



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

NAAC “B++” Accredited Institute

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

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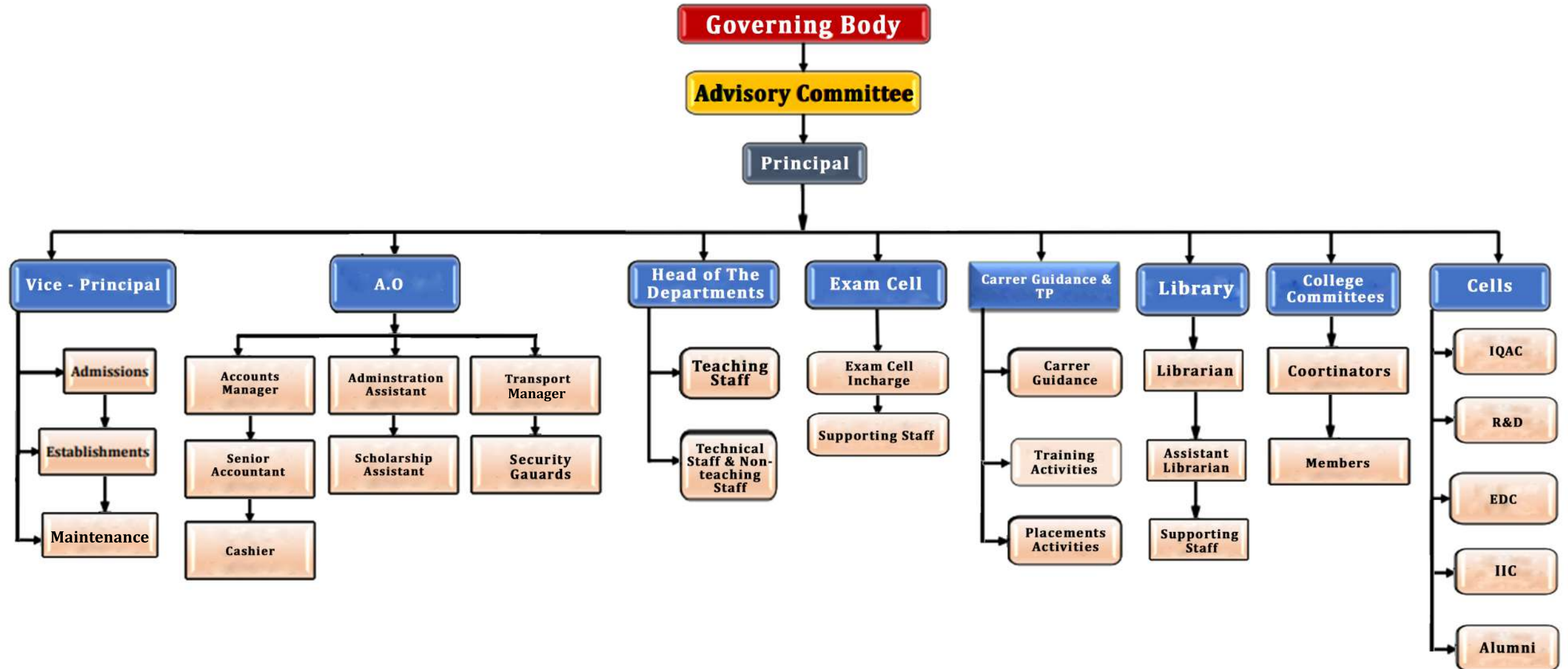
6.2.2

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

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Organization chart





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List of Committees (2021-22)

The following are the committees framed for the academic year 2021-22 to drive the Institute towards the quality enrichment and for the better functioning of various academic and administrative activities at institute level. The coordinators are directed to take the charge with immediate effect and act as per the standard operating procedure of respective committee, the convening order along with the members of the committee.

S. No	Name of the Committee	Members of the Committee	Functions of the Committees
1	Academic planning and Advisory committee	Dr. S.N.V Ganesh, Principal Mr. A. Arjuna Rao, Vice Principal Dr. Gandhi Satyanarayana, HOD- CSE Dr. Avinash Ben, HOD MECH Mr. V. Siva Bhaskar rao, HOD ECE Dr. V. Sai Prasanth, HOD-MBA Mr. J. R. G. Patnaik, HOD BS&H Mrs.P.Srilakshmi, HOD CSD & CSM	<ol style="list-style-type: none">1. Finalization of workload, lab distributions and framing of regular time tables.2. Review of academic activity, attendance, student feedback analysis with class teachers.3. Monitoring the progress of teaching and learning as per the prescribed syllabus.4. Preparation of academic calendar.5. Identifying speakers and organizing guest lectures.6. Identification of course and framing of syllabi for certificate courses for skill development.7. Initiate innovative practices in teaching and learning.
2	Institution Academic Committee		<ol style="list-style-type: none">1. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect.2. Review the academic and other related activities of the college.3. Review the students and faculty development programs.



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		<p>Dr. S.N.V Ganesh, Principal Mr. A. Arjuna Rao ,Vice Principal Dr. Gandhi Satyanarayana, HOD CSE Dr. B. Avinash Ben, Professor,MECH Mr. V.Siva Bhaskar rao, HOD ECE Dr. V. Sai Prasanth, HOD-MBA Mr. J. R. G. Patnaik, HOD BS&H Mrs.P.Srilakshmi, HOD CSD & CSM</p>	<ol style="list-style-type: none">4. Visualize and formulate perspective plans for the development and growth of the college.5. Prepare and review Academics Calendar and Class Routine for the college.6. Review and update the College Prospectus.7. Draft Concise Leave Rule for the teaching and non-teaching staff of the College.8. Decide the introduction of Students Uniform in the College.9. Promote research and extension activities in the college campus.10. Plan for sustaining the quality of education, quality improvement and accreditation of the college.11. Keep vigilance on the attendance of teachers and regularity in taking the classes.12. Review student's attendance/ malpractices in examinations.13. Oversee the internal Examinations/Evaluation/ recording.14. Take disciplinary action to the students for violation and disobedience to the college rules.
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3	Admissions Committee	Dr A. Chandra Sekhar, Director Mr. P. Satyanarayana, Coordinator ,CSE Mr. Sk.Sharief,MECH Mr. A.M. Venkata Praveen, MECH Mr. G. Ramu, MECH Mr.S.Suman Datta, MBA Mrs.K.Syamala,ECE	<ol style="list-style-type: none">1. In consultation with Director prepare attractive brochures, prospectus and hand-outs for wider publicity.2. To collect proposals / materials from the Departments, Committees and lecturers to draft Annual plan of activities for the year for publication in the Prospectus.3. To prepare plan for addressing 12th standard, diploma students as a career counseling activity.4. To place advertise mention newspapers regarding admissions as and when permitted by the respective Conveners of admissions.5. To assist the students and to interact with the parents during admissions.6. To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.7. To issue notifications for Spot admission & Category-B (MQ) admissions with the guidelines issued by State Government.8. To submit the admissions list to the authorities and seeks for their approval.9. To issue Notifications for Spot Admissions under A Category and for Admissions under B Category as per the guidelines issued by State Government
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			and concerned Competent authority. 10. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.
4	Examinations and Evaluation Committee	Dr. S. N. V. Ganesh, Principal Mr. S. Kesava Rao, CSE Mr. K. Avinash Kumar, ECE Mr.A.C.Ramanjaneyulu, MECH Mr G. Ramu, MECH Mr. D. Dhana Prasad, EEE Mr R. Venkatesh, CIVIL	1. Exam coordinator takes the responsibility of submitting the student applications for the exam based on the eligibility list, preparing arrears list, distributing hall tickets and marks sheet. He / She works with exam cell of the institute to complete the examination process smoothly. 2. Conducts the Internal tests and end semester examinations. 3. To prepare the time table in accordance with the academic calendar for all the departments. 4. Maintains the Department Class Timetable in common template. 5. Prepares the timetable plan ahead of every semester in consultation with the departments. 6. Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.
5	Grievance Redressal committee	Dr. A. Chandra Sekhar, Director, Mr. A. Arjuna Rao, HOD EEE Dr.B.Avinash Ben , HOD MECH Mrs.A.Swathi, CSE Mrs.K.Shyamala, ECE Dr.K.Sandhya Rani , BS&H Mr.M Santhosh Kumar,AO	1. Grievances Redressal Committee receives and redresses grievances reported for the following issues. 2. Academic issues-pertaining to teaching learning activities. 3. Student's teacher, student-student, parent relationship pertaining to harassment etc.



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		<p>Students Members: Palla Pavani, Student-CSE M. Devika Bhavani, Student-EEE Kona Ramya, Student-ECE Bhogi Surya, Student- MECH B.Ramya Sri, Student -CIVIL</p>	<ol style="list-style-type: none"> 4. Internal evaluation and internal assessment marking. 5. Complaint related to library and IT services. 6. Grievances related to food, water, electricity, etc. 7. Grievance related to transport facilities. 8. Grievances related to sports, cultural and selection process etc. 9. Grievances related to women’s issues and harassment. 10. Grievance related to ragging. 11. Grievances related to delay in issuance of records and documents.
6	Scholarships/ Student welfare Committee	<p>Mr. A. Arjuna rao, HOD EEE Mr. G. V. Phanindra, EEE Mr. K. Mohan Pradeep , MECH Mr. B. Sudha, ECE Mr. M. Jayaram, CSE Mr. K. Dhanujaya, BS&H Mrs. Dimple Mutyala, MBA</p> <p>Students: P. Sai Chandu(19Q75A0117) K.Balaji (20Q71A0354) E. Pavan Kumar(18Q71A0318) M. Dheeraj(19Q75A0410) S. Gayathri(18Q71A0591)</p>	<ol style="list-style-type: none"> 1. To coordinate with Office for ID cards, Bus Pass, Admission numbers of First Year students. 2. To ensure that the First -Year students enroll in Co-curricular activities. 3. Address the issues reported by the students. 4. Conduct orientation programme for novicestudents. 5. Handle drop out related issues. 6. Provide an environment for emotional, spiritual and social growth.
7	Anti Ragging Committee		<ol style="list-style-type: none"> 1. Inculcating Culture of Ragging Free Environment in the Campus. 2. Engage in the works of checking places like Buses, Canteens, Classrooms and



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		<p>Dr S.N.V. Ganesh, Principal Mr. A Arjuna Rao, HOD EEE Dr Gandhi Satyanarayana, HOD CSE Dr.B.Avinash Ben, HOD, MECH Mr. V S Bhaskara Rao, HOD, ECE Dr. V.Sai Prasanth HOD, MBA Mr J R G Patnaik, HOD, BS&H Mr M. Santhosh Kumar, AO Mrs. K. Swathi, PD Mrs. M. Indira, Member Mr S.K. Sharief, Member</p> <p>Student Members: B. Manoj Kumar , Student- MECH M Hemalatha , Student-CSE P Suresh, Student- EEE K. Bharagavi, Student-ECE</p>	<p>other places of student congregation.</p> <ol style="list-style-type: none"> Involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting array of activities. Conduct awareness programs from time-to-time in the campus. To educate the students at large through various means about the menace of ragging and related punishments there to. A gamut of positive reinforcement activities are adopted by Anti- Ragging Committee for orienting students and molding their personality for a better cause.
8	Anti-Ragging Squad	<p>Dr S.N.V. Ganesh, Principal Mr. A. Arjuna Rao, Vice Principal Mr. D. Koteswara Rao, P.D Mr. Venkata Naidu Bankuru , MECH Mr. K. Suribabu , ECE Mr. H. Devaraju , CSE Mr. B. Praveena Kumar , BS&H Mrs. S.P. Santhoshi , MBA K.Nagabhushan Rao (Parent) P.Srinivas Rao (Parent)</p>	<ol style="list-style-type: none"> They will form duty chart & carry out regular checks for any Ragging activity in their areas. They will carry out surprise checks in probable areas of ragging. In case of any incidence of ragging is noticed on the spot, assessment of the incident is to be made and necessary action to be taken and inform the control cell immediately in given proforma. Ensure anti ragging instructions are displayed at prominent places in their areas of control. Each squad in-charge makes a detailed duty plan of his squad and forwards a copy of the same to the control room.



