|  |  |  |
| --- | --- | --- |
| Criteria 10 | Governance, Institutional support and Financial Resources | 120 |

**10. Governance, Institutional Support and Financial Resources (120)**

**10.1 Organization, Governance and Transparency (40)**

**10.1.1 State the Vision and Mission of the Institute (5)**

**Vision**:

To realize an Institute of Excellence for Engineering and Technology and provide world-class education and research opportunities to the students catering to the needs of society.

**Mission**:

Establishing a state-of-the-art Engineering Institute with continuously improving infrastructure and produce students with innovative skills and global outlook.

**Quality Policy**:

Chalapathi Institute of Engineering and Technology is committed to achieve global standards and excellence in teaching, research and consultancy by ensuring creative environment with the challenging opportunities.

**10.1.2 Governing Body, Administrative Setup, Functions of Various Bodies, Service**

**Rules, Procedures, Recruitments and Promotional Policies (10)**

**10.1.2.1 Governing Body:**

The college has a governing body that has Principal as the Member Secretary which meets at least twice in a year and has the following responsibilities:

* To provide effective leadership to enhance the quality and performance of the institution.
* To motivate, empower and encourage the Principal and staff to prepare and implement the quality policy.
* To encourage the innovation and excellence in all departments of the institution.
* To provide Institutional benefits to the faculty and staff involved in preparation and implementation of quality policy and plans.
* To provide research facilities for the benefit of staff and students.
* To provide necessary manpower and infrastructure for the scrupulous implementation of quality policy and plans.
* To extend the authority, support and freedom to all the staff engaged in implementation of quality plans.
* To consult the Principal, stake holders and other experts (in-houseas well as outside) on all matters for enhancing the quality of Institutional activities.

**List of Governing Council Members**

**Members of Governing body**

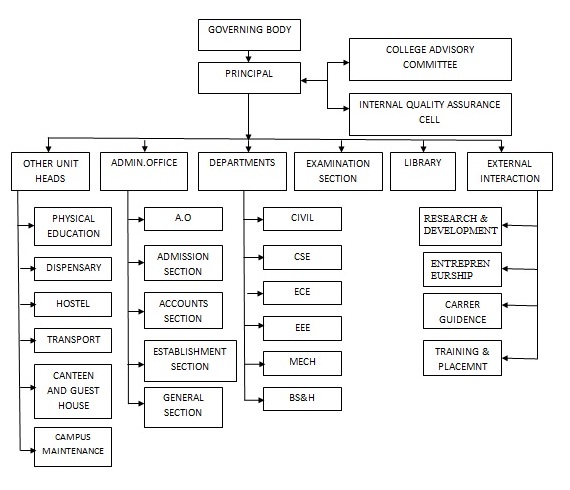
| **S.No** | **Name of the Member** | **Qualification and Occupation** | **Position** |
| --- | --- | --- | --- |
|  | **Sri. Y. VEERANJANEYULU**  President, Chalapathi Educational Society | M.A (Economics) & Industrialist | Chairman |
|  | **Sri. Y. SUJITH KUMAR**  Secretary & Correspondent,  Chalapathi Educational Society | B.Tech, MBA &Technologist | Member |
|  | **Smt. K. SOWJANYA,**  Treasurer, Chalapathi Educational Society | B.Tech, M.S &Technologist | Member |
|  | **Sri. D. VINAY KUMAR**  Director, Chalapathi Institute of Engineering & Technology, Lam | B.Tech& Director | Member |
|  | **Dr. N. RAMA RAO**  Principal, Chalapathi Institute of Pharmaceutical Science, Lam | M.Pharma., Ph.D., F.I.C & Principal | Member |
|  | **Prof. K. NAGA SRINIVASA RAO**  Professor, Department of Civil Engineering, Chalapathi Institute of Technology, Mothadaka, Guntur | M.Tech& Professor | Member |
|  | **Dr. K. PANDU RANGA RAO**  Professor in Mathematics,  Acharya Nagarjuna University  (University Nominee) | M.Sc., Ph.D., P.G.D.A.S & Professor | Member |
|  | **Sri. B. SIVA RAMAIAH**  Principal, M.B.T.S Govt. Polytechnic, Nallapadu, Guntur  (AP State Government Nominee) | M.Tech& Principal | Member |
|  | **AICTE NOMINEE** | Nominee of AICTE | Member |
|  | **Sri. N.C.V.HARISH RANGACHARYA**  CEO and MD of Cadsys (India) Limited, Hyderabad | M.Tech& MD | Member |
|  | **Dr. M. SATYA SAIRAM**  Professor & HOD of ECE, Chalapathi Institute of Engineering & Technology, Lam | M.Tech, Ph.D&Professor | Member |
|  | **Dr. K. KIRAN KUMAR**  Associate Professor & HOD of CSE, Chalapathi Institute of Engineering & Technology, Lam | M.E, Ph.D& Associate Professor | Member |
|  | **Dr. P. PANDARINATH**  Principal, Chalapathi Institute of Engineering & Technology | M.Tech, Ph.D& Principal | Member Secretary |

