



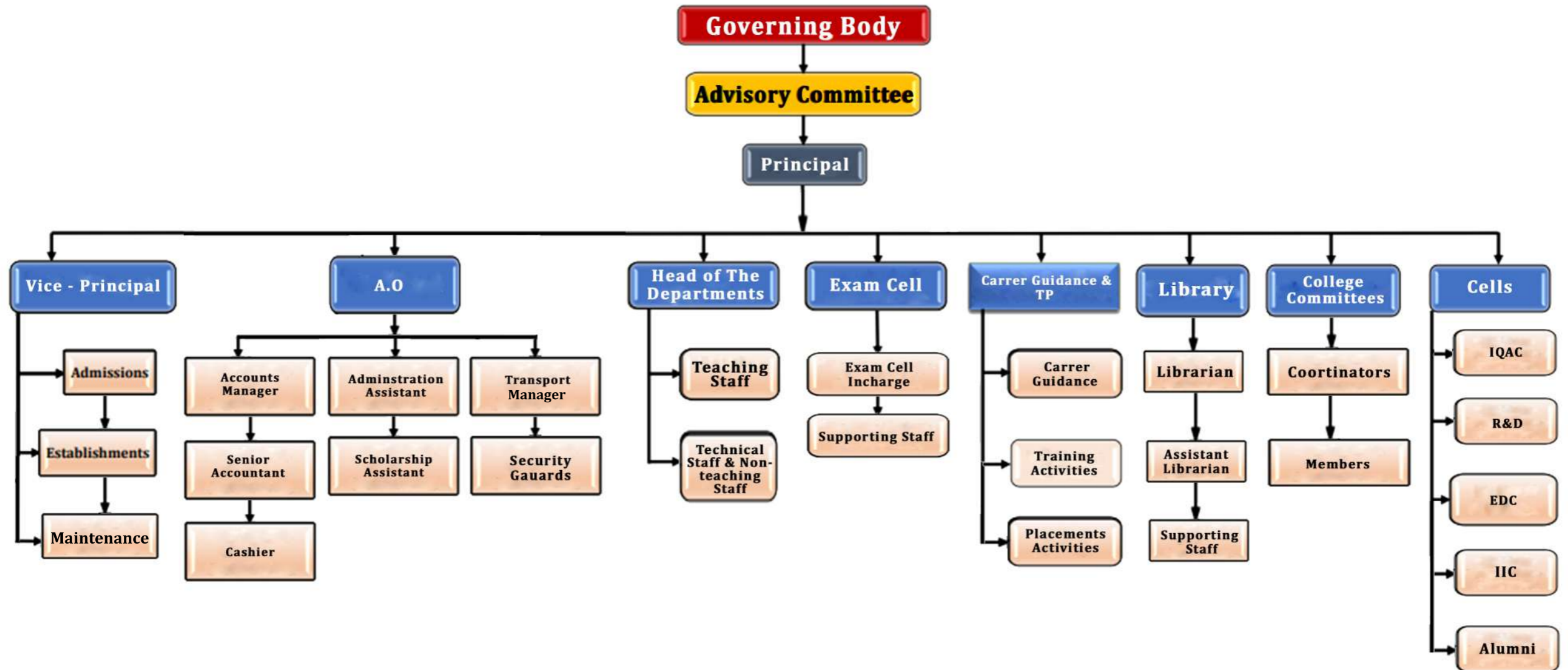
6.2.2

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





AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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List of Committees (2020-21)

The following are the committees framed for the academic year 2020-21 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 Dr. A. Chandra Shekhar, HOD CSE Mr. A. Arjuna Rao, Vice Principal Ms. M. Lakshmi Sramika, HOD MECH Mr. V. Siva Bhaskar rao, HOD ECE Dr. V. Prasanth, HOD MBA Mr. J. R. G. Patnaik, HOD BS&H	<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



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		<p>Dr. A. Chandra Sekhar, HOD CSE Mr. A. Arjuna Rao ,Vice Principal 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</p>	<p>faculty development programs.</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 rule.
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3	Admissions Committee	Dr A. Chandra Sekhar, HOD CSE Mr. P. Satyanarayana, CSE Mr. Shiek Hidayatulla Shariff, MECH Mr. A.M. Venkata Pravaee, MECH Mr. G. Ramu, MECH	<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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			<p>and concerned Competent authority.</p> <p>10. To submit the list of Admissions made by the college to the concerned competent authorities and get approved.</p>
4	Examinations and Evaluation Committee	<p>Dr. S. N. V. Ganesh, Principal Mr. S. Kesava Rao, CSE Mr. K. Avinash Kumar, ECE Mr G. Ramu, MECH Mr. D. Dhana Prasad, EEE Mr R. Venkatesh, CIVIL</p>	<ol style="list-style-type: none"> 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. Conducts the Internal tests and end semester examinations. To prepare the time table in accordance with the academic calendar for all the departments. Maintains the Department Class Timetable in common template. Prepares the timetable plan ahead of every semester in consultation with the departments. Schedules arrangement of Classrooms, Laboratory and Seminar hall based on availability.
5	Grievance Redressal committee	<p>Dr. A. Chandra Sekhar, HOD, CSE Mr. A. Arjuna Rao, HOD, EEE Mr V Pradeep Kumar, MECH Mr K. Mehar Prasad, CSE Mr K. Aninash Kumar, ECE Mrs D Sravasree, BS&H</p>	<ol style="list-style-type: none"> Grievances Redressal committee receives and redresses grievances reported for the following issues. Academic issues-pertaining to teaching learning activities. Student’s teacher, student-student, parent relationship pertaining to harassment etc.



