



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi, & Permanently Affiliated to J.N.T.U.K., Kakinada)

NAAC “B++” Accredited Institute

Cherukupally (Village), Near Tagarapuvalasa Bridge, Bhogapuram (Mandal), Vizianagaram -531162.

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

Institutional Strategic Plan

Preamble

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

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

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

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



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

Strategic Plan

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

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

Our Vision, Mission, Quality Policy and Core Values

Vision

To develop highly skilled professionals with ethics and human values

Mission

1. To impart quality education with industrial exposure and professional training.
2. To produce competent and highly knowledgeable engineers with a positive approach.
3. To have self confidence among students which is an imperative prerequisite to face the challenges of life.



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Quality Policy

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

Core Value

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

(i) Contributing to National Development

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

(ii) Fostering Global Competencies among Students

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

(iii) Inculcating a Value System among Students

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

(iv) Promoting the Use of Technology & Innovation

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



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

(v) Quest for Excellence

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

(vi) Integrity

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

(vii) Transparency

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

Strategic Goals

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

GOALS:

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

GOAL2: Developing Excellence in Research and Consultancy.

GOAL3: Developing Excellence in Innovation and Entrepreneurship activities.

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

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

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



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GOAL 1:

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

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

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

- a) Modernize and Strengthen the Laboratories as per R16 Regulations.
- b) To increase Interdisciplinary interactions among faculty and students and the outside world on the upcoming technologies and the changing needs of the society.
- c) Continuous updating of books, Learning Resources and Course specific software.
- d) Keep the Library and Digital Library Facility open to maximum time possible
- e) Encourage innovative teaching, learning and assessment methods
- f) Enhance faculty and student interaction with reputed institutions/companies through training programs, workshops and collaborative projects
- g) Increase internships and student exchange programs at reputed institutions and companies.

Objective 1.2: Institutional Brand building Strategies:

- a) To be a student centric institute, where academics is followed with utmost passion and sincerity.
- b) Improve overall student and faculty satisfaction for word of mouth
- c) Evolve mechanisms to attract high quality students from local, national and international
- d) Ensure quality assurance through Annual Quality Assessment
- e) Attain higher levels of achievements in co-curricular and extra – curricular activities
- f) Inspire social commitment of staff and students through outreach activities
- g) Enhance the role of stakeholders in decision making
- h) Establish structured feedback system from stakeholders for curriculum enrichment activities
- i) Monitor the effective implementation of the strategic plan

Objective 1.3: Promote Alumni networking with students Strategies:

- a) Create a world-wide Avanathi Institute of Engineering and Technology Alumni network
- b) Attract alumni support in placements and internships for students



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- c) Enhance the involvement of Alumni as Resource persons for technical workshops and invited talks.
- d) Strengthen Alumni involvement as Innovator or Entrepreneur in the campus start-up ecosystem–Technology Incubation Hub, Business Incubation Centre and Entrepreneurship Development Cell.

GOAL 2:

Developing excellence in Research and Consultancy

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

Objective 2.1: Strengthen research activities strategies:

- a) Increase research publications in reputed peer reviewed refereed Journals.
- b) Encourage faculty and students to organize/ attend workshops, conferences, invited talks, seminars etc.
- c) Increase the number of external and internal research projects. More focus on Sponsored Research projects.
- d) Encourage faculty and students for commercialization and patenting of Research products
- e) Continuously monitor and apply for financial aids given by central, state governments and various international organizations
- f) Become approved Research Centre for all the Departments of the college by JNTUK, Kakinada and other Universities also.
- g) Develop two to four nationally recognized areas of marked distinction within the college by identifying unique research opportunities that match our faculty’s expertise, building upon the research strengths of the college and developing road maps.
- h) Establish an Interdisciplinary Research Centre in the campus.

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

- a) Nurture a culture of research and innovation excellence focusing on challenges of society in the region.
- b) Strengthen consultancy cell and pursue consultancy activities for all the departments.
- c) Sign MoUs with reputed industries and organizations for productive partnership to undertake joint research projects, training and internships.



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GOAL 3:

Developing Excellence in Innovation, and Entrepreneurship activities

Objective 3.1: Strengthen Entrepreneurial ecosystem in the campus Strategies:

- a) Facilitate and develop a culture of research entrepreneurship that rewards faculty & students for the development of Intellectual Property Rights (IPR).
- b) Encourage students and Faculty (Department wise) to participate in Technology Incubation Hub that promotes entrepreneurship.
- c) Develop Business Incubation Center and meet-up spaces focusing on MSMEs.
- d) Conduct training programs / workshops / events /competitions focused on Innovation and Entrepreneurship.