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			<p>6. Every squad in-charge briefs all members of his squad about their duties / action to be taken against ragging.</p>
9	Women Empowerment Committee	<p>Mrs. M. Indira, Coordinator Mrs. A. Swathi, CSE Mrs. T. Prasanthi, CIVIL Mrs. O. Gowri, EEE Mrs. S. Santhoshi Bhavani, ECE Dr.K.Sandhya Rani,CSE</p>	<ol style="list-style-type: none">1. Identification of strong leaders, change-makers among women and girls and building their capabilities.2. To promote a culture of respect and equality towards for female gender.3. To organize awareness programs on gender equity.4. The provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right.5. To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women.6. Arranging seminars to create awareness on the economic, social, political, and legal rights of women.7. Organizing different activities to make women aware of their health, fitness, self-defense etc.8. Conducting various Competitions to encourage their artistic talents and creative thinking.9. To highlight the importance of spirituality, health, hygiene and safety.10.Celebration of International Women's day on March 8th every year.



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			<p>12. To inculcate an entrepreneurial culture among young girls, at the earliest so that they can be “job providers” rather than “job seekers”.</p>
10	Sports / Games committee	<p>Mr. A . Arjuna Rao, Vice Principal Mrs. M. Sumathi, CIVIL Mr. D.Dhana Prasad, EEE Mrs. Deepthi Kaza , MECH Mr. G Ramu , MECH Mr. K Avinash Kumar,ECE Mr. Surendra Kumar Choudary, CSE Mr. G. Chinna Rao,BS&H Mrs. P. Monika, CSE Mr. Tammana Srinivas, MBA</p> <p>Students: N S Sandhya Rani(19Q71A05C2) Nagendra (19Q71A0210) D Arun Kumar(20Q75A0312) Jagani Siddhu (19Q71A0437) Jagupilla Rakesh(19Q71A0438)</p>	<ol style="list-style-type: none">1. Coordination with the Student Sports Secretary.2. Keeping stock of previous and current years’ sports goods. Place order for sports goods on basis of quotations procured. Arranging the venues for sports events.3. Drawing plans for various sports. Consultation with the Principal.4. Obtaining permission to hold sports events in the college campus. To conduct intra-oriented- college sports events.5. To obtain sanction for Entry / Registration Fees to participate in various sports events. To maintain attendance of students who participate in sports events.6. Sorting out any sports related issues (team selections, objections, quarrels etc)7. Maintaining reports of sports events participated outdoor or



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			<p>in the University. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.</p> <ol style="list-style-type: none">8. Taking follow up action on Annual sports contribution of the institute.9. To organize intra-class & inter-class sports and games competitions at the college level to identify talents in various sports and games both indoor and outdoor to build a strong college level teams to participate at the State Level and National Level competitions.10. To encourage the students to actively participate in various sports and games competitions conducted by other colleges.11. To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations.
11	OBC Committee	Mr. G Ramu, Coordinator R. Venkatesh, CIVIL S.Jhansi Rani, EEE, A.Vasudeva Rao, CSE	<ol style="list-style-type: none">1. To circulate State Government and UGC's decisions about different scholarship programs.2. To communicate with the students and motivate them for better future planning.3. To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.



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12	Prevention of Sexual harassment Committee	<p>Dr. S.N.V.Ganesh, Principal Mr A. Arjuna Rao, HOD, EEE Ms. M. Lakshmi Sramika, HOD,MECH Mrs.K. Shyamala, ECE Dr. R. Swapna, B&SH</p> <p>Student Members: B.Sanghavi, Student CSE Sharon Dena Raji, Student BS&H B. Neelima, Student EEE E. Swetha, Student ECE</p>	<ol style="list-style-type: none">1. To make them strong and to stand up for themselves, not being afraid of the consequences.2. Every complaint has the right to be notified in writing of the outcome of the complaint. Inappropriate and uncalled for comments about one's body or dress.
13	Internal Complaints Committee	<p>Dr A. Chandra Sekhar ,Director Mr. K. T. Daniel Mohan, CSE Mr. D. Koteswara Rao, P.D Mrs. Dimple Mutyala, MBA Mrs. U. Venkata Lakshmi, EEE Mrs. S Santoshi Bhavani, ECE</p>	<ol style="list-style-type: none">1. Discuss any staff grievances which are submitted.2. Resolve the grievances and report to the concerned Authorities.3. Submit feedback to Principal
14	Students Affairs and Welfare Committee	<p>Mr. A. Arjuna rao, Vice Principal Mr. G. V. Phanindra, EEE Mr. K. Mohan Pradeep , MECH Mr. B. Sudha, ECE Mr. M. Jayaram, CSE Mr. K. Dhanujaya, BS&H Mrs.K.Ramya Krishna, MBA</p> <p>Students: P. Sai Chandu(19Q75A0117) P. Sai Priya (18Q71A0216) A.Tarun(20Q71A0302) M. Dheeraj(19Q75A0410) A.Kalyanbabu(21Q75A0301)</p>	<ol style="list-style-type: none">1. To coordinate with Office for ID cards, Bus Pass, Admission numbers of First Year students.2. To ensure that the First -Year students enroll in Co-curricular activities.3. Address the issues reported by the students.4. Conduct orientation programme for novicestudents.5. Handle drop out related issues.6. Provide an environment for Emotional, spiritual and social growth.



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15	Students Counseling and Mentoring Committee	Mr. J. R. G. Patnaik, Coordinator, HOD, BS&H Mr. G. Chinna Rao, BS&H Mrs. T. Satya Supriya, BS&H Mrs. D. Lakshmi Pavani, BS&H	<ol style="list-style-type: none">1. The mentor should develop a strong connection between the students and the faculty.2. The mentor should gain full confidence of students through his or her cooperative & kind behavior so that students can freely discuss their problems & difficulties.3. The mentor should call respective parents for verification of address, phone no. and e-mail etc.4. The mentor should take help of parents in analyzing the student's academic history & understanding about self-evaluation.5. During student's meeting, try to figure-out any of following problems / difficulties with the students.6. The mentor is expected to inform the subject teacher regarding the treatment of the student.
16	Central Purchase Committee	Mr. G. Chinna Rao, Coordinator Mr B. Gangadhar, BS&H Mr S. Veera Brahmam, BS&H Mr T. Srinivas, MBA Mrs.K.Swetha, MBA	<ol style="list-style-type: none">1. The HoDs of departments concerned / Lab In-charge / Lab Technicians should make arrangements for getting the quotations based on the intended specifications.2. Comparative chart is prepared with the help of indenter.3. Based on the recommendations of the department, usually by the respective HoD, purchase committee will deliberate on the quotations, specifications and negotiate.4. Recommend the suitable vendor for the procurement.



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			<ol style="list-style-type: none">5. The committee meets as and when needed.6. To maintain constant communication with the market condition and explore possibilities of identifying new sources of supply at competitive rates.7. To ensure equitable treatment of suppliers and promotion of competition in procurement.
17	Finance Committee	Dr. A. Chandra Sekhar, Director Mr. I. Shravan Kumar Mr. A.Arjun Rao, HOD EEE Mr.G.Satyanarayana, Accountant	<ol style="list-style-type: none">1. To monitor and manage the budget estimates relating to the income from fees, etc.2. To manage the annual budgets and utilization reports submitted by the individual departments Audited.
18	NSS Committee	Dr S.N.V.Ganesh, Principal Mr. A.Arjun Rao, HOD EEE Dr Gandhi Satyanarayana, HOD CSE Ms M. Lakshmi Sramika, HOD, MECH Mr V. BhaskaraRao, HOD, ECE Dr. V. Sai Prasanth, HOD, MBA Mr J.R.G. Patnaik, HOD, BS&H Mr M. Santhosh Kumar, AO Mrs. K. Swathi, PD Mrs M. Indira, Member Mr S.K. Sharief, Member Students: N S Sandhya Rani(19Q71A05C2)S RMohan Kireeti(19Q71A0212) E Ravi Kumar(20Q75A0316) J Siddhu(19Q71A0437) P Dinesh Kumar(20Q71A4232)	<ol style="list-style-type: none">1. Enrolment of cadets in NSS (Boys & Girls) from the students2. Planning & Conducting regular activities and camps from time to time.3. Creating awareness on social responsibility among students.4. Maintenance of accounts and submission of accounts to university for the assistance received for NSS activities.5. Programme officers of the units to take complete responsibility of the day to day activities.



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19	Academic Audit Committee	Dr. A. Chandra Sekhar, Director Mr. P. Anil Kumar, MECH Mr. B.Anand Swaroop, EEE Mr. K. Suribabu, ECE Mr. Y Ramesh Kumar, CSE Mrs. M. Indira, BS&H Mrs. M. Anusha Kumari, MBA	<ol style="list-style-type: none">1. Review academic and administrative activities of the Institute on a periodic basis.2. Ensure that the Academic calendar provided by the Institute is implemented without any variation.3. Verify that the timetables prepared by the individual departments are followed as per the schedule.4. Review the student and faculty development programs.5.To check whether the records and files being maintained by all the departments across the Institute are as per the IQAC criteria or not.



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20	Extra-curricular Activities Committee	Mr. A. Arjuna Rao, HOD EEE Dr.G.Satyanarayana, HOD CSE Dr. E. Ranjit Kumar, BS&H Mrs. N.Sakitha Sri, CSE Mr. P. Satyanarayana,CSE. Mr K.Avinash Kumar, ECE. S.Santhoshi Bhavani,ECE. Ch.Roopa Devi,CSE Mrs Parimala Kotla Radhika, MECH. B.Anand Swaroop, EEE G.Giridhar Reddy, EEE G.Prashanth, EEE G.Dharmaraju, CSD A.Vasudevarao, CSM,	<ol style="list-style-type: none">1. To suggest and organize various cultural activities to be organized in an academic year2. Plan and organize various activities on behalf ofNSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc.,3. To prepare a sports calendar andan action plan to implement the same.4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.6. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games.8. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.
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21	Transport Committee	<p>Mr. V. Siva Bhaskar Rao, HOD-ECE Mr. T. Jagannadham, BS&H Mrs. R. V. Lakshmi, MBA Mr. H. Devaraju, CSE Mr. B. Sudha, ECE Mr. T. Mahendra Rao, MECH</p> <p>Students: T. S. Sailesh Kumar(19Q71A05H0) K. Dinesh Kumar(19Q75A0350) K. SnehaPriya (19Q75A0502) B. RamyaSree (18Q71A0404) T. Rohith Kiran (20Q71A4438)</p>	<ol style="list-style-type: none">1. Arrangement of buses for the day scholars, faculty and staff from different areas of Visakhapatnam, Vizianagaram, Srikakulam and notification of bus starting and departure times (to & fro) for the information of students, faculty and staff at the beginning of the semester, during examination and vacation.2. Repair and maintenance of buses (not under lease) from time to time3. Preparation of budget estimation for transport.4. Verification of Driving licenses of drivers and fitness Certificates of buses5. Proposals for the Purchase of new buses as per the students' registration.6. Preparation and Renewal of private bus contract as per the need.
22	Library Committee	<p>Ms. M.Lakshmi Sramika, Coordinator Mr. T. Jagannadhram, BS&H Mr. G. Ramu, MECH Mr. S.Suman Datta, MBA Mrs. Mishra Sangita, CSD & CSM</p> <p>Students: K. Shyam Kumar(18Q71A0108) A. S A S Pavan Kumar(18Q71A0201) K. Upendra (19Q75A0332) V. Mounika (18Q71A0439) P.Shyam Venkat (20Q71A05F5)</p>	<ol style="list-style-type: none">1. Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces2. To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.3. To look after general



