



6.2.1 The institution perspective plan is effectively deployed and functioning of the institutional bodies is effective as visible from policies, administrative set up appointment, service rules and procedures etc.

CONTENTS

S. No	Description	Page. No
1	Strategic Plan and Deployment Documents	2-14
2	Organization chart	15
3	List of Committees – Members & Responsibilities	16-38
Policies		
4	HR Policy	39-50
5	IQAC Policy	51-52
6	Recruitment Policy	53-57
7	R&D Policy	58-66
8	Environmental Policy	67
9	ERP Policy	68-71
10	Scholarship Policy	72-73
11	Divyangan Policy and Initiatives Undertaken	74
12	Anti Ragging Policy	75-80
13	Environment And Green Campus Policy	81-83
14	Maintenance Policy	84-87
15	IT Policy	88-95
Case Studies		
16	DetailsofPlacements and Higher EducationStatistics(2018-2023)	96-113
17	Research And Development Cell	114-141





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Institutional Strategic Plan

Preamble:

Over the past 13 years, Avanathi Institute of Engineering and Technology has been engaged in providing quality education for the future generations of engineers. AIET was started in 2005 with four B. Tech programs (ECE, CSE, EEE, Mech) with an intake 240, today it has emerged as a leading institution in the state with an intake of 828 students in five (CSE, ECE, EEE, Civil and Mech) Undergraduate programs, and four M.Tech programs (CSE, VLSI Design, Power Systems, CAD-CAM, Power Electronics and MBA). With an unparalleled infrastructure and state-of-art facilities, outstanding academic results and achievements in sports and NSS (3 Units) we are positioned as a college of choice for the students to weave their engineering dreams into reality. The institution is NAAC accredited with of 3.00 on four-point scale at “B⁺⁺” grade valid up to 26-09-2023, and permanently affiliated to JNTUK, Kakinada and is now one among the Best Engineering colleges in Andhra Pradesh. Our academic excellence has been the cornerstone of our reputation, our students and graduates are recognized and valued for their integrity, commitment, ethical behavior and leadership qualities.

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

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

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

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



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the best technological institutions in the country.

Strategic Plan:

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

Avanathi Institute of Engineering and Technology (AIET) Planning and Development Committee (PDC) was constituted in 2018 with key Institute leaders and faculty representatives. The PDC prepared a draft strategy document with a vision, mission, goals and action items. The planning process started with a brainstorming session by a team of faculty members, focus group meetings with students, discussions in department faculty meetings and alumni inputs. The participants were grouped and completed an extensive SWOT analysis on the state-of-art of Avanathi Institute of Engineering and Technology. The PDC team developed ideas on the major goals, objectives and strategies. Suggestions and feedback were invited from all stakeholders: Parents, Faculty, Staff, Students, Alumni and Industry. The recommendations from all its stakeholders were consolidated as six major goals. Six groups of subcommittees reviewed the objectives and strategies and completed the draft plan. Finally, the draft plan was presented to the AIET GB members, Chairman, Principal, Deans and all HoDs, Professors and faculty for feedback and for fine tuning. After incorporating the suggestions and feedback, the Strategic Plan 2018-2024 has been finalized.

Our Vision, Mission and Values:

Vision:

To develop highly skilled professionals with ethics and human values

Mission:

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

Quality Policy:

Avanathi Institute of Engineering and Technology, emphasizes the ethical ideals to innovate advanced training by creating the best possible infrastructure through an engaging, activity-oriented teaching. It also uses the most updated information and communication technology to enhance an



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engineering approach among the students, aiming for an effective and ambitious administration which is responsive in all the aspects.

Core Value:

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

(i) Contributing to National Development

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

(ii) Fostering Global Competencies among Students

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

(iii) Inculcating a Value System among Students

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

(iv) Promoting the Use of Technology & Innovation

Technological advancement and innovations in educational transactions have to be undertaken by all, to make a visible impact on academic development as well as administration. To keep pace with the developments in other spheres of human endeavor, AIET has enriched the learning experiences of their students by providing them with state-of-the-art educational technologies including Information and Communication Technologies (ICT). AIET established Technology Incubation Hub, and Entrepreneurship Development Cell to encourage students and faculty for Innovation.

(v) Quest for Excellence

The Institute is committed to excellence in all spheres of its activities, and through internal and



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

(vi) Integrity

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

(vii) Transparency

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

Strategic Goals:

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

GOALS:

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

GOAL2: Developing Excellence in Research and Consultancy.

GOAL3: Developing Excellence in Innovation and Entrepreneurship activities.

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

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

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

GOAL 1:

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

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



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

- a) Modernize and Strengthen the Laboratories as per AR16 Regulations.
- b) To increase Interdisciplinary interactions among faculty and students and the outside world on the upcoming technologies and the changing needs of the society.
- c) Continuous updating of books, Learning Resources and Course specific software.
- d) Keep the Library and Digital Library Facility open to maximum time possible
- e) Encourage innovative teaching, learning and assessment methods
- f) Enhance faculty and student interaction with reputed institutions/companies through training programs, workshops and collaborative projects
- g) Increase internships and student exchange programs at reputed institutions and companies.

Objective 1.2: Institutional Brand building Strategies:

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

Objective 1.3: Promote Alumni networking with students Strategies:

- a) Create a world-wide Avanathi Institute of Engineering and Technology Alumni network
- b) Attract alumni support in placements and internships for students
- c) Enhance the involvement of Alumni as Resource persons for technical workshops and invited talks.
- d) Strengthen Alumni involvement as Innovator or Entrepreneur in the campus start-up ecosystem–Technology Incubation Hub, Business Incubation Centre and Entrepreneurship Development Cell.

GOAL 2:



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Developing excellence in Research and Consultancy

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

Objective 2.1: Strengthen research activities strategies:

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

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

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

GOAL 3:

Developing Excellence in Innovation, and Entrepreneurship activities

Objective 3.1: Strengthen Entrepreneurial ecosystem in the campus Strategies:

- a) Facilitate and develop a culture of research entrepreneurship that rewards faculty & students for the development of Intellectual Property Rights (IPR).
- b) Encourage students and Faculty (Department wise) to participate in Technology Incubation Hub that promotes entrepreneurship.



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- c) Develop Business Incubation Center and meet-up spaces focusing on MSMEs.
- d) Conduct training programs / workshops / events /competitions focused on Innovation and Entrepreneurship.

GOAL 4:

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

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

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

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

Objective 4.2: Encourage and enable faculty excellence Strategies:

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

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

- a) Implement performance-based incentives, rewards and recognition
- b) Conduct skill development programs in advanced technology areas for faculty and technical staff



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- c) Encourage faculty and staff towards entrepreneurship
- d) Implement attractive pay and other benefits for personal/professional development
- e) Organize at least one family-based activity such as picnic, yoga & meditation, food & nutrition once in a year.

GOAL 5:

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

Objective 5.1: Ensure quality teaching and learning Strategies:

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

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

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

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

- a) Motivate student projects relevant to society and to provide solutions to regional problems.
- b) Encourage students for community service through NSS activities.
- c) Encourage support for NGOs engaged in Social Service Activities

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

- a) Enhance extra-curricular, co-curricular activities and Hobby Clubs
- b) Enhance department association and professional society activities and ensure mass participation of students
- c) Develop counseling Centre to address students’ psychological and emotional issues



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- d) Empower the student Activity Centre to discuss common problems of students and ensure its solution.
- e) Effective Grievances Redressal Mechanism to address grievances.

GOAL 6:

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

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

- a) Establish well defined rules, policies and simple procedures.
- b) Decentralization of powers and all-inclusive well defined organizational charts
- c) Provide financial powers to departments and manage its utilization with accountability and transparency
- d) Celebrate and reward excellence in innovation, leadership and initiative.
- e) Streamline the process of budgeting and financial auditing.

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

- a) Develop a master plan that addresses the need for the present and the future.
- b) A full-fledged maintenance cell to undertake the maintenance of infrastructure and other facilities.
- c) Continuous up-gradation of lab/workshop requirements at par with reputed National / International institutions
- d) Improve library facilities- print and digital resources, both at central and department libraries. Improve medical facilities in the campus including ambulance
- e) Enhance facilities for sports, arts and recreation, with time extension beyond regular working hours.

Steps for Effective Implementation and Monitoring:

1. Identify leaders from AIET Planning and Development Committee for the five strategic goals who will develop appropriate targets and assessment plans.
2. Communicate this College Strategic Plan to all Stakeholders in general and Head of Departments (HoDs) in particular.
3. Encourage Head of Departments to align their Departmental plan with the College Strategic Plan.



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4. Encourage a college culture that will give true feedback and suggestions from Stakeholders.
5. Schedule Bi-Annual reviews Chaired by the Chairman assisted by Principal & Deans who is also Coordinator of this Strategic Plan to assess progress on Strategic Goals, Objectives supported by appropriate targets and to revise this Strategic Plan where necessary after discussion with GB members.
6. Encourage a College Culture that will enthusiastically promote continuous planning and support new ways of doing by empowering all departments.

Short Range Goals:

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

Medium Range Goals:

1. To be recognized as an International Research and Development Centre.
2. To organize one International / National Conference in each department.



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3. Implementation of a fully Automation process.
4. To have a linkage with foreign universities.
5. To be a campus where 40 percent of faculty members holds a Ph.D. degree within 5 years

Long Term Goals:

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

Strength, Weakness, Opportunity and Challenges (SWOC) Analysis:

Institutional Strength:

1. The institution has situational advantage-located in the heart of the city, and caters education to 828 students each year in UG and PG programs.
2. Full-fledged admissions into Commerce, Physical Sciences programs, and Life sciences offered by the institution at UG level because of the brand name Avanathi Institute of Engineering and Technology.
3. Student-centric teaching methods employed with a view to instill empirical, mutual and inclusive learning atmosphere.
4. Avanathi Institute of Engineering and Technology Evaluation System is continuous, tough and transparent.
5. Offers education to all segments of the society while promoting an independent and secular teaching.
6. A robust and transparent mechanism of examination system catering to internal, university and other external and competitive examinations.
7. State-of-art infrastructural services like ICT classes, CCTV surveillance, laboratories and library.
8. A governance that is decentralized and participatory to strengthen and support the stakeholder relationship.



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9. Interdisciplinary and interdepartmental academic and non-academic activities that foster a culture of togetherness amongst students and staff.
10. Hosting FDPs, workshops and conferences for staff enhancement, Guest Lectures and CRT programs from the academia (IIMs, Central and State University, reputed deemed universities) and the industry for student's betterment.
11. Institutionalizing best practices reflecting the vision and mission of the institution.
12. Institute is well recognized for the enhancement of values & ethics, to impart self-discipline and have personal care for students.
13. Institute is ranked 2nd in university sports and NSS activities, listed 8 times as top institute in India Today, 90% placements, 80% results, and full-fledged admissions.

Institutional Weakness:

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

Institutional Opportunity:

1. Training for competitive examinations and conducting departmental workshops.
2. Enhance academic performance through IQAC.
3. To secure outstanding grading through NAAC accreditation while continuously striving for sustaining and enhancing quality at all levels.
4. To gain the status of autonomy.
5. To introduce a wider range of inter- disciplinary courses and acquire excellence in all.
6. To initiate scholarships from non-govt. schemes.
7. To motivate teachers towards Doctoral Programs and research.
8. To mobilize a greater number of students for socially relevant programs such as blood donation and societal awareness camps.

Institutional Challenge:

1. Improving language and communication skills, motivating students to have good technical exposure.
2. Promoting culture and value-based education.



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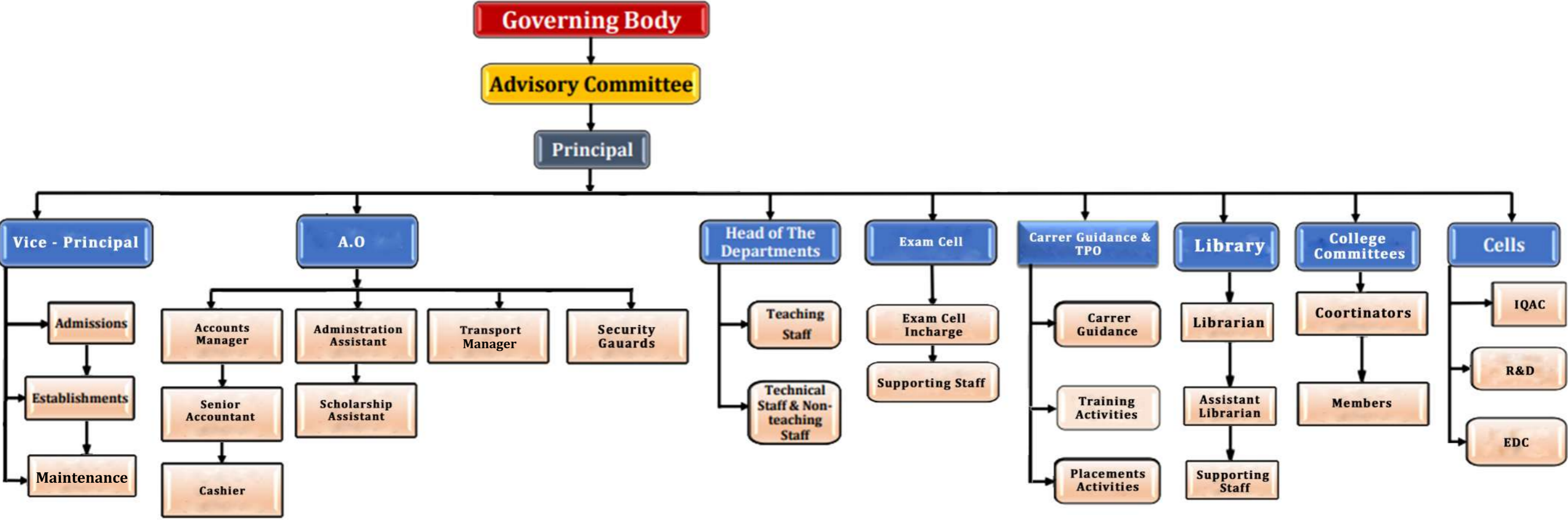
3. Managing students coming from varied cultural backgrounds. Balancing the old Annual System and the new Choice Based Credit System, as the institute handles both.
4. Creation of space within the college premises is a major challenge that the institute has to deal with urgently.
5. Achieving results that commensurate with program and course outcomes.



PRINCIPAL

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Vizianagaram (Dist.)-531162

Organization chart





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List of Committees (2022-23)

The following are the committees framed for the academic year 2022-23 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. A. Chandra Sekhar, Principal Mr. A. Arjuna Rao, Vice Principal Dr. Gandhi Satyanarayana, HOD-CSE Dr. Avinash Ben, HOD-MECH Mr. V. S. Bhaskara Rao, HOD-ECE Dr. U. Ramu, HOD-MBA Mr. J. R. G. Patnaik, HOD- BS&H Dr. Allam Apparao, Former Vice Chancellor, JNTUK, Kakinada Dr. K. Raja Kumar Ex-Director IIT Bhubaneswar	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	Dr. A. Chandra Sekhar, Principal Mr. A. Arjuna Rao, Vice Principal Dr. Gandhi Satyanarayana, HOD-CSE Dr. B. Avinash Ben, HOD-MECH Mr. V. Siva Bhaskara Rao, HOD-ECE Dr. U. Ramu, HOD-MBA Mr. J. R. G. Patnaik, HOD-BS&H Mr. M. Roop Sundar, TPO	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.