**Resolutions of the Governing Body Meeting & Action Taken :**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Date of Meeting** | **Resolution** | **Action Taken** |
| **1** | 28/02/2018 | It is proposed to recruit faculty with Ph.D for Mechanical and EEE Departments. | Dr.P.Vijayasarathi, Ph.D and  Dr.K.Ravichandrudu,Ph.D were recruited for Mechanical and EEE Departments respectively. |
| **2** | It is proposed to augment the hostel intake capacity for boys and girls to 100 each. | No.of beds in hostel were increased and additional rooms are under construction. |
| **3** | It is proposed to construct a 100kVA solar plant in CIET campus to meet the power requirements of all the facilities. | A 100kVA solar power plant was established in June 2018 in the CIET campus. |
| **4** | It is proposed to conduct FDP program in summer by NITTR for improving the teaching skills of faculty. | Instead of NITTR, CADD Centre conducted an FDP Program for CE faculty in May 2018. |
| **5** | It is proposed to conduct study hours for all the classes for improving the University Exams pass percentage. | Study hours were arranged between 6:00-8:00 PM for all hostel inmates. |
| **6** | It is resolved to encourage the faculty with incentives for publishing papers in non- paid Journals. | Circular was issued by Principal in this regard. |
| **7** | It is proposed to conduct Summer Training camp for all students in CIET campus in collaboration with SWECHA. | SWECHA conducted summer camp in May 2018 and 80 students from all the surrounding colleges participated. |
| **8** | It is proposed to recruit three full time experts for conducting CRT classes for all the final year B.Tech students. | Three full-time faculty were recruited in July 2018 for conducting CRT classes. |
| **9** | 24/08/2017 | It is proposed to apply for APPSSDC/APCM SDC for CIET. | Approval from APPSSDC/APCM SDC was obtained and 34 laptops were received. |
| **10** | It is proposed to Organize a Two-Day National level Technical, Sports and Cultural meet NOVUM in February 2018. | A Two-Day National level Technical, Sports and Cultural meet NOVUM-2018 was conducted on 9th and 10th of March 2018. |
| **11** | It is proposed to purchase latest softwares for Civil and Mechanical Engineering Departments. | CREO 4.0, ANSYS 18.2and STAAD PRO V8isoftwareswere purchased for Mechanical and Civil Engg Departments during Nov and Dec 2017. |
| **12** | It is proposed to have MoUs with leading technical firms for the benefit of students and faculty. | MoUs were entered into with the following firms:   1. TCS 2. APPSC 3. APSSDC 4. ORACLE ACADEMY 5. IBM BLUE MIX 6. SIFY 7. GRT TECHNOLOGY 8. CERT PORT 9. NSEIT |
| **13** | 28/02/2017 | It is decided to implement Bio-metric student attendance system as per the guidelines of APSCHE and Acharya Nagarjuna University. | Bio-metric student attendance system was implemented from September 2017 onwards. |
| **14** | Till such time a new Principal is recruited, it is proposed to give additional responsibility of Principal-In-Charge to Prof.N.Satyanarayana, HOD(ME). | Prof.N.Satyanarayana discharged the duties of Principal-in-charge in March 2017. |
| **15** | It is resolved to apply for the NBA accreditation in the Academic Year 2017-18. | All the HODs have initiated action for obtaining NBA accreditation. |
| **16** | It is proposed to conduct technical and career oriented certificate programs for all the B.Tech students during Academic Year 2017-18. | CSE/CE/ECE/EEE/ME departments conducted Seminars/Workshops/Guest lectures for the benefit of staff and students. |
| **17** | It is proposed to apply for a Research centre for CIET under Acharya Nagarjuna University. | Applied to Acharya Nagarjuna University for a Research centre.Reply awaited. |
| **18** | It is Proposed to encourage non-Ph.D faculty to apply for Ph.D programs by giving them incentives like study leave etc., | Circular was issued by the Principal to all the faculty to pursue for higher studies. |
| **19** | It is proposed to prepare a comprehensive CIET HR policy. | CIET HR policy 2017 submitted by the Principal was approved. |
| **20** | Budget proposals for Academic Year 2017-18 have to be obtained from all the HODs for approval. | Budget proposals for Academic Year 2017-18 were approved. |
| **21** | All possible measures have to be initiated to improve the I B.Tech admissions. | Admission of students was improved as more than 96% seats were filled. |
| **22** | It is proposed to request the Indian Postal Department to establish a Post Office branch in the CIET campus at Lam. | Post Office was established in CIET campus during April 2017. |
| 23 | 03-11-2016 | It is resolved that for enhancing admissions in future, we have to increase the awareness and infrastructure of our college to Intermediate students through programs like technical exhibition/sports events/elocution and essay writing/free Eamcet coaching | Flexi boards about the Institute were displayed in prominent places of Guntur city.  Chalapathi Expo is arranged in the Institute and all the Intermediate and Highschool students visited the facilities / Infrastructure/ Achievements of the Institue. |
| 24 | It is resolved that for improving the students performance in University examinations, teaching methods have to be improved and additional training has to be arranged for faculty | Tutorial classes were conducted for slow learners. |
| **25** | 20-01-2016 | It is resolved to conduct yoga classes for all the students in hostel in the morning hours for boys and girls separately. | The Yoga classes were conducted successfully during Feb-Mar 2016. |
| **26** | It is resolved to conduct tutorial classes from 3:20 to 5:00 PM for all the classes during the period Jan-Apr 2016. | Tutorial classes were conducted successfully for all the classes from 17-01-2016 till the end of semester. |
| **27** | It is resolved to conduct study hours for all the hostel inmates from 6:00AM to 8:00 PM on all working days and 9:00AM to 12:00PM on holidays starting from 01-02-2016 till the end of the semester. | Study hours were successfully conducted for all the hostel students as per the approved resolution of the society. |

