

KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES, KHAMMAM



A HANDBOOK FOR GOOD GOVERNANCE

2020-21

PRINCIPAL
KHAMMAM INSTITUTE OF TECHNOLOGY & SCIENCES
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INTRODUCTION

This handbook for the Good Governance of Khammam Institute of Technology & Sciences, sponsored by Sri Kavitha Educational Society, Khammam, Telangana is the guidelines for effective functioning of the institution at all levels to the satisfaction of stakeholders, blending the following documents in addition to the basic rules and regulations of the institution:

- a. AICTE Approval handbook 2020-21**
- b. The University Grants Commission, New Delhi, India guidelines for affiliated colleges.**
- c. Jawaharlal Nehru Technological University Hyderabad Affiliation Procedure and Regulations with effect from 2018-19.**
- d. Previous handbooks viz Circulars, Office orders and Administrative manuals/ AICTE/UGC/ AFRC/TSCHE/SBTET guidelines.**
- e. Guidelines of National Assessment and Accreditation (NAAC).**
- f. Guidelines of National Board of Accreditation(NBA).**
- g. Quality policies as per ISO 9001:2015 regulations.**
- h. Bye laws of the Sri Kavitha Educational Society, Khammam.**

In this handbook all the core principles of good governance are presented. The implementation of these governance guidelines shall provide quality technical education with the effective utilization of manpower, infrastructure (including state-of-the-art Laboratory facilities) and other facilities available in the institute duly ensuring transparency and accountability in the administration.

This handbook may help -

- To continue the ongoing good practices.
- To ensure transparency at all levels of governance and administration.
- To foster Industry-Institute interaction.
- To follow integrity in appointments at all levels.
- To strictly adhere to the rules and regulations of the statutory bodies.
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- To maintain registry of interests of members of governing body.
- To, involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.

- To achieve optimum utilization of infrastructure, resources for better output.
- To establish processes in risk management.
- To enhance the quality of teaching-learning process.
- To set up center of excellence in research & development and enhancement of quality of research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and higher education.
- To place improved systems for feedback, self-appraisal of faculty and staff.
- To create bench marking with other institutes of repute.
- To accomplish appraisal of Head of the Institution.

The handbook provides information on organization of the institute along with its organization structure, functions and responsibilities of all statutory bodies and other Committees for the smooth and effective functioning of the college.

- Board of Governors (BOG),
- Academic Advisory Committee (AAC),
- Finance Committee and
- Internal Quality Assurance Cell (IQAC)

The Handbook for Good Governance can be appended subject to approval of BoG Members and if any ambiguity occurs in the process, the Affiliating University Guidelines and the guidelines of AICTE shall be followed.

1. PREAMBLE

- I. Title, application, and the authorities to interpret, clarify, modify and to amend the regulations stated herein below shall be called the Khammam Institute of Technology & Sciences (KITS), Khammam “**A Handbook for Good Governance**”.
- II. These regulations shall be in force from the academic year 2018-19 by the date of approval by the Board of Governors (BOG) of the college.
- III. In the event of any ambiguity about the interpretation of these regulations, the matter shall be referred to the BOG and its decision shall be final.
- IV. The BOG shall have the authority to modify, amend and repeal any of the provisions of these regulations.

2. DEFINITIONS:

- I. In this handbook, unless there is anything repugnant to the subject or context “College” means “Khammam Institute of Technology & Sciences, Khammam”
- II. “Student” means a candidate who has taken admission into B.Tech / M.Tech / MBA course of this college as per the guidelines stipulated from time to time by the Government of Telangana for admissions into various courses of study and the affiliating university, Jawaharlal Nehru Technological University Hyderabad, Hyderabad .
- III. “Government” means the Government of Telangana.
- IV. “Board of Governors” means the members of Governing Body constituted as per the guidelines of AICTE / UGC / JNTUH.
- V. “Academic Advisory Committee” means the Academic advisory committee constituted as per the guidelines of AICTE & JNTUH.
- VI. “Finance Committee” means the committee constituted as per the guidelines statutory bodies.
- VII. “Chairman” means the Chairman of “Sri Kavitha Educational Society”, Khammam.
- IX. “Secretary & Correspondent” means the Secretary of “Sri Kavitha Educational

Society”, Khammam.

- X. “Principal” means the Head of the institution
- XI. “Controller of Examinations” means the Controller of Examinations / I/c Examination Branch / Head, Examination Branch of the College
- XII. “Head of the Department” means the Head of an Academic Department of the College.
- XIII. “Faculty member” means the teacher (Assistant/Associate/Professor) working on regular or Adhoc basis in any of the Academic Departments of the College.


3. BRIEF PROFILE OF INSTITUTION:

Khammam Institute of Technology & Sciences, established in the year 2008, by a group of educationists and philanthropists has been sponsored by Sri Kavitha Educational Society, Khammam Telangana. It is recognized by AICTE and approved by the State Government now Telangana, permanently affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH).

The College offers 6 UG programmes in Engineering, a Professional Course in MBA and 3 programmes in Diploma Course. With 10 years of rich standing in the educational era, the present (2021) intake is 780.

This institution is established with a vision to provide quality professional education and to be among the best of the institutions. With added emphasis on attitudes, skills and knowledge it has become the epicenter of innovation and creativity.

4. VISION, MISSION, QUALITY POLICY, AND POLICY STATEMENT VISION:



**KHAMMAM INSTITUTE OF
TECHNOLOGY & SCIENCES, KHAMMAM**

VISION & MISSION

Vision:

To be a Centre for Excellence in value based quality Professional Education carving Research, Innovation and Entrepreneurial Attitude that transforms students into globally competent society sensitised engineers.

Mission:

- ✦ *To create a student centric institute support with innovative pedagogy*
- ✦ *To maximise the utilisation of the state-of-the-art infrastructure for the overall development of the individuals.*
- ✦ *To encourage independent thinking and application-oriented collaborative research in areas of tropical interest to contribute to the development of the region and the nation.*
- ✦ *To provide an effective teaching & learning environment for training technical graduates with values, entrepreneurial attitude and globally employable skills.*
- ✦ *To encourage participation in Sports, Co-curricular and Extra-curricular activities resulting in over-all personality development.*

5. QUALITY POLICY:



QUALITY POLICY

Khammam Institute of Technology & Sciences is committed to impart “Quality Education & Training” leading to Various Professional Degrees and aims to be a global Institution through continual improvement. We are committed towards developing and advancing the college as an institution of higher learning by offering High Standard Technical Education through State-of-the art infrastructure, innovative pedagogical approaches and pleasant ambience. The innate talents of the students are nurtured through overall development by providing a number of curricular, co-curricular and extracurricular activities.

We are also committed to implementing effective and transparent appraisal system. A good exposure to the students is offered through enhanced industry institution interaction (III), MOUs, expert lecturers, entrepreneurship, research and consultancy. The college provides conducive work environment to the faculty and staff by offering best facilities as per the regulating agencies for knowledge update, qualification improvement, etc.

6. GOALS OF THE COLLEGE:

Strategic Goal: 1. Teaching & Learning

- ❖ Enhance and enrich educational opportunities and ensure a focus on the student;
- ❖ Recruit, retain, and enable a diverse community of exceptional faculty, staff and students;

Objectives

- ❖ Deliver outstanding and evolving education programs, emphasizing experiential learning.
- ❖ Recruit, retain, and graduate better-prepared students.
- ❖ Build upon our legacy of student-centered learning to prepare the inter-disciplinary leaders of tomorrow.
- ❖ Provide a global, real-world perspective of engineering in the learning experience.
- ❖ Lead in the use of technology in education and enhance student access/learning through alternate delivery modes.
- ❖ Foster unique, modern curricula/programs that engage prospective students.

Strategic Goals : 2. Research & Innovation

- ❖ Increase research enterprise and impact;
- ❖ Establish a culture of innovation and change.
- ❖ Develop strategic partnerships and interdisciplinary collaborations;

Objectives

- ❖ Promote breakthrough faculty research, scholarship, and impact through strategic investments.
- ❖ Recruit, develop, and retain outstanding and diverse faculty who are or will become internationally recognized.
- ❖ Establish and grow major multidisciplinary research programs aligned with institutional priorities and societal needs.
- ❖ Foster a climate of interdisciplinary, translational research and development.