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		Mr. T. Jagannadham, Librarian Mr. D. Koteswararao, P.D. Mr. M. Santosh Kumar, AO	<ol style="list-style-type: none">3. Review the students and faculty development programs.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.
3	Admissions	Mr. P. Satyanarayana, Coordinator	1. In consultation with





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	Committee	Mr. Sk. H. Sharief, MECH Dr. A. M. Venkata Praveen, MECH Mr. G. Ramu, MECH Mr. S. Suman Datta, MBA Mrs. K. Syamala, ECE	Director prepare attractive brochures, prospectus and hand-outs for wider publicity. 2. To collect proposals / materials from the Departments, Committees and lecturers todraft 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
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			<p>guidelines issued by State Government. 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. A. Chandra Sekhar, Principal Mr. S. Kesava Rao, CSE Mr. R. Aneel Kumar, ECE Mr. A. C. Ramanjaneyulu, MECH Mr. G. Ramu, MECH Mr. M. Venkatesh, EEE Mr. R. Venkatesh, CIVIL</p>	<ol style="list-style-type: none">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 instituteto complete the examinationprocess smoothly.2. Conducts the Internal tests and end semester examinations.3. To prepare the time table in accordance with the academiccalendar for all thedepartments.4. Maintains the Department ClassTimetable 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	<p>Dr. A. Chandra Sekhar, Principal Mr. A. Arjuna Rao, Vice Principal Ms. P. Lavanya, CSE</p>	<ol style="list-style-type: none">1. Grievances Redressal Committeereceives and redresses grievances





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		<p>Mr.N.Kiran Kumar, EEE Mrs. K. Shyamala, ECE Mr.D.Rahul, ECE Ms. T. Satya Supriyai, BS&H Mr. M. Santhosh Kumar, AO</p> <p>Student Members: G.Abhinash, EEE R.Harish, MECH T.Alekhy, ECE G.Jayaram, CSE G.H.B.Chand, CIVIL M.Saibabu, MECH P.Chandramouli, ECE M.V.K.Sai Sreeja, CSE</p>	<p>reported for the following issues.</p> <ol style="list-style-type: none">2. Academic issues- pertaining to teaching learning activities.3. Student's teacher, student-student, parent relationship pertaining to harassment etc.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. Grievances 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>Student Members: M. Satyannarayana-CIVIL K. Balaji-MECH B. Ganesh -MECH K. Charan Kumar -ECE Ch. Vikas -CSE</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.





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		E. Pavan Kumar-MECH M. Dheeraj-ECE S. Gayathri-CSE	6. Provide an environment for emotional, spiritual and social growth.
7	Anti Ragging Committee	Dr. A. Chandra Sekhar, 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. U. Ramu, HOD-MBA Mr. J. R. G. Patnaik, HOD-BS&H Mr. M. Santhosh Kumar, AO Mrs. K. Swathi, PD Mr. D. Koteswararao, PD Mr. M. Jagannadham, Librarian Mr. Sk. H. Sharief, Member B. Nitin, Buses Incharge Mr. K. Dhanujaya, BS&H Mr. V. Pradeep Kumar, MECH Mrs. D. Padmini Priyadarshini, BS&H Mr. B. Anand Swaroop, EEE Dola Kiran Babu, Advocate B. Rajeswara Rao, Parent M. Venkata Ramana, Parent Student Members: K. Prudhvi Raj, MECH K. Ganesh, CSE Y. Manikanta, EEE M. Vikas, ECE	1. Inculcating Culture of Ragging Free Environment in the Campus. 2. Engage in the works of checking places like Buses, Canteens, Classrooms and other places of student congregation. 3. Involved in designing strategies and action plan for curbing the menace of ragging in the college by adopting array of activities. 4. Conduct awareness programs from time-to-time in the campus. 5. To educate the students at large through various means about the menace of ragging and related punishments thereto. 6. A gamut of positive reinforcement activities is adopted by Anti-Ragging Committee for orienting students and molding their personality for a better cause.
8	Anti-Ragging Squad	Dr. A. Chandra Sekhar, Principal Mr. A. Arjuna Rao, Vice Principal Mr. D. Koteswara Rao, P.D. Mr. Venkata Naidu Bankuru, MECH Mrs. K. Shyamala, ECE Mr. K. Suribabu, ECE Mr. H. Devaraju, CSE Mr. B. Praveena Kumar, BS&H	1. They will form duty chart & carry out regular checks for any Ragging activity in their areas. 2. They will carry out surprise checks in probable areas of ragging. 3. In case of any incidence of





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		<p>Ms. M. Anusha Kumari, MBA B Rajeswara Rao, Parent M Venkata Ramana, Parent</p>	<p>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.</p> <ol style="list-style-type: none">4. Ensure anti ragging instructions are displayed at prominent places in their areas of control.5. Each squad in-charge makes a detailed duty plan of his squad and forwards a copy of the same to the control room.6. Every squad in-charge briefs all members of his squad about their duties / action to be taken against ragging.
9	Women Empowerment Committee	<p>Mrs. M. Indira, Coordinator Mrs. A. Swathi, CSE Mrs. O. Gowri, EEE Mrs. S. Santhoshi Bhavani, ECE Dr. K. Sandhya Rani ,BS&H Mrs. D. Sravya Sree, BS&H</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 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





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			<p>knowledge of opportunities and tools available and train the women.</p> <p>6. Arranging seminars to create awareness on the economic, social, political, and legal rights of women.</p> <p>7. Organizing different activities to make women aware of their health, fitness, self-defense etc.</p> <p>8. Conducting various competitions to encourage their artistic talents and creative thinking.</p> <p>9. To highlight the importance of spirituality, health, hygiene and safety.</p> <p>10. Celebration of International Women's Day on March 8th every year.</p> <p>11. 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. G. Prasanth, EEE Mrs. Deepthi Kaza ,MECH Mr. G. Ramu ,MECH Mr. K. Aneel Kumar, ECE Mr. Surendra Kumar Choudary, CSE Mr. G. Chinna Rao, BS&H Mrs. P. Monika, CSE Mr. Tammanna Srinivas, MBA</p>	<p>1. Coordination with the Student Sports Secretary.</p> <p>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.</p> <p>3. Drawing plans for various</p>





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	<p>Student Members: N. S. Sandhya Rani, CSE Nagendra, EEE R. Rambabu, EEE D. Arun Kumar, MECH B. Ganesh, MECH J. Siddhu, ECE K. Charan Kumar, ECE J. Rakesh, ECE K. Sai Nikhil, ECE</p>	<p>sports. Consultation with the Principal.</p> <ol style="list-style-type: none">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 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.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.
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			<p>10. To encourage the students to actively participate in various sports and games competitions conducted by other colleges.</p> <p>11. To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations.</p>
11	OBC Committee	<p>Mr. G. Ramu, Coordinator R. Venkatesh, CIVIL S. Jhansi Rani, EEE, A. Vasudeva Rao, CSE</p>	<p>1. To circulate State Government and UGC's decisions about different scholarship programs.</p> <p>2. To communicate with the students and motivate them for better future planning.</p> <p>3. To deal with representations received from Other Backward Classes (OBC) Candidates regarding their admission, scholarships and other similar matters in the College.</p>
12	Prevention of Sexual harassment Committee	<p>Dr. A. Chandra Sekhar, Principal Mr. A. Arjuna Rao, HOD- EEE Mrs. M. Lakshmi Sramika, MECH Mrs. K. Shyamala, ECE Dr. R. Swapna, BS&H</p> <p>Student Members: B. Sanghavi, CSE Sriram Siddhu, MBA Sharon Dena Raji, BS&H B. Neelima, EEE G. Lakshmi, EEE K. Charankumar, ECE E. Swetha, ECE P. Arvind, MECH</p>	<p>1. To make them strong and to stand up for themselves, not being afraid of the consequences.</p> <p>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.</p>
13	Internal	Dr. A. Chandra Sekhar, Principal	1. Discuss any staff

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	Complaints Committee	Mr. K. T. Daniel Mohan, CSE Mr. D. Koteswara Rao, P.D. Mrs. U. Venkata Lakshmi, EEE Mrs. S. Santoshi Bhavani, ECE Mrs. Dimple Mutyala, MBA Dr. K. Sandhya Rani, BS&H	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	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 Student Members: P. Sai Chandu, CIVIL P. Sai Priya, EEE K. Eswara Rao, EEE B. Ganesh, MECH A. Tarun, MECH B. Jairam, MECH K. Charan Kumar, ECE K. Sai Nikhil, ECE M. Dheeraj, ECE A. Kalyan babu, MECH	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.
15	Students Counseling and Mentoring Committee	Mrs. M. Indira, Bs & H Mrs. A. Swathi, CSE Mrs. M. Sumathi, CIVIL Mrs. O. Gowri, EEE Mrs. S. Santhoshi Bhavani, ECE Dr. K. Sandhya Rani, BS & H Mrs. D. Sravya Sree, BS& H	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.





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			<ol style="list-style-type: none">The mentor should take help of parents in analyzing the student's academic history & understanding about self-evaluation.During student's meeting, try to figure-out any of following problems / difficulties with the students.The mentor is expected to inform the subject teacher regarding the treatment of the student.
16	Central Purchase Committee	Dr. G. Chinna Rao, Coordinator Mrs. Ch. Sridevi, BS&H Mr. T. Srinivas, MBA Mr. S. Suman Datta, MBA Mr. K. Dhanujaya, BS&H	<ol style="list-style-type: none">The HoDs of departments concerned / Lab In-charge / Lab Technicians should make arrangements for getting the quotations based on the intended specifications.Comparative chart is prepared with the help of indenter.Based on the recommendations of the department, usually by the respective HoD, purchase committee will deliberate on the quotations, specifications and negotiate.Recommend the suitable vendor for the procurement.The committee meets as and when needed.To maintain constant communication with the market condition and explore possibilities of





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			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, Principal Mr. I. Shravan Kumar, Member of GB Mr. A. Arjun Rao, HOD EEE Mr. G. Satyanarayana, Accountant	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. A. Chandra Sekhar, Principal Mr. A. Arjun Rao, HOD- EEE Dr. Gandhi Satyanarayana, HOD- CSE Mrs. M. Lakshmi Sramika, MECH Mr. V. Bhaskara Rao, HOD- ECE Dr. U. Ramu, HOD-MBA Mr. J. R. G. Patnaik, HOD-BS&H Mr. M. Santhosh Kumar, AO Mrs. K. Swathi, PD Mrs. M. Indira, Member Mr. Sk. H. Sharief, Member Mr. J. Jagadeesh, Member Student Members: M. Manikanta, CIVIL N. S. Sandhya Rani, CSE A. Rishitha, CSE S R Mohan I Reeti, EEE K. Eswara Rao, EEE R Rambabu, EEE Ravi Kumar, MECH B. Jairam, MECH B. Ganesh, MECH J Siddhu, ECE K. Charan Kumar, ECE K. Sai Nikhil, ECE	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.

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		P Dinesh Kumar, CSD	
19	Academic Audit Committee	Dr. A. Chandra Sekhar, Principal Mr. B. Anand Swaroop, EEE Mr. K. Suribabu, ECE Mr. G. Dharma Raju, CSE Mrs. M. Indira, BS&H Mrs. K. Ramya Krishna, MBA Mr. B. Hari Krishna Yadav, MECH Mr. P. Anil Kumar, MECH 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.
20	Extra-curricular Activities Committee	Mr. A. Arjuna Rao, HOD-EEE Dr. G. Satyanarayana, HOD- CSE Mrs. N. Sakitha Sri, CSE Mr. P. Satyanarayana, CSE. Mrs. S. Santoshi Bhavani, ECE. Mr. K. Suribabu, ECE Mrs. S. Santhoshi Bhavani, ECE. Mrs. Ch. Roopa Devi, CSE Mr. S. K. Choudhary, CSE Mrs. Parimala Kotla Radhika, MECH B. Anand Swaroop, EEE G. Giridhar Reddy, EEE S. Jhansi Rani, EEE G. Dharma Raju, CSE A. Vasudeva Rao, CSE	<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 of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc.3. To prepare a sports calendar and an action plan to implement the same.4. To suggest the methods which encourage students





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			<p>and faculty to utilize sports and games facilities available in the college.</p> <p>5. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.</p> <p>6. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.</p> <p>7. To prepare the details of attendance exemption to be given to the students representing college in various sports and games.</p> <p>8. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.</p>
21	Transport Committee	<p>Mr. V. Siva Bhaskar Rao, HOD-ECE Mr. T. Jagannadham, BS&H Mrs. M. Anusha Kumari, MBA Mr. H. Devaraju, CSE Mr. B. Sudha, ECE Mrs. K. Deepthi, MECH</p> <p>Student Members: Ch. Vikas, CSE A. Rishitha, CSE R Rambabu, EEE K Eswara Rao, EEE</p>	<p>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</p>





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		<p>T. S. Sailesh Kumar, CSE K. Dinesh Kumar, CSE B. Ramya Sree, ECE T. Rohith Kiran, CSM B. Jairam, MECH B. Ganesh, MECH</p>	<p>semester, during examination and vacation.</p> <ol style="list-style-type: none">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. Jagannadham, BS&H Mr. G. Ramu, MECH Mr. S. Suman Datta, MBA Mrs. Mishra Sangita, CSD & CSM</p> <p>Student Members: O. Pavan, CIVIL K Eswara Rao, EEE K. Upendra, MECH B. Ganesh, MECH B. Jairam, MECH V. Mounika, ECE, P. Shyam Venkat, CSE</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 spaces.2. 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 maintenance of the library in terms of reading material and infrastructure.4. To effectively involve in fostering the reading habit of staff and students.
23	Website Committee	<p>Mr. G. Dharma Raju, Coordinator Mr. S. K. Choudary, CSE Mrs. T. Satya Supriya , BS&H</p>	<ol style="list-style-type: none">1. To update information in all its forms in AIET.2. To display banners and





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		<p>Mr. Y. Sravan Kumar, MBA Mr. B. V. Naidu , MECH Mr. V. Sarath Kumar , EEE Mr. G. Krishna Rao , ECE Mrs. M. Sumathi , CIVIL</p> <p>Student Members : C Krishna Kumari, CSE P Tharun Kumar, ECE S Bhargavi, EEE B. Hema, MECH S Sravani, CSE N S Sandhya Rani, CSE A Rishitha, CSE S R MohanI Reeti, EEE K. Eswara Rao, EEE R Rambabu, EEE Ravi Kumar, MECH B. Jairam, MECH B. Ganesh, MECH J Siddhu, ECE K. Charan Kumar, ECE K. Sai Nikhil, ECE P Dinesh Kumar, CSD</p>	<p>posters about various events at department level as well as college level.</p> <ol style="list-style-type: none">3. To provide required guidance for the needy students.4. To provide latest news and updates.5. To provide Examination related matters.6. Awareness creation & spreading examination information like results, notifications and updates regularly to the students.7. Provide latest news and updates regularly to the society as well as needy people.8. Regular monitoring all through the academic year.9. Ease of accessibility.
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>Student Members: Mylman Chandu (202010221646) K Ramesh (259815191604) V Narasimha Rao (540196046593) G Nooka Raju (245868617083)</p>	<ol style="list-style-type: none">1. Educating the students about the schemes introduced by Central Govt. & State Govt.2. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required.3. Coordinating & resolving the problem of SC/ST students.4. Facilitating the financial scholarship of SC/ST students.