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		<p>Students Members:</p> <p>K. Jaya ram, Student-CSE V. Abhishek, Student-BS&H G Harsha, Student-EEE K. Sai Nikhil, Student-ECE G Amrthya Sai, Student- MECH</p>	<p>Internal evaluation and in assessment marking.</p> <ol style="list-style-type: none"> 4. Complaint related to library and IT services. 5. Grievances related to food, water, electricity, etc. 6. Grievance related to transport facilities. 7. Grievances related to sports, cultural and selection process etc. 8. Grievances related to women’s issues and harassment. 9. Grievance related to ragging. 10. Grievances related to delay in issuance of records and documents.
6	Scholarships/ Student welfare Committee	<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. Dimple Mutyala, MBA</p> <p>Students: P. Sai Chandu(19Q75A0117) P. Sai Priya (18Q71A0216) 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 novice students. 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 A. Chandra Sekhar, HOD, CSE Ms. M. Lakshmi Sramika, HOD,MECH Mr. V S Bhaskara Rao, HOD, ECE Dr V. SaiPrasanth, 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 programmes from time-to-time in the campus. To educate the students at large by adopting various means about the menace of Ragging and related Punishments there to. A gamut of positive reinforcement activities are adopted by Anti-Ragging Committee for orienting students and molding their personality for a better cause.
8	Anti-Ragging Squad	<p>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</p>	<ol style="list-style-type: none"> They will form duty chart & carryout 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 noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa. Ensure anti ragging instructions are displayed at prominent places in their areas of control. Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control



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			<p>room.</p> <p>6. Every squad in-charge will brief all members of his squad about their duties / action regarding anti 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</p>	<ol style="list-style-type: none"> 1. Identification of strong leadership, change-makers among women and girls and building their capacity. 2. To promote a culture of respect and equality for female gender. 3. To organize awareness programs on gender sensitization. 4. The provision of opportunities and programs for girls and women to be financially, mentally and emotionally empowered to promote their growth as individuals in their own right. 5. To conduct seminars and workshop to impart knowledge of opportunities and tools available and train the women. 6. Arranging seminars to create awareness on the economic, social, political, and legal rights of women. 7. Organizing different activities to make women aware of their health, sports, self-defense etc. 8. Conducting various competitions to encourage



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			<p>their artistic talents for creative thinking</p> <ol style="list-style-type: none"> 9. To highlight the importance of spirituality, health, hygiene and safety 10. Celebration of International Womens Day on March 8th, every year 11. To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be “job providers” rather than “job seekers”.
10	Sports / Games committee	<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 event s. To maintain attendance of students who participate in sports events. 6. Sorting out any sports related issues (team selections, objections, quarrels etc) 7. Maintaining reports of sports events participated outdoor or



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			<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 of Annual sports contribution of the institute.9. To organize intra-class & inter - class sports and games competitions at the college level to identity talents in various sports and games both indoor and outdoor to build a strong college level teams to participate at the State Level and National Level competitions.10. To encourage the students to actively participate in various sports and games competitions conducted by other colleges.11. To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations.
11	OBC Committee	Mr. G Ramu, 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, HOD CSE 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. Dimple Mutyala, MBA</p> <p>Students: P. Sai Chandu(19Q75A0117) P. Sai Priya (18Q71A0216) 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 novice students. 5. Handle drop out related issues. 6. Provide an environment for



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			emotional, spiritual and social growth.
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. Mentor should develop a strong connection between the students and the faculty.2. Mentor should gain full confidence of students through their cooperative & kind behavior so that students will freely discuss their problems & difficulties.3. Mentor should call to respective parents for verification of address, phone no. and e-mail etc.4. 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. Mentor is expected to inform to the subject teacher regarding student treatment.
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. Dimple Mutyala, MBA	<ol style="list-style-type: none">1. The HoDs of departments concerned / Lab In-charge / Lab Technicians make2. Arrangements for getting the quotations based on the intended specifications.3. Comparative chart is prepared with the help of indenter.4. Based on the recommendations of the department, usually by the respective5. HoD, purchase committee will deliberate on the quotations, specifications and negotiate.6. Recommend the suitable vendor for the procurement.



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			<ol style="list-style-type: none"> 7. The committee meets as and when needed. 8. To maintain constant touch with the market condition and explore possibilities of 9. Identifying new sources of supply at competitive rates. 10. To ensure equitable treatment of suppliers and promotion of competition in procurement.
17	Finance Committee	<p>Dr. A. Chandra Sekhar, Director Mr. M. S. Santhosh Kumar , A. O Mr. T. Srinivas , MBA Mr. Surendra Kumar Ch, CSE Dr. R. Swapna, B&SH Mr. P. Santosh Kumar, ECE Mr. B. Hari Krishna Yadav, MECH</p>	<ol style="list-style-type: none"> 1. To monitor and manage the budget estimates relating to the income from fees, etc. collected 2. To manage the annual budgets and utilization reports submitted by the individual departments Audited.
18	NSS Committee	<p>Dr S.N.V.Ganesh, Principal Mr A.Arjun Rao, HOD,EEE Dr A. ChandraSekhar, HOD, CSE Ms M. Lakshmi Sramika, HOD, MECH Mr V. BhaskaraRao, HOD, ECE Mr V. Sai Prasanth, HOD, MBA Mr JRG Patnaik, HOD, BS&H Mr M. Santhosh Kumar, AO Mrs. K. Swathi, PD Mrs M. Indira, Member Mr S.K. Sharief, Member</p> <p>Students: N S Sandhya Rani(19Q71A05C2) S RMohan Kireeti(19Q71A0212) E Ravi Kumar(20Q75A0316) J Siddhu(19Q71A0437) P Dinesh Kumar(20Q71A4232)</p>	<ol style="list-style-type: none"> 1. Enrolment of cadets in NSS (Boys & Girls) from the students 2. Planning & Conducting regular activities and camps from time to time. 3. Creating awareness on social responsibility among students. 4. Maintenance of accounts and submission of accounts to university for the assistance received for NSS activities. 5. Programme officers of the units to take complete responsibility of the day to day activities.
19	Academic Audit Committee	<p>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</p>	<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