**10.1.2.2Administrative Set-up:**

Chalapathi Institute of engineering and technology is committed to achieve global standards and excellence of teaching, research and consultancy by creating conduciveenvironment in the fields of technical, managerial and professionalism with global outlook ensuring continuous improvement.



The Institute has a Governing Body (GB) constituted as per AICTE/UGC guidelines. The Governing Body consists of minimum of five members from the society, nominees from AICTE, Industry, Affiliating University, State Government and two faculty members from the Institute. Principal is the member secretary and records the minutes of meetings.

The resolutions of the Governing Body are conveyed to all the HODs and staff for implementation. The respective HODs and committee co-ordinators take up the task of monitoring the progress and make submissions to the Academic Council. Principal, as Head of the Institution has complete freedom for implementation of the rules and regulations framed by the government and affiliating university.

Suggestions received from various college committees, staff and other stake holders are analysed carefully and appropriate decisions are taken and implemented effectively.

**Functions of Key Administrative Positions:**

The functions of various key positions are depicted below:

|  |  |
| --- | --- |
| **Position** | **Functions** |
| Governing Body | * Frame directive principles, policies and set goals for achievement * Review, amend and approve policies from time to time * Review and approve budget proposals * Consider and approve improvements and expansion plans |
| Chairman | * To look after the overall development of the institute, in tune with its vision and mission * Mobilize external resources to strengthen the institute * Plan & provide necessary facilities / equipment for development of infrastructure * Instil devotion to duty in every member of the institute and ensure confidence in all the stake holders |
| Principal | * To determine the quality policy, educational character and mission of the institute and for oversight of its activities. * To prepare Infrastructure development plans * To prepare and get approved the Budget proposals * To improve the quality of publications, quality of website and research activities of the institute. * To maintain and enforce strict discipline in the campus. * To collaborate with the industry and undertake developmental activities thatare mutually beneficial. * To conduct internal and external examinations as perthe guidelines and academic calendar of the affiliating university. * To ensure that adequate opportunities are available for students in co-curricular and extra-curricular activities * To achieve maximum number of placements for the students * To arrange Faculty development programs * Encourage faculty to acquire additional qualifications |
| Heads of Department | * Plan and execute academic activities of the department * Maintain the facilities and equipment always in excellent conditions * Maintain discipline throughout the department * Arrange workshops, symposiums, seminars, guest lectures etc., for the benefit of faculty and students * Encourage the students to undertake Research, development and project activities for their career growth * Ensure that the students actively participate in the curricular, co-curricular and extra-curricular activities * Timely completion of academic activities of the department * Prepare Department Budget and procure the approved items * Maintain records of departmental activities and achievements |