Strategic Goal: 3. Outreach & Engagement

- ❖ Increase visibility, outreach, and community engagement;

Objectives

- ❖ Grow and sustain a comprehensive portfolio of strategic alliances that enhance learning and research and innovation.
- ❖ Leverage marketing and communications to maximize visibility and COE brand.
- ❖ Support and partner with appropriate outreach programs.
- ❖ Create a pipeline of high-quality local high-school and middle-school students through engagement via summer projects
- ❖ Engage alumni in educational programs and development

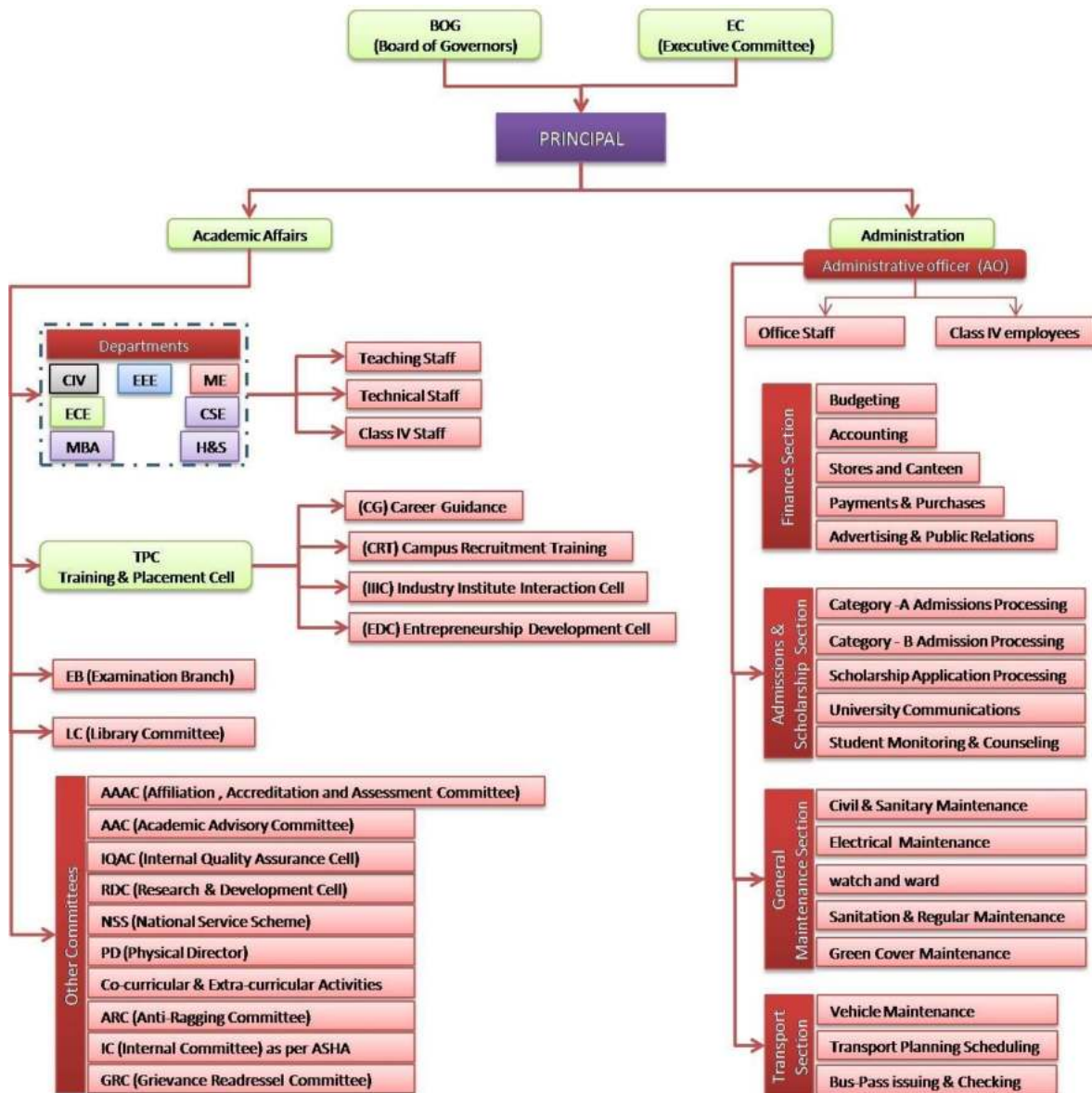
Strategic Goal: 4. Development and Infrastructure

- ❖ Develop a sustainable infrastructure;

Objectives

- ❖ Implement an outcomes-based budgeting/financial model that aligns accountability and authority, and that provides incentives for departments to achieve the goals.
- ❖ Continue to maximize the productivity of the departments and operating efficiency.
- ❖ Enhance faculty startup reserve funding to support new hires.
- ❖ Diversify fiscal resources through an enhanced development effort.
- ❖ Explore new revenue-generating academic/outreach programs.

7. ORGANIZATIONAL CHART



8. SERVICE & CONDUCT RULES-2003

1. NAME: These rules shall be called “Khammam Institute of Technology & Sciences”, Khammam Service and Conduct Rules 2003 (Governing the conditions of service of teaching and non-teaching staff).
2. APPLICATION: These rules shall apply to all teaching and non-teaching employees of “Khammam Institute of Technology & Sciences”, Khammam unless otherwise mentioned in the appointment order.
3. EFFECTIVE DATE: These rules have come into effect from 1st July, 2003 and shall supersede all the earlier rules.
4. DEFINITIONS:
 - a) COLLEGE/INSTITUTION: Means Khammam Institute of Technology & Sciences”, Khammam.
 - b) MANAGEMENT: Means the Executive Body of the college constituted in conformity with relevant orders of Government/University/AICTE as applicable from time to time represented by its President.
 - c) PRESIDENT/CHAIRMAN: Means President/Chairman of the Executive Body or Governing Body as the case may be.
 - d) UNIVERSITY: Means Jawaharlal Nehru Technological University, Hyderabad.
 - e) PRINCIPAL: Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.
 - f) EMPLOYEE: Means a person employed under the categories of teaching or non-teaching staff including the Principal and Vice-Principal.
 - h) TEACHING STAFF: The teaching staff comprise of the following categories.
 - i) Principal ii) Vice- Principal iii) Professor
 - iv) Associate Professor v) Assistant Professor
 - vi) Any other category of post declared so by the Executive Body.

- i) NON-TEACHING STAFF: Means those categories of staff that are not categorized under the teaching staff shall be deemed to be non-teaching staff.
- j) COMPETENT AUTHORITY:
 - (a) President / Sec. & Correspondent of the Executive Body in case of Principal
 - (b) Principal in case of other employees.
- k) DUTY: An employee is said to be on “duty” for the purpose of service benefits.
 - i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post.
 - ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.
 - iii) When the employee is attending conferences/seminars/summer schools duly permitted by the competent authority.
 - iv) When the employee is attending to the work assigned to him by the competent authority, in the interest of the Institution.
- l) LEAVE: Means leave, granted by the appropriate authority to an employee, to which he is eligible.
- m) PAY: Means Basic Pay in the time scale or Basic Pay with Dearness Allowance as the case may be.
- n) YEAR: Means Calendar Year/Financial Year/Academic Year as the case may be.

SELECTION PROCEDURE & RULES:

- a) Appointments: The Secretary & Correspondent shall be the authority for issuing all appointment orders.
- b) Qualifications: The qualifications, age, experience etc. shall be as per shall be as per AICTE/UGC Norms in respect of teaching staff and as per A.P. State Government / JNTUH University norms in respect of Non – Teaching staff.
- c) Faculty Selection Committee: The Constitution of the selection committee shall be as laid by State Govt G.O's issued/Other Statutory bodies from time to time.