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			<p>prepared by the individual departments are followed as per the schedule.</p> <ol style="list-style-type: none"> 4. Review the student and faculty development programs. 5. To check whether the records and files being maintained by all the departments across the Institute are as per the IQAC criteria or not.
20	Extra-curricular Activities Committee	<p>Mr. A. Arjuna Rao, Vice Principal Dr. E. Ranjit Kumar, BS&H Mr S. K. Choudary, CSE Mr. P. Satyanarayana, CSE Mr B. Srinu, ECE Mrs Parimala Kotla Radhika, MECH.</p>	<ol style="list-style-type: none"> 1. To suggest and organize various cultural activities to be organized in an academic year 2. Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc., 3. To prepare sports calendar and an action plan to implement the same. 4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college. 5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields. 6. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments. 7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games. 8. To increase the cordial relations between students and faculty by organizing



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			exhibition games between the teams of students and faculty wherever possible.
21	Transport Committee	<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. Development of buses for the day scholars, faculty and staff from different areas of Visakhapatnam, Vizianagaram, Srikakulam and notification of bus starting and departure times (to & fro) for the information of students, faculty and staff at the beginning of the semester, during examination and vacation.2. Repair and maintenance of buses (not under lease) from time to 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) B. Sowmya(18Q71A0510)</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 3. Provides counseling for any emotional emergencies arising on account of any events in the institute 4. Provides a mechanism to redress the grievances of minorities.
26	Internal Quality Assurance Cell (IQAC)	Dr S.N.V Ganeshg, Principal Mr. I. Sravan Kumar, Member of GB Dr A. Chandra Sekhar, HOD CSE Dr G.Satyanarayana, IQAC Coordinator Mr.A.ArjunaRao,Prof & Vice Principal Mr.V.SivaBhaskaraRao,HOD ECE Dr B. Avinash Ben, 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	<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 IV 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. G. Anand, 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	<p>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</p>	<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	<p>Mr. K. SuriBabu, ECE Mr. A. Arjuna Rao, HOD-EEE Mr M. S. Santhosh Kumar, A.O Mr. B. Anand Swaroop , EEE Mr. B. Madhusudhana Rao, CSE</p> <p>Students: C Sudheer(15Q71A0103) R Vijay Kumar(15Q71A0222) G Srihari(15Q71A0337) L Bharadwaj(15Q71A0450) V Sai Devavrath(15Q71A05D8)</p>	<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.
31	Exam Cell	<p>Mr .A.C. Ramanjaneyulu, MECH Mr K.Avinash Kumar, ECE</p>	<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.V.Adinarayana, Coordinator Dr A. BalaKrishna, CSE Dr B.Avinash Ben, Professor 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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HR POLICY

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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 lecturers 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.



Principal

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



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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.




Principal

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Ref No: AIET/IQAC/2020-2021 /01

Date: 04.08.2020

To

The Members of IQAC

Avanathi Institute of Engineering and Technology

Cherukupally (Village), Near Tagarapuvalasa Bridge

CIRCULAR

This is to inform and invite all the member of IQAC to attend the Internal Quality Assurance Cell meeting of our Institution via online on 10.08.2020 at 10.00 AM .The link will be shared soon. All the members of IQAC are requested to attend for the meeting without fail.

Agenda:

1. Review the minutes of previous IQAC meeting..
2. In view of covid-19 pandemic situation conducted online classes. Review on student attendance and syllabus coverage.
3. To fill the AQAR 2019-2020
4. Discussion on new B.Tech programmes introduced from 2020-2021 Academic Year.
5. Mandatory Internships for B.Tech Students
6. Any other item with permission of chairman

Thank you,

G. Satyanarayana,

Dr.Gandi Satyanarayana

(IQAC Coordinator)

Chairman
PRINCIPAL

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Cherukupally (V), Chittivalasa (SAO)
Bhogapuram (M),
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Copy to:

1. Principal office
2. All Concerned members
3. All HoD's
4. Notice board, IQAC



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Internal Quality Assurance Cell (IQAC)

Ref No: AIET/IQAC/2020-2021 /01

Date: 10.08.2020

IQAC Minutes of Meeting

IQAC coordinator Dr.Gandi Satyanarayana extended a warm welcome to the all IQAC members. The following decisions (agenda wise) were taken after detailed discussions among the members in the meeting. The agenda is presented before the committee by IQAC coordinator and the discussion started with action taken report meeting held on 15- 06-2020

Agenda Item 1: To review the minutes of IQAC meeting held on 15- 06-2020

Resolution: The members reviewed the IQAC minutes of meeting held on 15-06-2020 and approved the same.

