb rule to calculate attainment
- 50 to 60% - level 1


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- 60% to 70% - level 2
- 70% to 80 % - level 3

Item-13:

- Discussions on Research committees

Resolutions:


- Research committees should be formed to look over and maintain a record for the proceedings of the research activities happening in the Institution.

Item-14:

- Any other Issues

Resolutions:

- The IQAC coordinator instructed all the departments to maintain updated Stock registers, Maintenance Registers, Complaint Registers, etc of all the laboratories duly verified by the committee.
- It was also resolved after the discussion that all the departments should follow IQAC Audit Action Taken Report.
- The IQAC coordinator instructed all the departments to maintain updated Stock registers, Maintenance Registers, Complaint Registers, etc of all the laboratories duly verified by the committee.
- IQAC coordinator informed all the faculty to submit the AQAR for the academic year 2022-23.


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Attendance sheet:

Sl.No	Name	Designation	Signature
1	Dr.G. Ramachandra Reddy	Principal (Convenor)	
2	Y. Jayapradha	Director (Member)	
3	Swamy Rao Kulakarni	IQAC Coordinator (Member)	
4	Dr.S. Kishore Reddy	HOD, ECE (coordinator)	
5	Dr. ShakeerBasha	HOD, CSE (Member)	
6	Dr. Y. Ramesh Babu	HOD, MECH (Member r)	
7	Dr.T. Kranthi Kumar	HOD, EEE (Member)	
8	S. Rajendar	HOD, CSM,CSD (Member)	
9	K. Nagaraju	HOD, H&S (Member)	
10	E. Prasanna	EEE (Member)	
11	Dr. N. Ramana Reddy	MBA (Member)	
12	P. Krishna Murthy Naidu	Librarian (Member)	
13	Syed Mahaboobvali	PD (Member)	

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Lr.No/AVIH/2022

Date: 06-09-2022

CIRCULAR

It is informed to all the members of R&D Cell to attend the meeting scheduled on 09-09-2022 to discuss about the upcoming R&D activities & student Clubs.

Venue: Conference Hall

Date: 09-09-2022

Time: 2.00 PM

Principal

Copy to:

1. Principal Office
2. Director-HR
3. All HOD's (CSE, MECH, EEE, ECE,CSD,CSM, BS&H, MBA)
4. Administrative Office
5. Library
6. File

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MINUTES OF MEETING – R&D

The minutes of the R & D cell meeting held on September 09, 2022, at 02:00pm in the conference room.

S.No.	Name of the Faculty	Designation	Department
1	Dr. G. RAMA CHANDRA REDDY	PRINCIPAL	Mechanical Engineering
2	Dr. SK SHAKEER BASHA	R&D Coordinator	Computer Science Engineering
3	Dr S KISHORE REDDY	Institute Level R&D Coordinator	Electronics & Communication Engineering
4	Dr T KRANTI KUMAR	R&D Coordinator	Electrical & Electronics Engineering
5	Dr Y RAMESH BABU	R&D Coordinator	Mechanical Engineering
6	Mr G SRINIVAS	R&D Coordinator	Electronics & Communication Engineering
7	Mr S RAJENDRA	R&D Coordinator	Computer Science Engineering
8	Dr B NAYEEMA	R&D Coordinator	MASTER OF BUSINESS ADMINISTRATION

AGENDA

- To review the previous events and club activities.
- To discuss about the on-going and submitted externally funded projects
- To provide the opportunity for the students to actively participate in the club activities.
- To discuss about the initiation of Incubation Centers
- To discuss about the methods to encourage publication of Papers and Books
- If any other point to be discussed with the permission of the chair.

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Meeting Outcome:

- All the Department HOD's discussed about their 22-23 Academic year contributions of faculty and Students regarding research activities.
- The Principal has insisted to all the HOD's to cope up all the students to actively take part in club Activities and to take necessary action plans in beneficial to the students.
- The Principal insisted to conduct a seminar on booming technology regarding telecommunication.
- The R & D Cell has emphasized the need of Incubation centers in order to inculcate research at student Level.

Finally ensured all the agenda points and meeting was closed with mutual wishes and also decided to have a review meeting once for every month.

Signature:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

R & D CO-ORDINATOR
AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY
Gunthapally (V), Abdullapurmet (M),
Ranga Reddy Dist, Telangana State.

Chair

PRINCIPAL
Avanathi Institute of Engg. & Tech
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Lr.No/AIET/2022

Date: 05-12-2022

CIRCULAR

It is informed to all the members of ED Cell to attend the meeting scheduled on 06-12-2022 to discuss about the upcoming ED activities

Venue Conference Hall

Date 06-12-2022

Time 3.00PM

Principal

PRINCIPAL

Avanthi Institute of Engg. & Tech
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Copyto: 1. Principal Office

2. Director-HR

3. All HOD's (CSE, MECH, EEE, ECE, CIVIL, CS"MD, BS&H, MBA)

4. Administrative Office

5. Library

6. File



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MINUTES OF MEETING-ED

The minutes of the E & D cell meeting held on December 06, 2022, at 03:00pm in the conference room.