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			<p>maintenance of the library in terms of reading material and infrastructure.</p> <p>4. To effectively involve in fostering the reading habit of staff and students.</p>
23	Website Committee	<p>Mr. G. Dharmaraju, Coordinator Mr. S. K. Choudary, CSE Mrs. T. Satya Supriya , BS&H Mrs. R Vasantha Lakshmi, MBA Mr. P. Suresh Kumar , MECH Mr. V.Sudhakar , EEE Mr. R.Shiva , ECE M. Sumathi , CIVIL</p> <p>Students: C Krishnakumari(19Q71A0538) P Tharun Kumar(19Q71A0482) S Bhargavi(20Q75A0237) B Hema (20Q75A0370) S Sravani(20Q75A0504)</p>	<p>1. To update information in all its forms in AIET.</p> <p>2. To display banners and posters about various events at department level as well as college level.</p> <p>3. To provide required guidance for the needy students.</p> <p>4. To provide latest news and updates.</p> <p>5. To provide Examination related matters.</p> <p>6. Awareness creation & spreading examination information like results, notifications and updates regularly to the students.</p> <p>7. Provide latest news and updates regularly to the society as well as needy people.</p> <p>8. Regular monitoring all through the academic year.</p> <p>9. Ease of accessibility.</p>
24	SC / ST Committee	<p>Mr. A. Arjuna Rao, Coordinator Mr. G.V.Phanindra, EEE Mr. K.Mohan Pradeep ,MECH Mr. B.Sudha, ECE Mr. M Jayaram, CSE Mr. K.Dhanujaya, Member Mrs. Dimple Mutyala, MBA</p> <p>Students: Mylman Chandu (202010221646) Arasadapadalu (781047212739) K Ramesh (259815191604) V Narasimha Rao (540196046593) G Nookaraju (245868617083)</p>	<p>1. Educating the students about the schemes introduced by Central Govt. & State Govt.</p> <p>2. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required.</p> <p>3. Coordinating & resolving the problem of SC/ST students.</p> <p>4. Facilitating the financial scholarship of SC/ST students.</p> <p>5. Educating the students about schemes introduced by Central Govt. & State Govt.</p>



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			6. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required.
25	Minority Committee	Mr. Sk. Sharief ,Coordinator Mr. K. T. Daniel Mohan, CSE Mr.T. Vinay , ECE	<ol style="list-style-type: none"> 1. Plans to implement, coordinate and control all schemes related disadvantaged groups. 2. Conducts coaching classes for competitive exams and prepares students for professional examinations. 3. Ensures the safe and secure environment for minorities 4. Provides counseling for any emotional emergencies arising on account of any events in the institute. 5. Provides a mechanism to redress the grievances of minorities.
26	Internal Quality Assurance Cell (IQAC)	<p>Dr S.N.V Ganesh, Principal Mr. I. Sraavan Kumar, Member of GB Dr A.Chandra Sekhar, Director Dr G.Satyanarayana, IQAC Coordinator Mr.A.ArjunaRao, Vice Principal Mr.V.Siva Bhaskara Rao,HOD ECE Ms. M.Lakshmi Sramika, HOD MECH Mr.J.R.G.Patnaik, HOD BS&H Dr V Sai Prasanth, HOD MBA Mrs.K.Syamala, ECE Dr . R .Swapna, BS&H Dr.G.ChinnaRao, BS&H Mr.B.Ananda Swaroop, EEE Mr.A.VasudevaRao, CSE Mr.SK.H.Sharief, MECH Mrs K. Praveena, Exam Cell InCharge</p>	<ol style="list-style-type: none"> 1. Development and application of quality benchmarks. 2. Parameters for various academic and administrative activities of the institution. 3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. 4. Collection and analysis of feedback from all stakeholders on quality related institutional processes. 5. Dissemination of information on various quality parameters to all stakeholders. 6. Organization of inter and intra institutional workshops, seminars on quality related



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		<p>Mr.M.RupuSundaraRao, Placement Officer</p> <p>M.S.Santosh Kumar, Administrative Officer</p> <p>Mr R. L. Narayana WNS Central Head, Industry Member</p> <p>Mr.R.Appala Narsayya, SarpanchLocal Society</p> <p>Mr.V.Vidya sagar, SBI Alumni, Deputy Manager</p> <p>L.Gayathri(TCS,digital, Hyderabad Student ,CSE</p>	<p>themes and promotion of quality circles.</p> <p>7. Documentation of the various programs/activities leading to quality improvement.</p> <p>8. Periodical conduct of Academic and Administrative Audit and its follow-up.</p> <p>9. Acting as a nodal unit of the institution for augmenting quality-related activities.</p> <p>10.Preparing a focused Annual Quality Assurance Reports (AQARs).</p>
27	Carrier Guidance & Training and placement Cell	<p>Mr. M. Rupu Sundar, TPO</p> <p>Mr. R.Rohith, CIVIL Dept Coordinator</p> <p>Mr. G. Prasanth, EEE Dept Coordinator</p> <p>P Anil Kumar, MECH Dept Coordinator</p> <p>G. V. Santhosh, ECE Dept Coordinator</p> <p>Mr.S. Kesava Rao, CSE Dept Coordinator</p> <p>Mr T. Srinivas MBA Dept Coordinator</p>	<p>1. To coordinate organizing of various processes like written test, group discussion, technical interviews, H.R. Interviews when the companies come to the campus for placement.</p> <p>2. To organize activities aimed at improving Institute- Industry Interaction.</p> <p>3. To coordinate the soft skills training programmes of the respective departments.</p> <p>4. To build and nurture relationship with alumni.</p>
28	Research and Development Cell (R&D)	<p>Dr. B. Avinash Ben,Coordinator</p> <p>Mr. B. Anand Swaroop, EEE</p> <p>Dr. Raja Santosh, MECH</p> <p>Dr. R. Swapna, BS&H</p> <p>Mrs. K. Syamala, ECE</p> <p>Dr. A. Balakrishna,CSE</p> <p>Dr. E. Ranjit Kumar, BS&H</p> <p>Students:</p> <p>S Navyasri(19Q71A05F6)</p> <p>K S Durga(19Q75A0406)</p> <p>K Suresh(19Q75A0375)</p> <p>A Victor Harsha(18Q71A0504)</p> <p>M Dharma Rao(18Q71A0422)</p>	<p>1. To suggest measures for improvement of research and development activities in the organization.</p> <p>2. To provide expert advice and guidance in motivating faculty members towards engaging in research activities.</p> <p>3. To help in outlining methods for improving the quality of research and promote inter disciplinary research and developmental activities.</p>



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29	Entrepreneurship Development Cell and Industry Institute Interaction	Dr. V. Sai Prasanth, HOD-MBA Dr. A.M.Venkata Praveen, MECH. S.Jhansi Rani , EEE K.Swetha , ECE Mrs.Ch Sravanthi , CSE Dr.K.Sandhya Rani , BS&H K.Swetha , MBA	<ol style="list-style-type: none">1. To create awareness among the students of the Institution regarding entrepreneurship as a career option.2. Arrange guest lectures by inviting engineers and top executives from industry to visit the institution to deliver lectures and to impart industrial exposure to the students.3. Providing opportunities to the degree level engineering institutions to improve their knowledge upgrade their skills and enhance their qualifications.
30	Alumni Cell	Mr. K. Suri Babu, ECE Mr. A. Arjuna Rao, Vice Principal Mr M. S. Santhosh Kumar, A.O Mr. B. Anand Swaroop , EEE Mr. G.Ramu, MECH Students: C Sudheer(15Q71A0103) R Vijay Kumar(15Q71A0222) G Srihari(15Q71A0337) L Bharadwaj(15Q71A0450) V Sai Devavrath(15Q71A05D8)	<ol style="list-style-type: none">1. To maintain an up-to-date and detailed database of the alumni.2. To highlight the success of alumni to improve the credibility and reputation of the institute.3. Plan and promote a platform for interaction between all stakeholders of AIET.4. Maintain healthy relationship with the alumni body.5. Assist management in creating an environment in the college which enables the students to have lasting memories.



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31	Exam Cell	Mr .A.C. Ramanjaneyulu, MECH Mr K.Avinash Kumar, ECE	<ol style="list-style-type: none">1. Examination Cell serves all Examination notices received from University to all concerned.2. Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities of payments of fine etc.3. Examination Cell takes all
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			<p>precautions while preparing Examination Time table, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc.</p> <ol style="list-style-type: none">4. Examination Cell mobilizes the proper staff during the Examination time, and assigning them duty as per the duty chart already prepared.5. Examination cell takes necessary steps for distribution of Answer sheets to the concerned teachers after completion of the exam and receiving the answer sheets, award list, and preparing in the desired format to send them to University.6. Examination Cell staff collects Marks Memos of various examinations from the University and they distribute them to the corresponding students.7. Examination cell analyzes all examination results and in consultation with the Principal, prepares the report thereof for submission to appropriate authorities for follow up action.8. Examination Cell keeps all records pertaining to examinations.9. Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.10. Examination Cell plays an important role to verify the passed out student details
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			required by various companies and educational institutions.
32	Institution's Innovation Council (IIC)	Dr B.Avinash Ben, Coordinator Dr A. BalaKrishna, CSE Dr.A.M.V.Praveen,MECH Mr K. Avinash Kumar, ECE Mr B. Anand Swaroop, EEE Mr K. Mehar Prasad, CSE	<ol style="list-style-type: none">1. Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus2. To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion.3. Identify and reward innovations and share success stories.4. Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.5. Network with peers and national entrepreneurship development organizations.6. Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.7. Organize Hackathons, idea competition, mini-challenges etc with the involvement of industries.

Principal

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



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CHAPTER-1

SERVICE RULES

1.1 SCOPE & DEFINITION

1.1.1 These Rules shall be known as 'AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY SERVICE RULES' and shall herein after be referenced to as SERVICE RULES'.

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

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

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

1.2 INTERPRETATION:

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

1.3 MODIFICATION

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

1.4 WORKING HOURS

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

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

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



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1.5 ATTENDANCE

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

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

1.6 HOLIDAYS

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

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

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

1.7 LEAVE RULES

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

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

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

1.7.4 The Principal has the discretion to refuse the leave, ask the employees to postpone or curtail the leave due to exigencies of work. The Principal has the right to revoke the leave or recall an employee to the place of work during his leave period, due to exigencies of work.

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

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

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



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

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

1.7.10 An employee shall not leave the headquarters without the prior permission of the Principal

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

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

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

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

1.8 APPOINTMENTS

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

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

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

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

1.8.5 All Appointments in the Institution are on permanent basis.

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



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

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

1.9 SALARY & WAGES

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

1.10 TRAVELLING ALLOWANCES

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

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

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

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

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

Daily Allowances Hotel Accommodation Charges:

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



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

1.11 PROVIDENT FUND

1.11.1

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

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

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

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

1.11.3 Nomination facility available as per Employees PF Act.

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

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

1.12 TERMINATION / RESIGNATION FROM SERVICES

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

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



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

OR

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

1.12.3 Special Circumstances:

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

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

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

1.13 CONDUCT, DISCIPLINE AND APPEAL RULES

1.13.1 Every Employee of the Institution shall at all time:

Maintain absolute integrity.