The extracts of norms are as follows

i) For Appointment of Assistant Professor the members of the Selection Committee shall include

1. Chairperson of the Governing Body of the college or his/her nominee from among the members of the Governing body to be the Chairperson of the Selection Committee.
2. The Principal of the College.
3. Head of the Department of the concerned subject.
4. Two nominees of the Vice Chancellor of the affiliating University of whom one should be a subject expert.
5. Two subject-experts who are not connected with the College to be nominated by the Chairperson of the governing body of the College out of a panel of five names approved by the relevant statutory body of the University concerned.
6. An academican representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category.
7. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts.

ii) For Appointment of Associate Professor, the members of the Selection Committee shall consist of

1. The Chairperson of the Governing Body or his/ her nominee, from among the members of the Governing body to be the Chairperson of the Selection Committee;
2. The Principal of the College,
3. The Head of the Department of the concerned faculty from the College.
4. Two University representatives nominated by the vice chancellor, one of whom will be the Dean of College Development Council or equivalent

position in the University, and the other must be expert in the concerned subject.

5. Two subject-experts not connected with the College to be nominated by the Chairperson of the governing body of the College out of a panel of five names approved by the by the relevant statutory body of the University.
6. An academician representing SC/ST/OBC/ Minority/Women/Differently abled categories, if any of candidates representing these categories is the applicant, to be nominated by the VC, if any of the above members of the selection committee do not belong to that category. The quorum for the meeting should be five of which at least two must be from out of the three subject-experts

iii) The Appointment of Professors and Adjunct faculty will be done at the University level duly following the norms and guidelines stipulated by the respective statutory councils from time to time.

- d) Selection Committee Proceedings: All the selection procedures of the selection committee shall be completed on the day of the selection committee meeting itself, wherein minutes are recorded along with scoring proforma and recommendation made on the basis of merit with the list of selected &waitlisted candidates/ Panel of names in order of merit, duly signed by all members of the selection committee. The term of appointment of the College Principal shall be FIVE years with eligibility for reappointment for one more term only after undergoing a similar selection committee process. The University nominee shall submit a record of the faculty selected along with their qualifications to the University along with the dissent note if any. The decision of the University on inquiry based on dissent note if any and after taking due explanation from the College, shall be final. The College/Institution shall be liable for further action by the University
- e) All other non teaching staff posts, all the appointments shall be done by secretary and correspondent.

SENIORITY:

The seniority of an employee in a post shall be determined by the date of

joining in that post. In case two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.

DUTIES & RESPONSIBILITIES AND CONDUCT OF CONDUCT

- a) Teaching-Learning: A Faculty is responsible for
- Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
 - Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
 - Conducting the core / elective course as project based / experimental / activity
 - He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
 - Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
 - If the faculty member is assigned to be the Class Incharge by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them.
 - The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Class Incharge so that the information can be sent to the parents/guardians.
 - A faculty member may be required to be a Counselor to a group of students.

He/she is then really a mentor for the students in his/her group. He/she has to keep account of the courses registered/enrolled by them and advice and counsel the students.

- As a counselor, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the University.
- Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD.
- The faculty member shall not permit any student to attend the class after the stipulated time specified by the college so as to ensure punctuality in attending class by the students.
- A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made and the same should be intimated to HOD. This will ensure better compliance of scheduled classes.
- As research is an inherent component of the functions of a Institution, every faculty member shall take active efforts to make research contributions in his/her field of specialization
- As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- Faculty members should publish their research output only in peer reviewed SCI or SSCI journals and publications in non-refereed journals will not be

recognized.

- A faculty member is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/ instruments / computer software/computer control of machines or processes.
- A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institution.

b) Examination and Evaluation: A Faculty is responsible for

- A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses and submit the same to exam branch with in 48 hours.
- A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only.
- A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only.

c) Code of Conduct

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the mission, goals and objectives of the Institution in which he/she is a member.

He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- to accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- to make regular contribution for the personal development of students, while looking after their interest and welfare.
- to be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.

- not to disclose confidential information about students to anyone except to authorized persons/agency or in the interest of law.
- To be fair and to assess the students impartially and only on merit/performance.
- to have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour unmindful of some untoward events if occurred, rather than having feeling of revenge.
- to abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
- Use of cell phones by students in the College campus during working hours is prohibited and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in their cabin.

DISCIPLINARY ACTION:

- a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.
 - Censure
 - Withholding increments/promotion
 - Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders.
 - Suspension
 - Removal from service
 - Dismissal from service

PAY, ALLOWANCES & INCREMENTS:

- a) Pay: AICTE/U.G.C. scales of Pay, as applicable from time to time, shall be

adopted to posts classified as teaching staff. The scales of pay as applicable A.P. state govt./University scales of pay shall be adopted for all posts not falling under the category of teaching staff.

b) Allowances: Dearness, House rent and other allowances as per A.P. State Govt. rates and rules as extended by management are adapted from time to time to all regular employees of the college.

c) Increments:

- Increments shall be sanctioned by the Principal only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed Proforma. In the case of HOD, Principal is the sanctioning authority. In the case of Principal, Secretary & Correspondent is the sanctioning authority. In the case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Manager/ Administrative Officer in the prescribed proforma.
- The management shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.
- The Governing body /Management shall be the competent authority to implement career advancement scheme as per relevant UGC/ University/ A.P. Govt. norms.

LEAVE RULES

A) General :

- Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.

b) A leave account shall be maintained for each employee in an appropriate form.

c) An employee shall not take up any service or accept any employment, while on leave.

ii) Further, the management also may impose restrictions on holding of organized events on working days and ask the staff to conduct the events such as Technical Festivals etc., only on holidays and Sundays, and declare these days as official working days.

(iii) Apart from the above there are certain specific provisions applicable to specific type of leave.

B) Approving Authority: In respect of the staff of the college, the Approving authority of leave applications of any type will be Principal of the college on the recommendation of the HOD as the case may be; and in his absence Vice Principal / staff member duly authorized to perform the duties of Principal of KITS

C) Casual Leave:

i) All employees of the College shall be entitled to twelve days of casual leave and two optional holidays to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment.

ii) Casual Leave in and one stretch shall not exceed seven days in total period of ten days prefixing, suffixing or sandwiching with public holidays.

iii) Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon session.

iv) In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

D) Special Leave:

i) All the teaching staff members are entitled special leave up to fifteen days in calendar year to take up examinations work in our college or outside, to attend conferences or seminars etc.

ii) Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

E) Maternity Leave: All Women employees are entitled to maternity leave of 90 days each for first two pregnancies.

- F) Faculty Improvement Programme: The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty members is entitled to receive his full salary during his period of study.

Management is the sanctioning authority for such leave on the recommendations of the Principal and the Head of the Department concerned.

- G) Grand of Extraordinary Leave: Extraordinary leave may granted to all regular employees by Principal/ Management to work elsewhere for a period of one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.
- H) Leave Rules for Contingent Staff: All the contingent staff of the College are eligible for a Casual Leave of 12 days in a calendar year and other leaves of 12 days.
- I) Traveling Allowances, Daily Allowance, Local Transport: Employees of the college when deputed to any out stations shall be entitled to travelling allowances, daily allowances and other permissible expenses they incur. These shall be regulated as under:

Note: It is a fundamental principle that allowance is not to be a source of profit and no allowance is granted to cover the expenses of family members accompanying them when traveling on duty.

FUNCTIONS OF HEAD OF THE INSTITUTION

The Principal is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non- statutory bodies including Academic Advisory Committee. He is the ex-officio member of Board of Governors as member secretary, Chairman of Academic Advisory Committee, and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.

He is authorized to nominate Directors, Coordinators, members and other administration functionaries in various committees. He is responsible for according extension or changes various functionaries in the administration, with the approval of Academic Advisory Committee.

Functions of Principal

- ❖ To conduct the meetings of the Board of Governors as per the stipulated guidelines
- ❖ To hold Academic Advisory Committee meetings as per the norms.
- ❖ To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- ❖ Shall work for the common goal of providing effective education and provide guidance to enable the students to carve out promising career and lifelong learning.
- ❖ He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education.