Members Participated:

S. No.	Name of the Faculty	Designation	Department
1	Dr. N Ramana Reddy	Institute Level Coordinator	MBA
2	Mr Shankar	Member	MECH
3	Mrs. RAGINI	Member	EEE
4	Mrs. G.Srinivas	Member	ECE
5	Mrs UMA	Member	CSE
6	Mr Monihar Reddy	Member	BS&H

AGENDA:

- 1.To Plan for events in 2022-23
2. Discussion about the guest to be invited
3. To motivate student for actively participate.

Meeting Outcome:

- The discussion on how many events to be organized was concluded by keeping the count to a minimum three events in the academic year 2022- 23.
- Tue committee suggested including government officials as chief guest.
- Inculcating Entrepreneurial skills by giving students as much insights into starting their own venture. Using sustainability as key. This will cover aspects of making business plan, Understanding starts up policy and government incentives and to make them funding aspects.

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Avanthi Institute of Engineering and Technology



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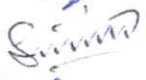



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Signature:

1. 
2. 
3. 
4. 
5. 
6. 
7. 


Coordinator


Chair

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Date:18/08/2022.

GRIEVANCE REDRESSAL COMMITTEE

CIRCULAR

This is to inform all the committee members that there will be a meeting at the college Board Room and all the members of the committee are requested to attend the meeting on 20-06-2022 at 2:00pm

Agenda:

1. Formation of the Grievance Redressal Committee for the academic year 2022-2023.
2. Awareness program on Grievance Redressal Committee mechanism.
3. Any other topic with the permission of the chairman.


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Chairman

Copy to:

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



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Date: 20/06/2022.

MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 20-06-2022 at 2:00 p.m. in the college Board Room. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic Year 2022-23.

The Committee discussed the following agenda at the meeting:

Item-1

Formation of the Grievance Redressal Committee for the academic year 2022-2023.

Resolution:

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2022-23. In every department, a few faculties are formed to look into the problems faced by the students in the campus. The committee should settle genuine grievances and also the matters of psychological harassment by faculty, up to a satisfaction level so as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

Item-2

Awareness program on Grievance Redressal mechanism.

Resolution:

As per the discussions done by the members of the committee, it was agreed by the committee members to spread awareness among the students and staff about identifying and sharing any grievances by organizing awareness programs and guest lectures.

Members:



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S.No	MEMBER	DESIGNATION	ROLE	SIGNATURE
1	DR G RAMA CHANDRA REDDY	PRINCIPAL	CHAIRMAN	
2	Dr. Y. JAYAPRADHA	DIRECTOR - HR	COORDINATOR	
3	Mr.PITCHI REDDY	AO	MEMBER	
4	Dr. CHANDRA SHEKAR RAO	Assistant Professor	MEMBER	
5	Mr.KAPA REDDY RAJA MANOHAR	Assistant Professor	MEMBER	
6	Mr.PITTALA VENKATSWAMY	Assistant Professor	MEMBER	
7	Ms.SRILAKSHMI DAMERLA	Assistant Professor	MEMBER	
8	Ms.ALLA SRAVANI	Assistant Professor	MEMBER	
9	Mr.BALAKRISHNA GOUD GARDULLA	Assistant Professor	MEMBER	
10	GOPU BHASKER 19Q61A0523	Student (IV CSE)	MEMBER	
11	K AJAY KARTHIK 19Q61A0426	Student (IV ECE)	MEMBER	
12	S RAJESH GUPTA 20Q61A0571	Student (III MECH)	MEMBER	
13	GUNTA MAHESH 20Q61A0410	Student (III ECE)	MEMBER	
14	GURRALA NAGA SAI 21Q61A6651	Student (IICSE-AIML)	MEMBER	



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Anti-Ragging Committee

Circular

This is to inform all the members of College Anti-ragging Committee that a meeting is scheduled in Board Room on 16/08/2022 at 10 AM, to discuss the following points.