Maintain devotion to duty.

Must be properly dressed.

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

1.13.2 An Employee shall be deemed to be a whole time employee of the Institution and shall not, except with the previous sanction of the Principal, on such terms and conditions as may be



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prescribed by the Institution, engage directly or indirectly in any trade, business, or undertake any part time employment or private tuitions.

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

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

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

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

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

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

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

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

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

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

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



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1.14 EMOLUMENTS AND BENEFITS TO EMPLOYEE

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

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

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

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

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

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

1.15 RETIREMENT

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

1.15.2 The Principal shall have the power to re-employ after retirement in special cases teaching staff for a period not exceeding 5 years subject to the following conditions: Service during the period of re-employment shall not Count for the purpose of Provident Fund. The employee is eligible for the pay and other allowances as fixed by the Principal.

1.16 PROMOTIONAL POLICY

Faculty members pursuing Ph.D. from a recognized university are given less workload and OD for completion of their work.

After completion of Ph.D. the faculties have been given salary enhancement.





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CHAPTER 2

FACULTY CENTRIC POLICY

2.1 Research Incentive Policy:

The primary objective of the proposed incentive scheme is to motivate the faculty members of Avanathi Institute of Engineering and Technology is to undertake quality research, consultancy and other research related activities.

2.2 Incentives for Publications in Journals and Conferences:

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

Incentive of Rs 10000 for paper published in journals indexed by SCI/SCIE for Engineering stream.

Incentive of Rs 6000 for paper published in journals indexed by SCI/SCIE for BS&H stream.

Incentive of Rs 5000 for paper published in journals indexed by Scopus.

Incentive of Rs 3000 for papers published in reputed international conferences (Scopus indexed)

Incentive of Rs 1000 for papers published in UGC approved journals not indexed by Scopus and Web of Science.

2.3 Incentives for patents:

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

Incentives for each published patent shall be Rs. 1500/- .

Incentives for each published patent (Grant) shall be Rs.10000/-.

2.4 Incentives for Publication of Books:

Incentive for Books published by renowned International publishers with ISBN shall be Rs 3000/-

Incentive for Books published by renowned National publishers shall be Rs 2000/-

Incentives for contribution of chapter's renowned international and national publishers shall be Rs 1500/-



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Faculty attending FDP/Workshops/Conferences are provided Rs500/- (or) half the amount of registration whichever is less.

Faculty attending Online Courses (Pre approved by Principal) are provided Rs500/- (or) half the amount of registration whichever is less.

2.5 Incentives for Research grants and undertaking consultancy projects

The incentive will be 3% of the total research grant received from the funding agency.

The faculty members involved in the consultancy project will take 10% of the total value of the consultancy amount received.




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1. ERP DOCUMENT

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

● **Developer Login**

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

➤ **File Uploading:**

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

➤ **Student wise result:**

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

➤ **Department wise result:**

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

➤ **Overall Result:**

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

➤ **Edit details:**

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

➤ **User Creation:**

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

● **Administrator Login:**

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



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➤ **Change Password:**

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

● **Student Login**

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

1.1 Administration

Enterprise Resource planning (ERP) of Avanthi institute of Engineering and Technology for administration involves the SOUL 2.0 software for Library, Biometric finger print attendance system for acquisition of staff attendance, Janmabhoomi Facial Recognition system for acquiring the attendance of faculty as well as students, Grievance Reporting portal for students to address their issue online, Surveillance system to provide safety and security in and around the campus.

➤ **Biometric Finger print attendance System:**

Avanthi Institute of Engineering and Technology believes that Biometric finger print attendance system as most reliable as it acquires data with high accuracy, eliminates time theft, prevents buddy punching, Boosts employee morale, increases accountability, Simplifies payroll.

➤ **JB-FRS (Jnanabhoomi attendance system):**

Avanthi Institute of Engineering and Technology on the suggestion from government of Andhra Pradesh implements the use of Facial Recognition System app Jnanabhoomi for recording the attendance of faculty through smart phone. Faculty can easily record the attendance of the students with their authentication. This is a free application developed by RNIT in coordination with the government of Andhra Pradesh.

➤ **SOUL 2.0 Software:**

SOUL 2.0 developed by INFLIBNET is a UNICODE - based multilingual support for Indian and foreign languages. It supports cataloging of electronic resources such as e-journals, e-books, virtually any type of materials. It provides default templates for data entry of different type of documents. This software can be bought by paying one time.

➤ **Grievance Reporting Portal:**

Avanthi Institute of Engineering and Technology hold a portal linked to its webpage



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facilitating the students to report their issues .

➤ **Surveillance:**

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

1.2 Finance and Accounts

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

➤ **My Class Board:**

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

➤ **FOCUS:**

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

1.3 Student Admission and Support

Enterprise Resource Planning (ERP) of Avanathi Institute of Engineering and Technology for student admission and support includes the use of Online fee payment portal for students, Admission Enquiry forms available online and feedback forms to support the students in their academics and activities needed.

➤ **Online fee payment portal:**

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

➤ **Online Admission forms:**

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



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➤ Feed back:

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

1.4 Examinations

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




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Circular No: AIET/01/2021-22

Date: 02/06/2021

CIRCULAR

All the HoDs are requested to inform students and staff regarding the functioning of Grievance and Redressal Committee, Anti-Ragging Committee and Sexual Harassment Eradication Cell. This is to bring to the notice of every student and staff member that complaints can be posted to the below mentioned mail ID's.

Grievance and Redressal Committee: grievances_q7@aietta.ac.in
Anti-Ragging Committee: antiraggingcommittee_q7@aietta.ac.in
Sexual Harassment Eradication Committee: shcommittee_q7@aietta.ac.in


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Copy to:

1. All The ARC/GRC/SHC Members and File
2. Director -HR
3. All HODs
4. Administrative Office and Master File.



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ANTI RAGGING POLICY

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

Objective:-

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

Definitions:-

- (a) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (b) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.
- (c) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

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

Ragging constitutes one or more of the following acts:



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1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof if in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generation a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
8. Any act of abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participation in the discomfiture to fresher or any other student.
9. Any act that effects the mental health and self confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

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

Roles and Responsibilities of Anti-Ragging Committee

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging.
- To publicize to all students about prevalent directives and the actions that can be taken against those indulging in ragging.



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- To consider the complaints received from the students and conduct enquiry and submit the report to the Anti-Ragging Committee along with punishment recommended for the offenders.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- To conduct workshops against ragging menace and orient the students.
- To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls.
- To offer services of counselling and create awareness to the students.
- To take all necessary measures for prevention of Ragging inside the campus.

Anti Ragging Measures to Prevent ragging:-

- It is clearly mentioned that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished
- Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.
- Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students particularly fresher's, to reach out for help from teachers, parents and Institution authorities.

Mechanism:-

Anti-ragging Committee:

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



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- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

Anti-Ragging Squad:

- a) Every Institution/University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.
- b) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- c) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

Punishments In The Event of Ragging:-

- (i) Cancellation of admission.
- (ii) Suspension from attending classes.
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits.
- (iv) Debarring from appearing in any test/examination or other evaluation process
- (v) Withholding results.



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- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

ANTI - RAGGING COMMITTEE

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



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చివరి నా బిస్మిల్లహ్ సందేశం - రిజల్ట్ విజ్ఞాపన

విద్యార్థులు ఉన్నత విద్య కోసం అసాధారణ కష్టాలు ఎదుర్కొంటుంటారు. మరల విద్య కోసం అసాధారణ కష్టాలు ఎదుర్కొంటుంటారు. అందుకు విద్యార్థులు యజ్జూరి అంటారు. అయితే విద్యార్థులు యజ్జూరి అంటారు. అయితే విద్యార్థులు యజ్జూరి అంటారు.

1. చివరి విద్యార్థులకు విడిపించిన, ప్రజ్ఞావంత విద్యార్థులకు గౌరవనీయ, అభిమానాలను పొంది చివరి విద్యార్థులు గిట్టే వీలు కూడా అందుతుంది. విద్యార్థులకు విడిపించిన, ప్రజ్ఞావంత విద్యార్థులకు గౌరవనీయ, అభిమానాలను పొంది చివరి విద్యార్థులు గిట్టే వీలు కూడా అందుతుంది.

2. విద్యార్థులకు విడిపించిన, ప్రజ్ఞావంత విద్యార్థులకు గౌరవనీయ, అభిమానాలను పొంది చివరి విద్యార్థులు గిట్టే వీలు కూడా అందుతుంది.

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4. విద్యార్థులకు విడిపించిన, ప్రజ్ఞావంత విద్యార్థులకు గౌరవనీయ, అభిమానాలను పొంది చివరి విద్యార్థులు గిట్టే వీలు కూడా అందుతుంది.

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యజ్జూరి చివరి విద్యార్థులకు విడిపించిన, ప్రజ్ఞావంత విద్యార్థులకు గౌరవనీయ, అభిమానాలను పొంది చివరి విద్యార్థులు గిట్టే వీలు కూడా అందుతుంది.

రిజల్ట్ చివరి విద్యార్థులకు విడిపించిన, ప్రజ్ఞావంత విద్యార్థులకు గౌరవనీయ, అభిమానాలను పొంది చివరి విద్యార్థులు గిట్టే వీలు కూడా అందుతుంది.



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ANTI-RAGGING MESSAGE

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

Principal

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GRIEVANCE REDRESSAL POLICY

Preamble

The institute is committed to dealing with all forms of complaints, allegations, and malpractices, including those brought forward by students, faculty, and staff. The policy also aims to comply with the provisions of the university grants commission (redress of grievances of students) regulations, 2019 & rules. The grievance-redressed directives will take effect on the date that they are given.

Objective

The objective of this policy is to develop an attitude of responsiveness and accountability for the harmonious educational environment at the institute among all stakeholders. A Committee of complaints is formed to solve the issues reported by students seeking admission to college with the following goals: to preserve the dignity of college through the promotion of a friendly student-student relationship and the student-teacher relationship etc.

- To encourage students to express their complaints/problems without hesitation or fear of consequences.
- To encourage college students to respect one another's rights and dignity, to show utmost reticence and patience whenever there is a gap.
- To inform all students not to encourage students to fight with other students, teachers and university administration
- To recommend that all staff are friendly and not vindictive to any of the students for any reason

Grievance defined

Grievance means a formal complaint—includes any kind of content or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the institute that a student/ parent/ staff member thinks, believes, or even feels, is unfair, unjust or inequitable.

Various types of Grievances and the concerned departments are as under:

Type of grievance	Specification
Academic related issues	Admissions, examinations, assessments, evaluation, library facilities, issuance of certificates, add-on courses,



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	research-related issues, etc.
Extension & extra-curricular	Alumni registration, an award of non-academic credits, physical education, etc.
Amenities & maintenance	Hostel facilities—allocation of rooms, the standard of a meal, wi-fi internet connectivity, utility-stores, computer facilities, drinking water, sanitation & hygiene, maintenance, medical facilities, etc.
Placements & internships	On-campus or off-campus interviews, soft skills training, internships, etc.
General administration	Collection of fee—on-line fee payment gateway, id cards, scholarships, hr-related issues, transportation, etc
Other related issues	Safety & security, discipline, misbehaviours, emergency services, etc.

Formation of the Grievance Redressal Committee (GRC)

A grievance redressal committee shall be established to deal with the complaints of students/teaching or non-teaching staff. The Committee shall consist of the following members nominated by the employer:

- The Principal of the college – Chairman.
- One Professor shall act as Coordinator.
- At least three committee members must be senior teaching professors nominated by the principal
- A student:- a representative from among students of the college to be nominated by the Principal based on academic merit or Competence in sports or performance in co-curricular activities.