Agenda Item 2: In view of covid-19 pandemic situation conducted online classes. Review on student's attendance and syllabus coverage.

Resolution:

- In view of Covid-19 pandemic situation, the committee resolved to conduct online classes for B.Tech, M.Tech, and MBA through online zoom apps, Goggle Meet apps etc with immediate effect.
- Resolved to attend webinars, FDP's, etc in this lockdown period by all the staff members to improve their technical skills.
- All HODs and faculty are instructed to motivate the students towards online classes in the present scenario.
- The Committee resolved that the staff shall publicize among the students about precautionary measures to be taken to overcome the COVID-19.
- It was decided to conduct virtual laboratory sessions for the students.
- It was resolved to provide online assignments and to evaluate it regularly.
- It was decided to maintain appropriate infrastructure facilities for the conduct of online classes and lab classes.

Agenda Item 3: To fill the AQAR 2019-20

Resolution:

- IQAC Coordinator informed all the criteria in-charges to update the status of data filling and to complete it on time in view of AQAR submission. It was observed that for some



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of the parameters, data provided is not sufficient. The same was discussed thoroughly and the members present suggested ways to gather the data appropriately.

Agenda Item 4: Discussion on new B.Tech programmes introduced from 2020-2021 Academic Year.

Resolution:

- IQAC coordinator Dr.Gandi Satyanarayana mentioned about the new B.Tech programs introduced from 2020-2021 Academic year. B.Tech CSE (Artificial Intelligence & Machine Learning), B.Tech CSE (Data Science) as per the university guide lines.
- Further, he mentioned that these new B.Tech programs will have plenty of job opportunities.
- The members congratulated the management, Principal, Faculty for introducing these new B.Tech programmes.

Agenda Item 5: Internships Mandatory for B.Tech students

Resolution:

- The committee decided to encourage the mandatory internships for all III and IV B.Tech Students in Govt. and reputed Private companies in line.

Agenda Item 6: Any other item with permission of chairperson

Resolution: The committee decided to meet at regular intervals in formal / informal manner to enhance IQAC institutionalization

Signatures:

S.No	Name of the Member and Designation	Role	Signature
1	Dr.S.N.V.Ganesh Principal, AIET	Chairman	
2	Mr.I. Shravan Kumar Member of GB, AIET	Member	
3	Dr.A.Chandra Sekhar Professor and HOD CSE	Member	
4	Mr.A.Arjuna Rao Vice Principal & HOD EEE	Member	
5	Mr.V.Siva Bhaskara Rao Assoc.Prof & HOD ECE	Member	
6	Dr.B.Avinash Ben Assoc.Prof & HOD Mechanical	Member	
7	Mr.R.Venkatesh Asst.Prof & HOD Civil Engg	Member	



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8	Dr.V.Sai Prasanth Prof & HOD MBA	Member	
9	Mr.J.R.G.Patnaik Prof & HOD S &H	Member	
10	Dr.P.KrishnaRao Prof. of ECE	Member	
11	Dr.Raja Santosh Prof. of Mechanical Engg.	Member	
12	G.Chinna Rao Assoc. Prof of S & H	Member	
13	Dr.R.Swapna Prof of S&H	Member	
14	Dr.Annepu Balakrishna Prof. of CSE	Member	
15	Dr.H.Mallessam Dora Assoc. Prof. of EEE	Member	
16	Mrs.M.Sumathi Asst.Prof. of Civil Engg.	Member	
17	Mrs.K.Praveena Exam Cell Incharge	Member	
18	Mr. R.L.Narayana WNS Central Head, Industry Member	Member	
19	Mr.M.Rupu Sundara Rao Placement Officer	Member	
20	Mr. M.S.Santosh Kumar Administrative officer	Member	
21	Mr.R.Appala Narsayya Sarpanch	Member	
22	Mr.V.Vidya Sagar SBI, Deputy Manager, Alumni	Member	
23	L.Gayathri Student ,II CSE,19Q71A0587	Member	
24	Dr. Gandhi Satyanarayana Professor & IQAC Coordinator	Member Secretary	

Dr.Gandhi Satyanarayana
Coordinator, IQAC

Principal



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Ref No: AIET/IQAC/2020-2021 /02

Date: 9.12.2020

To

The Members of IQAC

Avanathi Institute of Engineering and Technology

Cherukupally (Village), Near Tagarapuvalasa Bridge

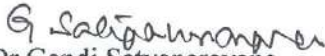
CIRCULAR

This is to inform and invite all the members of IQAC to attend the Internal Quality Assurance Cell meeting of our Institution on 14.12.2020 at 10.00 AM through virtual mode. All the members of IQAC are requested to attend the meeting without fail and the link will be shared soon.