Agenda

- Adherence to guidelines issued by the UGC and AICTE on Ant-ragging
- Setting up mentoring cell
- Involvement of the parents

Principal

PRINCIPAL
Avanthi Institute of Engg. & Tech
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Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

A meeting of the Anti-ragging Committee meeting was held in the Conference Hall on 16/08/2022 at 10 AM. The meeting discussed the following agenda:

- Adherence to guidelines issued by the UGC and AICTE on Ant-ragging
- Setting up mentoring cell
- Involvement of the parents

The Principal, in the capacity of the Chairperson of the committee addressed the committee members by briefing them about the role of the anti-ragging committee in an engineering college to make the college function smoothly without hurting the interests of any stakeholder. The chairman of the committee requested all the members of the committee to come forward with suggestions to make the committee function smoothly. A few members came forward with exemplary suggestions. The meeting concluded by undertaking the following resolution

Resolution

The Anti-ragging committee has evolved mechanisms and procedures for ensuring the following:

- Strict adherence to guidelines issued by the UGC and AICTE on Ant-ragging
- Time-frame to set-up the mentoring cell
- Roles and responsibilities of Mentors
- Involvement of the parents toward suggestions and grievances relating to anti-ragging
- Activities and performance of anti-ragging squad

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Anti-Ragging Committee

2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr.Ashraf Husain	Asst.Professor	Coordinator	
2	Mr.Devendra Vijayakrishna	Asst.Professor	Member	
3	Mr.D.Nagaraju	Asst.Professor	Member	
4	Dr.Abdul Adad Afroz	Asst.Professor	Member	
5	Dr.Hameeda Shaik	Asst.Professor	Member	
6	Dr.Sridatta Venkata Sastry	Asst.Professor	Member	
7	Dr..M.Prasada Rao	Asst.Professor	Member	
8	Mr.R.Vamshi Krishna (EEE)	Student	Student Member	
9	Mr.R.Sachin (Mechanical)	Student	Student Member	
10	Ms.Devunuri Sony (ECE)	Student	Student Member	
11	Ms.A.Madhuri (CSE)	Student	Student Member	

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Disciplinary Committee

Circular

This is to inform to all members of the college disciplinary committee that a meeting is scheduled in Conference Hall on 20.8.2022 at 2 PM to discuss on the following Agenda:

Agenda

- Dissemination of code of conduct
- Discipline on campus

Principal

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Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The meeting of Disciplinary Committee was convened on 20.8.2022 at 2 PM in Conference Hall with the following agenda:

- Dissemination of code of conduct
- Discipline on campus

The Principal, in the capacity of the Chairperson of the committee informed the committee members the role of the disciplinary committee in an engineering college to make the college function smoothly. The chairman of the committee requested all the members of the committee to come forward with suggestions to make the committee function smoothly. A few members came forward with exemplary suggestions. The meeting concluded by undertaking the following resolutions.

Resolution

- Resoluted to disseminate the code of conduct among all the stakeholders
- 2. Resoluted to educate and remind the students iteratively, that wearing ID cards on campus is mandatory and they should follow the dress code and grooming etiquettes and the standard operating procedures during the pandemic.
- 3, Resoluted to inform the students regarding the prohibition of mobile phones usage in campus by the students.
- 4.Resoluted to inform the students that in case of any misbehavior or violation of the college rules, the ID cards of the students must be confiscated and would be in possession with the Disciplinary Committee members till the enquiry is completed with due intimation to their parents/guardians.

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Disciplinary Committee 2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Dr.B.Nayeema	Asst.Professor	Coordinator	
2	Mr.Raghu Salla	Asst.Professor	Member	
3	Ms.Rangani Himabindu	Asst.Professor	Member	
4	Dr Prasad Rao Mandala	Asst.Professor	Member	
5	Ms.Meka Sirisha	Asst.Professor	Member	
6	Ms.Gosala Subhashini	Asst.Professor	Member	
7.	Mr.B.Bhanu Prakash (ECE)	Student	Student Member	Bhanu. Prakash.
8.	Mr.Galve Rakshith (CSE)	Student	Student Member	Rakshith
9.	Ms.Madas Vaishnavi (EEE)	Student	Student Member	Vaishnavi
10.	Ms.S.Pavani (Mechanical)	Student	Student Member	Pavani

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Examinations Committee

Circular

This is to inform to all the members of the Examinations Committee that a meeting is scheduled in the Conference Hall on 8.8.2022 at 10 AM to discuss on the following Agenda:

Agenda

- Examinations Rules and regulations
- Examination Time Tables
- Internal Marks and External Marks

Principal

PRINCIPAL

Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (M), R.R. Dist.

Copy To:

1. All HODs
2. IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The Examinations Committee meeting was convened on 8.8.2022 at 10 AM in the Conference Hall with the following agenda:

- Examinations Rules and regulations
- Examination Time Tables
- Internal Marks and External Marks

The meeting was started with the greeting by the Chairman and his welcome address. The meeting discussed in detail various matters related to conducting students' examinations and deliberated on all the points in the agenda. The meeting was ended with the following resolutions:

Resolution

- Resoluted to communicate the Examination Rules and Regulations among all the Stakeholders
- Resoluted to circulate Examination Time Tables through all the internal communication Channels
- Resoluted to advocating the importance of both the internal and external marks to the students