Meeting of the Committee

- (i) The Committee shall meet at least twice every academic year.
- (ii) The chairperson of the Committee can call a special meeting at any time upon written request of not less than one-third of the total number of members of the Committee, on a date not later than 15days after receipt of such requisition by the chairperson.

Method

The following procedure shall be followed for the investigation or inquiry of the complaints



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received by the GRC.

- Once received, the complaint shall be determined, reviewed, and conveyed to the department/office/individual responsible for the substantive role of the claim, requesting that the grievance be investigated and resolved within a specified time, or no later than seven days from the date of receipt of the grievances complaint.
- In the case of a grievance received through a suggestion or grievance box, the box should be opened in the presence of a committee member including a student.
- The Grievance Redressal Committee shall coordinate, supervise, and ensure that grievances are resolved on time. Depending on the severity of the complaint, the Grievance Redressal Committee may follow up on it daily with reminders before it is finally resolved.
- The Grievance Redressal Committee will review the redressal mechanism in depth. If the committee is satisfied with the solution provided by the relevant department/office/individual, the committee will notify the grievant in writing, and the matter will be considered closed until the grievant shows approval of the resolution at this stage.
- If the Grievance Redressal Committee is not pleased with the solution issued by the respective department/office/individual, or upon the grievant written request, the committee will schedule a hearing and notify the college/department/office/individual, as well as the grievant, via letter. If the committee determines that additional information or testimony is required to decide after the hearing, it will request that the parties send that information. In this case, the trial will be continued until the necessary documents are received.
- After the hearing or investigation, the grievance redressal committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.

Principal

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THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL)

ACT, 2013 ACT NO. 14 OF 2013 [22nd April, 2013] An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there with or incidental there to. Whereas sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment; and where as the protection against sexual harassment and the right to work with dignity are universally recognized human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India; and whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Prevention of sexual harassment:

- (1) No woman shall be subjected to sexual harassment at any workplace.
- (2) The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment:—
 - (i) Implied or explicit promise of preferential treatment in her employment;
 - (ii) Implied or explicit threat of detrimental treatment in her employment
 - (iii) Implied or explicit threat about her present or future employment status
 - (iv) Interference with her work or creating an intimidating or offensive or hostile work environment for her
 - (v) Humiliating treatment likely to affect her health or safety.

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AIET/ARC/01/2021-22

Date: 03-06-2021

ANTI RAGGING COMMITTEE

CIRCULAR

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

Agenda:

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

Copy to:

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

Chairman

PRINCIPAL
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AIET/ARC/01/2021-22

Date: 05-06-2021

MINUTES OF ANTI RAGGING COMMITTEE MEETING

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

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

Item 1:

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

Resolution:

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

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

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



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

S.NO	NAME OF MEMBER	DESIGNATION	ROLE	PHONENUMBER
1	Dr S N V Ganesh	Principal	Chairman	8978402146
2	Mr A.Arjun Rao	HOD EEE	Coordinator	9866073710
3	Mr Sk. H Sharief	Assistant Professor Dept. of, MECH	Discipline Incharge	7981889365
4	Mr Avinash Ben	HOD, MECH	Member	8121373931
5	Mr.M.Jagannadham	Librarian	Member	9908035957
6	Dr. Gandhi Satyanarayana	HOD, CSE	Member	9949614324
7	Mr J.R.G Patnaik	HOD BS&H	Member	9848568158
	Mr V S Bhaskar Rao	HOD, ECE	Member	9963164164
8	Mr Koteswar Rao	Physical Director	Member	9989609781
9	Mrs K Swathi	Physical Director	Member	9553515573
10	Mrs M. Indira	Assistant Professor Dept. of BS&H	Member	9440889322
12	Mr. K Shyamala	Assistant Professor Dept. of ECE	Member	9491783491
13	Mr B Praveen Kumar	Assistant Professor Dept. of BS&H	Member	8790823392
14	Mr. T Srinivas	Assistant Professor Dept. of MBA	Member	9959032381

Item 2:

Organize Induction Meet to juniors for better interaction.

Resolution:

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



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Item 3:

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

Resolution:

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

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

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

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

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

Item 4:

Any other matter with the permission of Chairman.

Resolution:

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

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

S No.	Name of the Department	Name of the floor Incharge
1	CIVIL	Mr I Santhosh Kumar Assistant Professor, Dept. of Civil Engg
2	EEE	Mr Dhana Prasad Assistant Professor. Dept. of EEE



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3	MECH	Ms K Deepthi Assistant Professor, Dept. of MECH
4	ECE	Mr. K Avinash Kumar Assistant Professor, Dept. of ECE
5	CSE	Mrs. N Sakita Sri Assistant Professor, Dept. of CSE
6	BS & H	Mrs M. Indira Associate Professor, Dept. of BS & H

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

The posters should contain,

- Punishments for ragging as per A.P Ragging Act, 1997.
- AICTE advertisement on ragging.

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

Members present:

S.NO	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr S N V Ganesh	Principal	Chairman	
2	Mr A.Arjun Rao	Vice Principal	Coordinator	
3	Dr Gandhi Satyanarayana	HOD, CSE	Member	
4	Mr Sk. H Sharief	Assistant Professor , Dept of MECH	Discipline Incharge	
5	Mr Avinash Ben	HOD, MECH	Member	
6	Mr V S Bhaskar rao	HOD,ECE	Member	
7	Mr J.R.G Patnaik	HOD, BS&H	Member	
8	Mr M Santosh Kumar	AO	Member	
9	Mr Koteswar Rao	Physical Director	Member	
10	Mrs K Swathi	Physical Director	Member	



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11	Mrs M. Indira	Associate Professor, Dept. of BS & H	Member	
12	Dola Kiran Babu	Advocate	Member	
13	P Surya Prakash Rao	Parent -20Q71A5F7	Member	
14	D Ramu Naidu	Parent -20Q71A565	Member	
15	Mr S Santosh Kumar	Sub Inspector of Police, Bheemunipatnam	Member	
16	B Manoj Kumar	Student, IV MECH	Member	
17	M Hemalatha	Student, IV CSE	Member	
18	P Suresh	Student, IV EEE	Member	
19	K Bhargavi	Student, IVECE	Member	

Chairman
PRINCIPAL
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AIET/GRC/01/2021-22

Date: 10/06/2021

GRIEVANCE REDRESSAL COMMITTEE

CIRCULAR

This is to inform all the committee members that there will be a meeting at the college conference hall and all the members of the committee are requested to attend the meeting on 12-06-2021 at 2.30 pm.

Agenda:

1. Formation of the Grievance Redressal Committee for the academic year 2021-22.
2. Awareness program on Grievance Redressal mechanism.
3. Any other topic with the permission of the Chairman.



Chairman

Copy to:

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

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AIET/GRC/01/2021-22

Date: 12/06/2021

MINUTES OF GRIEVANCE AND REDRESSAL COMMITTEE MEETING

The meeting of the Grievance and Redressal committee was held on 12-06-2021 at 2:30 p.m. in the college Conference Hall. The Chairman extended a warm welcome to the members of the committee. He addressed the present members to look into the complaints lodged by the students and to resolve such issues in the college for the academic Year 2021-22.

The Committee discussed the following agenda at the meeting:

Item-1

Formation of the Grievance Redressal Committee for the academic year 2021-22.

Resolution:

It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2021-22. In every department, a few faculty are formed to look into the problems faced by the students in the campus. The committee should settle genuine grievances and also the matters of psychological harassment by faculty, up to a satisfaction level so as to create a healthy relationship among the students in the campus. The grievance will include any matter related to the student. The committee is advised to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

Item-2

Awareness program on Grievance Redressal mechanism.

Resolution:

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



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AIET/SHC/01/2021-22

Date: 16/06/2021

SEXUAL HARASSMENT ERADICATION COMMITTEE

CIRCULAR

This is to bring to your notice that there will be a counseling session on 17-06-2021 at 2.30 pm. I invite all the members of the committee to attend the meeting in the college conference hall to discuss the following agenda.

1. Formation of Sexual Harassment Eradication Committee for the academic year 2021-2022.
2. Awareness programme on Sexual Harassment.
3. Any other topic with the permission of the Chairman.

Copy to:

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

PRINCIPAL
Chairman
AVANTHI INSTITUTE OF ENGG. & TECH
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AIET/SHC/01/2021-22

Date: 17/06/2021

MINUTES OF SEXUAL HARASSMENT ERADICATION COMMITTEE MEETING

The Principal, HODs and AO have met at the college conference hall on 17-06-2021 at 2.30 pm and have reconstituted the Sexual Harassment Eradication Committee for the academic year 2020-2021 with the involvement of faculty and students. The Chairman of the committee extended a warm welcome and addressed all the committee members. The members of the committee are advised to monitor the student's activities within and outside the campus and to inform all the female students about the importance of this committee.

In the meeting the following decisions (agenda wise) were taken.

Item-1

Formation of Sexual Harassment Eradication Committee for the academic year 2021-22.

Resolution:

It was discussed to reconstitute the Sexual Harassment & Eradication Committee for the academic year 2020-21. In every department, a few faculty are grouped to help women to realize their rights of freedom and to assist the aggrieved woman to place the complaint, to safeguard the one who is victimized, to educate and train students about Sexual Harassment. With this purpose, Sexual Harassment & Eradication Committee has been formed in the college.

Item-2

Awareness programme on Sexual Harassment.

Resolution:

As per the deliberations made by the committee, it was informed to the committee members to spread awareness among the students and staff about sexual harassment prevention/ prohibition and Redressal mechanism by organizing awareness programs in the form of guest lectures, seminars etc.

Item 3:

Any other topic with the permission of the Chairman.

Resolution:



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To protect the interests, the accused person and other who may report the incident of sexual harassment, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

The following is the list of committee members:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Ms M. Laxmi Shramika	Assistant Professor, Dept of MECH	Coordinator	
3	Mr A Arjuna Rao	Vice Principal	Member	
4	Mr A Chandra Sekhar	Director - HR	Member	
5	Mrs K Deepthi	Assistant Professor, Dept of MECH	Member	
6	Mrs N.Harini	Assistant Professor, Dept of CSE	Member	
7	Mrs K.Shyamala	Assistant Professor, Dept of ECE	Member	
8	Dr R Swapna	Assistant Professor, Dept of BS&H	Member	
9	D Niharika - 19Q71A0540	Student	Member	
10	V Anusha - 19Q71A0115	Student	Member	
11	G Neelima - 19Q75A0106	Student	Member	
12	M Bhuvana - 18Q71A0210	Student	Member	
13	K Nagasri - 18Q71A0417	Student	Member	
14	S Asha - 18Q75A0233	Student	Member	
15	C Sravallika- 20Q71A0206	Student	Member	
16	L Sowmya - 20Q71A0429	Student	Member	

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AIET/GRC/02/2021-22

Date: 18/08/2021

CIRCULAR

All the members of the Grievance Redressal Committee (GRC) are requested to attend the meeting on **20-08-2021** at 2.30 pm at the college conference hall to discuss the following agenda as per the complaints received.

Agenda:

- Action on the items from previous meeting minutes.
- To discuss on matters related proper maintenances of dustbins in girls wash room.
- To discuss about electrical problem in 2nd CSE class room.
- To discuss about the request on route extension to Gnanapuram and Town kotha road areas.
- Any other matters with the discussion of Chairman.