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			<ol style="list-style-type: none">5. Educating the students about schemes introduced by Central Govt. & State Govt.6. Improving the career opportunities and preparing reports to the Central Govt. & State Govt. committees whenever required.
25	Minority Committee	Mr. Sk. H. 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 minorities4. 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)	Dr. A. Chandra Sekhar, Principal Mr. I. Sravan Kumar, Member of GB Dr. G. Satyanarayana, IQAC Coordinator Mr. A. Arjuna Rao, Vice Principal Mr. V. Siva Bhaskara Rao, HOD-ECE Ms. M. Lakshmi Sramika, -MECH Mr. J. R. G. Patnaik, HOD- BS&H Dr .U. Ramu, HOD- MBA Mrs. K. Syamala, ECE Dr . R .Swapna, BS&H Dr. G. Chinna Rao, BS&H Mr. B. Ananda Swaroop, EEE Mr. A. Vasudeva Rao, CSM Mr. Sk. H. Sharief, MECH Mrs. K. Praveena, Exam Cell in Charge	<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.

Avanthi Institute of Engineering and Technology



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		<p>Mr. M. Rupu Sundara Rao, Placement Officer Mr. S. Santosh Kumar, AO</p> <p>Mr. R. L. Narayana WNS Central Head, Industry Member Mr. R. Appala Narsayya, Sarpanch Local Society Mr. V. Vidya Sagar, SBI Alumni, Deputy Manager L. Gayathri (TCS, digital, Hyderabad) Student ,CSE</p>	<ol style="list-style-type: none">4. Collection and analysis of feedback from5. Dissemination of information on various quality parameters to all stakeholders.6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.7. Documentation of the various programs/activities leading to quality improvement.8. Periodical conduct of Academic and Administrative Audit and its follow-up.9. Acting as a nodal unit of the institution for augmenting quality-related activities.10. Preparing a focused Annual Quality Assurance Reports (AQARs).
27	Carrier Guidance & Training and placement Cell	<p>Mr. M. Rupu Sundar, TPO Mr. G. Prasanth, EEE Dept Coordinator P. Anil Kumar, MECH Dept Coordinator G. V. Santhosh, ECE Dept Coordinator Mr. S. Kesava Rao, CSE Dept Coordinator Mr. T. Srinivas, MBA Dept Coordinator</p>	<ol style="list-style-type: none">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.2. To organize activities aimed at improving Institute- Industry Interaction.3. To coordinate the soft





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			skills training programmes of the respective departments. 4. To build and nurture relationship with alumni.
28	Research and Development Cell (R&D)	Dr. B. Avinash Ben, Coordinator Mr. B. Anand Swaroop, EEE Mr. J. Jagadish, MECH Dr. R. Swapna, BS&H Mrs. K. Syamala, ECE Dr. A. Balakrishna, CSE Dr. G. Chinna Rao, BS&H Student Members: S Navyasri(19Q71A05F6) K S Durga(19Q75A0406) K Suresh(19Q75A0375) A Victor Harsha(18Q71A0504) M Dharma Rao(18Q71A0422)	1. To suggest measures for improvement of research and development activities in the organization. 2. To provide expert advice and guidance in motivating faculty members towards engaging in research activities. 3. To help in outlining methods for improving the quality of research and promote inter disciplinary research and developmental activities.
29	Entrepreneurship Development Cell and Industry Institute Interaction	Dr. U. Ramu, 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 Mr. T. Srinivas, MBA	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	1. To maintain an up-to-date and detailed database of the alumni.

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		<p>Mr. B. Anand Swaroop , EEE Mr. G. Ramu, MECH</p> <p>Student Members: R Rambabu, EEE A Rishitha, CSE B. Jairam, MECH K. Sai Nikhil, ECE</p>	<ol style="list-style-type: none">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 Mrs. K. Praveena , EEE</p>	<ol style="list-style-type: none">1. Examination Cell serves all Examination notices received from university to allconcerned.2. Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities ofpayments of fine etc.3. Examination Cell takes all precautions while preparing Examination Time table, Invigilation duty chart, seating plans for the students in the Examination halls, smooth conduct of Examinations etc.4. Examination Cell mobilizes the proper staff during the Examination time, and assigning them duty as per the duty chart already prepared.





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			<ol style="list-style-type: none">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 required by various companies and educational institutions.
32	Institution's Innovation Council (IIC)	Dr. G. Satyanarayana, Coordinator Dr. Avinash Ben, MECH Dr. A. M. V. Praveen, MECH	<ol style="list-style-type: none">1. Promote innovation in the Institution through multitudinous modes





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		<p>Ms. B. Pravallika, ECE Mr. B. Anand Swaroop, EEE Mr. L.Bhavani Shankar, MECH</p>	<p>leading to an innovation promotion eco-system in the campus</p> <ol style="list-style-type: none">2. 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.
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Date: 02-06-2017

HR Policy

CHAPTER-1: SERVICE RULES

1.1 Scope & Definition:

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

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

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

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

1.2 Interpretation:

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

1.3 Modification:

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

1.4 Working Hours:

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

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

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

1.5 Attendance:

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



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

1.6 Holidays:

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

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

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

1.7 Leave Rules:

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

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

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

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

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

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

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

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



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

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

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

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

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

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

1.8 Appointments:

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

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

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

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

1.8.5 All Appointments in the Institution are on permanent basis.

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

1.8.7 Appointment to all posts of Office staff and other supporting staff shall be filled on the basis of the vacancies as per requirement, by the competent authority. The qualifications shall be



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commensurate with the nature of the Job for which appointments are made. In respect of office staff, the minimum qualification is graduation with computer knowledge but can be relaxed by the Competent Authority depending on the skill and experience of the Candidate.

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

1.9 Salary & Wages:

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

1.10 Travelling Allowances:

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

BY AIR : Actual Fare to destination for onward Journey only.

(Subject to prior approval of Competent Authority)

BY TRAIN : Actual Train fare AC II Tier for Teaching Staff

(By shortest route)

Actual II Sleeper Class for Non-Teaching Staff

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

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

Daily Allowances Hotel Accommodation Charges:

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



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Non-Teaching Staff	R.200/- per day	at actual subject to 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.

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

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

1.11.3 Nomination facility available as per Employees P F Act.

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

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

1.12 Termination / Resignation from Services:

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



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of his appointment, the services of an employee may be terminated by the Institution in the following manner:

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

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

OR

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

1.12.3 Special Circumstances:

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

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

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

1.13 Conduct. Discipline And Appeal Rules:

1.13.1 Every Employee of the Institution shall at all time:

Maintain absolute integrity.

Maintain devotion to duty.

Must be properly dressed.



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

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

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

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

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

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

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

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

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

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



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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.

1.14 Emoluments and Benefits to Employee:

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

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

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

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

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

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

1.15 Retirement:

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

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



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CHAPTER – 2: FINANCE & ACCOUNTS

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

2.1.1 The College shall receive income from the following sources:

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

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

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

2.2 Accounting procedure

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

2.3 Budgets:

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

Budget estimates for each year shall be prepared by the Accounts Department on realistic and need based. The provisions under the various heads of accounts shall be scientifically worked out. While sanctioning expenditure the approved budget provision shall be verified. If for any reason, the provision made in the approved budget is found to be insufficient to accord sanction for any expenditure, sanction has to be taken from finance committee to re-appropriate the funds from other



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heads of accounts where there is a scope for surplus at the end of the year. If for any reason there is no scope to re-appropriate any amount from the other heads of account in the budget, the alternative is to seek for additional provision under the same head of account to the extent necessary.

CHAPTER 3: FACULTY CENTRIC POLICY

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

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

3.2 Incentives for Publications in Journals and Conferences:

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

1. Incentive of Rs.10000 for paper published in journals indexed by SCI/SCIE for Engineering stream.
2. Incentive of Rs. 6000 for paper published in journals indexed by SCI/SCIE for BS&H stream.
3. Incentive of Rs. 5000 for paper published in journals indexed by Scopus.
4. Incentive of Rs.3000 for papers published in reputed international conferences (Scopus indexed)
5. Incentive of Rs 1000 for papers published in UGC approved journals not indexed by Scopus and Web of Science.

3.3 Incentives for patents:

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

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

3.4 Incentives for Publication of Books:

1. Incentive for Books published by renowned international publishers shall be Rs 5000/-



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

3.5 Incentives for Research grants and undertaking consultancy projects

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



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Date: 01-06-2018

IQAC POLICY

Avanathi Institute of Engineering and Technology IQAC cell was established in the year 2014, June 1st. From day one onwards, it has contributed significantly for institutionalizing the quality assurance strategies and processes. In AIET, IQAC cell has consistently endeavors to institutionalize quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, to expand the scope of the library, transforming it into a multivalent knowledge portal and signing MoUs with research institutes for re-defining the boundaries of a vitalizing meaningful and holistic education.

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

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

Main tasks of IQAC

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



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

Functions of IQAC:

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



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Date: 01-06-2018

RECRUITMENT POLICY

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

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

Central Recruitment Committee:

The Central Recruitment Committee is composed of the following members:

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

Strategy:

Identify vacancy: The identification of vacancies depends on,

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

Prepare job description and person specification:

- a) Job description:
 - i. Role responsible to
 - ii. Role responsible for
 - iii. Main purpose of the job
 - iv. Principal duties and responsibilities
- b) Person specification: Person specification needs to be neither too narrow nor too broad.
Essential and desirable
 - i. Skills and abilities
 - ii. Knowledge
 - iii. Experience
 - iv. Training



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- v. Other requirements

Advertising the vacancy:

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

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

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

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

1. If an applicant doesn't meet an essential criterion they should be discounted from the shortlist.
2. The criteria for rejection must be demonstrated on the application form.
3. Two or more people should shortlist applications, preferably from diverse backgrounds.
4. Ideally aim to identify more candidates to invite to interview. This ensures candidates get fair hearings from alert and interested interviews.
5. If an applicant has written anything on the application that discloses a specific request or recommendation that must not be used in the decision-making process
6. The candidates can request to see any notes made about them during the short listing stage.
7. If the number of applicants meeting the essential criteria becomes difficult to manage, you can use the desirable criteria as a further screening method.

Arranging interviews:

- i. For eligible applicants, Institution / Department in-charge shall send email and also call them over phone to invite them for interview.



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

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

Procedure for Interview:

Opening the interview:

- a) Welcoming the candidate
- b) Introducing the panel members (name & role)
- c) Providing an outline agenda (including length of interview and when the candidate can ask questions)
- d) Informing that the panel will be taking notes for effective questioning and listening.
- e) Prudent questioning & more of listening.
- f) Begin the interview with less demanding questions to put the candidate at ease.
- g) Follow the sequence of questions planned but be prepared to deviate if required.

Taking notes:

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

Closing the interview:

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

Decision making:

Following the interview and any other additional assessment methods that may have been incorporated into the decision making process, panelists should begin discussing each individual's performance to



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decide whether they are suitable for recruitment. It is important to conduct this stage properly to ensure an objective and sound decision. The members of panel should take sometime to individually review their notes including any comments, scores and performance in additional selection methods that were undertaken. Panel members should then independently rank the candidates in order.

- a) The panel should then come together to discuss each candidate's performance in relation to the person's specification criteria, job description and interview record forms to compare performance.
- b) This will enable you to discount all candidates that are not suitable for recruitment because they do not meet the criteria.
- c) Place all candidates of a relevant discipline in a ranked order.
- d) All panel members must agree for the ranked order.
- e) Once you have decided on your first choice candidate, consider other candidates that are eligible for recruitment and rank them so that you can move quickly if your first choice candidate does not accept the job offer.
- f) If there are any doubts over the ability of any of the candidates to carry out the role - you should not appoint. It is better to re-advertise the vacancy and appoint the right Person.
- g) Avoiding bias in decision making process the members of panel are all potentially susceptible to unconscious bias, stereo typing and distortion.
- h) To avoid unwittingly making any potentially discriminatory decisions vide consultations unilateral decision has to be arrived.

Making the appointment:

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



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- d) Explain that establishment section of the institution will be in touch with them shortly to confirm the offer of employment.

Communicating the outcome to unsuccessful candidates:

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

Formal offer:

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

Induction:

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

Recommendations for fixing the salary for Appointing Faculty Position

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

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

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

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

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

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



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POLICY FOR PROMOTION OF RESEARCH (W.E.F. 12/11/2018)

1. Preface

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

The AIET has promoted and implemented a wide range of policy initiatives to advance research since its founding in 2005. The completion of excellent research work qualifies for the award of higher degrees. Other promotional initiatives of AIET include building capacity in terms of human resources and facilities, encouraging and rewarding faculty to conduct research, organising conferences and workshops to spread new knowledge, and more. This Policy of AIET on the Promotion of Research & Innovation, Consultancy & Extension Services is the result of the various efforts and initiatives during the past 13 years.

2. Application of the Policy

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

3. Vision

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

4.Objectives

- ❖ The main goal of the proposed incentive program is to encourage the college's Faculty to engage in high-quality research, consulting, and other research-related activities.
- ❖ To persist in writing books and monographs for reputable national and international publishers..



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- ❖ For encouraging our academic members to apply for financing and obtain projects from various funding organisations in India and abroad.
- ❖ To get involved in consulting projects supported by government, industry, business, and other organisations.
- ❖ To promote faculty members' creativity so they can develop original ideas into products, concepts, etc. and secure patents.

5. General Principles Underlying this Policy

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

6. R&D Incentive Policies

6.1 Incentive for book publications

1. Full text book with single author : INR 3000
2. Full text book with two authors : INR 1500 each author
3. Full text book with multiple authors : INR 1000 each author
4. Chapter Contribution : INR 1500

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



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6.2 Incentive for Research Publication:

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

SCI Journal	10000/-
Unpaid Scopus Journal	5000/-

- ❖ The publications will be considered only if they are indexed in Web of Science or in Scopus.
- ❖ If the paper is contributed by more than one author the incentive will be shared as follows:

Author Position	1	2	3	4
Case-1	AIET 10000/5000			
Case-2*	AIET 10000/5000	Ph.D GUIDE	Ph.D GUIDE	
Case-3	AIET 5000/2500	Ph.D GUIDE/ OTHER	COSCHOLAR / OTHER	OTHER
Case-4	OTHER	AIET 3000/1500	OTHER	OTHER
Case-5	OTHER	OTHER	AIET 2000/1200	OTHER
Case-6	OTHER	OTHER	OTHER	AIET 1500/1000
Case-7	AIET 5000/2500	AIET 3000/1500	OTHER	OTHER
Case-8	OTHER	AIET 3000/1500	AIET 2000/1000	OTHER
Case-9	AIET 5000/2500	AIET 3000/1500	AIET 2000/1000	OTHER
Case-10	AIET 5000/2500	AIET 3000/1500	OTHER	
Case-11	OTHER	OTHER	AIET 1500/1000	AIET 1500/1000
Case-12	AIET 5000/2500	AIET 3000/1500		
Case-13	OTHER	AIET 5000/2500		
Case-14	AIET 5000/2500	AIET 2000/1500	AIET 1500/1000	AIET 1500/1000

* Applicable to Ph.D. pursuing faculty only.