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Examinations Committee 2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr.Satish Kumar Matala	Asst.Professor	Coordinator	
2	Mr.S.Sravan Vardhan	Asst.Professor	Member	
3	Ms.U.Uma	Asst.Professor	Member	
4	Mr.Y.Satish kumar	Asst.Professor	Member	
5	Mr.G.Lava kumar	Asst.Professor	Member	
6	Ms.G.Nikhilareddy	Asst.Professor	Member	
7.	Mr.Kallal Avinash Goud (CSE)	Student	Student Member	
8.	Mr.Bandaru Ram Reddy (ECE)	Student	Student Member	
9.	Ms.Boluguri Madhuri (EEE)	Student	Student Member	
10.	Ms.B.Harisha (Mechanical)	Student	Student Member	

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Career Guidance Cell

Circular

This is to inform to all the members of the Career Guidance Cell that a meeting is scheduled in the Conference Hall on 20.9.2022 at 10 AM to discuss on the following Agenda:

Agenda

- Discussing about SOPs
- Educating the students about various career options available to them
- Organising orientation programmes for both national and international entrance exams

Principal

PRINCIPAL

Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The Career Guidance Cell meeting was convened on 20.9.2022 at 10 AM in the Conference Hall with the following agenda:

- Discussing about SOPs
- Educating the students about various career options available to them
- Organising orientation programmes for both national and international entrance exams

The meeting was started with the Chairman's welcome address. The meeting discussed in detail various matters related to career guidance and the meeting ended with the following resolutions:

Resolution

- Resoluted to prepare SOPs
- Resoluted to build up awareness among the students through periodical interactions
- Resoluted to schedule the orientation programmes

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Career Guidance Cell

2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Dr.Y.Ramesh Babu	Asst.Professor	Coordinator	
2	DrShaik Shakeer basha	Asst.Professor	Member	
3	Ms.Joolu Spandana	Asst.Professor	Member	
4	Ms.S.Rohini	Asst.Professor	Member	
5	Mr.S.Rajendar	Asst.Professor	Member	
6	Ms.S.Vasanth	Asst.Professor	Member	
7	Mr.P.Akshay (Mechanical)	Student	Student Member	
8.	Mr.P.Vamshi (EEE)	Student	Student Member	
9.	Ms.J.Shreya (ECE)	Student	Student Member	
10.	Ms.Thedla Pravalika	Student	Student Member	

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SC/ST Committee

Circular

This is to inform to all the members of the college SC/ST committee that a meeting is scheduled in Conference Hall on 17.8.2022 at 2 PM to discuss on the following Agenda:

Agenda

- Collecting the names of the SC/ST students from the college office
- Keeping ready and placing a complaint register in the Principal office for lodging complaints
- To discuss about the various SC/ST scholarships given by the both Central and State Governments
- Any other relevant matter

Principal

PRINCIPAL

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Copy To:

1. All HODs
2. IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The SC/ST Committee meeting was convened on 17.8.2022 at 2 PM in Conference Hall. The committee deliberated on the following agenda:


- Collecting the names of the SC/ST students from the college office
- Keeping ready and placing a complaint register in the Principal office for lodging complaints
- To discuss about the various SC/ST scholarships given by the both Central and State Governments
- Any other relevant matter

The Principal, in the capacity of the Chairperson of the committee addressed the committee members by briefing them about the role of the SC/ST committee in an engineering college to make the college function smoothly without hurting the interests of any stakeholder. The chairman of the committee requested all the members of the committee to come forward with suggestions to make the committee function smoothly. A few members came forward with exemplary suggestions. The meeting concluded by undertaking the following resolutions.

Resolution

- Resoluted to give the responsibility to Class Teachers and HODs for collecting the names of the SC/ST students
- Resoluted to communicate to all the stakeholders the procedures and formalities to be undertaken during the registering of the complaints
- Resoluted to communicate to the students the various SC/ST scholarships given by the both Central and State Governments

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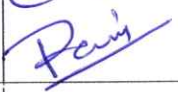
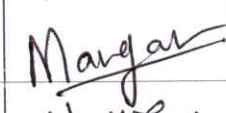
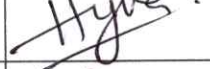
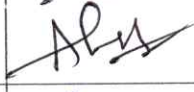
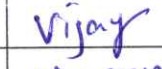
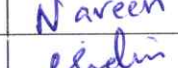
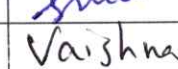

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SC/ST Committee

2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr.Shankar Malothu	Asst.Professor	Coordinator	
2	Mr.D.Nagaraj	Asst.Professor	Member	
3	Ms.N.Pavani	Asst.Professor	Member	
4	Mr.N.Mangan	Asst.Professor	Member	
5	Mr.P.Hymavathi	Asst.Professor	Member	
6	DrAbdul Ahad Afroz	Asst.Professor	Member	
7.	Mr.H.Vijay Kumar (ECE)	Student	Student Member	
8.	Mr.K.Naveen (EEE)	Student	Student Member	
9.	Ms.Y.Sridevi (CSE)	Student	Student Member	
10.	Ms.D.Vaishnavi (Mechanical)	Student	Student Member	