He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic Advisory Committee, Affiliating University, State Government, AICTE/UGC, students, parents and all other stakeholders for the smooth and effective functioning of the college. The duties of the Principal may be suitably categorized as

Academic Administration:

- I. On academic matters the Principal is generally guided by the rules and regulation as well as the norms lay down by Governing Body of the college, Affiliating

University, State Government, AICTE, UGC.

- II. Will be assisted by Director- Administration, Director –Academics, various Heads of the departments, Controller of Examinations of the college, senior faculty members and various committees constituted if required.
- III. Matters related to decision implementation, Principal will be assisted by the Governing Body and Academic Advisory Committee of the college.
- IV. In Admissions process, coordinator-admissions/ Admission Officer will assist the Principal.
- V. In matters related to academic work, he will be assisted by the Dean-Academic, and Heads of the departments.
- VI. An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various Heads of the departments extend support to the Principal.
- VII. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charge.
- VIII. Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.
- IX. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- X. If necessary, shall instruct the class in-charges and Heads of the departments to conduct remedial classes academically to support the slow learners.
- XI. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of examinations of the college.
- XII. In matters related to student attendance, drop outs, medical condonation Principal gets assistance from Dean Academic.

- XIII. The Principal should plan for training need analysis of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- XIV. Principal shall also ensure quality assurance and he should be assisted by coordinator, IQAC.
- XV. Shall monitor, evaluate research, development and consultancy activities. Dean, R&D, will assist the Principal in this matter. He shall advise and guide the faculty members to get sponsored research projects from various funding agencies.
- XVI. The Principal should promote industry-institute interaction for better employability of the students.
- XVII. Shall promote internal revenue generation activities with the help of staff and students.
- XVIII. Shall efforts to look after overall welfare of staff and students.
- XIX. For effective functioning of the college he shall build close rapport between staff, students and management.
- XX. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
- XXI. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, State Council of Technical Education, Department of Technical Education authorities.
- XXIII. Shall involve faculty members at different levels for various institutional activities.

General Administration

On general administrative matters, Principal shall be assisted by Dean-Academics, Controller of Examinations, Coordinator IQAC, Heads of Departments, functional heads etc.

- I. Shall make proposal for appointment to all posts of cadres including contract, part-time, and daily wage employees.

- II. Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non-teaching staff.
- III. Arrange performance appraisal of faculty and supporting staff.
- IV. Shall have power to sanction Special leave and Medical Leave upto the level of Heads of departments, except himself.
- V. Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- VI. All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the Principal.
- VII. Campus maintenance cell shall work under the instructions of Principal.

Financial Administration

- I. Principal is assisted by the Finance committee in financial administration.
- II. Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- III. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body.
- IV. All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.
- V. Principal shall forward monthly salary bills of all the staff of the college to the finance committee for necessary action and also the members of the Governing Body and its sub committees.
- VI. The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the college.

- VII. Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
- VIII. Shall countersign T.A bills.
- IX. Shall have power to sanction advances and final withdrawal of EPF of the staff as applicable.

ROLES AND RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

- I. Responsible for all the academic affairs of the Department.
- II. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- III. Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipment, books & journals, maintenance etc.
- IV. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
- V. Looks after the matter related to R & D, Consultancy and Research Publications.
- VI. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
- VII. Responsible for mobilizing his/her Faculty Member for different research grants.
- VIII. Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.

ROLES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER

- I. Provides guidance to college administrative and management staff on all phases of budget development, preparation, monitoring and management; assist in projection of budget needs and provides data on current and prior years expenditures; assists the Dean in strategic planning for the college.
- II. Maintains an effective oral and written communications process between

college administrators and their staff and the Office of the Dean regarding fiscal and other matters.

- III. Acts as a liaison between the college, accounting, purchasing, and payroll departments; ensures college compliance with University policy and procedures.
- IV. Acts as a liaison with Human Resource Services to ensure that proper procedures are followed during the Faculty and Staff hiring process.
- V. Administers processes for inventory control, disbursements, and staff continuing education programs.
- VI. Prepares or supervises the preparation of financial and statistical reports.
- VII. Evaluates administration of fiscal, inventory, and other systems developed to achieve institutional goals regarding internal controls, overall administrative efficiency, and fiscal policy compliance.
- VIII. Develops and implements procedures within the college that support internal control regarding all phases of fiscal management including, but not limited to: budget preparation, assets control, expense authorization, and reconciliation of college accounts.
- IX. Manages the Office of the Dean in their respective college.
- X. Knowledge of all Microsoft Office software and able to learn and use institutional software systems.
- XI. Complies with all State and University policies. Other duties may be assigned.

ROLES AND RESPONSIBILITIES OF TECHNICAL STAFF

- I. To assist the faculty, research scholars and students in their research work.
- II. To provide technical assistance in their field.
- III. To maintain and operate all types of sophisticated equipment and computers.
- IV. To maintain the Lab/Computer Lab. for research work.
- V. To handle Lab/Classroom/Auditorium, LCD, Projector, Computers audio-visual equipment.
- VI. Any other duties assigned from time to time.

ROLES AND RESPONSIBILITIES PHYSICAL DIRECTOR

- I. To promote sports activities in the university.
- II. To help schools/hostels in conducting in their sports meets.
- III. To conduct annual sports competitions, presentation and arrange prize/certificates.
- IV. To prepare agenda and convene meeting of the various sports clubs and University
- V. Sports Committee, and take consequential action thereon to purchase of sports equipment, articles etc.
- VI. To supervise the work of junior and field staff and assign work to them.
- VII. To coordinate with all other Section of the University and relevant outside sports agencies e.g. AIU, NSF, IOA etc.
- VIII. To supervise the maintenance of all sports facilities.
- IX. To make all necessary sport purchases and maintain all records.
- X. To prepare annual reports on sports for inclusion in the annual report of the college.
- XI. Any other duties assigned from time to time.

RESPONSIBILITIES OF PROFESSORS, ASSOCIATE AND ASSISTANT PROFESSORS

Professor:

- I. Teaching.
- II. Development of Curriculum, developing learning resource material & Laboratory development.
- III. Students Assessment & Evaluation including examination work of University.
- IV. Participation in the Co-curricular & Extra-curricular Activities.
- V. Student Guidance & Counseling.
- VI. Helping the student in personal, ethical, moral and overall character development.
- VII. Continuing Education Activities.
- VIII. Keeping abreast of new knowledge and skills and help dissemination of such knowledge through book publications seminars etc.
- IX. Self-development through upgrading qualification, experience & professional activities.

- X. Providing Industry sponsored projects, consultancy, testing services and Industry – Intuition Interaction.
- XI. Involving in the Academic and Administrative Management of the institution.
- XII. Policy-Planning, Monitoring & Evaluation which are connected to the Department.
- XIII. Promotional activities both at Departmental and institutional level.
- XIV. Involving and Assisting the HOD in the Design and development of new programmes.
- XV. Preparing project proposals for funding in areas of R & D work.
- XVI. Laboratory Development, Modernization, Expansion, etc.
- XVII. Monitoring and Evaluation of academic and research activities.
- XVIII. Participation in policy planning at the Regional/National level for development of technical education.
- XIX. Develop, update and maintain MIS.
- XX. Assisting the HOD in Planning and implementing Staff Development activities.
- XXI. Maintain accountability, Conduct performance appraisal.
- XXII. Guiding Research, any other work assigned by the Principal/Management from time to time.

Associate Professor:

- I. Teaching including laboratory work.
- II. Evaluation including administering tests, invigilation during conduct of tests.
- III. Innovation in teaching, laboratory work and instructional materials, continuing education activities, academic and administrative planning and development work at departmental level and assisting at institution level.
- IV. Leading consultancy projects and extension services
- V. Curriculum development and developing resource materials. V. Research activities and research guidance.
- VI. Assisting in conduct of and organizing seminars/workshops/guest lecturers
- VII. Development of the Curriculum and Learning Resource materials.
- VIII. Any other work assigned by HOD/Principal /Management from time to time.