Other academic and administrative bodies/committee functions:

|  |
| --- |
| **Arts / Cultural Cell** |
| **Functions:**   * The arts & cultural committee brings out the hidden talents of the students by organizing the arts & cultural programs. * The cultural committee shall be responsible for all intra and inter collegiate cultural events. * To plan and schedule cultural events for the academic year by delegating various tasks to the members of the committee and the students. * To communicate about various events to be celebrated in the college and post the related information on the website or on notice board. * Arranging events/programmes for staff and students in coordination with administration * The committee coordinator convenes meeting for the committee members to discuss and delegate task * The committee is also responsible to design and finalize the list of cultural events, participants related to the specific cultural program * The committee prepares and maintains records for all cultural activities |
| **NSS Cell** |
| **Functions:**   * Identifying the needs and problems of the community / society and make the students to involve to solve the problems. * Developing the civic and social responsibility. * Utilizing the knowledge in finding practical solutions to individual and community problems. * Developing the required competence to mingle with others and sharing the responsibilities. * Making to obtain the skills for mobilizing the community participation. * Preparing the students to acquire leadership qualities and democratic attitudes. * Developing the strengths to meet emergencies and natural disasters. * Making the practice of national integration and social harmony. |
| **Entrepreneurship Development Cell** |
| * To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programmes, Awareness programs and Seminars in the region for the benefit of S&T persons. * To guide and assist prospective entrepreneurs on various aspects such as preparing project reports. * To arrange visits to industries for prospective entrepreneurs * To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc. * To conduct skill development training programmes leading to self employment. |
| **Department Associations Coordination Cell** |
| **Functions:**   * Various Technical competitions like Lecture, Debate, essay writing, Drawing and Painting, code development, Project Expo, Poster making, etc. are conducted for students. * Various Indore games like caroms, chess, etc are conducted for students. * Various Social activities to donate the needs of old age homes, orphanages, schools, etc. * Design activities to encourage students identify their talent in technical field. |
| **IIIC** |
| **Functions:**   * Computer Maintenance is the practice of keeping computers in a good state. * Install an antivirus program to protect it. * Daily duties may include fielding inquiries, running Hardware diagnostic tests to resolve issues and installing updates to existing software and hardware. * Keep Computer in Good Working order. * Find a problem with a computer, they use diagnostic equipment and troubleshooting procedures to resolve the issue and get the computer back in working order. * Checking printers, scanners and other equipment to make sure that they are working properly. * To Maintain and troubleshoot Networking Issues. |
| **Examination Cell** |
| **Functions:**   * Examination Cell serves all Examination notices received from University to all concerned. * Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities of payments of fine etc. * Examination cell takes necessary steps for distribution of Answer sheets to the teachers concerned after completion of the internal exam and receiving the answer sheets, award list, while preparing in the desired format to send them to University. * Examination Cell takes all precautions while preparing Examination Time table, Invigilation duties, seating plans for the students in the Examination halls, smooth conduct of Examinations etc. * Examination Cell mobilizes the proper staff during the Examination time, and assigning them duty as per the invigilation duties already prepared. * Examination Cell staff collects Marks Memos of various examinations from the University and they distribute them to the corresponding students. * Examination Cell keeps all records pertaining to examinations. * Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues. * Examination Cell conducts Competitive Exams scheduled by State & Central Government. |
| **Transport Cell** |
| **Functions:**   * Arranging the transport facility for all students and staff from college to different areas and vice versa. * Maintaining periodically all the buses and respond immediately to major repairs if any. * Checking periodically the log books maintained by the drivers * Arranging transport facility for the students and staff for any educational tour, visit for sports competitions etc. * Time management of buses. * Arranging for an agreement with transport company for additional buses if required. |
| **IQAC** |