Copy to:

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


Chairman
PRINCIPAL
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Cherukupally (V), Near Tagarapavalasa Bridge,
Bhogapuram (M), Vizianagaram (D)-531162

Vishakapatham

11/8/2021

To

Principle sir

Avanthi institute of Engineering And Technology.

Cherukupally

Vizianagaram.

Sub:- Electrical problem in 2nd year class rooms.

We G. Bhagyalakshmi, N. Manikanta, P. Lokesh of 2nd year CSE department are facing with electrical problems in our classrooms. Two fans and three lights are not working.

So, we kindly request you sir to look into this issue and we also hope you a quick response towards this issue.

Thanking you sir.

Yours faithfully

G. Bhagyalakshmi

N. Manikanta

P. Lokesh.

forward to GPC
[Signature]

Vizianagaram

14/8/2021.

To

Principle Sir

Avanthi institute of Engineering & Technology.

Cherukupally

Vizianagaram.

Sub: proper maintenance of dustbins in girls washrooms.

We are N. Harika, T. Sai Rekha, lipsa Dara of final year CSE departments in Avanthi institute of engineering and technology. regarding the improper maintenance of dustbins in the girls washrooms.

So kindly we request you sir to rectify this problem as much as possible fastly.


Thanking you

Yours faithfully

N. Harika

T. Sai Rekha

lipsa Dara.

forwarded to  *Arave Gowri*

Gnanapuram

18/8/2021

To

Principle Sir

Avanathi institute of engineering and technology.

Cherukupally

Vizianagaram.

Sub:- Gnanapuram road extension.

We Giridhar Patra, R. Purnima, k. Gowtham Sai, are coming from Gnanapuram and Town kotha in college bus. Due to the small road everyday we are facing problem of traffic.

So kindly requesting you sir to extend the Gnanapuram and Town kotha road. and hope you a quick solution towards this -

Thanking you sir

Yours Sincerely

Giridhar Patra

R. Purnima

k. Gowtham Sai.

→ Purnima to GRC
SR



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AIET/GRC/02/2021-22

Date: 20-08-2021

MINUTES OF GRIEVANCES AND REDRESSAL COMMITTEE MEETING

Minutes of the meeting of the committee held on 20-08-2021 at 2:30 p.m. in the Conference Hall to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2021-22. The Chairman heartily welcomed the members for the meeting. Further, Chairman briefed about the importance of the committee and its functions to the members. The Committee discussed the following agenda item wise at the meeting::

Item 1: Action on the items from previous meeting minutes.

- Placement of dustbins in corridor of each floor in the college building.

Action taken: Dustbins are placed in corridor of each floor in the college building

- Proper fixation of classroom doors and need to fix door stoppers.

Action taken: Classroom doors are fixed and door stoppers are also fixed.

- Shortage of beds in rest room.

Action taken: 4 extra beds are provided in the restroom.

Item 2: To discuss on matters related proper maintenance of dustbins in girls wash room.

Resolution: It was discussed to look after the problem addressed by the final year girl students: N Harika, T Sai Rekha, Lipsa Dora regarding the improper maintenance of dustbins in the girls washroom. The Grievance and Redressal Committee has called upon the concerned maintenance supervisor and addressed him about the problem. The committee suggested to respond to this matter immediately and resolve the problem. Work supervisor are advised to complete the task within a day.

Item 3: To discuss about electrical problem in 2nd CSE class room.

Resolution: With reference to the complaint filed by G Bhagyalakshmi, N Manikanta, P Lokesh of 2nd year CSE, the committee members contacted concern maintenance department supervisor to look in to the matter properly and respond immediately by assigning this task to the electrician and resolve the problem within a day.

Item 4: To discuss about the request on route extension to Gnanapuram and Town kotha road areas.



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Resolution: As per the request made by the students Giridhar Patro, R Purnima, K Gowtham Sai of Gnanapuram and Town kotha road the Chairman of the committee asked AO Mr M Santosh Kumar to have a discussion on this matter with the buses incharge and respond positively by extending the routes as per the request received.

The tentative date for next meeting was planned by Principal and is scheduled for October,2021.

Members present:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Dr A Chandra Sekhar	Director - HR	Coordinator	
3	Mr A. Arjuna Rao	Vice Principal	Member	
4	Mr M Santosh Kumar	AO	Member	
5	Mr M Raghava Rao	Assistant Professor Dept. of -MECH	Member	
6	Mr K Meher Prasad	Assistant Professor Dept. of - CSE	Member	
7	Mr Mr P Santosh Kumar	Assistant Professor Dept. of - ECE	Member	
8	Ms T.Satya Supriya	Assistant Professor Dept. of - BS&H	Member	
9	G Hemanth Bhuvan Chand - 19Q71A0106	Student , III CIVIL	Member	G.Hemanth.
10	M Saibabu - 19Q71A0331	Student, III MECH	Member	M.Saibabu
11	P Chandramouli - 19Q71A0479	Student, III ECE	Member	P.Chandramouli
12	M.V.K.Sai Sreeja - 19Q71A0590	Student, III CSE	Member	M.V.K.Sai
13	S Shyamanth Prasad - 18Q71A0114	Student, IV CIVIL	Member	Shyamanth
14	P Ajay - 18Q71A0218	Student, IV EEE	Member	P.Ajay
15	K Jithin Avinash - 18Q71A0326	Student, IV MECH	Member	K.Jithin
16	P Vasavi - 20Q71A4425	Student, II CSE- AI&ML	Member	Vasavi P
17	DRavi- 20Q71A0209	Student, II EEE	Member	D.Ravi

Avanthi Institute of Engineering and Technology


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Vizianagaram
24/08/2021

To

Principle Sir

Avanthi Institute of Engineering and Technology

Cherukupally

Vizianagaram.

Sub:- Thankful for maintaining the dustbins in girls washrooms.

We are N. Harika, T. Sai Rekha, Lipsa Dara of final year CSE department in Avanthi Institute of Engineering and Technology regarding the improper maintenance of dustbins in girls washrooms.

Thanking you Sir

Yours faithfully.

N. Harika

T. Sai Rekha

Lipsa Dara.

Vishakapatham
26/08/2021

To

Principle Sir

Avanthi institute of engineering and technology.

Cherukupally

Vizianagaram.

Sub: Thankful for rectifying the electrical problems
in 2nd year class rooms.

We G. Bhagyalakshmi, N. Manikanta, P. Lokesh of 2nd ye
CSE department. were facing with some electrical problems
as we mentioned early. We are very thankful for
solving this problem.

Thanking you Sir

Yours faithfully

G. Bhagyalakshmi

N. Manikanta

P. Lokesh.



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AIET/GRC/03/2021-22

Date: 22-10-2021

CIRCULAR

All the members of the Grievance Redressal Committee (GRC) are requested to attend the meeting on 24-10-2021 at 2.30 pm at college conference hall to discuss the following agenda as per the complaints received.

Agenda:

- Action on the items from previous meeting minutes.
- To discuss on issue related to students facing problems of pests in III ECE classroom.
- Insufficient chairs in the restroom.
- To discuss about the request made by students to change blackboard in III EEE Classroom.
- Any other matters with the discussion on Chairman.

Copy to:

5. Principal office
6. All HOD's
7. IQAC
8. Office


Chairman
PRINCIPAL
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Vizianagaram

17/09/2021

To

Principle sir

Awanthi institute of Engineering & Technology

Cherukupally

Vizianagaram

Sub: Facing problems of pests in 3rd ECE classrooms.

We S. Ganesh, D. Gouthami, P. Sandeep of 3rd year ECE we are suffering with pests in our classroom so lack of any pesticide control we are suffering with this pests problem.

So kindly we request you sir to rectify this pesticide problem as much as possible

Thanking you

Yours faithfully

P. Sandeep

D. Gouthami

S. Ganesh

forwarded to ARC
SR

Vizianagaram,
1-10-2021.

To
Principle Sir
Avanthi Institute of Engineering & Technology
Cherukupally
Vizianagaram

Sub: Change blackboard in 3rd yr EEE

We are P. Priya, N. Deepika, P. Sindhu of 3rd yr EEE in
Avanthi Institute of Engineering & Technology as a students
we observed our blackboard is not good so that we are
requesting to change the blackboard in the class for our
better understanding the classes so we hope you will hear
and solve this problems

Thanking You

Yours faithfully

P. Priya
N. Deepika
P. Sindhu

for dear + care
Sir

Vizainagaram,
DT: 15-10-2021.

To,
The Principal,
Avanathi Institute of Engineering & Technology,
Cherukupally.

Subject: Request regarding insufficient chairs in RestRoom.

Respected sir, we are N. Priya, Deepika, N. Sindhu
of ECE. This is to bring to notice, that
the chairs in the Rest Room are insufficient.
So, we request you to provide extra chairs
in the RestRoom.

Thanking You.

Forwarded to Crown Quest
[Signature]

Yours faithfully,
N. Priya,
Deepika,
N. Sindhu.

Vizianagaram,
14-10-21

To
Principle Sir
Avarthi Institute of engineering & Technology
Cherukupally
Vizianagaram

Sub: Request regarding control of pests
from 3rd ECE

Respected Sir

We are S. Gnanesh, D. Gowthami
P. Sandeep of 3rd year ECE want to bring to
Your notice that in our classroom we
are facing problems with pests and
request you to please take action

Thanking you

Yours faithfully

S. Gnanesh

D. Gowthami

P. Sandeep.

forward to care
for



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AIET/GRC/03/2021-22

Date: 24-10-2021

MINUTES OF GRIEVANCES AND REDRESSAL COMMITTEE MEETING

Minutes of the meeting of the committee held on 24-10-2021 at 2:30 p.m. in the Conference Hall to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2021-22. The Chairman heartily welcomed the members for the meeting. Further, Chairman briefed about the importance of the committee and its functions to the members.

Item 1: Action on the items from previous meeting minutes.

- To discuss on matters related proper maintenances of dustbins in girls wash room.

Action taken: Dustbins are changed in the girls wash rooms.

- To discuss about electrical problem in 2nd CSE class room.

Action taken: The electrical problem in the 2nd CSE class room has been resolved.

- To discuss about the request on route extension to Gnanapuram and Town kotha road areas.

Action taken: The route extension to the requested areas i.e, Gnanapuram and Town kotha road has been done.

Item 2: To discuss on issue related to students facing problems of pests in III ECE classroom.

Resolution: The following students S Gnanesh, D Gowthami, P Sandeep of IIIrd year ECE addressed the problem they are facing with the pests in the classroom.

Grievance Redressal Committee has called upon the concerned work supervisor and maintenance supervisor and advised to look into the matters and take necessary action. The Chairman asked AO to monitor this issue and check whether it is resolved at the earliest.

Item 3: Insufficient chairs in the restroom.

Resolution: As per the requisition placed by the students P Priya , Deepika N, P Sindhu related to insufficient chairs in the restroom the Grievance Redressal Committee Chairman addressed the AO, Mr M Santosh Kumar, to look into this matter and respond immediately by providing the requested chairs to the restroom to avoid any discomfort to the girl students.

Item 4: To discuss about the request made by students to change blackboard in III EEE Classroom.

Resolution: As per the request made by S Mohan Kireeti , D Venkatesh, M Dinesh 3rd year EEE. The Chairman discussed with the Administrative department and suggested to check about the



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compliant and resolve it at the earliest.

The tentative date for next meeting for the month of December, 2021 has been propose by the Principal.