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

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

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

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

- ❖ The faculty has to approach AICTE (which provides 100% funding subject to meeting their norms) for Travel Grants or other Funding Agencies of Govt. of India.
- ❖ It has been observed that some of the proposals may not meet AICTE norms besides paucity of funds with them because of their All India Scope. Therefore AIET may also consider funding for International Conferences on case to case basis, subject to



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60% to be paid by the candidate and 40 % by AIET with the candidate having at least 5 years of service in AIET.

- ❖ The staff who wish to apply for incentives for paper presentations in International conferences abroad need to get approval from the principal at least one month in advance.

Note:

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

6.5 Incentives for attending Workshops/FDPs

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



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6.6 Incentive for Generation of Research Grants:

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

6.7 Incentive for Consultancy work:

To encourage genuine consultancy work from the faculty, AIET announces a policy whereby the faculty can claim 20% of the amount charged under the consultancy work. This is subject to the following conditions:

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

6.8 Incentives for Professional Body Membership:

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



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

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

6.10 Incentive for Doctoral Research Guidance

	Ph. D	
	Supervisor	Co-Supervisor
Incentive (INR)	5000	2500

Special Note:

In order to claim the incentives, the following documents should be submitted to the principal along with the duly filled application for claiming the Research Incentive with countersign of HoD & verification sign of Coordinator-R&D

- i. A copy of the notification of the Conference/Seminar/Workshop/FDP
- ii. Copy of the mail submitting the draft copy of the paper
- iii. Copy of the acceptance mail in case of Conferences/Seminars
- iv. Copy of the Evidence of participation (Certificate of Participation)
- v. Original receipt towards payment of registration Fees
- vi. Copy of the paper published in proceedings of the Journal/Conference
- vii. Copy of the index page of Journal/Conference/Seminar proceedings
- viii. Original Travel Tickets (When claiming TA/DA)



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

1. Travelling Allowance

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

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

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

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

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

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

2. Daily Allowance

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

3. Reimbursement of Accommodation

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



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Note:

A. Accommodation charges will be reimbursed on production of the original receipt from the Hotel/Guest House.

B. Wherever the management or the institution arranges for common accommodation and transport, the faculty members will utilize the same.

Other terms & conditions:

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

Local Conveyance:

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

Note:

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



PRINCIPAL

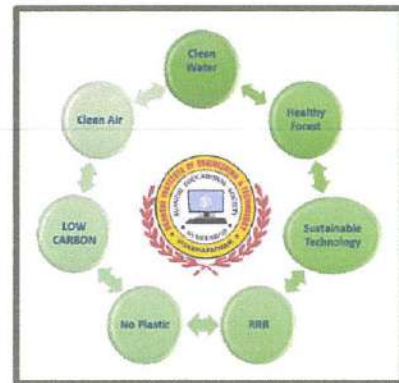
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Cherukupally (V), Bhogapuram (M),
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Avanthi Institute of Engineering and Technology

ENVIRONMENTAL POLICY

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

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



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

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

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

Environmental Policy is adopted on this day, the 5th of June 2021 at Avanthi Institute of Engineering & Technology, Cherukupally Village, Bhogapuram Mandal, Vizianagaram, Andhra Pradesh 521162



PRINCIPAL

AVANTHI INSTITUTE OF ENGG. & TECH.
Cherukupally (V), Near Tagarapavalasa Bridge,
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ERP POLICY

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

The Enterprise resource planning (ERP) of Avanathi Institute of Engineering and Technology consists of a portal: www.aietta.ac.in/avanathi 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 adding on here is Change password.

➤ **Change Password:**

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

● **Student Login**

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

❖ **Administration**

Enterprise Resource planning (ERP) of Avanathi 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, Jnanabhoomi 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:**

Avanathi 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 (Jnanabhumi attendance system):**

Avanthi Institute of Engineering and Technology on the suggestion from government of Andhra Pradesh implements the use of Facial Recognition System app Jnanabhumi 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 RNTI 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 web page facilitating the students to report their issues.

➤ **Surveillance:**

Avanthi 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.

❖ **Finance and Accounts**

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

➤ **My Class Board:**

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





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➤ FOCUS:

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

❖ Student Admission and Support

Enterprise Resource Planning (ERP) of Avanthi 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:

Avanthi 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:

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

➤ Feed back:

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

❖ Examinations

Enterprise Resource Planning (ERP) of Avanthi Institute of Engineering and Technology for Examinations includes the use of Avanthi 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. Avanthi institute of Engineering and Technology also host the notification section in which academic results and calendars are updated.



Principal
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AVANTHI INSTITUTE OF ENGG. & TECH.

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Date:09-03-2018.

AVANTHI FREESHIP & MERIT SCHOLARSHIP POLICY

OBJECT

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

SCOPE

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

Student Freeships Framework

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

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





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

Scholarship eligibility calculator:

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

STUDENT MERIT SCHOLARSHIP FRAME WORK

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

1. For 1ST TOPPER awarded ----- 5000/- Rs
2. For 2ND TOPPER awarded ----- 3000/- Rs

The Avanthi Freeships and Merit Scholarships policy is adapted on this day the 9th of March 2018 at Avanthi Institute of engineering and technology, Cherukupally village Bhogapuram Mandal, Vizianagaram, Andhra Pradesh, 531162. According to the Merit Scholarship policy those who are academic year wise toppers the Avanthi educational society give Merit Scholarship awards to academic toppers on Anniversary day.




Principal

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DIVYANGAN POLICY AND INITIATIVES UNDERTAKEN

Objectives of the Policy:

Dt: 19-06-2017

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

Admission Policy for persons with disabilities:

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

Exam Policy:

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

Facilities and Initiatives Undertaken:

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

Divyangjan policy is adapted on this day, 19th June 2017 at Avanthi Institute of Engineering and Technology, Tagarapuvalasa




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04-05-2018

ANTI RAGGING POLICY

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

Objective:-

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

Definitions:-

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

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



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Ragging constitutes one or more of the following acts:

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

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.
- 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



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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.
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel



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- (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.



The board displaying Anti Ragging Slogan

The ‘Say NO to RAGGING’ boards are displayed at important places of campus. These boards are displayed at the entrance of Main Block, in the 1st year block and in the library.



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The board displaying punishments in case of ragging

The boards that display the punishments a student may get, who involves in the act of ragging, are displayed at the Main Block Ground Floor, canteen entrance and besides the steps in the 2nd floor of Main Block.



Principal

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POLICY DOCUMENT ON ENVIRONMENT AND GREEN CAMPUS

“Earth provides enough to satisfy every man’s need, but not every man’s greed”

-Mahatma Gandhi

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

Objectives:

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

Green Campus Initiatives are as follows:

Energy Consumption:

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

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

Renewable Energy:

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

Conserve Natural Resources:



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The Institution believes in sustainable natural resources conservation and it is a process of rational use and skillful management and preservation of the natural environment with all its resources. The trees like mango, neem, and coconuts are preserved. Since its inception the institute, students and staff actively participate to make the learning environment pollution free in tree plantation activities.

Restricted Entry of Automobiles:

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

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

Pedestrian Friendly Pathways:

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

Use of Bicycles or Battery Powered vehicles:

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

Ban on use of plastic:

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



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Landscaping with trees and plants:

We believe in promoting a society which: cares to protect, preserve and conserve. Realizing the importance of sustainable development many activities are undertaken to make the campus environmentally friendly and students sensitive to the ecological issues. Some activities include the introduction of eco-friendly paper cups in the cafeteria. The groundwater is recharged using a water recharge well. The College has a compost pit in which organic matter is converted in manure. Constant efforts are taken to minimize waste generated in the labs. We have gone paper free by introducing an online application process. For student admissions

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

Waste Management:

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



Principal

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Date: 01-06-2018

MAINTENANCE POLICY

INTRODUCTION:

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

MAINTENANCE OF CLASSROOMS, FURNITURE AND LABORATORIES

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

Class Room Maintenance:

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

- (i) Service Request Send to



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-
- (ii) HOD
 - (iii) Principal
 - (iv) Maintenance Team
 - (v) Work Carried Out
 - (vi) feed Back after Service.

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

- (i) Housekeeping maintenance Report
- (ii) Building in Charge
- (iii) Maintenance Team
- (iv) Principal

MAINTENANCE AND UTILIZATION OF LIBRARY

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

The following steps need to be taken:

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

MAINTENANCE OF COMPUTING FACILITIES

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



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reused. Intercom lines, CCTV and wi-Fi are maintained by system administration department of the college.

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

- a. Problem identification
- b. Service Request send to
- c. HOD
- d. Principal
- e. Maintenance Team
- f. Rectified: If yes : Feedback after service
If no : External service carried out.

MAINTENANCE OF LABORATORIES EQUIPMENT

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

MAINTENANCE OF MACHINE AND EQUIPMENTS

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

MAINTENANCE OF OTHER AMENITIES

Reverse Osmosis(RO) Consumables, membranes, filter and chemical which are to be replaced/recharged is covered within the annual maintenance contract made with the company, Cleaning of the tank is done once in three months to prevent fouling smell and deterioration/impairment in the taste of



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the water. The campus is equipped with 24/7 safe and adequate drinking water supply using water purifiers under maintenance of supplier and in-house technicians. Regular maintenance of water coolers and air conditioners are done by the in-house team and major repairs are attended from external service providers. The tanks of the water coolers, filters and outdoor units of air conditioners are cleaned every month. Fire extinguishers are installed in various blocks are maintained by the respective departments. Amenities like canteen, stationery shop and reprography accessible for all stakeholders are maintained by respective service providers. Our campuses are under surveillance and the facility is taken care of by the system administrator and with the service providers.

ANNUAL STOCK CHECKING

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

DAY-TO-DAY EMERGENCY MAINTENANCE

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



Principal

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INFORMATION TECHNOLOGY POLICY

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

The main aspects of the IT policy are to

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

Policy for purchase of desktop computer systems

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

The desktop computer system bundle must include:

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

The minimum capacity of the desktop must be:

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

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



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Purchasing Servers:

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

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

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

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

Purchasing computer peripherals

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

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

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

Policy of Getting Software

Purpose of the policy:

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

Procedures

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

Purchase of software

The purchase of all software must adhere to this policy.

All purchased software must be purchased through Purchasing Committee on recommendations of

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

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

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



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Obtaining open source or freeware software

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

Policy for Use of Software

Purpose of the Policy

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

Procedures

Software Licensing

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

Software installation

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

Software Usage

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

In order to use the existing software appropriately, it is mandatory to train on all software's.

Employees are prohibited from bringing the software from home and loading it on to the Institute computer hardware.



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

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

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

Bring your own device policy

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

Purpose of the Policy

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

Procedures

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

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

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

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

Each employee who utilizes personal mobile devices agrees:

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

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

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



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To notify the institute immediately in the event of loss or theft of the registered device.

Not to connect USB memory sticks from an un trusted or unknown source to institute's systems/equipment.

Breach of this policy

Any breach of this policy will be referred to Committee who will review the breach and determine adequate consequences, which can include confiscation of the device and barring from usage of the service.

Indemnity

The Institute bears no responsibility whatsoever for any legal action threatened or started due to conduct and activities of staff in accessing or using these resources or facilities. All staff indemnify institute against any and all damages, costs and expenses suffered by institute arising out of any unlawful or improper conduct and activity, and in respect of any action, settlement or compromise, or any statutory infringement. Legal prosecution following a breach of these conditions may result independently from any action by institute.

Information Technology Security Policy

Purpose of the Policy

This policy provides guidelines for the protection and use of information technology assets and resources within the institute to ensure integrity, confidentiality and availability of data and assets.

Procedures

Physical Security

The location of servers and other network assets to be in a secured room with proper locking and also in an Air condition environment. System cell in-charge is responsible to take care of the all-hard works. Any kind of breaching is liable for action. Security and safety of portable technology, such as laptops will be responsibility of the employee to where it has been issued. Each employee is required to use security measures such as locks, passwords, antivirus updates to ensure security of the asset issued to them. In the event of loss or damage, system cell in-charge will assess the extent of damage. If the damage is caused by an employee or student, the whole expenditure to repair is to be borne.

Information Security

It is the responsibility of system admin to ensure that data back-ups are conducted once in a week and the backed- up data is kept in System cell department. Anti-virus software is to be installed where ever



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necessary. It is the responsibility of system Admin to install anti-virus software and ensure that this software remains up to date on installed systems used by the institute. All the information used is to adhere to the privacy laws and institute's confidentiality requirements. Any employee breaching this will be treated seriously.

Network Use Policy

Network connectivity provided through the Institute, referred here after as "the Network". Is provided through an authenticated network access connection i.e. governed under the Institute IT Policy. The IT Services is responsible for the ongoing maintenance and support other Network, exclusive of local applications. Problems within the Institute's network should be reported to system cell.

IP Address Allocation: Any computer (PC/Server) that will be connected to the institute network should have an IP address assigned by the system cell. Based on a systematic approach, the range of IP addresses that will be allocated to each department is decided. So, any computer connected to the network from that department will be allocated IP address only from that address pool using DHCP.

Internet Access (wired or Wi-Fi): As and when a new user(faculty / staff / student) want to access internet, user can make request over maintenance service for new account creation and get the details from the system cell.

DHCP and Proxy Configuration by Individual Departments/Sections/Users:

Use of any computer at end user location as a DHCP server to connect to more computers through a individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the institute. Similarly, configuration of proxy servers should be avoided, as it may interfere with the service run by the system cell. Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration. Non compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

Website Policy

Purpose of the policy

The policy provides guidelines for the maintenance of all relevant technology issues related to AIET website.



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Procedures:

The web developer must record the following details:

List of domain names registered to the Institute.

Dates of renewal for domain names.

List of hosting service providers.

Expiry dates of hosting

Keeping the register up to date will be responsibility of Web developer.

System cell in-charge will be responsible for any renewal of items listed in the Register.

Website Content

All content on the AIET website is to be accurate, appropriate and current. This will be the responsibility of Web developer. All the content on the website must follow proper authentication channel in updating of information. The content of the website is to be reviewed daily.

Persons authorized to make changes to the institute website: Web Developer Basic branding guidelines must be followed on the websites to ensure a consistent image for the institute.

Emergency Management of IT Services

Purpose of the Policy

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

Procedures:

IT hardware Failure

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

Virus or other security breach

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



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Website Disruption

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

Website host to be notified.