Assistant Professor:

- I. Teaching including laboratory instruction and academic activities such as acting as Class review Committee member, invigilator, Lab In charge, Coordinator (Attendance), assistance in conduct of seminars, symposia, guest lecturers.
- II. Students assessment and evaluation, aside from acting as paper setter.
- III. Assisting in consultancy and R & D Activities.
- IV. Developing resource material and laboratory development.
- V. Co-curricular and extracurricular activities / student welfare activities.
- VI. Assisting in departmental administration.
- VII. Involvement in departmental / institutional developmental activities.
- VIII. Be a member in such student welfare committees as Anti Ragging Committee, Discipline Committee and a proctor.
- IX. Shall attend to the work allotted by HOD/ Principal / Management from time to time, helping in the cause of Academic development of the institute.

The functions, roles and responsibilities of other administrative functionaries, staff, librarian etc. are clearly spelt out in the administrative manual of the college. The functions of various non-statutory committees are given separately along with their composition.

9. GOVERNANCE OF THE COLLEGE

FUNDAMENTAL BODIES FOR GOOD GOVERNANCE: The following committees ensure proper governance at various levels including academic, financial and general administrative affairs of the institution. The following are the mandatory bodies constituted for good governance as per the guidelines:

1. Board of Governors
2. Academic Advisory Committee
3. Finance Committee
4. Internal Quality Assurance Cell(IQAC)

BOARD OF GOVERNORS

The Board of Governors (BOG) is the highest body that monitors the progress of the college and suggests activities for the growth and overall development of the

institution. It also aims at giving desired shape to the institution to meet the highest standards in the field of technical education.

The Board of Governors of the college has been constituted as per the AICTE approval process handbook for affiliated colleges guidelines & University Grants Commission (UGC), New Delhi, India,

The main objective of the Board of Governors is to offer transparent and effective governance in building and developing the institution by taking stakeholders into the confidence. As per the AICTE guidelines, four members of the Executive committee or Nominees of Executive committee of Sri Kavitha Educational Society, Khammam will be members on the BOG

Primary Accountabilities

The BOG of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved.

To approve the mission and strategic vision of the institution

The key responsibility of the BOG is to develop and implement the mission, vision, quality policy, and strategic plan of the institution. The goals are reviewed periodically if necessary, revised strategies are implemented. It should suggest to the institute to achieve quality both in internal and external parameters like teaching-learning process, good academic and administrative practices, bench marking, risk management including financial, physical, staff so as to meet the interests of stakeholders viz students, parents, alumni, employers, local communities, government and others representing public interest.

The BoG is supported by various existing committees in aspects like, reviewing the curriculum, operational planning of strategic issues to meet the vision and mission statements in true spirit. The Institutional Development Committee ensures the implementation of the BOG suggestions. The strategic plan will be reviewed once in five years.

To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability

The Board of Governors shall ensure the preparation of annual budgets and review the audit and performance reports for the smooth functioning of the institution.

- ❖ Submit to the AFRC/State Government the expenditure report for the fixation of the fees and other charges payable by students on the recommendations of the Finance Committee, who seek admission into the college.
- ❖ Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Advisory Committee.
- ❖ Follow proper procurement guidelines and ensure appropriate spending for the right cause.
- ❖ The associated risks shall also be reviewed from time to time and to advise suitable remedial measures to have sustainability.

To monitor institutional performance and quality assurance arrangements

The BOG shall advise the institute from time to time in respect of the following:

- ❖ Timely submission of handbooks for accreditations.
- ❖ Ensuring that the statutory requirements are met in respect of accreditation and sustain quality of education.
- ❖ Benchmarking to be taken up as a tool for performance monitoring to ensure change in quality of education, and credibility in the society for the institution.
- ❖ Carrying out learning levels analysis and identifying the areas for improvement.

Arrangements for monitoring the performance of managerial and administrative positions- Transparency & Accountability

- ❖ In order to maintain high ethical standards, transparency and accountability are to be ensured in the working of the institution by the Board of Governors.
- ❖ Members of BOG shall ensure that
 - The Head of the institution implements the decisions of BOG in true spirit for the growth of the institution using the process of decentralization.
 - The Head of the institution shall plan the future growth of the institution.
 - The required handbookation is maintained to meet the statutory

requirements.

- That processes to evaluate the performance of Head of institution are established.
- ❖ All the minutes of meetings of various committees are made available for the stake holders on demand.
- ❖ Preparing annual reports showing the activities in an academic year and putting the report on the website.
- ❖ Conducting proceedings of BOG in as open as possible (and permissible by statutes), including the review of those of the BOG and any reports on the outcomes of such reviews.
- ❖ Detailing student admission information to ensure public trust in the integrity of the processes used regarding the selection and admission of students using clear and transparent criteria, procedures and processes.
- ❖ Ensuring that vacancies are widely publicized both within and outside the institution.

Key Attributes of Governing Bodies.

The BOG has been constituted in accordance with the guidelines of the AICTE for affiliated colleges. As per the guidelines, as and when required, independent members may be co-opted into the BOG to carry out primary responsibilities.

The Chair of the BOG is responsible for the leadership of the BOG, and is, therefore, ultimately accountable for its effectiveness. The Chair ensures the institution is well connected with its stakeholders. The Head of Institution is responsible to the governing body for advice on strategic direction and for the Management of the institution. The head of the institution is accountable to the BOG, and regularly reviews, having regard to the authority conferred by the instruments of governance.

Composition of Board of Governors (BOG)

The BOG is constituted as per the Guidelines of the JNTUH.

No.	Category	Nature
1	A technical expert either an entrepreneur or an industrialist or an educationist of repute	Chairman

2 to 5	Members to be nominated by the Registered Society / Trust	Nominated by the SSBES.
6 & 7	Two eminent professionals from the area of Engineering & Technology	Nominated by the Principal based on seniority.
8 & 9	Two academicians of excellence	Nominated by the Principal based on experience.
10	University Nominee	Nominated by the JNTUH
11	Member Secretary – Principal	(ex-officio)

Term

The term of the members, except the ex-officio member, shall be for a period of three years.

Meeting and its Venue

The BOG shall meet at least twice a year. All such meetings shall be held within the respective College campuses. In the absence of the Chairman, the members can elect a pro-term Chairman from amongst the members present for that meeting. It shall be the responsibility of the Member Secretary to ensure that the meetings are held regularly and the minutes are recorded. The presence of the University nominee for the meetings is mandatory.

Quorum

The quorum for the meeting shall be 40% of the total members of the BOG and the University nominee.

Role and Responsibilities of Chairman of BOG

Some important roles and responsibilities of Chairman of the BOG are listed below for effective administration to satisfy the needs of the stake holders as well as the future growth of the institution.

- ❖ Provide inspiring leadership for transparent and effective administration.
- ❖ Ensure effective, efficient and optimal use of resources towards the growth and development of institution.
- ❖ Develop processes and controls for financial resources with the help of finance committee.
- ❖ Motivate the members and other committees to function in unison to

implement strategic plan of the institution.

- ❖ Encourage and ensure proper maintenance of register of interests and shall solve amicably, if any, conflicts of interests.
- ❖ Monitor the academic and other related activities of the College.
- ❖ Consider the recommendations of the Staff Selection Committee.
- ❖ Consider the important communications, policy decisions received from the University, Government, UGC, AICTE, etc., from time to time.
- ❖ Suggest to implement the best suitable practices in and around to enhance quality of teaching-learning process, employability of students, good support mechanism to students and staff.
- ❖ Allow the head of institution to work independently and effectively.
- ❖ Prepare appropriate appraisal systems including the Head of the institution. Pass the annual budget of the College (including clearance of all University dues).
- ❖ Check the audited income and expenditure accounts and approve the same for the College annually.
- ❖ Approve the increase/reduction of intake, courses, new and closure
- ❖ Approval of performance appraisal of faculty
- ❖ Monitor and advice for Industry Institute Interactions
- ❖ Monitor the steps taken for Student's Training and Placement Activities

Effectiveness And Performance Review of BOG

- ❖ Ensure that the members are properly inducted for further development, as deemed necessary.
- ❖ Regular review process to be conducted and revise the regulations as deemed necessary.
- ❖ Item wise bench marking may be adopted for review process.