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Library Committee

Circular

This is to inform to all the members of the Library Committee that a meeting is scheduled in the Conference Hall on 5.8.2022 at 3 PM to discuss on the following Agenda:

- Indent for Text Books and Reference Books
- Awareness Programme on Library sources and services

Principal

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Avanathi Institute of Engg. & Tech
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Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members



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Minutes of the Meeting

The Library Committee meeting was convened on 5.8.2022 at 3 PM in the Conference Hall with the following agenda:

- Indent for Text Books and Reference Books
- Awareness Programme on Library sources and services

The meeting discussed in detail various matters related to Library and deliberated on the points in the agenda. The meeting concluded with the following resolutions:

Resolution

- Resoluted to send a circular to all the HODs requesting them to send their indents for the list of text books and reference books required for the year 2022-23
- Resoluted to conduct a few awareness programmes for the new faculty members and students on Library sources and services

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Library Committee 2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr. Krishna Murthy Naidu	Librarian	Coordinator	
2	Ms.Govindreddy Nikhila Reddy	Librarian	Member	
3	Mr.R.Sateesh Kumar	Asst.Professor	Member	
4	Ms.O.Sridevi	Asst.Professor	Member	
5	Ms.P.Tulasi	Asst.Professor	Member	
6	Mr.Subhan Ali Shaik	Asst.Professor	Member	
7.	Mr.Kasi Tharunteja (Mechanical)	Student	Student Member	
8.	Mr.MadooriSumanth (EEE)	Student	Student Member	
9.	Ms.N.Swathi (ECE)	Student	Student Member	
10.	Ms.KudireManasa (CSE)	Student	Student Member	

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Industry Institute Interaction Cell (IIIC)

Circular

This is to inform all the members of Industry Institute Interaction Cell (IIIC) that a meeting is scheduled in Board Room on 19/09/2022 at 3 PM to discuss the following points.

Agenda

- Industrial testing (Proofing & Calibration)
- Research guidance from industry.
- Creation of collaborative labs / testing centres.

Principal

Copy To:

- 1.All HODs
- 2.IQAC coordinator
- 3.All the Committee Members

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Minutes of Meeting

A meeting of the Industry Institute Interaction Cell (IIIC) was held in the Conference Hall on 19/09/2022 at 3 PM under the leadership of Dr.G.Rama Chandra Reddy, Chairman, Industry Institute Interaction Cell (IIIC) Avanthi Institute of Engineering and Technology, Gunthapally, Hyderabad

The Agenda for the meeting was:

- Industrial testing (Proofing & Calibration)
- Research guidance from industry.
- Creation of collaborative labs / testing centres.

The Principal, in the capacity of the Chairperson of the Industry Institute Interaction Cell (IIIC) addressed the committee members by briefing them about the role of the Industry Institute Interaction Cell (IIIC) in an engineering college to make the college function smoothly without hurting the interests of any stakeholder. The chairman of the committee requested all the members of the committee to come forward with suggestions to make the committee function smoothly. A few members came forward with exemplary suggestions. The meeting concluded by undertaking the following resolution.

Resolution

- Collaborating with Industry experts regarding Industrial testing (Proofing & Calibration)
- Collaboration with industry experts on research guidance
- Entering into MoUs with industries for setting up labs/testing centres

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Industry Institute Interaction Cell

2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1.	Mrs.E.Prasanna	Asst.Professor	Coordinator	
2.	Dr.Kotte Shailaja	Asst.Professor	Member	
3.	Mr.K.Raja Manohar	Asst.Professor	Member	
4.	Mr.P.Venkatswamy	Asst.Professor	Member	
5.	Ms.Alla Sravani	Asst.Professor	Member	
6.	Mr.G.Balakrishna Goud	Asst.Professor	Member	
7.	Ms.B.Jainabbi	Asst.Professor	Member	
8.	Mrs.B.Shailaja	Asst.Professor	Member	
9.	Mr.Boinapally Venkatesh (CSE)	Student	Student Member	
10.	Mr.A.Venkatesh (ECE)	Student	Student Member	
11.	Ms.Tupakula Ruparani (EEE)	Student	Student Member	
12.	Ms.Damera Kalyani (Mechanical)	Student	Student Member	

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Sports and Games Committee

Circular

This is to inform to all the members of the Sports and Games Committee that a meeting is scheduled in the Conference Hall on 2.8.2022 at 3 PM to discuss on the following Agenda:

Agenda

- Sports Day Responsibilities
- To formalize the program roster and the schedule of sports competitions
- Any other

Principal

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist.

Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The Sports and Games Committee meeting was convened on 2.8.2022 at 3 PM in the Conference Hall with the following agenda:

Agenda

- Sports Day Responsibilities
- To formalize the program roster and the schedule of sports competitions
- Any other

The meeting was started with the Chairman's note that due to Covid-19 there could not be any Sports and Games activities in the recent past. The meeting discussed in detail various matters related to Covid-19 and Sports and Games and came out with the following resolutions:

Resolution

- Resoluted to focus on organising Sports and Games events once the college starts operating its off-line activities
- Resoluted to discuss about delegation of responsibilities to various members.

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Sports & Games Committee

2022-2023

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr.Syed MehaboobVali	Physical Director	Coordinator	Vali
2	Mr.Laxmikanth Rayala	Physical Director	Member	Lax
3	Dr.B.SiddharthaJetty	Asst.Professor	Member	Bs
4	Mr.EruguNagesh	Asst.Professor	Member	Nagesh Erugu
5	Mr.GuravaiahV	Asst.Professor	Member	Guravaiah
6	Mr.J.Rajkumar	Asst.Professor	Member	Rajkumar
7	Mr.KusaAnilKumar (Mechanical)	Student	Student Member	K Anil
8	Mr.MurugesanSiriSagar (EEE)	Student	Student Member	M. S. S.
9	Ms.SrighadiMeghana(ECE)	Student	Student Member	S. Meghana.
10	Ms.PashamSwetha (CSE)	Student	Student Member	P. Swetha.

Avanthi Institute of Engineering and Technology


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Public Relations Committee

Circular

This is to inform to all the members of the Public Relations Committee that a meeting is scheduled in the Conference Hall on 10.9.2022 at 3 PM to discuss on the following Agenda:

Agenda

- Budget finalisation
- Effective utilisation of different communication media
- Any other

Principal

PRINCIPAL

Avanthi Institute of Engg. & Tech
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Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The Public Relations Committee meeting was convened on 10.9.2022 at 3 PM in the Conference Hall with the following agenda:

- Budget finalisation
- Effective utilisation of different communication media
- Any other

The meeting was started with the Chairman's welcome address and the chairman apprised all the attendees with the public relations committee activities. The meeting discussed at length the media strategies to be undertaken during 2022-23 and a few committee members came out with a few suggestions. The meeting concluded by undertaking the following resolutions:

Resolution

- Resoluted to allocate budget for different media heads
- Resoluted to lay emphasis on the importance of digital media
- Resoluted to bring out synergetic impact in media communications

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Public Relations Committee

2022-2023

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Dr.B.Siddhartha Jetty	Asst.Professor	Coordinator	
2	Dr.G.Saikumar	PRO	Member	
3	Dr.V.Nagaraju	Asst.Professor	Member	
4	Mr.G.Nagu	Asst.Professor	Member	
5	Mr.B.Dasharadha	Asst.Professor	Member	
6	Mr.V.Guravaiah	Asst.Professor	Member	
7	Mr.Badineni Ajay Kumar (EEE)	Student	Student Member	
8.	Mr. Vanguri Vijaykumar (Mechanical)	Student	Student Member	
9.	Ms.Gumpula Chandana (ECE)	Student	Student Member	
10	Ms. Yelala Srija Reddy (CSE)	Student	Student Member	

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Internal Compliant Committee Circular

This is to inform to all the members of the Internal Compliant Committee that a meeting is scheduled in the Conference Hall on 2.9.2022 at 2 PM to discuss on the following Agenda:

Agenda

- Report on cases relating Sexual harassment for the academic year 2021-22.
- Events and programs to be organized.
- Any other point with the permission of the Chairman.

Principal

Copy To:

- 1.All HODs
- 2.IQAC coordinator
- 3.All the Committee Members

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Minutes of the Meeting

The Internal Compliant Committee meeting was convened on 25.8.2022 at 2 PM in the Conference Hall with the following agenda:

- Report on cases relating Sexual harassment for the academic year 2021-22.
- Events and programs to be organized.
- Any other point with the permission of the Chairman.

The meeting was started with the Chairman's welcome address. The coordinator of the committee highlighted that there were no cases relating to sexual harassment in the college during the last academic year. As there were no other points for discussion, the meeting was concluded by undertaking the following resolutions:

Resolution

- Resoluted to conduct programs and activities about gender equity and gender sensitization



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Transport Committee

Circular

This is to inform to all the members of the Transport Committee that a meeting is scheduled in the Conference Hall on 30.7.2022 at 2 PM to discuss on the following Agenda:

Agenda

- To review of the arrangements of the college buses
- To discuss about the discipline in the college buses
- Any other item with the permission of the chair

Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

Principal

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Minutes of the Meeting

The Transport Committee meeting was convened on 30.7.2022 at 2 PM in the Conference Hall with the following agenda:

- To review of the arrangements of the college buses
- To discuss about the discipline in the college buses
- Any other item with the permission of the chair

The meeting was started with the Chairman's welcome address. The meeting concluded by undertaking the following resolutions:

Resolution

- Resoluted to stop the usage of Cell Phones, ear phones and other electronic items for entertainment purpose in the college buses
- Resoluted to issue strict guidelines with respect to the maintainance of correct timings of the buses both from the from and to the college
- Resoluted to frequently check the buses to identify the unauthorised people travelling in the buses

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Transport Committee

2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr.N.Ramachander Rao	Transport In-charge	Coordinator	
2	Mr.G.Srinivas	PRO	Member	
3	Mr.M.Sai Krishna	Asst.Professor	Member	
4	Mr.G.Srinivas	Asst.Professor	Member	
5	Mr.D.Suryaprakash	Asst.Professor	Member	
6	Mr.B.Srikanth	Asst.Professor	Member	
7.	Mr.Allakonda Pranay Kumar (CSE)	Student	Student Member	
8.	Mr.Nandu Srikanth Reddy (ECE)	Student	Student Member	
9.	Ms.Duba Srilakshmi (EEE)	Student	Student Member	
10	Ms.Ileni Ramya (Mechanical)	Student	Student Member	

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Training & Placement Cell

Circular

This is to inform all the members of College Training and placement cell that a meeting is scheduled in Board Room on 19/09/2022 at 10:00 AM, to discuss the following points.

Agenda:

- Confirmation of previous minutes of the meeting
- Discussions on campus recruitment plan for A.Y.2022-23
- Approaching corporate trainers for the placement training for the students
- Taking more assistance from in-house trainers
- Any item with the permission of the Chairman

Principal

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Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of Meeting

A meeting of the Training and Placement cell was held in the Conference Hall on 19//09/2022 at 10 AM under the leadership of Dr.G.Rama Chandra Reddy, Chairman Training & Placement Cell, Avanthi Institute of Engineering and Technology, Gunthapally.

The Agenda for the meeting was:

- Confirmation of previous minutes of the meeting
- Discussions on campus recruitment plan for A.Y.2022-23
- Approaching corporate trainers for the placement training for the students
- Taking more assistance from in-house trainers
- Any item with the permission of the Chairman

The Principal, in the capacity of the Chairperson of the committee addressed the committee members by briefing them about the role of the Training & Placement Cell in an engineering college to make the college function smoothly without hurting the interests of any stakeholder. The chairman of the committee requested all the members of the committee to come forward with suggestions to make the committee function smoothly. A few members came forward with exemplary suggestions. The meeting concluded by undertaking the following resolution.

Resolution

- Confirmation of previous minutes of the meeting
- Discussions on campus recruitment plan for A.Y.2022-23
- Approaching corporate trainers for the placement training for the students
- Taking more assistance from in-house trainers
- Any item with the permission of the Chairman

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Training & Placement Cell

2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Dr.N.Ramana Reddy	Asst.Professor	Coordinator	
2	Dr.Shahebaz Ahmed Khan	Asst.Professor	Member	
3	Dr.Shaik Shakeerbasha	Asst.Professor	Member	
4	Dr.K.Suri Babu	Asst.Professor	Member	
5	Dr.T.Lalitha Saroja	Asst.Professor	Member	
6	Dr.Duggirala Sai Suman Raviteja	Asst.Professor	Member	
7	Ms.Gosala Subhashini	Asst.Professor	Member	
8.	Mr.Guguloth Ganesh(EEE)	Student	Student Member	
9.	Mr.Johns Jobin (Mechanical)	Student	Student Member	
10.	Ms.Sunkari Sravani (ECE)	Student	Student Member	
11.	Ms.A.Madhuri (CSE)	Student	Student Member	

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National Service Scheme

Circular

This is to inform to all the members of the National Service Scheme (NSS) that a meeting is convened in the Conference Hall on 30.8.2022 at 3 PM to discuss on the following Agenda:

- Making arrangements for organising NSS special camps

Principal

PRINCIPAL
Avanthi Institute of Engg. & Tech
Gunthapally (V), Abdullapurmet (Mdl), R.R. Dist

Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The NSS meeting was conducted on 30.8.2022 at 3 PM in the Conference Hall with the following agenda:

- Making arrangements for organising NSS special camps

The meeting was started with the Chairman's note that due to the Covid-19 there could not be much NSS activities in the last few years and emphasized that all the members of NSS have to gear up for conducting a stream of NSS activities.