Web Developer must be notified immediately.

Correspondence with Web service provider (vendor hosting website) to restore immediately.

Data back-up to be maintained regularly (at least once in a week) to restore immediately in case of hardware failure also.



Principal

PRINCIPAL
Avanthi Institute of Engg. & Tech.
Cherukupally (V), Bhogapuram (M
Vizianagaram (Dist.)-531162

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Training Placement Cell

Avanthi Institute of Engineering and Technology (AIET) to provide employment and higher education opportunities to students, we have Training and Placement cell will be in constant touch with diversified industries across the country to pursue them for placements, internships, Industry Institute Interaction. The main functions of TPC are as follows:

1. Develop and maintain existing and new corporate partners for providing placement opportunities to students.
2. To identify the gaps between Industry and academia and bridging them by taking adequate steps.
3. Train students to cope up with new technological developments prevail in the industry.
4. To perform these actives effectively, we have people work in these offices. The details are given below

Placement Team

To execute the Training and Placement activities effectively, we have a team of faculty members from each department who coordinate with various branch students and placement office. The details are given below:

S. No	Name	Designation	Department
1	Mr. M. Rupu Sundar	TPO	Training Placement cell
2	Ch. Parvateesam	Member	Senior Technical Trainer
3	N. Rajini	Member	Senior Technical Trainer
4	R. Hemalatha	Member	Senior English Trainer
5	K. Chandra Shekar	Member	Aptitude Trainer
6	Mr. G. Anand	Member	CIVIL
7	Mr. G. Prasanth	Member	EEE
8	Mr. P Anil Kumar	Member	MECH
9	Mr. S. Kesava Rao	Member	CSE
10	Mr. G. V. Santhosh	Member	ECE
11	Mr. T. Srinivas	Member	MBA

The Main Functions of Training and Placement:

1. Acts as a link between Students, Alumni and the Placements Cell.
2. Provides the list of students eligible for placements from time-to-time to the Placements Cell.
3. Keeps close contact with placements Cell on daily basis for information and circulates the same to the concerned students, HoD and others related in the matter.



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4. Provides campus placements training attendance statements of students undergoing such training to the placements cell and HoD immediately the next day of the completed training session.
5. Highlights the absentees' names along with roll numbers and provide the same to the placements Cell and HoD.
6. Analyzes students' performance in each of the tests conducted as part of Campus placements training from time-to-time and share the same with students, HoD, and placements cell. Keep a record of the same.
7. Provides information with regard to the students going abroad for higher education to the placements cell from time-to-time so that placements cell can update its database that can be shared later with the junior students whenever a need arises.
8. Facilitates in up-gradation of the students' skill sets commensurate with the expectations of the industry.
9. Interacts with students of parent department with regard to any issues and bring the same to the notice of the placements cell in written form.
10. Provides suggestions in improving the functioning of the Placements Cell may also be given in written form to the placements cell.
11. Attends all meetings called by placements cell and conveys the outcomes of such meetings to the concerned students, and HoD.
12. Facilitates printing the material provided for students (testing material, reading material, etc.) by placements cell.
13. Facilitates placements cell in procuring any material that may be of some value addition to the students as suggested by Placements Cell.
14. Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the organization in which alumni is working.

List of Internal & External training Programs

External Training Programs

1. Avanthi Institute of Engineering and Technology takes utmost priority to up skill the students as per the changing demands of the companies and introduced Full Stack Developer Course. Learning full-stack development will help a student to master a wide set of skills ranging from HTML, CSS, JavaScript, back-end languages (Python, PHP, Ruby), database storage, HTTP, REST, and NPM, along with a good set of Agile project management



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and soft skills. There is huge scope for accelerated growth as companies resort to this broad skill set that brings in speed and cost-effectiveness for their businesses. Full-stack developers boast of a fast-tracked, multi-dimensional career growth across companies ranging across globally valued end-to-end enterprise solutions and startups.

2. PEGA University Academic Program provides training to selected students from ECE, CSE and EEE branches. After successful completion of this program, students would receive PEGA Certified System Architect (PCSA) and PEGA Certified Senior System Architect (PCSSA) certifications from PEGA Systems. These certifications would enhance the job opportunities to students. This program allows the students to have exponential career growth.
3. CRT program is handled by Face Academy, By Textl, Omega C2C, Igurukul, and Talent Scope Campus Training Institution to impart training on Quant, Verbal, reasoning, and Aptitude concepts to make students prepare for Placement activities.

Internal Training programs

Avanthi college of engineering and technology conducted by in house trainers capable of delivering effective training to students on latest technical skills. These training programs help students to gain technical knowledge on latest technologies to make students industry ready.

Details of Technical Training Program executed by our inhouse trainers:

Topics would be covered:

- Basics of C Programming
- Operators
- Control Statements
- Functions
- Arrays & Pointers
- Strings
- Searching
- Sorting
- analysis of Algorithm
- SQL

Placement trainers

- M. Rupusundara Rao - TPO, Senior Aptitude Trainer
- Ch. Parvateesam - Senior Technical Trainer
- N. Rajini - Senior Technical Trainer



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➤ R. Hemalatha - Senior English Trainer

➤ K. Chandra Shekar - Aptitude Trainer

In addition to these programs, students practice on various coding platforms such as Hacker Rank, Hacker Earth, Coding chef etc... to enhance their chances of selections in product-based companies with lucrative pay package.

Placement Statistics

2018-2023

Academic Year	Eligible Students	Students Placed	% of Students Placed	No of Companies Visited	Highest CTC (Lakhs)	Avg CTC (Lakhs)
2018-19	349	282	80.80%	26	4.5	2.5
2019-20	324	277	85.5%	36	4.5	3.2
2020-21	301	264	87.7%	39	7	3.4
2021-22	327	280	85.62%	46	6.5	3.8
2022-23	513	316	61.59%	29	7.25	3.56

Year Wise Visited Companies Details

2018-2019 (List of Placement Visited Companies)		
S. No	Name of the Companies	Package in Lakhs
1	42 GEARS MOBILITY SYSTEMS	1.8
2	AERO DESIGNS TECHNOLOGIES	1.8
3	APPS ASSOCIATE	4.5
4	BUILDMATE	2.5
5	COGNIZANT	3.38
6	EDGE IT	2.4
7	EFFETRONICS LTD	3
8	HOBEL BELLOW	2.4
9	IBEON INFOTECH PRIVATE LIMITED	2.4
10	INFOSYS	3.23
11	INTILEO TECHNOLOGIES	1.88
12	JYTRA	2



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13	MARKET ENOMICS DIGITAL	2.24
14	PEOL TECHNOLOGIES	2.12
15	QSPIDERS	2.4
16	RAAM GROUP	1.44
17	RAY BUSINESS	2.4
18	SMART LINK HOLDING LIMITED	1.8
19	SRI RAM PANELS PRIVATE LIMITED,	1.8
20	SURYA TECH SOLUTIONS,	2.2
21	SYNERGIES	2.25
22	SYNTEL	3.4
23	TCS	3.36
24	TECH MAHINDRA	3.25
25	WIPRO	3.5
26	YALAMANCHILI SOFTWARE	1.55
2019-2020 (List of Placement Visited Companies)		
1	A-1 FENCE	2.7
2	ADDURI PVT.LTD	2.16
3	APPS ASSOCIATE	4
4	APTROID	4
5	BIG WORKS	3
6	CAPEELECTRIC INDIA PVT. LTD	3
7	CODILAR	1.8
8	COGNIZANT	4
9	DHRUV SOFT SERVICES	2
10	EDIKO SYSTEMS INTEGRATORS	2.7
11	EFFTRONICS	4.5
12	GENXLEAD	2.16
13	GLOBAL EDGE	3
14	HOBEL BELLOWS	1.8





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15	HYPER FILTRATION PVT. LTD	2
16	INFOSYS	3.8
17	IONICS POWER SOLUTIONS	2.4
18	JUSTDAIL	3
19	JYTRA TECHNOLOGIES	2
20	KI CONEQUIP	2.4
21	KEYENCE INDIA PVT. LTD,	3.5
22	LOTUS WIRELESS TECHNOLOGIES	2.5
23	MADHU GARAGE EQUIPMENT	2.7
24	MIRACLE SOFTWARE SYSTEMS	2.5
25	POORNAM INFOVISION	3
26	PRECISION INFORMATICS	2.5
27	RAY BUSINESS	2.7
28	SUNERA TECHNOLOGIES PVT LTD,	2.4
29	SYMBIOSYS TECHNOLOGIES	1.9
30	SYNERGIES	1.6
31	TCS	3.85
32	TECHMAHINDRA	3.2
33	TERMLEX	2.4
34	UNCEASE AUTOMATION PVT.LYD,	2.4
35	WEST AGILE LABS	3.5
36	WIPRO	3.5
2020-2021 (List of Placement Visited Companies)		
1	ACCENTURE	4.5
2	ALAMANCE IT SOLUTIONS	2.75
3	APTROID	5
4	BRANDIX	2.7
5	BUILDMATE	2.5
6	CADSYS INDIA LIMITED	3.3



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7	CAPGEMINI	4
8	COGNIZANT	4.1
9	DELOITTE	7
10	EFFTRONICS	3
11	FIXITY	3
12	FLUENT GRID	3
13	HCL	4.25
14	HOBEL BELLOWS	2.4
15	HP	5
16	IBM	4.25
17	INFOSYS	3.23
18	INTILEO	2
19	IOPEX	4
20	JUSTDAIL	2.6
21	JYTRA TECHNOLOGIES	2.25
22	KIA MOTORS	2.25
23	MAIN TECH	2.5
24	MIND TREE	3.12
25	MOLD-TEK	3.5
26	MOURI TECH	2.5
27	POORNAM INFOVISION	3.73
28	RAAM GROUP	1.8
29	REVATURE	2.7
30	STERLITE TECHNOLOGIES	2.6
31	SYNERGIES	2.25
32	SYNTEL	3.4, 4
33	TCS	3.53
34	TECHMAHINDRA	3.25
35	TURING MINDS	6.2



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36	VIRTUSA	4.5
37	WIN WIRE	3
38	WIPRO	3.2
39	YALAMANCHILI SOLUTIONS	2.1
2021-2022 (List of Placement Visited Companies)		
1	ACCENTURE	3.53
2	ACL Digital Pvt Ltd	5
3	APTROID	5
4	BYJUS	6
5	CADSYS TECH	3
6	CAPGEMINI	4, 3.53
7	CIPHERFOLKS	2.75
8	COGNIZANT	3.7
9	CORPTEAM SOLUTIONS	2.4
10	EFFTRONICS	5.5
11	FIXITY	5
12	FLEECA INDIA	2.2
13	FLUENTGRID	3
14	GENPACT	3
15	HCL	5
16	HEXAWARE	4
17	HOBEL BELLOWS	2.24
18	IBM	4.5
19	IMEG	4
20	INFOSYS	3.65
21	JUSPAY	2.7
22	MANIKRANTH	3.2
23	MIND BRINKS	3.23
24	MIND TREE	4.1



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25	MOURITECH	5
26	NEOSOFT	3.5
27	NOVEL PATENT SERVICES	3
28	PERFECT GEARS	2.2
29	POORNAM	3.73
30	PRACTICALLY Pvt. Ltd	4.5
31	REVATURE INDIA	4.2
32	SALES FORCE	5
33	SERVO MEDHA	2.7
34	SKILL LYNC	3.5
35	SYINTEZEN	3.5
36	SYNERGIES TECHNOLOGIES	2.5
37	SYNTEL	3.4
38	TCS	3.34
39	TECHMAHINDRA	3.6
40	TURING MINDS	3.6
41	UTKARSH INDIA LIMITED	3.5, 5
42	VIRTUSA	3.5, 4.5
43	VISTEX	4, 4.5
44	WIPRO	3.53, 4, 6.5
45	XT GLOBAL TECHNOLOGY	3.5
46	ZENSOR TECHNOLOGIES	3, 3.5
2022-2023 (List of Placement Visited Companies)		
1	AASEYA	4.2
2	ACCENTURE	5
3	AIMS GLOBAL	4
4	APTROID	5
5	BITLABS	3.5
6	CSS CORP	4



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7	EFFTRONICS	3.6
8	EINFRA TECH	3.7
9	GENPACT	3.5
10	HEXAWARE	4
11	INCEDO	5.5
12	INFOSYS.RICHARD LOBO	4.45
13	KODNEST	3.75
14	MIND BRINK	3
15	MIRACLE SOFT	3.2
16	MOLD-TEK	6
17	MUVRO TECHNOLOGIES	2.4
18	PENNANT TECHONOLOGIES	4.1
19	POORNAM INFO VISION	3.73
20	STERLITE TECHNOLOGIES	2.6
21	TCS DIGITAL	7.02
22	TCS NINJA	3.86
23	TCS NQT	3.36
24	TECH MAHINDRA	5.5
25	TECHOUTS	3.5
26	THERMO GROUP	2.82
27	TURING MINDS	3.2
28	VODAFONE	7.25
29	WHEELS INDIA PVT.LTD	2.04





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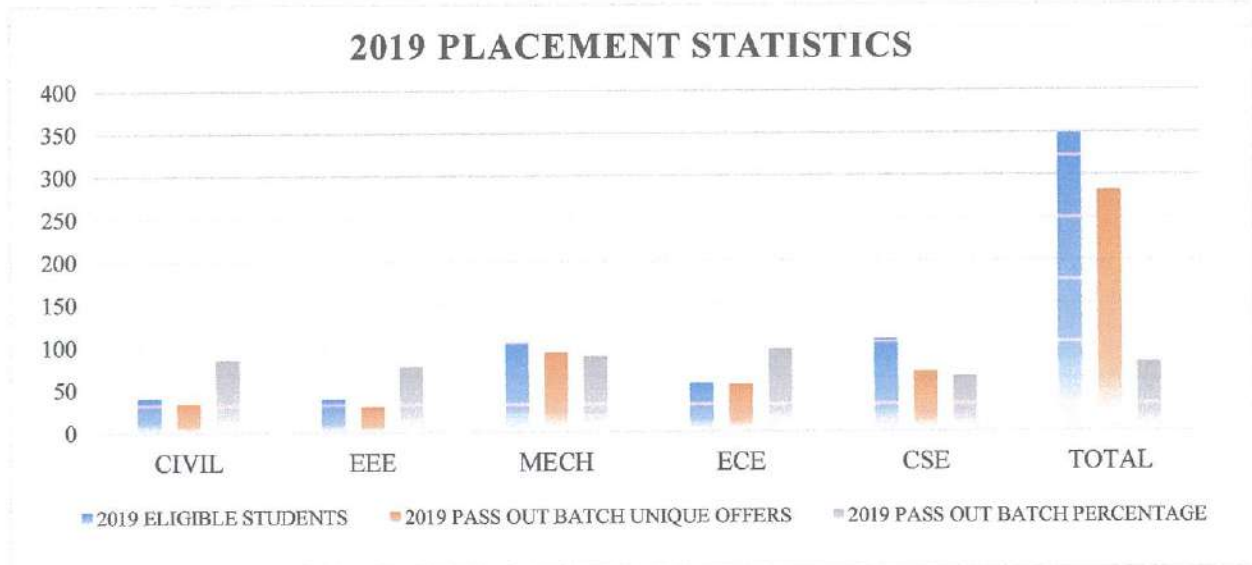
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Department Wise Placement Data