Regulatory Compliance

BOG ensure compliance with the statutes, ordinances and provisions regulating their institution, including regulations by Statutory Bodies such as the AICTE and UGC, as well as regulations laid down by the State Government and Affiliating University.

- ❖ Take all final decisions on matters of fundamental concern to the institution.
- ❖ The regulatory compliance includes demonstrating compliance with the 'not-for-

profit' purpose of education institutions.

ACADEMIC ADVISORY COMMITTEE

The Academic Advisory Committee (AAC) will be solely responsible for all academic matters, such as, framing of academic policy, student and faculty development programs, guest lecturers, bridge courses, value added courses, certificate courses, Add on courses etc. AAC shall propose ways and means to maintain quality norms. The Committee will involve faculty at all levels and also experts from outside, including representatives of the affiliating university and the government. The decisions taken by the AAC will not be subject to any further ratification by the AAC or other statutory bodies of the university. The decisions of the AAC are to be placed before the Board of Governors for final approval and changes, if any, by its member secretary.

Functions of Academic Advisory Committee (AAC)

The Academic Advisory Committee can exercise its powers to:

- ❖ Scrutinize and approve the proposals with regard to courses of study, academic regulations and instructional methods, procedures relevant thereto etc.
- ❖ Encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.
- ❖ Visualize and formulate perspective plans for the development and growth of the College
- ❖ Formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan
- ❖ Draw new schemes of development for the College
- ❖ Plan for resource mobilization through industry interaction, consultancy and extramural funding
- ❖ Promote research and extension activities in the College campus
- ❖ Promote teaching innovations and student placement programs
- ❖ Plan for sustaining the quality of education, quality improvement and permanent affiliation of the College
- ❖ Recommend schemes to promote participation of academic departments in community development activities in the region
- ❖ Consider such other activities for furtherance of academic excellence

- ❖ Review student attendance at the end of every semester /malpractices in exams and forward the approved list if any to the University
- ❖ Resolve attendance between 65 to 75 % and send recommendations to the University
- ❖ To oversee the internal examination/evaluation/ analysis of results/ performances of Students/ plan for conduct of remedial of class
- ❖ Recommend to the Board of Governors proposals for institution of new programmes of study.
- ❖ Recommend to the Board of Governors the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ❖ Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- ❖ Perform such other functions as may be assigned by the Governing Body.

Term of Academic Advisory Committee

Generally, the term of the nominated members shall be two years.

Meetings of Academic Advisory Committee

The College Academic Committee meeting shall be convened not less than four times a year and the interval between two consecutive meetings should not be more than three months.

Composition of Academic Advisory Committee

The Academic Advisory Committee (AAC) shall have a minimum of seven members, including the Chairman. All other members will be nominated by the Chairman. The constitution of the AAC will be as follows:

S.No	Category
1.	Principal of the College – Chairman
2.	All Heads of the departments- Members
3.	Two other senior faculty members of the College-Members
4.	Officer-In-Charge Examination Branch-Member

Quorum

The quorum for the meeting shall be 40% of the total members.

FINANCE COMMITTEE

The Finance Committee will advise the Board of Governors on financial matters. It shall prepare income and expenditure statements of the college in the prescribed format to submit to AFRC for fixation of tuition and other fees of the college. The Finance Committee will be an advisory body to the Board of Governors.

Functions of Finance Committee

Finance committee shall meet and appraise the BOG on the finance related matters and have following functions

- I. Budget estimates relating to income from fees and other sources.
- II. Budget estimates relating to the grant received/receivable from the UGC/AICTE, if any, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- III. To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.
- IV. To plan proper utilization of resources for implying effective fund management.
- V. To prepare a detailed plan of expenditure for day-to-day running of the Institution
- VI. Preparation of audited account reports for the above;
- VII. To mobilize resources through donations from society, through funding agencies under various schemes, etc.
- VIII. To sanction all the expenditure to procure major equipment as advised by the Governing Body.
- IX. To sanction expenditures for constructing new buildings after getting approval from the Governing Body.
- X. To update the budgetary provisions by working out the budgetary implications based on the proposals submitted by the Heads of the departments for new built up area requirements
- XI. The Principal is authorized to spend the approval expenditure by the Finance

Committee.

Term of Finance Committee

The term of the nominated members shall be two years.

Meetings of Finance Committee

Finance committee shall meet at least twice in a financial year. The first meeting in shall be the budget meeting of I semester and the another budget meeting will be in II Semester. The Meeting of Finance Committee can be called for at short notice in case of urgent and immediate requirements.

Composition of Finance Committee

The following is the composition of the Finance Committee as per the guidelines of AICTE

S. No.	Category	Status
1	Secretary & Correspondent of the sponsored Society	Chairman
2	Accounts Officer of the College	Member Convenor
3	Principal	Member
4	One person to be nominated by the Governing Body of the college for a period of two years	Member
5	One senior faculty member of the college to be nominated in rotation by the Principal for two years	Member
6	Head of the department who raised the indent , if required	Member
7	Lab In-charge who raised the indent , if required	Member

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Handbookation of the various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the

purpose of maintaining /enhancing the institutional quality;

- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organized methodology of handbookation and internal communication.

Composition of IQAC

The following is the composition of the IQAC as per the guidelines of NAAC.

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One member from the Management	Member
3	Senior administrative officers	Member
4	Three to eight teachers	Member
5	One/two nominees from local society, Students and Alumni	Member
6	One/two nominees from Employers /Industrialists/stakeholders	Member
7	One of the senior teachers as the coordinator/Director of the IQAC	Coordinator

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

ANTI RAGGING COMMITTEE

Every College/Institution 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 freshers' 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.

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:

Every College/Institution 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.

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.

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

Mentoring Cell:

Every College/Institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level. The Principal upon receipt of the report from the committee shall, after giving an opportunity of being heard to the person complained against, submit the case with the committee's recommendation to the Governing Body of the Colleges.

The Governing Body shall confirm with or modify the penalty recommended after duly following the prescribed procedure.

GRIEVANCE REDRESSAL MECHANISM

The 'Grievance Redressal Committee' constituted to maintain harmony and discipline in the College campus including the hostel premises and to redress all grievances of students and of staff.

- I. General Grievance Committee (Academic/Ragging) Composition
 - i. The complaints cum redressal/ General Grievance Committee shall be headed by senior Faculty member, All Heads of Departments, A senior lady staff member from each Department (if available) A senior member from BC., SC., or ST categories (if available)

- ii. Functions
- iii. To enquire into complaints received from the aggrieved students or staff of the College including complaints of ragging.
- iv. To recommend to the Principal of the College, the penalty to be imposed.

II. Committee on Grievances on Sexual Harassment

The Committee shall consist of

- i. A presiding officer who shall be a women faculty member employed at a senior level at the educational institution.
- ii. Not less than two teaching employees and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii. Not less than three students, who shall be enrolled at the undergraduate, masters and research scholar levels respectively.
- iv. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment.

EXAMINATION COMMITTEE

The Examination committee is constituted with the following members to conduct Internal and external examination related all work as per university notification and guidelines

Composition :

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ The committee shall notify the students both internal and external examination time

tables received from JNTUH well in advance.