Members present:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Dr A Chandra Sekhar	Director - HR	Coordinator	
3	Mr A. Arjuna Rao	Vice Principal	Member	
4	Mr M Santosh Kumar	AO	Member	
5	Mr M Raghava Rao	Assistant Professor Dept. of -MECH	Member	
6	Mr K Meher Prasad	Assistant Professor Dept. of - CSE	Member	
7	Mr Mr P Santosh Kumar	Assistant Professor Dept. of - ECE	Member	
8	Ms T.Satya Supriya	Assistant Professor Dept. of - BS&H	Member	
9	G Hemanth Bhuvan Chand - 19Q71A0106	Student , III CIVIL	Member	
10	M Saibabu - 19Q71A0331	Student, III MECH	Member	
11	P Chandramouli - 19Q71A0479	Student, III ECE	Member	
12	M.V.K.Sai Sreeja - 19Q71A0590	Student, III CSE	Member	
13	S Shyamanth Prasad - 18Q71A0114	Student, IV CIVIL	Member	
14	P Ajay - 18Q71A0218	Student, IV EEE	Member	
15	K Jithin Avinash - 18Q71A0326	Student, IV MECH	Member	
16	P Vasavi - 20Q71A4425	Student, II CSE- AI&ML	Member	
17	DRavi- 20Q71A0209	Student, II EEE	Member	

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Vizianagaram.
26/10/2021

TO

Principle Sir

Avanthi Institute of Engineering & Technology

Cherukupally

Vizianagaram.

Sub: Resolving problems of pests in 3rd year
ECE classrooms.

We S. Ganesh, D. Gouthami, P. Sandeep of 3rd year
ECE we are very thankful to your responsibility
in which you had cleared our issue (pests). So
we are very thankful for providing a pest-free
classroom.

Thanking you.

Yours faithfully

S. Ganesh

D. Gouthami

P. Sandeep.

Vizianagaram,
29-10-2021

To
Principle Sir
Aarathi Institute of Engineering & Technology
Theekupally
Vizianagaram

Sub: Thankful for changing blackboard in 3rd yr EEE

We are P. Priya, N. Deepika, P. Sindhu of 3rd yr EEE
in Aarathi Institute of Engineering & Technology as we Complained
to change the blackboard in our class. so we are very
thankful for changing the blackboard.

Thanking You Sir

Yours faithfully

P. Priya
N. Deepika
P. Sindhu.

Vizainagaram,

05-11-2021

To,

The Principal,

Avanthi Institute of Engineering & Technology,

Cherukupally.

Subject: Thankful feedback for providing in the
Rest Room.

Respected Sir! we are N. Sindhu, N. Priya
and Deepika. of ECE. This is to inform
you that, the problem of Insufficient
chairs of the Rest Room is Resolved.
We are very thankful for providing
additional chairs.

Thanking You.

Yours faithfully,

N. Sindhu,

N. Priya,

Deepika.

Vizianagaram
13/11/2021

To
Principal sir
Aarathi Institute of engineering & technology
cherukupally
Vizianagaram

Sub: Tube lights which are not working in IV yr
- MECH

We are K. Leelasagar, K. Murali, N. Sai students of
IV-year MECH. in our institution. regarding of the tube
lights are not working in our classrooms.

So, kindly we request to repair those
tube lights as much as possible.

Thanking you
Yours faithfully

K. Leelasagar

K. Murali

N. Sai.

Forwarded to a/c
Sir

Vizianagaram

30/11/2021

To

Principal sir,
Auanthi institute of Engineering & Technology
cherukupally
Vizianagaram

Sub: Request to change Curtains & Doormats
in waiting hall.

Respected sir,

We A. Siri Chandana, G. Sharmila, M. Swathi of
CSE Department want to bring to you a notice
that the Curtains & Doormats in waiting hall
are not in good condition. So we request you
to please take necessary action.

Thanking you

Yours faithfully

A. Siri Chandana

G. Sharmila

M. Swathi





Vizianagram
9/12/2021.

To

Principal sir,
Aranthi College of Engineering & Technology
Cherukupally
Vizianagram

sub: To Request 2 hours of self defence / cultural
activity classes.

Respected sir,

We B. Venkata saidera, L. Kiran, G. Pratap sai,
want to request you to provide 2 hours of self defence/
cultural activity classes in the time table. It will be
very helpful to the students

Thanking you.

Yours faithfully.

B. Venkata saidera

L. Kiran.

G. Pratap sai,

for all & a.m.
\$



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AIET/GRC/04/2021-22

Date: 15-12-2021

CIRCULAR

All the members of the Grievance Redressal Committee (GRC) are requested to attend the meeting on 16-12-2021 at 2.30 pm at college conference hall to discuss the following agenda as per the complaints received.

Agenda:

- Action on the items from previous meeting minutes.
- To discuss on the complaint given by IV MECH students about the tube lights which are not working.
- To discuss on the issue regarding the request made by students to change curtains and door mats in girls waiting hall.
- To discuss on request for weekly 2 hours for self defense / cultural activity classes.
- Any other matters with the permission of chairman

Copy to:

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


PRINCIPAL
AVANTHI INSTITUTE OF ENGG. & TECH.
Cherukupally (V), Near Tagarapavalasa Bridge
Bhogapuram (M), Vizianagaram (D)-531162



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

AIET/GRC/04/2021-22

Date: 16-12-2021

MINUTES OF GRIEVANCES AND REDRESSAL COMMITTEE MEETING

Minutes of the meeting of the committee held on 16-12-2021 at 2:30 p.m. in the Conference Hall to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2021-22. The Chairman heartily welcomed the members for the meeting. Further, Chairman briefed about the importance of the committee and its functions to the members.

Item 1: Action on the items from previous meeting minutes.

- To discuss on issue related to students facing problems of pests in III ECE classroom.
Action taken: The problem of III ECE classroom is resolved by taking pest control measures.
- Insufficient chairs in the restroom.
Action taken: Sufficient chairs are provided in the rest room.
- To discuss about the request made by students to change blackboard in III EEE Classroom.
Action taken: The blackboard in III EEE Classroom is replaced with a new one.

Item 2: To discuss on the compliant given by IV MECH students about the tube lights which are not working.

Resolution: With reference to the compliant received from K Leela Sagar, K Murali, N Sai students of IV MECH, the Chairman of the committee discussed with the concerned maintenance supervisor to look into this matter and assign the electrician to solve this problem. The chairman also said that this issue must be resolved at the earliest.

Item 3: To discuss on the issue regarding the request made by students to change curtains and door mats in girls waiting hall.

Resolution: As per the compliant received by A Siri Chandana, G Sharmila, M Swathi, the Chairman asked AO Mr M Santosh Kumar to provide new curtains and doormats in girls waiting hall immediately to avoid discomfort to the girl students.

Item 4: To discuss on request for weekly 2 hours for self defense / cultural activity classes.

Resolution: As per the request made by the 4th year students B Venkata Saideva , L Kiran , G Pratap Sai



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providing 2 hours of self defense / cultural activity classes to the students. The Chairman assigned the task to Coordinator to look in this matter and prepare timetables according to the given request.

The tentative date for next meeting for the month of February, 2022 has been proposed by the Principal.

Members present:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Dr A Chandra Sekhar	Director - HR	Coordinator	
3	Mr A. Arjuna Rao	Vice Principal	Member	
4	Mr M Santosh Kumar	AO	Member	
5	Mr M Raghava Rao	Assistant Professor Dept. of -MECH	Member	
6	Mr K Meher Prasad	Assistant Professor Dept. of - CSE	Member	
7	Mr Mr P Santosh Kumar	Assistant Professor Dept. of - ECE	Member	
8	Ms T.Satya Supriya	Assistant Professor Dept. of - BS&H	Member	
9	G Hemanth Bhuvan Chand - 19Q71A0106	Student , III CIVIL	Member	
10	M Saibabu - 19Q71A0331	Student, III MECH	Member	
11	P Chandramouli - 19Q71A0479	Student, III ECE	Member	
12	M.V.K.Sai Sreeja - 19Q71A0590	Student, III CSE	Member	
13	S Shyamanth Prasad - 18Q71A0114	Student, IV CIVIL	Member	
14	P Ajay - 18Q71A0218	Student, IV EEE	Member	
15	K Jithin Avinash - 18Q71A0326	Student, IV MECH	Member	
16	P Vasavi - 20Q71A4425	Student, II CSE- AI&ML	Member	
17	DRavi- 20Q71A0209	Student, II EEE	Member	

PRINCIPAL
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Cherukupally (V), Near Tagarapavalasa Bridge
Vizianagaram (D), -531162

Vizianagaram.
20/12/2021

To
Principal sir,
Avanthi Institute of Engineering & Technology
Cherukupally
Vizianagaram.

Sub: Thanks for repairing the tube lights from
IV-year MECH.

We are K. Leela Sagar, K. Murali, N. Sai students
of IV-year MECH. in Avanthi Institute of Engineering &
Technology. ~~th~~ regarding which we thank fully for repairing
the tube lights in our classrooms. we from our students

Thanking you
Yours faithfully
K. Leela Sagar
K. Murali
N. Sai.

Vizianagaram
30/12/2021

To
Principle sir,
Auanthi institute of Engineering & Technology
chavukupally
vizianagaram

Sub: Thanking feedback for changing curtains &
Doormats in waiting hall.

Respected sir,

We A. Siri Chandana, G. Sharmila, M. Swathi of
CSE Department want to inform that the curtains
& Doormats are replaced. Thank you for
responding immediately.

Thanking you,

Yours faithfully

A. Siri Chandana

G. Sharmila

M. Swathi

Vizianagram

28/12/2021

TO

Principal sir,

Aravathi Institute of Engineering & Technology.

cherukupally.

vizianagram.

Sub: Thank full feedback, for responding positively to provide self defence / cultural activity classes.

Respected sir,

We B. Venkata Saideva, L. Kiran, G. Pratap sai, want to say thank you. as it was informed to our students that 2 hours self defence / cultural activity classes, will be provided from the next semester onwards. Thank you

Thanking you,

Yours faithfully

B. Venkata Saideva.

L. Kiran.

G. Pratap sai.



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AIET/GRC/05/2021-22

Date: 18-02-2022

CIRCULAR

All the members of the Grievance Redressal Committee (GRC) are requested to attend the meeting on 20-02-2022 at 2.30 pm at college conference hall to discuss the following agenda as per the complaints received.

Agenda:

- Action on the items from previous meeting minutes.
- To maintain ground properly, as the grass is overgrown and the trees need pruning.
- To provide Cricket pitch and cricket tool kit for the student.
- Any other matters with the permission of Chairman.

Copy to:

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


Chairman
AVANTHI INSTITUTE OF ENGG. & TECH.
Cherukupally (V), Near Tagarapuvalasa Bridge
Bhogapuram (M), Vizianagaram (D)-531162

Vizianagram
7/1/2022

To
Principle sir,
Avanthi institute of engineering & technology
cherukupally
vizianagram

Sub: To maintain ground properly

Respected sir, we T. Jaswanth, S. Sai Kiran and N. Vamsi the 3rd yr years students we want bring to your notice that in the ground that grass is over grown and the trees need to be pruned so, we request necessary action on this.

Thanking you sir,

Yours faithfully;

T. Jaswanth

S. Sai Kiran

N. Vamsi

✓
forward to you
\$u

Vizianagaram

2-02-2021

To
Principle Sir,
Avanathi Institute of Engineering & Technology.
Chesukopally
Vizianagaram

Sub :- To provided proper 'cricket pitch
and cricket tool.

We are N. Sathish, D. Vasmi, Krishna of
final year in avanathi Institute of Engineering
& Technology as a students wants the
cricket pitch tool for playing cricket

So, we are requesting you sir to
provided proper cricket pitch & tools.

Thanking you sir,

forwarded to *che*
Sir

Yours faithfully;

N. Sathish.

D. Vasmi

Krishna.