2019 Pass out Batch			
Branch	Eligible students	Unique offers	Percentage
CIVIL	40	34	85
EEE	39	30	76.92
MECH	105	93	88.57
ECE	57	55	96.49
CSE	108	70	64.81
TOTAL	349	282	80.8

2019 PLACEMENT STATISTICS



2020 Pass out Batch			
Branch	Eligible students	Unique offers	Percentage
CIVIL	34	27	79.41
EEE	54	42	77.77
MECH	67	57	85.05
ECE	56	49	87.5
CSE	113	102	90.26
TOTAL	324	277	85.49





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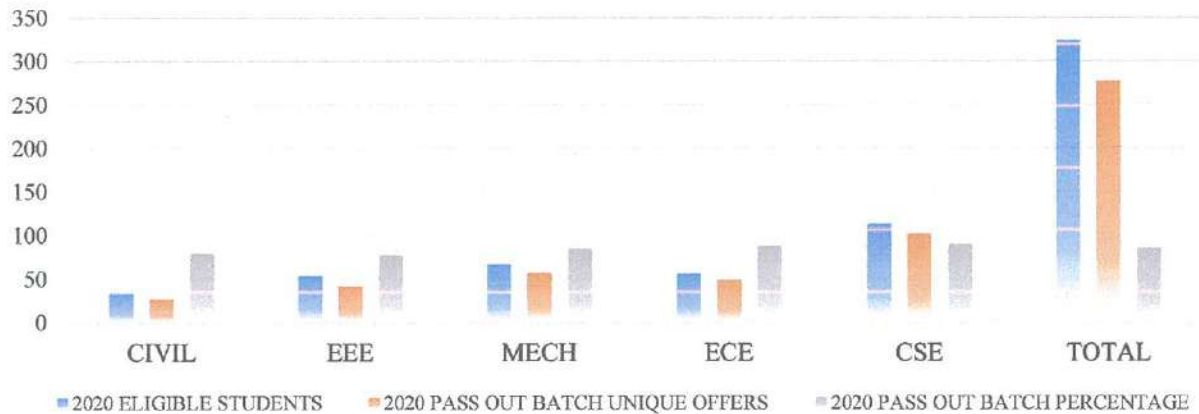
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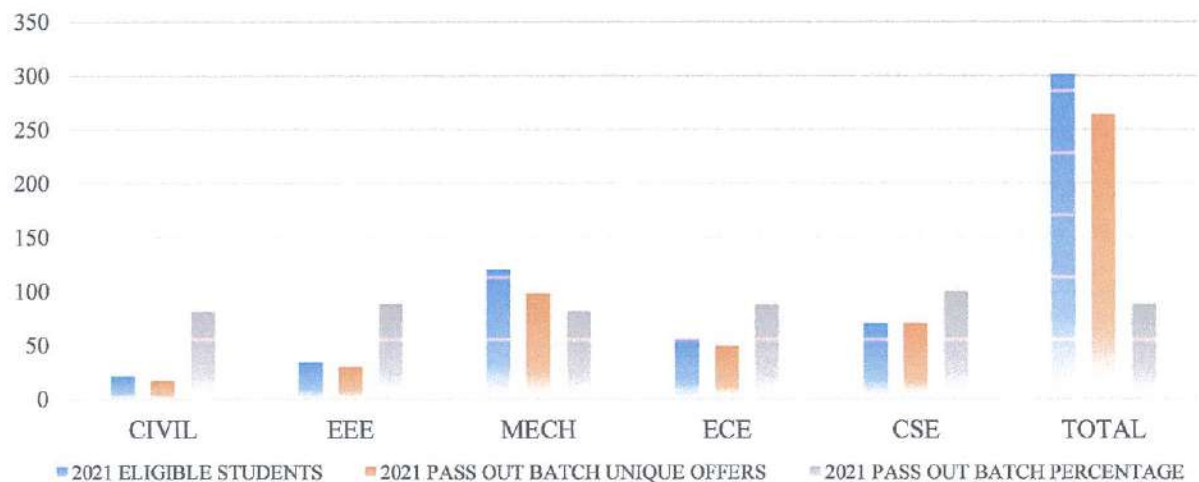
2020 PLACEMENT STATISTICS



2021 Pass out Batch

Branch	Eligible students	Unique offers	Percentage
CIVIL	21	17	80.95
EEE	34	30	88.23
MECH	120	98	81.66
ECE	56	49	87.5
CSE	70	70	100
TOTAL	301	264	87.7

2021 PLACEMENT STATISTICS



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2022 Pass out Batch

Branch	Eligible students	Unique offers	Percentage
CIVIL	36	20	55.55
EEE	45	33	73.33
MECH	113	99	87.76
ECE	57	52	91.22
CSE	76	76	100
TOTAL	327	280	85.62

2022 PLACEMENT STATISTICS



2023 Pass out Batch

Branch	Eligible students	Unique offers	Percentage
CIVIL	22	15	68.18
EEE	49	31	63.26
MECH	149	73	48.99
ECE	116	76	65.51
CSE	177	121	68.36
TOTAL	513	316	61.59





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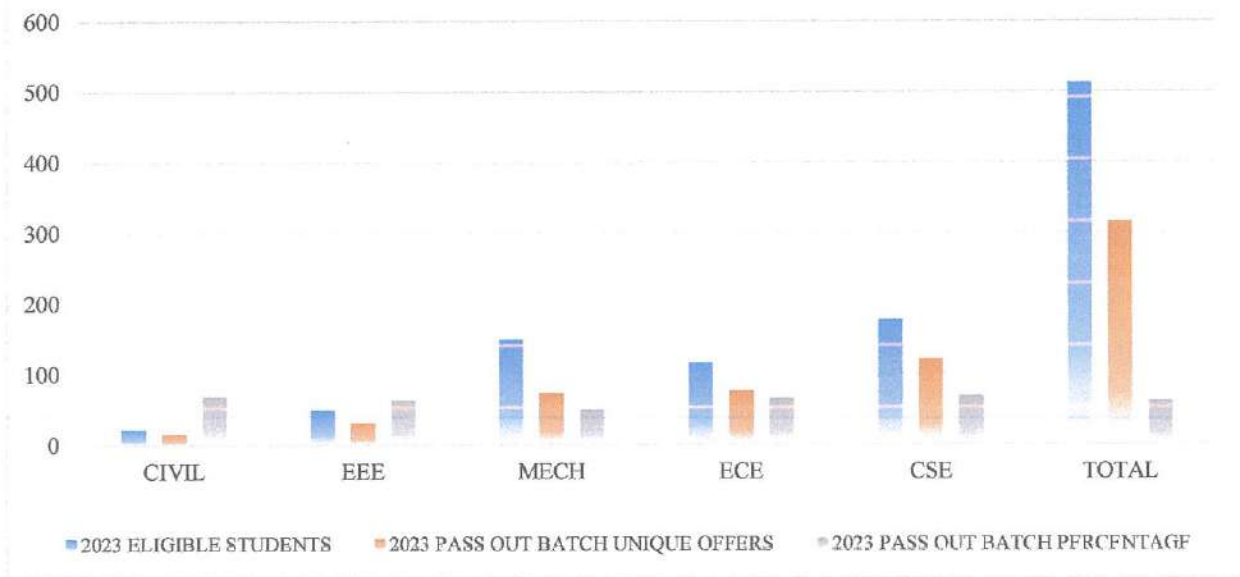
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2023 PLACEMENT STATISTICS



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Higher Education Statistics

Higher education is the ticket to a promising career and an in-depth understanding of one's area of study. When pursued through a premier institute, higher education enables the creation of new knowledge, research orientation, and career advancement. In a career educational environment, higher education is relegated to the background. However, new research that leads to the advancement of the core branches is possible only with higher education. The technological and industrial development of many advanced nations can be attributed to a robust higher education system in those nations. No new developments are possible in any field without proper research and developmental activities. The institutes of higher education are the crucible of research activity that birth new knowledge, products and technology.

At AIET, we value higher education and encourage our students to pursue it. We offer Postgraduate programs in various disciplines to fulfill this commitment. We are also recognized as a Research Centre by the affiliating University. We encourage our students and faculty members to pursue research. The seed money to pursue the research is also provided by our institute. We have also signed an MoU with BSNL to enable research activity for our students and students from other colleges. With these initiatives, we are at the forefront of promoting Higher Education.

Year Wise List of Students of Higher Education:

Number of Students progressing to higher education during the year 2018-2019				
S. No	Name of the Student enrolled for higher education	Programme completed	Name of the Institute Joined	Name of programme admitted to
1	Nidiganti Neeharika	B. Tech-EEE 15Q71A0217	Vignan Institute of Engineering for Women, Duvvada, Visakhapatnam	MBA
2	Kotha Prasada rao	B. Tech-EEE 14Q71A0216	Avanthi institute of Engineering & Technology, Vizianagaram	M.Tech
3	Joga Rajesh	B. Tech-Mech 14Q71A0344	Avanthi institute of Engineering & Technology, Vizianagaram	M.Tech
4	Kottakotla Appala naidu	B. Tech-Mech 15Q71A0370	JNTUA College of Engineering (Autonomous), Pulivendula, YSR Kadapa	M.Tech
5	Siricipalli Venkata Chiranjeevi Arun	B. Tech-Mech 16Q75A0357	University College of Engineering, Kakinada (autonomous)	M.Tech
6	Kotyada Sekhar	B. Tech-Mech 16Q75A0332	Andhra University, Visakhapatnam	MBA

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7	Vangapandu Sai Mahesh babu	B. Tech-ECE 15Q71A04A9	ICFAI Business School, Pune	MBA
8	Peethala Charanisri	B. Tech-ECE 15Q71A0483	Miracle Educational Society Group of Institutions, Vizianagaram	M.Tech
9	Gedela Simhachalam	B. Tech-ECE 15Q71A0464	University of Hertfordshire, United Kingdom(UK)	MS
10	Vasamsetti Yamini	B. Tech-ECE 15Q71A0459	University of New Haven, USA	MS
11	Yerraguntla surya manikanta	B. Tech-CSE 14Q71A05B6	Charles Sturt University, Australia	M.S
12	Atmakuri Pravallika	B. Tech-CSE 15Q71A0507	Andhra University, Visakhapatnam	MBA
13	Reddy madhuri	B. Tech-CSE 14Q71A0593	Miracle Educational Society Group of Institutions, Vizianagaram	M.Tech
14	Duvvi Yadhuvasmi Srisai	B. Tech-CSE 15Q71A0534	GITAM University, Visakhapatnam	MBA
15	Peethala shirisha	B. Tech-CSE 15Q71A0598	Avanthi Institute of Engineering & Technology, Vizianagaram	M.Tech
16	Nodagala rajendra	B.TECH-CSE 15Q71A0591	Samatha degree & PG College, MVP, Visakhapatnam	MBA
17	Kovvuru sravani	B.TECH-CSE 15Q71A0568	Cleveland university, USA	MS
18	Kosana Divya	B.TECH-CSE 15Q71A0566	Florida Atlantic University, USA	MS
19	Mongam Aparna	B.TECH-CSE 15Q71A0582	Avanthi institute of Engineering & Technology, Vizianagaram	MBA
20	Vadapalli Kumar Sai	B.TECH-CSE 15Q71A05D2	GITAM University, Visakhapatnam	M.Tech
21	Palakollu Lakshmi	B. Tech-CSE 15Q71A0593	Avanthi institute of Engineering & Technology, Vizianagaram	M.Tech
Number of Students progressing to higher education during the year 2019-20				
1	Kona Manoj Kumar	B. Tech-Mech 16Q71A0339	Avanthi Institute of Engineering & Technology, Vizianagaram	M.Tech
2	Lukalapu Ramu	B. Tech-Mech 16Q71A0345	Motilal Nehru national institute of technology , Allahabad	M.Tech
3	Uppada Balabhaskara Rao	B. Tech-Mech 16Q71A0383	Anil Neerukonda Institute of Technology & Sciences, Visakhapatnam	M.Tech



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4	Vinay Kumar Chappa	B. Tech-ECE 16Q71A0405	National Institute of Technology, Silchar	M.Tech
5	Challagali Triveni	B. Tech-ECE 16Q71A0449	GVP College for degree & PG Courses, Visakhapatnam	MBA
6	Sanapala Yamini	B. Tech-ECE 16Q71A0437	Alwar School of Business and Computers, Visakhapatnam	PGDM
7	Dubba Naveen Kumar	B. Tech-CSE 16Q71A0567	Gayatri Vidya Parishad college of Engineering (Autonomous), Visakhapatnam	M.Tech
8	Adusumilli Nitisha	B. Tech-CSE 16Q71A0504	University of Houston, clear lake, USA	MS
9	Chandravamsam Sai Surya Tejaswini	B. Tech-CSE 16Q71A0522	University of Houston, clear lake, USA	MS
10	Bulusu Satya Sai Rama Gopala Sri Harsha	B. Tech-CSE 16Q71A0520	Visakha Institute of Engineering & Technology, Visakhapatnam	M.Tech
Number of Students progressing to higher education during the year 2020-2021				
1	Kanchuboyina Pavan	B. Tech-Mech 18Q75A0349	GITAM University, Visakhapatnam	M.Tech
2	Dwarapureddy Harikrishna	B. Tech-Mech 18Q75A0332	Visakha Institute of Engineering and Technology, Visakhapatnam	M.Tech
3	Durgasi Revathi	B. Tech-ECE 17Q71A0415	Andhra University, Visakhapatnam	M.Tech
4	Mylapilli BalaKrishna	B. Tech-CSE 17Q71A0555	Florida Atlantic University, Florida	MS
5	Janaki Ram Sai Sampath	B. Tech-CSE 17Q71A0591	Northern Arizona University	MS
6	Moyyi Appala Naidu	B. Tech-CSE 17Q71A0554	Andhra University, Visakhapatnam	M.Tech
7	Reddy Anantha	B. Tech-CSE 17Q71A0581	Andhra University, Visakhapatnam	M.Tech
8	Puppala Venu	B. Tech-CSE 17Q71A0578	Avanthi Institute of Engineering & Technology, Vizianagaram	MBA
9	Nammi Yamini	B. Tech-CSE 17Q71A0556	Avanthi Institute of Engineering & Technology, Vizianagaram	MBA
Number of Students progressing to higher education during the year 2021-2022				
1	Kambala Sai Dhana Sree	B.Tech-EEE 18Q71A0209	University of HERTFORDSHIRE, UK	MS
2	K. Dinesh nandan	B.Tech-Mech 19Q75A0393	TEXAS Tech University, USA	MS
3	K. Giridhar	B.Tech-Mech 19Q75A0373	NSRIT (Autonomous), Visakhapatnam	MBA
4	B. Kumari Kusuma Latha	B.Tech-ECE 18Q71A0446	JNTUK, Kakinada	M.Tech



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5	Yanamala Tharun Reddy	B.Tech-ECE 18Q71A0440	Robert Morris University, USA	MS
6	Ravada Gayatri	B.Tech-CSE 18Q71A0582	California State University, Eastbay, USA	MS
7	Tiyyali Meghana	B.Tech-CSE 18Q71A0560	California State University, Eastbay, USA	MS
8	Salividi Ramya Sree	B.Tech-CSE 18Q71A0551	University of Central Oklahoma, USA	MS
9	Manesh Uji	B.Tech-CSE 18Q71A05A0	California State University, Eastbay, USA	MS
Number of Students progressing to higher education during the year 2022-2023				
1	Sivala Yaswanth	B.Tech-CSE 19Q71A05G2	Missouri University of Science and Technology, Rolla, Missouri, USA	MS
2	Rayapati Avinash	B.Tech-CSE 19Q71A05E6	University of Dayton, Ohio, USA	MS
3	Aripaka Shivamani Kumar	B.Tech-CSE 19Q71A0509	GITAM University, Visakhapatnam, AP, India.	M.Tech
4	Cherukuri Sridhar Sai Kumar Varma	B.Tech-Mech 19Q75A0342	IIT Kharagpur, Kharagpur, West Bengal, India	Bachelor of Laws (Honors in Intellectual Property Law)


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RESEARCH AND DEVELOPMENT CELL

Avanthi Institute of Engineering and Technology strongly believes that faculty members and students must be encouraged and provided with infrastructure and support to do high standard research, which will be beneficial for society. With this aim in mind AIET adopted a research policy that fosters an environment conducive to research integrity, excellence and professional conduct. It directly contributes to the economic growth, cultural development, health sector and advancement of society.