GOAL 4

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

- a) AIET will recruit, reward and retain a team of dedicated and committed faculty and staff, and provide a productive work environment to achieve a bright career ahead.
- b) Improve faculty welfare
- c) Improve facilities to all staff.

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

- a) Recruit faculty and staff through a rigorous screening process evaluating their capability and interest
- b) Establish norms for career advancement in tune with AICTE & UGC guidelines
- c) Conduct compulsory induction program for newly joined faculty

Objective 4.2: Encourage and enable faculty excellence Strategies:

- a) To be a campus where 20 percent of faculty members hold a Ph.D. degree within 5 years
- b) Review and accommodate innovative teaching methodologies
- c) Build a team of outstanding faculty and ensure that every faculty member has a career path to academic excellence and success
- d) Encourage the faculty and students to participate in seminars, conferences, workshops and faculty development programs at reputed National and International organizations.
- e) Re-engage the senior faculty in a more active research role by providing incentives such as differential workload, flexible timings and a faculty evaluation system that better reward research and consultancy excellence.
- f) Ensure continuous value addition to skill sets for all employees



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- g) Ensure training on basic pedagogy and advanced pedagogy each of one week duration including both theory and hands on learning.
- h) Ensure exclusive training on student counseling by psychologists.

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

- a) Implement performance-based incentives, rewards and recognition
- b) Conduct skill development programs in advanced technology areas for faculty and technical staff
- c) Encourage faculty and staff towards entrepreneurship
- d) Implement attractive pay and other benefits for personal/professional development
- e) Organize at least one family-based activity such as picnic, yoga & meditation, food & nutrition once in a year.

GOAL 5:

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

Objective 5.1: Ensure quality teaching and learning Strategies:

- a) Introduce and implement the use of ICT for teaching and learning
- b) Empower students’ personal and professional development through academic and professional advising, peer-to-peer mentoring etc.
- c) Regular audit on effectiveness of both UG & PG curriculum
- d) Strengthen the quality and impact of the M.Tech program.

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

- a) Enhance career guidance and placement activities to attract core companies
- b) Offer skill based and industry relevant training programs
- c) Train students to get admissions in top ranking institutions in India & abroad.
- d) Take measures including academic support to weak students to improve the student pass percentage by appropriately addressing the related issues
- e) Special focus on communication skills with special care on disadvantaged groups.

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

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



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b) Encourage students for community service through NSS activities.

c) Encourage support for NGOs engaged in Social Service Activities

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

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

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

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

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

e) Effective Grievances Redressal Mechanism to address grievances.

GOAL 6

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

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

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

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

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

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

e) Streamline the process of budgeting and financial auditing.

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

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

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

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

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

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



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Steps for Effective Implementation and Monitoring:

1. Identify leaders from AIET Planning and Development Committee for the five strategic goals who will develop appropriate targets and assessment plans.
2. Communicate this College Strategic Plan to all Stakeholders in general and Head of Departments (HoDs) in particular.
3. Encourage Head of Departments to align their Departmental plan with the College Strategic Plan.
4. Encourage a college culture that will give true feedback and suggestions from Stakeholders.
5. Schedule Bi-Annual reviews Chaired by the Chairman assisted by Principal & Deans who is also Coordinator of this Strategic Plan to assess progress on Strategic Goals, Objectives supported by appropriate targets and to revise this Strategic Plan where necessary after discussion with GB members.
6. Encourage a College Culture that will enthusiastically promote continuous planning and support new ways of doing by empowering all departments.

Short Range Goals:

1. To strengthen the Centre of Excellence (COE) in Engineering and Technology and to set up more incubation Centers and Startups.
2. To strengthen Institute/Industry/Alumni interaction to enable better placements and get increased number of internships.
3. To get recognition as a Research Centre by affiliating university.
4. Participate in AICTE Margdarshan to upgrade the level of other institutions.
5. Faculty/Student exchange programs at the international level.
6. To improve "e-ATL" facilities for the students and faculty to access e-books and e- journals at any point of time, from my location.
7. To implement Digital Evaluation in the examination system.
8. To improve e-governance facilities.
9. Implementation of Skill development training programs to students from first year onwards.
10. To multiply the number of patents and publications.
11. To start new UG/PG Programs in emerging areas/technologies, thus improving the potential of employability among the students.