- ❖ The Examination Committee shall make the Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.
- ❖ The Exam Committee shall prepare and display invigilation duties lists in coordination with all the heads of the departments.
- ❖ The Exam Committee shall ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
- ❖ The committee shall upload the internal marks in the JNTUH examination portal time to time as mentioned by university.
- ❖ Under the guidance of the Examination In-charge, the Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, the Principal.
- ❖ Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal's signature dispatched or circulates to the concerned Departments / Students

ROLES & RESPONSIBILITIES OF I/C EXAMINATIONS

The I/C Examinations shall be appointed by the Principal on the recommendations of a selection committee constituted for the purpose:

The I/C Examinations shall be the responsible for the conduct of External Examinations and Internal Examinations of the college and declaration of their results. He shall discharge his functions under the superintendence, direction and guidance of the Principal. He shall be a full-time salaried officer and shall work directly under the directions and control of the Principal;

It shall be the responsibility of I/C Examinations

- I. To prepare and announce in advance the calendar of examinations as notified by JNTUH;
- II. To arrange for printing of question papers;
- III. To arrange to get performance of the candidates at the examinations properly assessed, and process the results;
- IV. To arrange for the timely publication of results of examinations and other tests ;

- V. To postpone or cancel examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant, and take disciplinary action or initiate any civil or criminal proceedings against any person or a group of persons or a college or an institution alleged to have committed malpractices.
- VI. To take disciplinary action where necessary against the candidates, paper-setters, examiners, moderators, or any other persons connected with examinations and found guilty of malpractices in relation to the examinations;
- VII. To review from time to time, the results of university examinations and forward reports thereon to the Academic Advisory Committee.
- VIII. To process the results and communicate the same with the affiliating university to issue, necessary award lists.

The Director Evaluation shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Board of Examinations.

MALPRACTICE PREVENTION COMMITTEE

A malpractice Prevention Committee shall be constituted to examine and punish the students who indulge in malpractice/ behave in a undisciplined way in examinations.

Members of the Committee The committee shall consist of:

- i. Principal
- ii. Head of the Department of concerned subject paper, faculty of the concerned subject
- iii. Head of the department of the concerned discipline to which the student belongs
- iv. Faculty In-charge Examination branch of the College

Duties of the Committee

To conduct the meeting on the same day of examination or latest by next working day of the incidence and punish the student as per the guidelines prescribed by the University from time to time.

LIBRARY COMMITTEE

The purpose of the Library Committee is to act as a channel of communication between the Institute Library and its users. It shall assist in developing operational procedures, suggest various measures for improvement and development of the library resources and formulate both personnel and fiscal policies.

The members of Library committee are

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions

- ❖ To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.
- ❖ To provide for proper handbookation services and updating the Library collection.
- ❖ To work towards modernization and improvement of Library and handbookation Services.
- ❖ To formulate policies and procedures for efficient use of Library resources.
- ❖ To review Library readership dept-wise
- ❖ To adopt measures to enhance readership
- ❖ To prepare budget and proposals for the development of the Library.
- ❖ To seek feedback on Library functions from readers.

ROLES & RESPONSIBILITIES OF CHIEF LIBRARIAN

- I. To supervise and co-ordinate the work of University Library system
- II. To provide instructions to new members in the use of the Library.
- III. To plan book acquisition programme of the library and select books for order, especially in the area of social science.
- IV. To work out exchange and gift arrangements with several hundred institutions in India and abroad.
- V. To contribute to the educational function of the University by providing bibliographical guidance to research scholars of the University and Visiting Scholars from other Indian Universities.

- VI. To develop programme of library management for improving the efficiency of the library. - General correspondence relating to financial matters.

10. ROLES & RESPONSIBILITIES OF DEAN STUDENT WELFARE

- I. To arrange for congenial living environment in the campus including Hostels for the students.
- II. To monitor day to day essential support required for academic and co-curricular activities of students.
- III. To arrange for special care for the weaker and needy sections of students.
- IV. To prepare plan and execute programmes for holistic development of the students.
- V. To nominate student representatives to various bodies of the college in approval with Academic Council.
- VI. To arrange to depute students to participate events/programmes outside the college
- VII. To keep in touch with the guardians as and when required.
- VIII. To arrange for maintenance of students' discipline in the college.

11. ROLES AND RESPONSIBILITIES OF NSS OFFICER IN-CHARGE

- I. He/She will plan NSS regular activities and special camping programme.
- II. The Programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements.
- III. He/She will divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
- IV. He/She will supervise the work of NSS volunteers.
- V. He/She will maintain the necessary records and registers prescribed by programme coordinator of the university.
- VI. He/She will ensure that the basic aims of NSS programme i.e. personality development of NSS volunteers, interaction of the different classes of the society take place harmoniously and the NSS volunteers and community.
- VII. He/She will be responsible for the equipment and stores purchased out of NSS

funds. He/she will hand over the charge of NSS equipment and stores to his/her Successor at the end of his/her tenure.

VIII. He/She will submit the reports to the NSS regional centre periodically, programme coordinator, NSS state liaison officer.

IX. He/She will liaise with the officials of the department of NSS projects and activities.

12. EQUAL OPPORTUNITY CELL

Objective : To promote diversity and inclusive practices on the campus & provide the disadvantaged groups with adequate opportunities and to ensure implementation of policies, schemes and programmes for the inclusion of underprivileged groups within the framework of policies and guidelines of the UGC, an Equal opportunity cell (EOC) was constituted with following members.

Composition :

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Target Group:EOC works for affirmative action for the deprived sections such as persons from SC, ST, OBC (Non creamy layer) categories, persons from religious & language minorities, differently-abled persons and Women.

Functions :

- ❖ Focusing on overall personality and skill development so as to ensure enhancing their employability.
- ❖ Inclusive growth for everyone by encompassing everyone into the mainstream of society.
- ❖ Providing personal counseling and career guidance.
- ❖ Awareness building and sensitization regarding discrimination on various grounds.
- ❖ Co-ordinating and working with other statutory bodies for augmenting their own infrastructure and resources for the benefit of persons from aforesaid categories.

13. COMMITTEES FOR SC/ST & MINORITIES

Objective: With reference to guidelines issued by UGC vide letter No.F.1-5/2006(SCT) dated 25-08-2006, SC/ST cell was constituted in Swarna Bharathi Institute of Science &Technology (KITS) with the following members to resolve all the affairs and problems SC/ST employees and students of the institute.

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ The SC/ST Cell will monitor and endeavor to resolve issues/ grievances related to SC/ST students and employees in the institute.
- ❖ Issues related to SC/ST reservation implemented in the Institution in accordance with State and Central Government policies

14. MINORITY CELL

With reference to guidelines issued by UGC, minority cell was constituted in Swarna Bharathi Institute of Science &Technology (KITS) with the following members.

Functions:

- ❖ The minority cell will monitor and endeavor to resolve issues/grievances related to minority students at the institution level.

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

15. INTERNAL COMPLIANT COMMITTEE

As per section 4 of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013), Internal complaints committee was formed in

Khammam Institute of Technology & Sciences.

Objective: Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions

- ❖ The Committee shall publicly notify and commit itself to a zero tolerance policy towards sexual harassment by organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students.
- ❖ The committee shall, on receipt of a written complaint, promptly initiate inquiry proceedings as per the directions under the Prevention, Prohibition and Redressal Act, 2013
- ❖ The members to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.

16. TRAINING & PLACEMENTS COMMITTEE

Objective:

The Training & Placements committee is constituted with the following members to help students to prepare for placement interviews or higher studies and help them to choose an appropriate organization.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ The committee shall organize campus placement programs by various IT and Core companies.
- ❖ Committee shall also organize Off Campus in the same academic year, if other companies wish to come.
- ❖ Committee shall also conduct various pre placement training programs for students.
- ❖ Committee shall maintain and regularly update database of Students.
- ❖ Committee shall maintain database of companies and establish strategic links for campus recruitments.
- ❖ It shall gather information about Job fairs and all relevant recruitment advertisements.

17. GENERAL MAINTENANCE COMMITTEE

Objective:

The General maintenance committee is constituted with the following members to make sure that all of the facilities and maintenance items in the college are being addressed.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions

- ❖ The committee shall collect information in the periodically about the requirement of resources both consumables and non consumable in consultation with various head of the departments.
- ❖ The committee shall consolidate the list and forward it Principal for initiating action to procure them in time.
- ❖ The committee shall maintain the stock account for available items and also record the receipt of new items along with the bills.