Agenda:

1. Review the minutes of previous IQAC meeting..
2. Discussion on online class work
3. NPTEL and Coursera Certification Courses for Students and Faculty Members
4. Discussion on Placements & Higher studies
5. Project reviews for B.Tech students
6. Any other item with permission of chairman

Thank you,


Dr. Gandhi Satyanarayana
(IQAC Coordinator)


Chairman

Copy to:

1. Principal office
2. All Concerned members
3. All HoD's
4. Notice board, IQAC

PRINCIPAL
AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY
Cherukupally, Near Tagarapuvalasa (SAO)
Bridg (M),
Vizianagaram (Dist.)-531162



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Internal Quality Assurance Cell (IQAC)

Ref No: AIET/IQAC/2020-2021 /02

Dates: 14.12.2020

IQAC Minutes of Meeting

IQAC coordinator Dr.Gandi Satyanarayana convened the meeting by welcoming all the IQAC members. The following decisions (agenda wise) were taken after detailed discussions among the members in the meeting. The agenda is presented before the committee by IQAC coordinator and the discussion started with action taken report meeting held on 10- 08-2020

Agenda Item 1: To review the minutes of IQAC meeting held on 10.08.2020

Resolution: The members reviewed the IQAC minutes of meeting held on 10.08.2020 and approved the same.

- The IQAC coordinator praised the CRT team for their tremendous training amidst covid and for satisfactory Campus placements.
- It was decided to include and implement ICT tools in teaching the students.

Agenda Item 2: Discussion on online class work

Resolution:

- IQAC Coordinator discussed about online class work for students, which is being carried out during Covid-19. He also informed to all the faculty members to be prepared with their lesson plans, course material etc for the academic year 2020-2021.

Agenda Item 3: NPTEL and Coursera Certification Courses for Students and Faculty Members

Resolution:

- IQAC coordinator Dr.Gandi Satyanarayana highlighted the importance of NPTEL certification courses for the continuous improvement of students and faculty members.
- It was resolved and the members also recognized the importance of NPTEL and Certification courses for the faculty members and the need to enroll into such courses. Members also highlighted the promising scope of learning through other online platforms i.e. Coursera, Udemy., Udacity etc.



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- It was resolved and members also suggested the faculty members and the students to concentrate on a module of specialized courses in a particular domain to get expertise in that particular domain through online platforms.
- As per the discussions made ,all the faculty members are informed to participate in certification courses like NPTEL,FDP's. It was also mandated for the faculty members to participate in five to six online FDP's and submit the entire information to IQAC and forward the complete FDP details to AICTE and UGC.

Agenda Item 4: Discussion on Placements & Higher studies

Resolution:

- HODs applauded the Training and Placement team for their efforts towards getting better placements
- IQAC coordinator suggested the Training and Placement team to conduct Technical training especially to the branches of Mech, EEE and ECE for further enhancement of their prospects in higher education as well as Job placements
- The IQAC coordinator emphasized the importance of higher studies and informed the members to motivate and guide the students in preparation for the examinations like GATE,GRE ,etc
- The committee heart fully agreed and showed their willingness to proceed.

Agenda Item 5:Project reviews for B.Tech students



Resolution:

- It was resolved to conduct online project reviews for B.Tech students, to guide them and to give necessary suggestions in the preparation of quality projects.

Agenda Item 6: Any other item with permission of chairperson

Resolution: The committee decided to meet at regular intervals in formal / informal manner to enhance IQAC institutionalization

Signatures:

S.No	Name of the Member and Designation	Role	Signature
1	Dr.S.N.V.Ganesh Principal, AIET	Chairman	
2	Mr.I. Shravan Kumar Member of GB, AIET	Member	
3	Dr.A.Chandra Sekhar Professor and HOD CSE	Member	



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4	Mr.A.Arjuna Rao Vice Principal & HOD EEE	Member	
5	Mr.V.Siva Bhaskara Rao Assoc.Prof & HOD ECE	Member	
6	Dr.B.Avinash Ben Assoc.Prof & HOD Mechanical	Member	
7	Mr.R.Venkatesh Asst.Prof & HOD Civil Engg	Member	
8	Dr.V.Sai Prasanth Prof & HOD MBA	Member	
9	Mr.J.R.G.Patnaik Prof & HOD S &H	Member	
10	Dr.P.KrishnaRao Prof. of ECE	Member	
11	Dr.Raja Santosh Prof. of Mechanical Engg.	Member	
12	G.Chinna Rao Assoc. Prof of S & H	Member	
13	Dr.R.Swapna Prof of S&H	Member	
14	Dr.Annepu Balakrishna Prof. of CSE	Member	
15	Dr.H.Mallessam Dora Assoc. Prof. of EEE	Member	
16	Mrs.M.Sumathi Asst.Prof. of Civil Engg.	Member	
17	Mrs.K.Praveena Exam Cell Incharge	Member	
18	Mr. R.L.Narayana WNS Central Head, Industry Member	Member	
19	Mr.M.Rupu Sundara Rao Placement Officer	Member	
20	Mr. M.S.Santosh Kumar Administrative officer	Member	
21	Mr.R.Appala Narsayya Sarpanch	Member	
22	Mr.V.Vidya Sagar SBI, Deputy Manager, Alumni	Member	
23	L.Gayathri Student ,II CSE,19Q71A0587	Member	
24	Dr. Gandhi Satyanarayana Professor & IQAC Coordinator	Member Secretary	

Dr.G.Satyanarayana

Coordinator, IQAC

Principal



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Ref No: AIET/IQAC/2020-2021 /03

Date: 20.04.2021

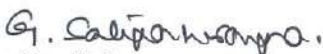
To
The Members of IQAC
Avanthi Institute of Engineering and Technology
Cherukupally (Village), Near Tagarapuvalasa Bridge

CIRCULAR

This is to bring to your kind notice that the Internal Quality Assurance Cell (IQAC) meeting of Avanthi Institute of Engineering and Technology will be organized on 26.04.2021 at 10.00 AM through virtual mode. All the following members are requested to be present for the meeting without fail and the link will be shared soon.