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

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

Medium Range Goals

1. To be recognized as a National Research and Development Centre.
2. To organize one International / National Conference in each department.
3. Implementation of a fully Automation process.
4. To have a linkage with foreign universities.
5. To be a campus where 40 percent of faculty members holds a Ph.D. degree within 5 years

Long Term Goals:

1. To reach the status of an autonomous private technical campus.
2. To integrate the academics and R & D programs in collaboration with the reputed Universities and Industries.
3. Need to establish faculty quarters within the campus.
4. To make a fully residential campus.
5. To increase IPR & Branded as Research Institute.
6. To have an industry chair in each department sponsored by the industry.
7. To be ranked at the top in the list of NIRF Technical Institutions in India.

Strength, Weakness, Opportunity and Challenges (SWOC) Analysis

Institutional Strength

1. The institution has situational advantage-located in the heart of the city, and caters education to 828 students each year in UG and PG programs.
 2. Full-fledged admissions into Commerce, Physical Sciences programs, and Life sciences offered by the institution at UG level because of the brand name Avanthi Institute of Engineering and Technology.
 3. Student-centric teaching methods employed with a view to instill empirical, mutual and inclusive learning atmosphere.
 4. Avanthi Institute of Engineering and Technology Evaluation System is continuous, tough and transparent.
 5. Offers education to all segments of the society while promoting an independent and secular teaching.
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6. A robust and transparent mechanism of examination system catering to internal, university and other external and competitive examinations.
7. State-of-art infrastructural services like ICT classes, CCTV surveillance, laboratories and library.
8. A governance that is decentralized and participatory to strengthen and support the stakeholder relationship.
9. Interdisciplinary and interdepartmental academic and non-academic activities that foster a culture of togetherness amongst students and staff.
10. Hosting FDPs, workshops and conferences for staff enhancement, Guest Lectures and CRT programs from the academia (IIMs, Central and State University, reputed deemed universities) and the industry for student’s betterment.
11. Institutionalizing best practices reflecting the vision and mission of the institution.
12. Institute is well recognized for the enhancement of values & ethics, to impart self-discipline and have personal care for students.
13. Institute is ranked 2nd in university sports and NSS activities, listed 8 times as top institute in India Today, 90% placements, 80% results, and full-fledged admissions.

Institutional Weakness

1. Institution is not a Degree Awarding Body, so cannot frame its own curriculum, nor can it introduce additional courses.
2. Having an advantage of being located in the heart of the city, it also comes with the disadvantage of lack of space for playgrounds for sports within the campus.
3. Great demand for Science & Commerce courses incapacitates the institution to admit all eligible students.

Institutional Opportunity

1. Training for competitive examinations and conducting departmental workshops.
2. Enhance academic performance through IQAC.
3. To secure outstanding grading through NAAC accreditation while continuously striving for sustaining and enhancing quality at all levels.
4. To gain the status of autonomy.
5. To introduce a wider range of inter- disciplinary courses and acquire excellence in all.
6. To initiate scholarships from non-govt. schemes.



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7. To motivate teachers towards Doctoral Programs and research.
8. To mobilize a greater number of students for socially relevant programs such as blood donation and societal awareness camps.

Institutional Challenge

1. Improving language and communication skills, motivating students to have good technical exposure.
2. Promoting culture and value-based education.
3. Managing students coming from varied cultural backgrounds. Balancing the old Annual System and the new Choice Based Credit System, as the institute handles both.
4. Creation of space within the college premises is a major challenge that the institute has to deal with urgently.
5. Achieving results that commensurate with program and course outcomes.


Principal

PRINCIPAL
AVANTHI INSTITUTE OF ENGG. & TECH
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Grievance and Redressal Cell

PREAMBLE:

Avanathi institute of engineering and technology (AIET) is committed to provide a pleasant, fair and harmonious learning and working environment in the institution for the students. Grievance redressal Cell was set up at AIET for providing Mechanisms for receiving, processing and addressing dissatisfaction expressed, complaints received and other formal requests made by students, staff and other stakeholders in the institutional provisions promised and perceived. Grievance Redressal Cell (GRC) facilitates resolving grievances in a fair and impartial manner involving the respective department (which deals with the substantive function connected with the grievance), maintaining necessary confidentiality as the case may be. Any stakeholder with a genuine grievance may approach GRC by submitting his/her grievance in writing. The function of the cell is to look into the complaints and judge on its merits. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the GRC in person. In case the person is unwilling to appear in person, written grievances can be dropped in the box of the Grievance Cell, provided for the purpose.