18. RESEARCH & DEVELOPMENT CELL

Objective:

To render advice and guidance for future growth on research related issues to the top management a “Research & Development Cell” is being constituted with the following members.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ The committee shall encourage the faculty and students on publication of research articles by sending deserving entries to journals
- ❖ Inculcate the concept of research among students & staff by arranging paper presentation competitions
- ❖ Identifying members of the faculty who have are orientation towards research activities.
- ❖ Organizing National and International Conferences
- ❖ Scrutinize, guide student projects(B.Tech/M.Tech) and suggest measures to develop projects to convert them into a viable Research Project.
- ❖ Organizing Short Term Training Programs and workshops
- ❖ To advice on thrust areas and disciplines for introducing research programmes and related activities for future development in research.
- ❖ To suggest measures for improving existing infrastructural facilities both for academic and sponsored research and enhancing research ambiance.
- ❖ Facilitate submission of project reports to AICTE / UGC / DRDO/ DST to facilitate funding, fetch grants etc.

19. ISO CERTIFICATION COMMITTEE

Objective:

To ensure that Khammam Institute of Technology & Sciences (KITS) function

points are a recognized international standard, an ISO Certification Committee is constituted.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ The committee shall review the related handbooks of various departments periodically to ensure ISO standards.
- ❖ The committee shall provide formal comments to the heads of the department if any deviations noticed
- ❖ The committee shall ensure the effective implementation of ISO norms and responsible for renewal of ISO certification without any huddles.

20. WOMEN'S DEVELOPMENT CELL

Objective:

Its objective is to create awareness among women employees so that they are not subjected to gender-specific discrimination or sexual harassment and ensure that their fundamental rights (provided by the Constitution of India) are not violated. To provide and maintain a dignified, congenial working environment for women employees (including teaching, non-teaching and contractual workers), an Women's Development Cell is constituted in KITS.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ To organize activities particularly on issues pertaining to 'Gender Sensitization', 'Violence Against Women' and legal provisions under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, for general awareness and make their campuses adequately gender sensitive.
- ❖ Arrange training programs for learning alertness and teaching basic self-defence techniques.
- ❖ Promote the Staff and students to take participation in various programmes organised by WDC.
- ❖ Coordinate Women's Day celebrations
- ❖ Organize Seminars on women and Indian culture in matters of dressing, festivals, traditions
- ❖ To organize various types of training programmes and create awareness about self-employment schemes for the encouragement of self-reliance among women.

21. CANTEEN COMMITTEE

Objective:

The Canteen committee was constituted with the following to ensure provision of nutritious, high-quality and hygienic food to its members and constantly strives to identify avenues for improvement in its food services.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ Quality checks to ensure that our food courts serve good quality, healthy and hygienic food.
- ❖ Organize periodic meetings and visits with Consultants and other cafeterias & implement innovative ideas, such as packed lunch, etc.

- ❖ Monitor menu, provide inputs on a variety of cuisines.
- ❖ Coordinate periodic training programs for Serving Staff on hygiene, kitchen maintenance, uniforms; conduct seminars on table etiquette.
- ❖ Promote renting of premises and culinary arrangements for parties/functions. Organize theme-based Food Festivals (Japanese, Traditional Cuisine, Mango-based etc.).
- ❖ Ensure adequacy of safe drinking water and periodic maintenance of water coolers in the Institute.
- ❖ Encourage regular feedback and consider suggestions for improvement.

22. CULTURAL COMMITTEE

Objective:

To promote and arrange extracurricular activities to bring out the talents of students in the performing arts, an Cultural Committee was formed in the KITS.

Composition:

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener
3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members

Functions:

- ❖ The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- ❖ To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- ❖ To prepare budget for all cultural events and take necessary steps for its approval.
- ❖ The Convener of the committee shall conduct a meeting of the committee to discuss and delegate task
- ❖ Procedure to organize cultural events:
- ❖ To prepare the Annual Budget for various cultural event
- ❖ To obtain formal permission from the College authorities to arrange program
- ❖ To decide the date, time and agenda of the program

- ❖ To inform members of staff and students about the event
- ❖ To arrange the venue and logistics (audio/video system, dais, podium etc).
- ❖ To invite the Chief Guest and other dignitaries
- ❖ To arrange mementos for guests and gifts/certificates for the participants
- ❖ The committee shall display on the Notice Board / Website information about festivals to be celebrate events arranged for students in coordination with 'Students Cultural Committee' are
 - Fresher's Day
 - Teachers' Day
 - Annual Day Celebrations
 - Engineers Day
 - Savishkar
 - Farewell
- ❖ The Cultural Committee shall also be responsible for organizing the following events
 - Orientation Program
 - Independence Day
 - Republic Day
 - Women's Day
- ❖ To prepare and maintain records of all cultural activities.
- ❖ Any other duties the Principal may assign.

23. DISCIPLINE AND WELFARE COMMITTEE

Objective:

To address and effectively solve various student related matters, an Discipline and welfare committee was constituted. Discipline and welfare committee is a bridge between students and authorities. The committee has to maintain a balance between student's demands/problems and feasibility of solution provided by authorities.

Composition :

S.No	Category	Status
1.	The Principal	Chairman
2.	One Senior faculty.	Convener

3.	Three to Five faculty members representing different departments on the basis of seniority of service in the college.	Members
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The welfare of students at the College, their progress, attainment and development can only be effectively secured in an environment which is safe and well ordered and where necessary rules and sanctions are applied in a fair, consistent and proportionate manner and where achievement and effort are properly recognized and rewarded. The behavior of most students at the College is at least good, if not outstanding. Students are generally well motivated, respectful of each other and of staff and supportive of the ethos of the College. Where behavior falls below an acceptable standard, a verbal rebuke is often a sufficient response by a member of staff. Because of the generally high standard, poor behavior by some students is more conspicuous than would otherwise be the case. Nevertheless, the emphasis of relationships between staff and students should always be on praise and reward rather than criticism and sanction

Functions :

- ❖ To maintain the discipline among the students.
- ❖ To keep an eye on the general moral behavior of the students.
- ❖ To put a check on the attempts to disrupt the peaceful atmosphere of the college by indulging in any sort of indiscipline, such as raising slogans, shouting in corridors, quarreling etc.
- ❖ Ensuring security of college property, checking trespassing etc.
- ❖ Checking any misbehavior on part of students in their dealings among themselves and with teachers or other staff of the college.
- ❖ Preventing students from indulging in political activities of any sort on the campus or showing their political affiliations by displaying badges of student federations etc.
- ❖ Ensuring that each student wears his ID card during his stay in the college premises.
- ❖ Ensuring that each student is in proper uniform Create cell phone app to maintain / update alumni data.
- ❖ Ensuring welfare of students at the College, their progress, attainment and development.
- ❖ Ensuring necessary rules and sanctions are applied in a fair, consistent and proportionate manner and where achievement and effort are properly recognized and rewarded.

- ❖ The academic and welfare activities of students belonging to SC/ST/BC, physically challenged, women and other weaker sections are properly looked into and special attention should be taken.

24. ALUMNI ASSOCIATION – Khammam Institute of Technology & Sciences

The aims and objectives of this committee is to bring all the old students of Khammam Institute of Technology & Sciences (KITS), Khammam, under a single forum for exchange of experience, dissemination of knowledge and talents amongst its members and also for the furtherance of fellowship, advancement of scientific knowledge in general of the members of the Association and country. To conduct seminars, conferences, workshops, endowment lectures and other academic activities and also to keep in touch with one another of the faculty, non-teaching staff and students. To create and establish Alumni endowments for granting scholarships, prizes and medals to the students showing high proficiency in their studies and honour former students of the College.

Composition :

Category	Status
President	President
Senior member.	General Secretary
1 -3 Vice-President	Vice-President
1-3 Joint Secretary	Joint Secretary
Treasurer	Treasurer
5-8 Member	Member

The Annual General Body Meeting shall be held every year in the first week of January.

- to elect the Executive Committee
- to approve the audited statement of accounts.
- to deliberate the annual report of the Association, and
- to consider any amendments to the By-laws.




PRINCIPAL
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