Agenda:

1. Minutes and actions of IQAC meeting held on 14.12.2020
2. Discussion on Mentoring by faculty
3. Review of the Academic Performance
4. Review of preparation of even semester Time tables for the Academic year 2020-2021
5. Discussion on Admission work
6. Preparation of e-content and subject wise soft copy
7. Utilization of digital e -content for saving the necessary documents
8. Any other item with permission of chairman


Dr. Gandhi Satyanarayana
(IQAC Coordinator)

Copy to:

1. Principal office
2. All Concerned members
3. All HoD's
4. Notice board, IQAC


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



Internal Quality Assurance Cell (IQAC)

Ref No: AIET/IQAC/2020-2021 /03

Date: 26.04.2021

IQAC Minutes of Meeting

IQAC coordinator Dr.Gandi Satyanarayana commenced the meeting with a note of welcome to the IQAC members. The following decisions (agenda wise) were taken after detailed discussions among the members in the meeting.

Agenda Item 1: To review the minutes of IQAC meeting held on 14.12.2020

Resolution: The members reviewed the IQAC minutes of meeting held on 14.12.2020 and approved the same.

Agenda Item 2 : Discussed on Mentoring by faculty

Resolution:

IQAC coordinator requested HOD's to discuss about mentoring duties executed by the respective faculty members.

HODs elaborated about the student mentoring process adopted by their faculty members. faculty members have been calling the students and their parents on every week end, due to which the students online classes attendance is also good.

Agenda Item 3: Review of the Academic Performance

Resolution:

- Reviewed the performance of the first midterm test results of final years of all the departments. It is informed and kept mandate for all HOD's to maintain a department pass percentage of 75% (in all the years).
- Also, it is further suggested to maintain in all internal tests so that it can be sustained in the semester end examinations. In case of any deviations or any feedback received from the students with regard to online classes delivery, the Academic Monitoring Committee (AMC), it is suggested to call them, counsel them and to further motivate them to perform better.
- HODs are requested to inform faculty to focus much on Lateral Entry students.

Agenda Item 4 : Review of preparation of even semester Time tables for the Academic year 2020-2021

Resolution:



Reviewed the preparation of Even Semester Time tables for the Academic year 2020-2021.

The following points are resolved

- Resolved to include Technical Training in the regular time table from 2nd year onwards
- HODs are informed to prepare department training calendars from 2nd to 4th years and also prepare a separate calendar for 6th semester

Agenda Item 5: Discussion on Admission work

Resolution:

- The coordinator emphasized the members to concentrate on admission work.

Agenda Item 6: Preparation of e-content and subject wise soft copy

Resolution :

- It was decided and faculty members were informed to prepare and provide e-content and subject wise softcopy of the notes to the students .
- It was resolved to provide softcopy of the text books and lab manuals.

Agenda Item 7:Utilization of digital e -content for saving the necessary documents

Resolution:

- Provide training for storing and utilizing the data and the process that is required to store the content electronically.

Agenda Item 8: Any other matter with permission of chairperson.

Resolution: The committee decided to meet at regular intervals in formal / informal manner to enhance IQAC institutionalization

Signatures:

S.No	Name of the Member and Designation	Role	Signature
1	Dr.S.N.V.Ganesh Principal, AIET	Chairman	
2	Mr.I. Shravan Kumar Member of GB, AIET	Member	
3	Dr.A.Chandra Sekhar Professor and HOD CSE	Member	
4	Mr.A.Arjuna Rao Vice Principal & HOD EEE	Member	
5	Mr.V.Siva Bhaskara Rao Assoc.Prof & HOD ECE	Member	
6	Dr.B.Avinash Ben Assoc.Prof & HOD Mechanical	Member	



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7	Mr.R.Venkatesh Asst.Prof & HOD Civil Engg	Member	
8	Dr.V.Sai Prasanth Prof & HOD MBA	Member	
9	Mr.J.R.G.Patnaik Prof & HOD S &H	Member	
10	Dr.P.KrishnaRao Prof. of ECE	Member	
11	Dr.Raja Santosh Prof. of Mechanical Engg.	Member	
12	G.Chinna Rao Assoc. Prof of S & H	Member	
13	Dr.R.Swapna Prof of S&H	Member	
14	Dr.Annepu Balakrishna Prof. of CSE	Member	
15	Dr.H.Mallessam Dora Assoc. Prof. of EEE	Member	
16	Mrs.M.Sumathi Asst.Prof. of Civil Engg.	Member	
17	Mrs.K.Praveena Exam Cell Incharge	Member	
18	Mr. R.L.Narayana WNS Central Head, Industry Member	Member	
19	Mr.M.Rupu Sundara Rao Placement Officer	Member	
20	Mr. M.S.Santosh Kumar Administrative officer	Member	
21	Mr.R.Appala Narsayya Sarpanch	Member	
22	Mr.V.Vidya Sagar SBI, Deputy Manager, Alumni	Member	
23	L.Gayathri Student ,II CSE,19Q71A0587	Member	
24	Dr. Gandhi Satyanarayana Professor & IQAC Coordinator	Member Secretary	

Dr.Gandhi Satyanarayana
Coordinator, IQAC

Principal



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ANTI RAGGING COMMITTEE

CIRCULAR


Circular No: 01/2020-21

Date: 21/10/2020

In the 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 to a meeting on **22/10/2020** at 2.30 pm at college conference hall to discuss the following agenda