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AIET/GRC/05/2021-22

Date: 20-02-2022

MINUTES OF GRIEVANCES AND REDRESSAL COMMITTEE MEETING

Minutes of the meeting of the committee held on 20-02-2022 at 2:30 p.m. in the Conference Hall to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2021-22. The Chairman heartily welcomed the members for the meeting. Further, Chairman briefed about the importance of the committee and its functions to the members.

The Committee discussed the following agenda item wise at the meeting:

Item 1: Action on the items from previous meeting minutes.

- To discuss on the complaint given by IV MECH students about the tube lights which are not working.

Action taken: Tube lights in IV MECH class room are changed.

- To discuss on the issue regarding the request made by students to change curtains and door mats in girls waiting hall.

Action taken: Curtains and doormats in girls waiting hall has been changed.

- To discuss on request for weekly 2 hours for self defense / cultural activity classes.

Action taken: The HoDs and principal decided to provide extra hours for self defense / cultural activity classes from next academic year.

Item 2: To maintain ground properly, as the grass is overgrown and the trees need pruning

Resolution: As per the request made by the 3rd year students: T Jashwanth , S Sai Kiran , E Pavan , N Vamsi about the overgrown grass, the chairperson and the committee member had discussion on the issues which were raised by the student the Grievance Redressal Committee for the Academic year 2018-19. The committee called maintenance department to keep neat, clean and tidy ground for the student. To reduce any sort of injury while playing on the ground.



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Resolution: As per the request made by the 4th year students: N Satish, D Vamsi Krishna, the Chairman requested to the sports department head to resolve the cricket pitch issue as early as possible as most of the student love to play games and have good sports background along with their studies. Also, the co-curricular activities help in keeping student's mind fresh. And they can release tight schedule timings and the study load.

Item 4: Shortage of beds in rest room.

Resolution: As per the request made by the students Ayyala Sai Jyothirmayi, Duvvu Bhavani, Patnana Roshini of 2nd CSE, regarding the facilities in the rest room, the coordinator directed the AO S Santhosh Kumar to resolve the problem by equipping the rest room with necessary beds.

The tentative date for next meeting for the month of April, 2022 has been proposed by the Principal.

Members present:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Dr A Chandra Sekhar	Director - HR	Coordinator	
3	Mr A. Arjuna Rao	Vice Principal	Member	
4	Mr M Santosh Kumar	AO	Member	
5	Mr M Raghava Rao	Assistant Professor Dept. of -MECH	Member	
6	Mr K Meher Prasad	Assistant Professor Dept. of - CSE	Member	
7	Mr Mr P Santosh Kumar	Assistant Professor Dept. of - ECE	Member	
8	Ms T.Satya Supriya	Assistant Professor Dept. of - BS&H	Member	
9	G Hemanth Bhuvan Chand - 19Q71A0106	Student, III CIVIL	Member	G. Hemanth.
10	M Saibabu - 19Q71A0331	Student, III MECH	Member	M.Saibabu
11	P Chandramouli - 19Q71A0479	Student, III ECE	Member	P.Chandramouli
12	M.V.K.Sai Sreeja - 19Q71A0590	Student, III CSE	Member	M.V.K.Sai
13	S Shyamanth Prasad - 18Q71A0114	Student, IV CIVIL	Member	Shyamanth
14	P Ajay - 18Q71A0218	Student, IV EEE	Member	P.Ajay
15	K Jithin Avinash - 18Q71A0326	Student, IV MECH	Member	K.Jithin



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16	P Vasavi - 20Q71A4425	Student, II CSE- AI&ML	Member	Vasavi P
17	DRavi- 20Q71A0209	Student, II EEE	Member	D Ravi


Chairman
PRINCIPAL
AVANTHI INSTITUTE OF ENGG. & TECH,
Cherukupally (V), Near Tagarapuvalasa Bridge
Bhogapuram (M), Vizianagaram (D)-531162

Vizianagaram.

24/12/2021

To

Principle Sir,

Avanthi Institute of Engineering & Technology.

Cherukupally

Vizianagaram

Sub :- Thankfull for providing proper
cricket pitch and cricket
tools.

We are N. Satish, D. Vasmi, Krishna
of final year in avanthi Institute of
Engineering & technology. are very thankful
for providing the cricket pitch and cricket
tools.

Thanking you Sir,

Yours faithfully,

N. Satish

D. Vasmi

Krishna.

Vizianagram
16 / 2 / 2022

To

Principle sir,

Aranthi institute of engineering & technology

cherukupally

Vizianagram

sub: Thank ful feedback to maintain ground
neatly.

Respected sir, we T. Jaswanth, s. Sai Kiran and
N. Vamsi the 3rd year students. want to thank you
for responding immediatly for clean the ground.

Thanking you sir,

your's faithfully

T. Jaswanth

s. sai kiran

N. Vamsi

Mizianagaram

18/03/2022

To

Principal sir,

Aranthi Engineering & Technology
cherukupally

Mizianagaram

Sub: Mirror in washroom.

We are G. Neelima, P. Sai priya of final year students.
We requesting to fix the mirror in washrooms in our block.

requesting you sir to set this issue as soon as
possible

Thanking you,

Your faithfully

G. Neelima

P. Sai priya

forwarded to CAC
Sir

Vizianagaram,
Dt. 10/2/2022.

To,
The Principal,
A.I.E.T,
Cherukupally,
Vizianagaram.

Sub: Req to proper fixation of classroom
doors and door stoppers

Respected Sir, We M. Bhavani, A Pavan
Kumar, students of 3rd Year EET. This
is to bring to your notice that in our
class room doors need to be fixed
properly and also there is no door stopper.
We request you to resolve this.

Thanking You Sir.

Fixed to Gm
for

Yours faithfully,
M. Bhavani
A Pavan Kumar.

Vizianagaram

26.03.2022

To

Principal Sir,
Avanthi Engineering & technology
Cherukupally
Vizianagaram.

Sub: Request regarding proper & insufficient
chairs in library

Respected Sir,

We the students of second ECE and
3rd CSE want to bring to your notice that in the library
the chairs are insufficient and we request you to please
provide extra chairs to accommodate more number of
students

Thanking you

Yours faithfully
D. Bhavani
N. Sathish
A. Pavan Kumar

Yours faithfully

D. Bhavani

N. Sathish

A. Pavan Kumar



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AIET/GRC/06/2021-22

Date: 11-04-2022

CIRCULAR

All the members of the Grievance Redressal Committee (GRC) are requested to attend the meeting on **13-04-2022** at 2.30 pm at college conference hall to discuss the following agenda as per the complaints received.

Agenda:

1. Action on the items from previous meeting minutes.
2. To discuss on matter related to the request made by II CSD students about proper fixation of class room window doors.
3. To discuss on request made by the students about insufficient chairs in the library.
4. To discuss about the request made by girl students to provide mirror in the girls washroom
5. To discuss about the request to provide mirror in the washroom.
6. Any other matters with the permission of Chairman.

Copy to:

7. Principal office
8. All HOD's
9. IQAC
10. Office


Chairman

PRINCIPAL
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AIET/GRC/05/2021-22

Date: 13-04-2022

MINUTES OF GRIEVANCES AND REDRESSAL COMMITTEE MEETING

Minutes of the meeting of the committee held on 13-04-2022 at 2:30 p.m. in the Conference Hall to look into the complaints lodged by the students and to resolve such issues in the college for the academic year 2021-22. The Chairman heartily welcomed the members for the meeting. Further, Chairman briefed about the importance of the committee and its functions to the members.

The Committee discussed the following agenda item wise at the meeting:

Item 1: Action on the items from previous meeting minutes.

- To maintain ground properly, as the grass is overgrown and the trees need pruning.

Action taken: Now-a-days the ground is maintained in a good condition.

- To provide Cricket pitch and cricket tool kit for the student

Action taken: The Cricket pitch and cricket tool kit for the students has been provided.

Item 2: Placement of dustbins in corridor of each floor in the college building.

Resolution: As per the complaint received from B Biswojith, N Satish, K Saiteja of 4th year Civil, the maintenance department personnel were called and informed regarding the complaint raised by the students. They were advised to tackle the situation by providing the dustbins where ever it is necessary.

Item 3: Proper fixation of classroom doors and need to fix door stoppers.

Resolution: As per the complaint received from M Bhuvana, A Pavan Kumar the students 3rd EEE raised the complaint regarding the fixation of class room doors and need to fix door stoppers. So the Grievance and Redressal Committee Chairman along with the Coordinator discussed the maintenance issue addressed by the students. They were advised to check proper



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Resolution: As per the request made by the students G Neelima, P Sai Priya, the final year students, the Chairman of the committee suggested the maintenance supervisor to look into the matter and check the possibility of providing a mirror in the washroom and also suggested to complete the task at the earliest.

The tentative date for next meeting for the formation of Committee in the next academic year has been proposed by the Chairman of the committee.

Members present:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Dr A Chandra Sekhar	Director - HR	Coordinator	
3	Mr A. Arjuna Rao	Vice Principal	Member	
4	Mr M Santosh Kumar	AO	Member	
5	Mr M Raghava Rao	Assistant Professor Dept. of -MECH	Member	
6	Mr K Meher Prasad	Assistant Professor Dept. of - CSE	Member	
7	Mr Mr P Santosh Kumar	Assistant Professor Dept. of - ECE	Member	
8	Ms T.Satya Supriya	Assistant Professor Dept. of - BS&H	Member	
9	G Hemanth Bhuvan Chand - 19Q71A0106	Student , III CIVIL	Member	
10	M Saibabu - 19Q71A0331	Student, III MECH	Member	
11	P Chandramouli - 19Q71A0479	Student, III ECE	Member	
12	M.V.K.Sai Sreeja - 19Q71A0590	Student, III CSE	Member	
13	S Shyamanth Prasad - 18Q71A0114	Student, IV CIVIL	Member	
14	P Ajay - 18Q71A0218	Student, IV EEE	Member	
15	K Jithin Avinash - 18Q71A0326	Student, IV MECH	Member	
16	P Vasavi - 20Q71A4425	Student, II CSE- AI&ML	Member	
17	DRavi- 20Q71A0209	Student, II EEE	Member	

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Bhogapuram (M), Vizianagaram (D) -531162

PRINCIPAL
Chairman
AVANTHI INSTITUTE OF ENGG. & TECH.

Kizhianagaram,

DT: 25/02/2022

To

The Principal,

A.I.E.T,

Chozhupally,

Kizhianagaram.

Sub: Thankful feedback for fixing proper
doors and door stoppers

Respected Sir,

We M. Bhavani, A Pavan Kumar,
students of 3rd Year EEE. This is to bring
to your notice that in our class room
door is fixed and door stoppers are also
fixed properly. We are thankful to you
for responding immediately.

Thanking You Sir.

Yours faithfully

M Bhavani,

A Pavan Kumar.

Vizianagaram

6/04/2022

To

The principal sir

Arantur Engineering & technology

Cherukupally

Vizianagaram.

Sub: Thank fully for fixing the mirrors in the
washroom

We are G. Neelima, P. Saipriya of final year in
our institution. we are thankful for fixing the mirrors
in the washroom

Thankyou

G. Neelima

P. Saipriya

Vizianagaram

15-04-2022

To

Principal sir,
Avanthy Engineering & Technology
Cherukupally
Vizianagaram.

sub: thanking feedback for providing extra
chairs in library.

Respected sir,

We the students of second ECE
and 3rd CSE want to thank you for providing
extra chairs in library. Now the chairs are sufficient
for students.

Thanking you

Yours faithfully

D. Bhavani

N. Sathish

A. Pavan Kumar