The Institute's facilities, both in terms of infrastructure and academics are of highest caliber. The main objective of AIET to promote and motivate faculty members to undertake research projects that benefit society. Biomedical image processing, Antenna design, low power VLSI, artificial intelligence, machine learning, IoT, Electric drives, power electronic convertors. vehicle design, nano materials, robotics and other areas like alternative energy and the environmental studies.

The R & D policy also seeks to ensure that all research activities are conducted in accordance with all applicable rules and regulations as well as the established standard and norms pertaining to the safe and ethical conduct of research.

Promotion of research:

Knowledge is dynamic in all fields of technical education, with new technologies being presented on a regular basis. In this situation, teachers will be unable to provide high- quality instruction unless they are up to date on current advancements in their disciplines, which they must do on a regular basis. Teachers as researchers must be aware of past present and future advancements in their fields. Many top universities and institutions in the world have found a strong link between quality teaching and research.

All the necessary facilities and a conducive environment for research, consultancy, innovation and intellectual pursuits are provided by the institute. In order to obtain funding for their research, faculty are encouraged to approach different Govt./Non-Govt. funding agencies. However, AIET is willing to encourage faculty and students by providing partial funding based on the quality of proposals submitted. Some of faculty and student research projects will be funded by the institute after scrutiny and recommendation by proper authorities.



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Objectives:

1. To prepare annual research plan for all the departments.
2. To promote research activities to bridge the gap between academia and industry.
3. To motivate students and faculty members to take up research projects and publish papers in highly reputed journals and conferences.
4. To create awareness about filling Patents and IPR.
5. To encourage faculty members of all disciplines of Engineering/Science/Humanities to apply funding offered by different agencies such as DST, AICTE, ISRO, CSIR, DRDO etc.
6. To motivate and assist faculty members for applying and getting funds from conducting FDPS/workshops/Seminar from available funding agencies.
7. To provide support to faculty members for attending delivering talks at different events such as conferences, workshops, symposia and faculty development programs.
8. To promote and encourage faculty members to take up interdisciplinary research projects.
9. To encourage existing faculty members to pursue their PhD.
10. To initiate and promote MOU with leading R&D organizations and industries for consultancy, sponsored project, collaborative research and industry institute interaction.
11. To organize brainstorming sessions by eminent personalities from industry, R&D firms, and reputable institutions for a better understanding of current research technique and procedures followed.
12. To formulate incentive schemes for promoting research activities in the institute.
13. To continuously monitor the progress of the R&D activities of the institute.

R&D Committee:

AIET recognized the importance of research and development for the institution's vertical expansion and established the R&D cell to focus on scientific and industrial research in various engineering disciplines.

The R&D committee comprises of Principal, Head (R&D), and coordinators from various departments of the institute. This committee ensures that the Institute's research and development efforts are coordinated smoothly and efficiently.

The R&D committee is constituted with the following members:



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S. No.	Name of the Faculty	R&D Committee	Department
1	Dr. B. Murli Krishna	Chairperson	Mechanical Engineering
2	Dr. Avinash Ben	Convener	Mechanical Engineering
3	Dr. Gandhi Satyanarayana	Member	Computer Science Engineering
4	Mr. A. Arjun Rao	Member	Electrical & Electronics Engineering
5	Mr. S.S. Bhaskar Rao	Member	Electronics & Communication Engineering
6	Ms. M. L. Sramika	Member	Mechanical Engineering

The R&D cell in AIET creates a conducive atmosphere for research and encouraging policy with adequate infrastructure. The Institute aims to establish centers of excellence with appropriate equipment, tools and software. Staff members are encouraged for publication of research work through papers, articles in journals, International/ National conferences and workshops. The Institute aims to work with local communities to identify the urgent and real-life problems which can be solved by adoption of technologies. Staff members are encouraged to broaden their subject knowledge and acquire technical skills by applying to various training opportunities in institution and industries. AIET also encourages faculty and students for commercialization and patenting of research products.

The R&D cell in AIET encourages staff to publish research papers.

Number of research papers published per teacher in the Journals notified on UGC website during the last five years:

Academic Year	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Number of Research Papers Published (National/ International)	17	14	6	18	7
SCI	1	2	2	0	0
SCOPUS	1	3	10	4	2
Total	19	19	18	22	9



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Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the last five years:

Academic Year	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Number of Books/Chapters Published	19	4	2	1	0

Research Projects/ Endowments/ Consultancy Works:

The faculty members and researchers are regularly encouraging regarding various research projects funding option available. Professional and consulting agencies/ organizations engaged in research activities will be extended assistance for conducting qualitative research studies. Projects are granted to individuals who has the responsibility for completing them.

Academic Year	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Grants in lakhs	5.00	10.02	-	-	-

Seed Money:

The faculty members are encouraging to Submit research proposals based on their innovative ideas. The Primary goal of Seed Money is to support faculty members in developing research resources in the area of expertise and to develop innovative approaches or methodologies.

Academic Year	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Sanctioned Amount (In lakhs)	1.43	1.89	2.09	1.20	1.30

Principal

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Incubation Center

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Cherukupally,

03-07-2023.

To,
The Principal,
Avanthi Institute of Engineering and Technology,
Cherukupally,
Vizianagaram.

Sub: Requesting to held a Meeting regarding Research & Development cell.

Respected Sir,

I would like to ask your permission to allow us to conduct a meeting regarding the appreciation of the team behind the successful completion of achieving MOU and Incubation center from BSNL.

The meeting would last about 1hour and would be arranged at a time convenient to the faculty schedule. kindly acknowledge your consent and permission for us to conduct this meeting at our conference hall.

Sincerely,

Dr. Avinash Ben

Head of the Mechanical Department

Convenor, R&D Committee



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Lr. No/AIET/2023

Date: 03-07-2023

CIRCULAR

It is informed to all the members of R&D Cell to attend the meeting scheduled on 04-07-2023 for appreciation of team which actively involved behind the successful completion of achieving MOU and Incubation center from BSNL.

Venue: Conference Hall

Date: 04-07-2023

Time: 3.00 PM


Convenor

Copy to:

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



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MINUTES OF MEETING – R&D

The minutes of the R & D cell meeting held on 04-07-2023, at 03:00 pm in the Conference room.

Members Participated:

S. No.	Name of the Faculty	R&D Committee	Department
1	Dr. B. Murli Krishna	Chairperson	Mechanical Engineering
2	Dr. Avinash Ben	Convener	Mechanical Engineering
3	Dr. G. Satyanarayana	Member	Computer Science Engineering
4	Mr. A. Arjun Rao	Member	Electrical & Electronics Engineering
5	Mr. S.S. Bhaskar Rao	Member	Electronics & Communication Engineering
6	Ms. M. L. Sramika	Member	Mechanical Engineering

AGENDA:

For appreciation of team which actively involved behind the successful completion of achieving MOU and Incubation center from BSNL.

MEETING OUTCOME:

- All the members and the chair have appreciated the team which actively involved behind the successful completion of achieving MOU and Incubation center from BSNL.
- The Chairperson has discussed other processes which are essential to establish the center with ECE Hod.
- The R & D Cell has emphasized the need of incubation centers in order to inculcate research at the student level and also coined about various programs actively open to students.
- The Chairperson has instructed Mechanical branch to make students ready for the program BCDC in AICTE Portal.



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Signature:

S. No.	Name of the Faculty	R&D Committee	Department	Signature
1	Dr. B. Murali Krishna	Chairperson	MECH	
2	Dr. Avinash Ben	Convener	MECH	
3	Dr. Gandhi Satyanarayana	Member	CSE	
4	Mr. A. Arjun Rao	Member	EEE	
5	Mr. V. S. Bhaskar Rao	Member	ECE	
6	Ms. M. L. Sramika	Member	MECH	


CONVENOR


CHAIR PERSON



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BSNL INCUBATION CENTRE

AIET is the second college to start a BSNL incubation Centre in India. The main focus of the centre is to meet the 21st century challenges with innovative ideas and Technology. Five labs have been set up under the centre. The lab is equipped with equipment like optical splicing machine to spectrum with accessories, OTDR etc., The College management thanked BSNL members Mr. Satya Prasad DGM, Mr. B. S. Srinivasa Rao, AGM, and Mr. D. Srinivasa Rao, SDE, for their collaboration and MoU.

It is the basic building block required in the initial stages of start-ups. Incubation centres are an essential component of any start-ups ecosystem. Furthermore, through an incubation Centre, students obtain practical knowledge with the contemporary tools and technological advancements. AIET is encouraging all stakeholders to come towards with the objective to acknowledge their own strengths.

OBJECTIVES:

- To develop and encourage a culture of creativity on campus.
- To promote a thirst in start-ups and build a vibrant start-up ecosystem on campus. To help in developing Innovative Ideas to take care of Societal needs.
- Giving students guidance in order to develop solutions to problems in the real world.
- To transform ideas into products and establish a platform for easy production that has minimal commercial values.



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Cherukupally (V), Near Tagarapuvalasa Bridge,
Bhogapuram (M), Vizianagaram (D)-531162

Memorandum of Understanding
For
Technical / Management Courses
Between
AVANTHI INSTITUTE OF
ENGINEERING AND TECHNOLOGY
Cherukupally (Village), Vizianagaram
and
BHARAT SANCHAR NIGAM LIMITED
Visakhapatnam



ఆంధ్ర ప్రదేశ్ ఆంధ్ర ప్రదేశ్ ANDHRA PRADESH
4334 26/05/2023 100/-
Smt. DB. SANTI
LICENCED STAMP VENDOR
L.No.03-02-002/2015, R.L.No. 03-02-02/202
#13-31-59/1,Chilakavari St., Bheemuni
Visakhapatnam Dist., Cell: 707540571


Sold To... N. Sairam
For Whom... Smt. Srinivasan, Vst.
Avanthi Educational Society, Tagarapavalasa


Memorandum of Understanding

This Memorandum of Understanding is entered into and executed on this 30th day of June, 2023 at Visakhapatnam BY AND BETWEEN AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY (hereinafter called "AVANTHI"), represented by its DIRECTOR, having its office at Cherukupally (Village) Near TAGARAPUVALASA Bridge, BHOGAPURAM (Mandal), VIZIANAGARAM (Dist), which expression shall, where the context so admits, be deemed to include its successors, executors and administrators of the ONE PART

AND

Bharat Sanchar Nigam Ltd., (hereinafter referred to as the "BSNL") a company registered under the Companies Act, 1956, through its Principal General Manager, Visakhapatnam Telecom District having office at 1st Floor, BSNL Bhavan,


DIRECTOR
Avanthi Institute of Engg. & Tech.
Cherukupally (V), Bhogapuram (M)
Vizianagaram (Dist.)-531162



उप महा प्रबन्धक (व.वो & टा. डि.डी.)
Deputy General Manager (ES&TX)
न.प्र. इं.वि.क. / O/o GNTD
भा.सं.नि.सी. / B.S.N.L.
डाबगर्डस / Dabagardens
विशाखपटनम / Visakhapatnam

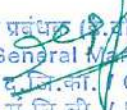
Dabagardens, Visakhapatnam-530020 (which expression, unless it be repugnant to the context or meaning thereof, shall be deemed to mean and include their executors, administrators and assigns), party of the SECOND PART.

WHEREAS, **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** has initiated to provide competency based employability enhancement skills for Technical & Management courses as approved / Recognized by appropriate Government Authority & where as BSNL Training Center in Visakhapatnam Telecom District is required to perform the role and function of providing hands on skill training to 2 years / 4 years / 3 years / Diploma / B.Tech / M.Tech / MBA /MCA students in ECE, IT and Computer Sciences and Engineering and all its related areas. WHEREAS the First Party has to nominate the number of students for the various programs offered by BSNL-TP and WHEREAS the Second Party has expressed its keen interest and desire to be a key partner in the execution of this program in terms of the objectives of the scheme and policy as highlighted and specified in the said program and particularly in view of the desire and interest of BSNL to join and partner with **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** in providing competency based skills through its training center in Visakhapatnam.

WHEREAS both parties have held discussions and agreed for collaboration for conducting training Under this MOU and in GENERAL for Technical & Management Courses whereby BSNL will impart the requisite training and award credits for the training conducted on its own, to the registered students. THEREFORE, both the parties hereby agree that the Training Center at Visakhapatnam of BSNL, as approved and recognized by BSNL and **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** from time to time shall be known as an act / perform the role of "Training Providers" in GENERAL for Technical & Management Courses initiated by **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** on the following terms and conditions:

1. That BSNL agrees that Training center in Visakhapatnam set up by BSNL and herein after to be referred as "BSNL-TP" shall act and perform the role of Training


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विशाखपटनम / Visakhapatnam

Provider to provide hands on skill training in specific sector such as Telecommunications and Management courses and all its related areas.

2. That BSNL agrees and undertake that its "BSNL-TP" conduct skill training in specific sector such as Telecommunications and Management courses and all its related areas and shall perform following functions:

- a. Announce the schedule of skill training modules for calendar year.
- b. Register students for the modules and upload the same on BSNL website.
- c. Conduct the skill modular training.
- d. Conduct examination / evaluate the student, award the grade indicating completion of Training and uploading the same on the BSNL website.
- e. The BSNL-TP recognized and approved by BSNL may register students as provided by the **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY**.

3. The BSNL-TP as specified in the Memorandum of Understanding, may take flexible training timing and schedule in consultation with **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY**.