The meeting concluded with the following resolutions:

Resolution

- Resoluted to drive the students towards participating in a stream of NSS activities
- Resoluted to drive all the members to make arrangements for organizing NSS special programmes

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National Service Scheme 2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr.Syed Mehaboob Vali	Physical Director	Coordinator	
2	Mr.B.Venkateswarlu	Asst.Professor	Member	
3	Mr.B.Dasaradha	Asst.Professor	Member	
4	Mr.D.Neelakanteswara	Asst.Professor	Member	
5	Mr.G.Dileep	Asst.Professor	Member	
6	Mr.SubhanAliShaik	Asst.Professor	Member	
7	Mr.L.Yashwanth(EEE)	Student	StudentMember	
8.	Mr.NampallyNaresh (Mechanical)	Student	StudentMember	
9.	Ms.KakumaniHarika(ECE)	Student	StudentMember	
10.	Ms.RudraBahusri(CSE)	Student	StudentMember	

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Purchase Committee

Circular

This is to inform to all the members of the Alumni Committee that a meeting is scheduled in the Conference Hall on 25.8.2022 at 2 PM to discuss on the following Agenda:

Agenda

- Confirmation of previous minutes of the meeting
- Procurement of stationery and printing materials required for the examination department
- Procurement of stationery and other materials required for the administrative department
- Discussion on software purchase
- Discussion on awarding AMC's for maintaining various electrical and electronic items

Principal

Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The Purchase Committee meeting was convened on 25.8.2022 at 2 PM in the Conference Hall with the following agenda:

- Confirmation of previous minutes of the meeting
- Procurement of stationery and printing materials required for the examination department
- Procurement of stationery and other materials required for the administrative department
- Discussion on software purchase
- Discussion on awarding AMCs for maintaining various electrical and electronic items

The meeting was started with the Chairman's welcome address. The meeting concluded by undertaking the following resolutions:

Resolution

- Resoluted to continue with the same suppliers of Stationary Items
- Resoluted to procure all the stationary items required for Examinations department well in advance
- Resoluted to call for quotations for AMCs



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Purchase Committee

2022-23

S.No.	Name of the Committee Member	Designation	Position	Signature
1	Mr.S.Bose Babu	Campus In-charge	Coordinator	
2	Mr.S.Pitchi Reddy	Administrative Officer	Member	
3	Mr.K.ChandraSekhar	Asst.Professor	Member	
4	Mr.D.Nageswara Rao	Asst.Professor	Member	
5	Mr.U.Ganesh	Asst.Professor	Member	
6	Mr.G.Pavankumar	Asst.Professor	Member	
7.	Mr.P.Akshay (Mechanical)	Student	StudentMember	
8.	Mr.P.Vamshi (EEE)	Student	StudentMember	
9.	Ms.J.Shreya (ECE)	Student	StudentMember	
10	Ms.Thekla Pravalika	Student	StudentMember	

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Alumni Committee

Circular

This is to inform to all the members of the Alumni Committee that a meeting is scheduled in the Conference Hall on 11.8.2022 at 11 AM to discuss on the following Agenda:

Agenda

- Updation of Alumni data base
- Organising Alumni meet
- Connecting with Alumni for placements and internships
- Inviting Alumni for guest talk
- Interacting with Alumnni in collecting information on requirements of the industry

Principal

Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The Alumni Committee meeting was convened on 11.8.2022 at 11 AM in the Conference Hall with the following agenda:

- Updation of Alumni data base
- Organising Alumni meet
- Connecting with Alumni for placements and internships
- Inviting Alumni for guest talk
- Interacting with Alumnni in collecting information on requirements of the industry

The meeting was started with the Chairman's welcome address and the committee members taking note that there could not be any Alumni Meet in the previous two years due to Covid-19 scenario. All the members in unison advocating the importance of organising the Alumni meet as soon as the conditions are conducive to organising the Alumni meet. The meeting concluded by undertaking the following resolutions:

Resolution

- Keep updating the Alumni Data Base
- Connecting with the Alumni on a priority basis in enrolling their helping hand in garnering placements and internships
- Inviting Alumni for online guest talks till Covid19 is over
- Continuous interaction with the Alumni in collecting information on requirements of the industry

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Maintenance Committee

Circular

This is to inform to all the members of the Maintenance Committee that a meeting is scheduled in the Conference Hall on 11.8.2022 at 3 PM to discuss on the following Agenda:

Agenda

- Confirmation of previous minutes of the meeting
- Confirmation of the contitution of maintenance committee
- To confirm the responsibilities and repair procedure for maintenance of major equipments, furniture, infrastructure etc.
- Any other item with the prior permission of the Chairman

Principal

Copy To:

- 1.All HODs
- 2.IQAC coordinator
3. All the Committee Members

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Minutes of the Meeting

The Purchase Committee meeting was convened on 25.8.2022 at 2 PM in the Conference Hall with the following agenda:


- Confirmation of previous minutes of the meeting
- Confirmation of the contitution of maintenance committee
- To confirm the responsibilities and repair procedure for maintenance of major equipments, furniture, infrastructure etc.
- Any other item with the prior permission of the Chairman

The meeting was started with the Chairman's welcome address. The meeting concluded by undertaking the following resolutions:

Resolution

- Resoluted to initmate all the departments to send their requisitions for maintenance of major equipments, furniture, infrastructure etc., before 5.9.2022
- Resoluted to create separate wash area for students
- Resoluted to procure all the necessary items required for the manitenance well in advance

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