Agenda

1. Formation of anti ragging committee and squad for the academic year 2020-21
2. Organize induction meet to juniors for better interaction
3. Maintaining separate mess timings for junior students to avoid in-disciplinary activities


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Copy to:

1. All coordinators of the Committee
2. All Faculty Members of the Committee
3. All Student Members of the Committee



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ANTI RAGGING COMMITTEE

Date: 22/10/2020

The Principal, all HODs, PD and faculty met in the chamber of the principal and reconstituted the anti ragging committee for the academic year 2020-21 with faculty and students. The objective of the committee is to maintain ragging free campus, the members of the committee are informed to monitor the students activities within and outside the campus and to conduct anti ragging awareness program to the

The following staff members have been appointed for the academic year 2020-21:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr S N V Ganesh	Principal	Chairman	
2	Mr A.Arjun Rao	HOD EEE	Coordinator	
3	Dr A Chandrasekhar	HOD CSE	Coordinator	
4	Ms Lakshmi Sramika	HOD MECH	Member	
5	Mr V S Bhaskar rao	HOD ECE	Member	
6	Mr V. Sai Prasanth	HOD-MBA	Member	
7	Mr J.R.G Patnaik	HOD BS&H	Member	
8	Mr M Santosh kumar	AO	Member	
9	Mrs K Swathi	PD	Member	
10	Mrs M. Indira	Member	Member	
11	Mr Sk. H Sharief	Member	Member	
12	B. Manoj Kumar – II MECH	Student Member	Student Member	B. Manoj Kumar
13	M Hemalatha – II CSE	Student Member	Student Member	M. Hemalatha
14	P Suresh – II EEE	Student Member	Student Member	P. Suresh
15	K.Bharghavi– II ECE	Student Member	Student Member	K. bharghavi


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ANTI RAGGING COMMITTEE

Minutes of the meeting of the committee constituted held on 22/10/2020 at 2:30 p.m. in the conference hall to review and strengthen the measures to curb the menace of ragging in the college for the academic year 2020-21.

The Committee discussed the following agenda at the meeting:

1. It was discussed to reconstitute an anti-ragging committee and anti ragging squads for the academic year 2020-21. A day wise squad is assigned to monitor the activities of students in and outside of the campus. If any incident of ragging is brought the notice of any member of above Committee or any other members of the teaching or Non-teaching staff, it should immediately brought to the notice of the chairman of the committee. The non-teaching staff in every department should also remain alert towards any incident of ragging. They should report promptly any case which comes to their notice. 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.
2. The committee decided to organize the induction meet to the junior students immediately for the better interaction among the students of all groups with concerned faculty. To promote a healthy junior-senior relationships. It is the responsibility of the seniors students to involve their juniors in all kinds of activities.
3. It was also decided that regular mess timings of juniors should be maintained separately to avoid contact with senior students. Wardens should ensure the proper security of the students in the mess.
4. Few teachers are constituted from every department to monitor the activities of the students especially during lunch hours.

RESOLUTIONS:

Committee issued instructions to the concerned departments

List of the members is attached.

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr S N V Ganesh	Principal	Chairman	
2	Mr A.Arjun Rao	HOD EEE	Coordinator	
3	Dr A Chandrasekhar	HOD CSE	Coordinator	
4	Ms Lakshmi Sramika	HOD MECH	Member	
5	Mr V S Bhaskar rao	HOD ECE	Member	
6	Mr V. Sai Prasanth	HOD MBA	Member	
7	Mr J.R.G Patnaik	HOD BS&H	Member	
8	Mr M Santosh kumar	AO	Member	
9	Mrs K Swathi	PD	Member	
10	Mrs M. Indira	Member	Member	
11	Mr Sk. II Sharief	Member	Member	
12	B. Manoj Kumar – II MECH	Student Member	Student Member	B. Manoj Kumar
13	M Hemalatha – II CSE	Student Member	Student Member	H. Hemalatha
14	P Suresh – II EEE	Student Member	Student Member	P. Suresh
15	K.Bharghavi – II ECE	Student Member	Student Member	K. Bharghavi



SIGNATURE OF CHAIRMAN
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SEXUAL HARASSMENT ERADICATION COMMITTEE

CIRCULAR


Circular No: 01/2020-21

Date: 22/09/2020

This is to bring to your notice, about the circular for a counseling session for sexual harassment, I request all the members of the committee to attend the meeting on 22-09-2020 at 2.30 pm at college conference hall to discuss the following agenda.

Agenda

Formation of Sexual Harassment Eradication Committee for the academic year 2020-21


SIGNATURE OF CHAIRMAN
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Cherukupally (V), Chittivalasa (SAO)
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Copy to:

1. All Coordinators of the Committee
2. All Faculty Members of the Committee
3. All Student Members of the Committee



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SEXUAL HARASSMENT ERADICATION COMMITTEE

Date: 22/09/2020

The Principal, A.O and HODs have met in the chamber of the principal and has reconstituted the Sexual Harassment Eradication Committee for the academic year 2020-21 with faculty and students. The objective of the committee is to protest against any behaviour that girl student's feel is unwanted and unacceptable. The members of the committee are requested to monitor the students' activities within and outside the campus and to inform all the female students about the importance of this committee.