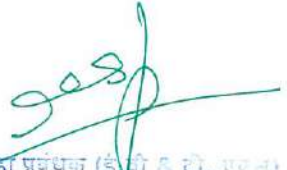
4. The BSNL-TP shall announce and inform through its website, the schedule of the Skill Modules it plans to offer in the academic year concerned for the information of the prospective students and it shall accept the students as provided by **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY**.

5. The BSNL-TP shall be entitled to the fees as mentioned in the Table 1 below.

6. Minimum 50% of the students must be sent for Internship, Project, Certified courses in Engineering and Management streams during MOU period.

7. The BSNL-TP will conduct appropriate training sessions as per the following pedagogy.


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Avanathi Institute of Engg.&Tech.
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Vizianagaram (Dist.)-531162


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Deputy General Manager (E&TX)
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भा.सं.नि.ली. / B.S.N.L.
डाबनईस / Debnais
विशाखपटनन / Vishakhapatnam

a) These various programs on different topics under this project will focus on practical hands-on training in field / practical supplemented with structured academic content that shall be provided online and may be supplemented with appropriate theory sessions to the students of **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** in Technical streams.

b) Practical sessions shall be held in flex-mode that shall expose the students to various Telecom equipment in terms of their operations.

c) Academic content shall focus on the various operational procedures / facets of the Telecom equipment / technologies present in the BSNL network related to the practical sessions in an attempt to provide the student with high end equipment handling practical skills *as opposed to rote learning*.

d) **Academic Structure of Programs:**


1. **BSNL Certified Courses for Engineering Stream:** The complete spectrum of Telecom practical skill learning shall be divided into 7 modules. The duration of the skill-part of the program in BSNL set-ups / training centers shall be incorporated into three academic semesters of conventional engineering education B-Tech / M.Tech (ECE & Computer Science and Engineering) starting with 5th semester: 35 practical sessions of 2 hours each (70 hrs) : 10 field visit sessions of 2 hours each (20 hrs)


2. **INTERNSHIP / Project (4/6 weeks):** 16 Theory sessions of two hour each (32 hrs) & 8 Practical sessions of 2 hours each (16 hrs)

3. **INTERNSHIP/Project (2 weeks)** : 5 Theory sessions of two hour each (10 hrs) & 4 Practical sessions of two hours each (8 hrs)

4. **Online Certificate Program (8 weeks)** : 8 Practical sessions of four hours each (32Hrs).

This program is offered mainly on Telecom related, IT & Computer networking content:


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विशाखपटनम / Visakhapatnam

Broadband Technology, Digital Switching Systems, Digital Transmission Systems, IP Networking and Cyber Security, Mobile Communications (2G/3G/4G/5G&6G) , Optical Fiber Technology & Telecom Support Infrastructure, IoT, M2M, Artificial Intelligence and related applications in the latest convergence of Access Technologies.

5. Apprenticeship for Diploma students: 6 Months

6. Seminar: Four Hours session

7. Industrial visit: Field visit for four Hours


8. INTERNSHIP/Project: As per the Institution requirement duration of the Internship / Project will be finalized. However, the new courses will be designed in accordance with the demand from AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY fee also decided in negotiation with both parties accordingly


e) In brief, the training sessions shall introduce the trainee to various planning and operational aspects, e.g. subscriber creation, route creations, network optimization, network performance monitoring, fault rectification, traffic reporting, network planning and dimensioning, etc. And in management perspective include personality management, marketing planning strategy etc.

f) The online content / theory sessions provided shall support material (soft copy) for the practical sessions in terms of descriptions and explanations obtained from our equipment manuals. Normally, it shall not address theoretical concepts that students learn as part of communication engineering.

g) In addition to that an over view on improvement of communication skills, soft skills and preparation of curriculum vita etc., will be imparted as an additional advantage.

h) FORCE MAJEURE:


DIRECTOR
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Deputy General Manager (CB&TX)
म.प्र. दू.जि.वा. / O/o GMTD
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डाबगर्डस / Dabagardens
विशाखपटनम / Visakhapatnam

If at any time, during the continuation of this Memorandum of Understanding, the performance in whole or in part, by other party, of any obligation under this is prevented or delayed, by reasons of war, or hostility, acts of public enemy, civic commotion, sabotage, act of state or direction from statutory authority, explosion, epidemic, quarantine restriction, strikes and lock-outs, fire, floods, natural calamities or any act of God (hereinafter referred to as event), provided notice of happenings of any such events is given by the effected party to the other within 7 calendar days from the date of occurrence thereof, neither party shall, by reasons of such events be entitled to terminate the Memorandum of Understanding, nor shall other party have any such claims for damages against the other in respect of such non - performance or delay in performance. Provided service under the MOU shall be resumed as soon as practicable, after such event comes to an end or ceases to exist. The decision of BSNL as to whether service may be so resume (at the time frame within which the service may be resume) or not, shall be final and conclusive. However, the Force Majeure events noted above will not in anywhere cause extension in the period of the MOU.

i) Dispute resolution and arbitration:

a. In case of dispute there shall be an arbitration committee comprising of representative/s nominated by Board of Management, **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY**, Cherukupally (Village) Vizianagaram and representative/s nominated by Head of Visakhapatnam **BSNL telecom** district, Visakhapatnam. The decision of the arbitration committee shall be binding on both parties.

b. The Memorandum of Understanding shall be subject to exclusive jurisdiction of courts at Visakhapatnam only.

ii) Arbitration Clause:

Except as otherwise provided elsewhere in the contract, in the event of any disputes, controversy, or differences arising out of or relating to this MOU, or the breach, termination or invalidity thereof between the parties, such party or parties

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डावगडंस / Dalagardens
विशाखपटनम / Visakhapatnam

shall make a request to the other party or parties to amicably settle such differences or disputes and parties shall thereupon make every effort to settle the same amicably within a period of 60 (sixty) days from the date of making of such request.


Where parties are unable to settle the disputes through conciliation, the same shall be referred to the authority in BSNL (GMTD Visakhapatnam) for referral of such disputes to a sole arbitrator (chosen from the name(s) provided by BSNL), to be mutually decided by the parties, as per the provisions of the Arbitration and Conciliation Act, 1996, any amendment thereof, and any notification issued or rules made there under from time to time.

The venue of the arbitration proceeding shall be Visakhapatnam.

1. Duration of the Program: 8 weeks after graduation and 12 weeks for students who are currently enrolled: The training may be spaced between 5th, 6th, and 7th semesters, covering all seven certificate programs, for the currently enrolled students. (35 practical sessions of 2 hours each + 10 field visits of 2 hours each making a total of 90 hours; the distribution of which may be decided in consultation with the technical campus.

Fee for the courses:

- a. Fee for BSNL Certified course: Fee shall be limited to and not lesser than Rs.10, 000 + GST per semester per student totaling to Rs. 30,000 + GST per student across the three semesters.
- b. Fee for Internship (2 weeks) course: Fee shall be limited to and not lesser than Rs.2, 500 +GST.
- c. Fee for Internship (6 weeks) course: Fee shall be limited to and not lesser than Rs.6, 000 + GST.
- d. Fee for Online certificate program course: Fee shall be limited to and not lesser than Rs.5, 000 + GST.
- e. Fee for Seminar: Nomination of the faculty from BSNL on need basis.
- f. Fee for Industrial visit: Rs.250/- +GST per student for one day
- g. Apprenticeship for Diploma Students : Rs.10000/- + GST


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डाबगर्डस / Dabogardens
विशाखपटनम / Visakhapatnam

2. PAYMENT TERMS:

- a) For BSNL Certified courses, Internship and Project trainings, fee will be directly paid by the student to BSNL.
- b) For On-Campus training fee will be paid directly by the AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY to BSNL Visakhapatnam in the form of NEFT to AO (Cash) O/o BSNL Visakhapatnam before ten days, the commencement of the course program on revenue share basis (70:30).
- c) Amount paid / deposited cannot be refunded under any circumstances.

Revenue sharing (On-Campus trainings):

For On-Campus training (Certified courses, Internship training and Project work) revenue will be shared on 70:30 (BSNL: AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY). AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY will arrange accommodation and other logistics to conduct training classes in the AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY premises and practical will be conducted in the BSNL premises.


Note: Course fee will be reviewed / enhanced as per the BSNL corporate office guidelines.

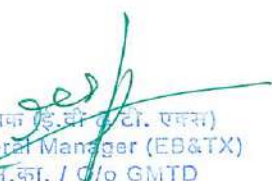
3. Relevant Documents

A Comprehensive report (Attendance / Evaluation etc.) of the training shall be furnished by BSNL TP, Visakhapatnam to AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY.

4. Process Methodology:

- a. AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY may inspect the training programs randomly by authorized persons and binding on BSNL TP , Visakhapatnam to extend all support to AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY , Vizianagaram


DIRECTOR
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- b. BSNL TP, Visakhapatnam will rectify any shortcomings observed during the visit on an immediate basis.

A summary of the all programs that shall be delivered under this Memorandum of Understanding are as per schedule II.

5. The BSNL - TP will evaluate the students for the Training Skills and award grades and such grade sheet be submitted to the **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY**.

6. The BSNL - TP shall maintain a record of the registered students and certificates issued and upload the same on the BSNL web portal.

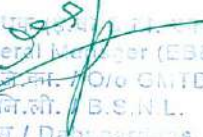
7. **No Confidentiality:** There shall not be any confidentiality of any information disclosed to by both parties to each other, either in operationalizing this Memorandum of Understanding or for the purposes of implementing this Memorandum of Understanding. The information sought under Right to Information Act or otherwise by any student, shall be promptly made available.

8. The BSNL agrees and undertakes that the BSNL - TP as recognized and approved by **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY**, shall act as Training Provider in terms of the Memorandum of Understanding signed by them with the **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** and the Memorandum of Understanding to be signed between the **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** and the Training Provider shall provide the details regarding the schedule of operation, in order to protect the interest of students and all concerned stakeholders.

9. The BSNL shall participate, operate and execute the scheme strictly in accordance with the scheme in **GENERAL** for Technical & Management Courses initiated by **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** and shall not indulge in any violation of the scheme.

10. Both the parties shall indemnify and keep the other party indemnified and harmless against any and all claims, actions, proceedings by third party (including all costs, expenses, damages / losses) arising out of or in connection with this MOU


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भा.सं.वि.सं. / B.S.N.L.
डाकनईरा / Daknair
विशाखपटनम / Visakhapatnam

due to breach of any provisions of this MOU by such party or as a result of any act of negligence / omission or commission on part of such party and / or its employees, agents etc.


11. The present Memorandum of Understanding can be terminated by the **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY / BSNL** by giving a notice of one month to BSNL / **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY** without assigning any reason in this regard and the **AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY / BSNL** shall have no claim against each and its officials on account of termination of such Memorandum of Understanding. However, the responsibilities and duties of both parties in respect of the common students already registered shall not end with the termination of the Memorandum of Understanding, and these will remain valid in totality until completion of evaluation of the already registered students and reporting of their results by both parties.

12. Effective Date:

This Memorandum of Understanding is effective from the date signed by both the parties will be valid for a period of FIVE years until determined, suspended or terminated earlier.


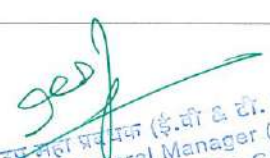

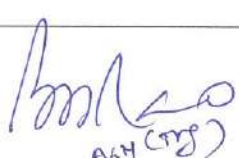


DIRECTOR
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उप महा प्रबन्धक (डी.जी.ए.टी.)
Deputy General Manager (DB&TX)
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भा.सं.नि.ली. / B.S.N.L.
डाबगर्डेस / Dabogardens
विशाखपटनम / Visakhapatnam

IN WITNESS WHEREOF, the parties hereto, each acting under due and proper authority, have executed this mutually binding Memorandum of Understanding as of the date first written above.

For AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY	For BSNL
Signed: 	Signed: 
Name: Dr. A. CHANDRASEKHAR Director Avanthi Institute of Engg & Tech Vizianagaram (Dist.)-531162	Name: Dr. M. SATYA PRASAD Deputy General Manager (EB&TX) Deputy General Manager (EB&TX) O/o GMTD B.S.N.L. Dabergar Vizianagaram
Title: Director	Title: Deputy General Manager
Date: 30-06-2023	Date: 30-06-2023
1) Witnessed by	1) Witnessed by
Signature: 	Signature:  B.S. SRINIVASA RAO
Name: Dr. B. Avinash Ben.	Name: B. S. SRINIVASA RAO

AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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

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Research Center



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Cherukupally,

30-06-2023.

To,
The Principal,
Avanthi Institute of Engineering and Technology,
Cherukupally,
Vizianagaram.

Sub: Requesting to held a Meeting regarding Research & Development cell.

Respected Sir,

I would like to ask your permission to allow us to conduct a meeting regarding the appreciation of Computer Science and Engineering Department, for the recent award of the Research Center, and measures to be considered for the next department.

The meeting would last about 1hour and would be arranged at a time convenient to the faculty schedule. kindly acknowledge your consent and permission for us to conduct this meeting at our conference hall.


Sincerely,

Dr. Avinash Ben

Head of the Mechanical Department

Convenor, R&D Committee

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Lr. No/AIET/2023

Date: 30-06-2023

CIRCULAR

It is informed to all the members of R&D Cell to attend the meeting scheduled on 31-06-2023 to discuss about the appreciation of Computer Science and Engineering Department, for the recent award of the Research Center for their efforts, and measures to be considered for the next department.

Venue: Conference Hall

Date: 31-06-2023

Time: 3.00 PM


Convenor

Copy to:

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



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MINUTES OF MEETING – R&D

The minutes of the R & D cell meeting held on June 31st, 2023, at 03:00 pm in the conference room.

Members Participated:

S. No.	Name of the Faculty	R&D Committee	Department
1	Dr. B. Murli Krishna	Chairperson	Mechanical Engineering
2	Dr. Avinash Ben	Convener	Mechanical Engineering
3	Dr. Gandhi Satyanarayana	Member	Computer Science Engineering
4	Mr. A. Arjun Rao	Member	Electrical & Electronics Engineering
5	Mr. S.S. Bhaskar Rao	Member	Electronics & Communication Engineering
6	Ms. M. L. Sramika	Member	Mechanical Engineering

AGENDA:

To discuss about the appreciation of Computer Science and Engineering Department, for the recent award of the Research Center for their efforts.

Meeting Outcome:

- All the members and the chair have appreciated the team of CSE department for achieving recognition as a Research Center.
- The Chairperson has requested to convey the wishes to CSE faculty.
- The Chairperson insisted the mechanical department to prepare application for filing as next Research Centre.
- The R & D Cell has emphasized the need of Research centers in order to inculcate research at student level.

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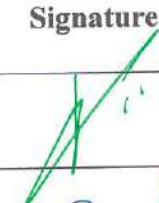



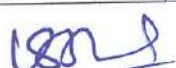
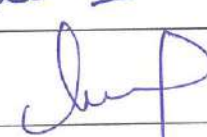
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