OBJECTIVES:

- 1) To ensure a fair, impartial and consistent way of redressal of various grievances encountered by the stakeholders.
- 2) To uphold the dignity of the college by promoting cordial student-student relationship, student-faculty relationship, and relationship among the members of the faculty.
- 3) To develop a prompt and accountable attitude among the stakeholders, thereby maintaining a congenial atmosphere in the college campus.
- 4) To ensure that grievances are resolved in a complete confidential manner.
- 5) To ensure that the views of aggrieved and respondent are respected and that neither party to a grievance is discriminated or victimized.
- 6) To ensure that the stakeholders respect the rights and dignity of one another.

STANDARD OPERATING PROCEDURE (SOP)

It is a right way to air a grievance rather than to keep it bottled up. Protection of human rights is essential for all round development of an individual's personality and to realize the primary needs of the students and staff to secure civil liberties for everyone; keeping these in view, a grievance Redressal cell is constituted. The cell is intended to find solutions for problems like sexual harassment, every kind of physical or mental harassment, complaints regarding class room



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teaching, class room management, incompleteness of syllabus, improper teaching methods, staff grievance etc., as and when they arise. The grievance Redressal cell convenes meetings periodically and takes steps to redress the grievances received.

The Grievances may broadly categorize as under, include the following complaints:

- a. Academic
- b. Non-Academic
- c. Related to performance Assessment
- d. Grievance related to Victimization
- e. Grievance related to Attendance
- f. Grievance related to charging of fees
- g. Grievance related conducting of Examinations
- h. Harassment by colleague students or the members of staff.
- i. Staff complaints regarding various issues related. to Students etc.

There will a Grievance Redressal Cell at the Department/Institution/central level to deal with the various grievances of the students and staff.

a) Procedure for Redressal of Grievances:

An aggrieved student/staff that has the Grievance or Grievances at the Department level shall make an application first to the HOD. The Head of Department after verifying the facts will try to redress the grievance within a reasonable time, If the student/staff is not satisfied with the verdict or solution provided by the HOD, then the same should be placed before the department level committee.

If the student/staff is not satisfied with the decision of department level committee, he/she can submit an appeal to the Institute level grievance committee within a week from the date of the receipt of the reply from the department level committee.

The convener of Institute grievance cell, after verifying the facts and the papers concerned and having discussed within the Convener of the Department committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass an appropriate order in the best possible manner within a reasonable time.

If the student/staff, is not satisfied with the Redressal offered by the Institute level committee and feel that his/her Grievance is not redressed in a proper manner, he/she can submit an appeal to the central grievance redressal cell within a week from



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the date of receipt of decision with the relevant details.

While dealing with the appeal, the central level committee will observe law of natural justice and hear the complainant and other concerned people.

While passing an order on any Grievance at central level the relevant provisions of Acts/Regulations should be kept in mind and no such order should be passed in contradiction of the relevant acts or regulations.

The student has to submit the Grievance or appeal to the institute level committee or central grievance Redressal committee, as the case may be, through the Head of Department and Head of Institution depending on the nature.

b) Follow up and monitoring

Grievance Redressal Cell shall coordinate and monitor to ensure redressal of grievance within the stipulated time. Depending on the seriousness of grievance the Grievance Redressal Cell has to follow up the appeal regularly till the final disposal, through reminders.

c) Scrutiny

Grievance Redressal Committee has to make a thorough review of the redressal process. In case the committee feels satisfied with the solution provided by the respective department/individual, then it will intimate the same to the aggrieved student/staff. Once the aggrieved, intimates acceptance of the solution, then the matter is considered closed.

d) Call for hearing

If the Grievance Redressal Committee is not satisfied with the solution provided by the respective department/individual or upon the aggrieved written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the aggrieved via email. If at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to arrive at a decision, it may request the parties to submit such additional information, as it may find necessary. In such an event, the hearing will remain open until receipt of the requested documents.

e) Investigation

If a solution is not arrived through hearing, then it will take necessary steps to conduct in to an investigation (fair and impartial investigation) of the facts giving rise to the grievance as may determine necessary to reach at a conclusion on the merits of the



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grievance. Grievance Redressal Committee will have the right to interview witnesses, if, it determines necessary and or find it helpful to the investigation including those recommended by a party to the grievance.

f) Final decision

After the hearing or investigation, the Grievance Redressal Committee shall make its best efforts to work out a solution of the issues involved with the parties named in the grievance application pass an order indicating the reasons for such decision/order, as it may it deem fit.

g) Communicating the decision

Upon completion of the proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties through email, which shall be binding on both the parties.

h) Closure of complaint

The complaint shall be considered as disposed of and closed when:

- i. The aggrieved party has indicated his/her acceptance of the solution; or
- ii. In case the aggrieved does not respond within four weeks from the date of receipt of information on the solution

The proceedings concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.