The following staff members have been appointed for the academic year 2020-21:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Mr A. Arjuna Rao	HOD EEE	Coordinator	
3	Ms M. Laxmi Shramika	Faculty-MECH	Member	
4	Mrs N.Harini	Faculty- CSE	Member	
5	Mrs K.Shyamala	Faculty- ECE	Member	
6	Dr R Swapna	Faculty- BS&H	Member	
7	B.Sanghavi	Student- CSE	Student Member	
8	Sharon dena raji	Student- BS&H	Student Member	
9	B.Neelima	Student- EEE	Student Member	
10	E.Swetha	Student - ECE	Student Member	

SIGNATURE OF CHAIRMAN
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SEXUAL HARASSMENT ERADICATION COMMITTEE

Minutes of the meeting of the committee constituted held on 22/09/2020 at 2:30 p.m. in the conference hall to treat sexual harassment as misconduct and initiate punitive actions for such misconduct and also to resolve such issues in the college for the academic year 2020-21. The committee discussed the following agenda at the meeting:

- It was discussed to reconstitute the Sexual Harassment & Eradication Committee for the academic year 2020-21. In every Department a few faculty are formed 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. We believe in gender equality and justice in all its interventions and practices. Keeping these principles in mind, it is important to ensure an organizational climate that is free from discrimination with particular focus on sexual harassment. With this purpose, Sexual Harassment & Eradication Committee has been formed in the college.

RESOLUTIONS:

Committee issued instructions to the concerned departments.

List of the members is attached.

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Mr A. Arjuna Rao	HOD EEE	Coordinator	
3	Ms M. Laxmi Shramika	Faculty-MECH	Member	
4	Mrs N.Harini	Faculty- CSE	Member	N.Harini
5	Mrs K.Shyamala	Faculty- ECE	Member	K.Shyamala
6	Dr R Swapna	Faculty- BS&H	Member	Dr R Swapna
7	B.Sanghavi	Student- CSE	Student Member	B.Sanghavi
8	Sharon dena raji	Student- BS&H	Student Member	Sharon
9	B.Neelima	Student- EEE	Student Member	Neelima
10	E.Swetha	Student - ECE	Student Member	E.Swetha

SIGNATURE OF CHAIRMAN
AVANTHI INSTITUTE OF ENGG. & TECH
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GRIEVANCE REDRESSAL COMMITTEE

CIRCULAR

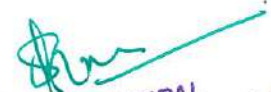
Circular No: 01/2020-21

Date: 10/11/2020

All the members of the committee are requested to attend the meeting on 10-11-2020 at 2.30 pm at college conference hall to discuss the following agenda

Agenda:

- Formation of the Grievance Redressal Committee for the academic year 2020-21


SIGNATURE OF PRINCIPAL
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Copy to:

1. All Coordinators of the Committee
2. All Faculty Members of the Committee
3. All Student Members of the Committee



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GRIEVANCE REDRESSAL COMMITTEE

Date: 10-11-2020

The Principal, A.O and all HODs met in the chamber of the principal and reconstituted the Grievance Redressal Committee for the academic year 2020-21 with faculty and students. The objective of the committee is to look into the complaints lodged by students and also empowered to look into the matters of psychological harassment by faculty. The members of the committee are requested to monitor the students' activities within and outside the campus.

The following staff members have been appointed for the academic year 2020-21:

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Dr A Chandra Sekhar	CSE HOD	Coordinator	
3	Mr A. Arjuna Rao	Vice Principal	Member	
4	Mr V Pradeep Kumar	Faculty-MECH	Member	
5	Mr K. Meher Prasad	Faculty- CSE	Member	
6	Mr K Avinash Kumar	Faculty- ECE	Member	
7	Mrs D Sravyasree	Faculty- BS&H	Member	
8	K Jayaram	Student- CSE	Student Member	
9	V Avhishek	Student- BS&H	Student Member	
10	G Harsha	Student- EEE	Student Member	
11	K.Sai Nikhil	Student - EGE	Student Member	
12	G.Amarthya sai	Student- MECH	Student Member	

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GRIEVANCE REDRESSAL COMMITTEE

Minutes of the meeting of the committee held on 10-11-2020 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 2020-21.

The Committee discussed the following agenda at the meeting:

- It was discussed to reconstitute the Grievance Redressal Committee for the academic year 2020-21. In every Department a few teachers are 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 relating to student. The committee is requested to contribute effectively to dispose the grievances at the earliest. The number of grievances settled or pending will be reported to the Principal/Director.

RESOLUTIONS:

Committee issued instructions to the concerned departments

List of the members is attached.

S.NO:	NAME OF MEMBER	DESIGNATION	ROLE	SIGNATURE
1	Dr.S.N.V Ganesh	Principal	Chairman	
2	Dr A Chandra Sekhar	CSE HOD	Coordinator	
3	Mr A. Arjuna Rao	Vice Principal	Member	
4	Mr V Pradeep Kumar	Faculty-MECH	Member	
5	Mr K. Meher Prasad	Faculty- CSE	Member	
6	Mr K Avinash Kumar	Faculty- ECE	Member	
7	Mrs D Sravyasree	Faculty- BS&H	Member	
8	K Jayaram	Student- CSE	Student Member	
9	V Avhishek	Student- BS&H	Student Member	
10	G Harsha	Student- EEE	Student Member	
11	K. Sai Nikhil	Student - ECE	Student Member	
12	G. Amarthya sai	Student- MECH	Student Member	

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