FUNCTIONS:

The grievances will be attended promptly on receipt 'of written grievances from the students/ staff. The cell formally reviews all cases and acts accordingly as per the policy of the management. The cell gives report to the authority on the cases attended to and the number of pending cases, if any, requiring direction and guidance from the higher authorities.

SCOPE OF THE GRIEVANCES:

Grievances may be related to any of the following matters:

a) Academic	b) Non- Academic
(I) Teaching- Learning	(I) Victimization
(II) Assessment	(II) Discrimination / Sexual Harassment
(III) Attendance	(III) Fees
(IV) Conduct of Examinations	(IV) Transport
(V) Library	(V) Facilities



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PROCEDURE FOR LODGING COMPLAINT:

The students/staff may feel free to submit a grievance in writing/or in the format available and drop it in boxes provided for the purpose. The Grievance Cell acts on those cases which are forwarded along with the necessary documents. The Grievance Cell will ensure that the grievance is properly redressed in stipulated time limit.

GRIEVANCE RECEIVING MECHANISMS:

Anyone with a genuine grievance may lodge his / her complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes.

- 1) The aggrieved member can submit grievance in writing clearly mentioning the contact information like Mobile/ Phone Number, Communication address etc. to any member of the Grievance Redressal Committee/ Head of the respective Department / Members of the Management.
- 2) Online at the website <http://www.aietta.ac.in/onlinegrievance/>

GRIEVANCE REDRESSAL MECHANISM

1. After the receipt of the application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting after having a discussion with the members.
 2. The meeting shall be scheduled within ten days of receipt of the application.
 3. All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting.
 4. After fixing of the date of the meeting, EL hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.
 5. In case of a minor student (applicant), the student may be accompanied by his or her natural
 6. legal guardian (either father or mother). No other person shall be allowed to the meeting.
 7. The Committee members are expected to deliberate upon the case, the grievance of the applicant and the rules laid down by the institute. The brief facts, evidences and final recommendations by the Committee members shall be recorded in the format of minutes of the meeting:
 8. The minutes shall be circulated to all the members of the Grievance Committee. for their signatures. The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.
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RESPONSIBILITY FOR REDRESSAL:

1. The final responsibility for grievance Redressal rests with the principal of the college.
2. The college expects that grievance Redressal is time bound and result oriented. Every grievance is expected to be resolved within a reasonable period.
3. The grievance Redressal cell of the college shall monitor status and progress of Redressal of grievance and submits report on grievance Redressal position to the principal.

POWERS:

In case of any grievance the members of the cell are empowered to sort out the problems at their level through discussion with students/staff. In case the members fail to find out solution then the matter is referred to the director for final decision in the matter. Considering the nature and gravity of the grievance, inquiry as may be necessary, is carried by the members of the cell and through personal discussion the matter is resolved. If anybody is found to be guilty for any kind of nuisance/misconduct he or she is given punishment as deemed fit by the director. The nature of punishment can be, informing to the police (if situation demands so) and even expelling from the college as per the rule of the institute.

EXCLUSIONS:

The grievance Redressal cell shall not entertain the following issues:

1. Decisions of the executive council, academic council, board of studies and other administrative or academic committees constituted by the university.
2. Decisions with regard to award of scholarship, fee concessions, medals etc.
3. Decisions made by the university with regard to disciplinary matters and misconduct.
4. Decisions of the university about admissions in any courses offered by the institute.
5. Decisions by competent authority on assessment and examination result.

COMPOSITION:

1. The principal shall determine the composition and tenure of the Grievance Redressal Committee (as two years).
2. The committee shall constitute members from teaching section and nonteaching staff. Care is to be taken to select staff members from different streams.
3. All grievances referred to the Grievance Redressal committee/Principal/Director shall be entered in a register to be maintained for the purpose by the Professor In-charge of Grievance



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4. Redressal cell. The number of grievances, settled or pending to be reported to the Principal once in every month.

Department Level Grievance Redressal Committee:

Convener - Head of the department

Members - Three faculty members from the department. This committee will deal with the Grievances related to Academic and Administrative matters of the Department.

Institute Level Grievance Redressal Committee:


Chairmen - Principal

Convener - Professor In-charge - Discipline

Members - Four senior faculty members from different departments

This committee will deal with all the Grievances directly which are related to the common problems at Institute level both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Department level committee.

Tenure / Duration of the committee: - One year


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