| **Functions:**   * Development and application of quality benchmarks/lesson plans, course coverage , course files etc. for the various academic and administrative activities of the Institution . * Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. * Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes. * Dissemination of information on the various quality parameters of higher education; * Organization of inter and intro institutional workshops, seminars on quality related themes and promotion of quality circles. * Documentation of the various programs/activities of chalapathi institute of engineering and technology (CIET) , leading to quality improvement. * Development and maintenance of Institutional database through software for the purpose of maintaining /enhancing the institutional quality. * Development of Quality Culture in institution. * Preparation of the Annual Quality Assurance Report (AQAR) of the institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format. * In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, IQAC shall act as the Documentation and Record-Keeping cell, including assistance in the development. In order to facilitate the process, all teachers shall submit the duly filled-in the given Performa to the IQAC annually. * Any other assignment by the principal. |
| **Press Media and Public Relations Cell** |
| **Functions:**   * Understanding the needs of the community and making the students themselves to relate with the work. * Identifying the needs and the problems of the community and make the students to involve to solve the problems * Utilizing the knowledge in finding practical solutions to individual and community problems. * Preparing the students to acquire leadership qualities * Help all the users to develope the skills to make optimum use of all the facilities * To work efficiently and effectively by under taking every activity in a professional manner. * Developing the civic and social responsibility. * Maintaing periodically all the press notes and immedietly send to all the deparetements |
| **Sports & Games Cell** |
| **Functions:**   * To encourage the students to participate very actively in organizing and conducting various sports and games in the college. * To motivate the students to actively participate in various sports and games competitions outside the college. * To develop the spirit of sportsmanship among students. * To make the students aware about the benefits of physical exercise to maintain a good physical and mental health * To sort out any sports related issues. * To schedule events/planner for the academic year in consultation with the student’s representative and management. * To inculcate the value of keeping good health and mind by participating in lectures / seminars related to Sports & Games. |
| **Training & Placement and Career Guidance Cell** |
| * **Functions:** * Interaction between industry and institute. * Campus Recruitment Training to students. * Arranging Campus Interviews to students. * Guest lecturers by eminent industry experts. . * Counseling and Personality Development. * Conducting Mock Interviews and Group Discussions. |
| **Students’ Grievance Redressel cell:** |
| * **Functions:** * The institute has an efficient mechanism for students to express their grievances freely. * To take up and address each grievance from all possible angles through meetings and site visits. * To conduct enquiries into all grievances in an impartial manner and ensure justice to the effected persons. * To ascertain the root cause of each grievance, recommend suitable action for resolving each grievance in the shortest time possible. * To recommend remedial measures for avoiding similar grievances in future. * To work in coordination with other redressel forums like sexual harassment committee, student welfare committee etc., arrange guest lectures, demonstrations etc. for increasing the awareness among all the stake holders |
| * **Website Cell** |
| * **Functions:** * Provide and solicit appropriate content for the web pages. * Present the content in a timely and user friendly manner. * The web committee helps to facilitate development and keep up of an active web page which reflects the purposes and activities of the society. * Ensure the department activities are posted within one day of the event. * Responsible for site updates, site content and create webmail for all departments. |
| * **Anti Ragging Cell** |
| * **Functions:** * Displaying the charts and other material stating evil nature, punishment of ragging and also student's discipline. * Creation of cordial and free atmosphere. * Involving seniors and freshers jointly in value based cultural and other activities. * Entrusting the responsibilities jointly. * Inter-action and casual warning. * Ensuring the spot solutions by adopting soft measures. * In case of need, reporting to the nearest police station. |
| * **Internal Complaints Committee** |
| * **Functions:** * To enhance the self esteem and self confidence of women students, faculty and staff in the college * To promote intellectual and cultural activities for over all personality development of women * To develop critical thinking ability of women students such that it enhances critical thinking ability * To enhance their participation on an equal footing in all areas. |

**10.1.2.3Define Rules, Procedures, Recruitment and Promotional Policies, etc..,**

The rules and policies regarding recruitment and promotion are as per AICTE.

The AICTE pay scales are implemented periodically.

Additional increments are given to staff members who excel in academics and research.

**SELECTION PROCEDURE & RULES**

1. The qualification required for filling a post shall be such as may be determined by the Governing Body from time to time taking into consideration the norms prescribed by Government of Andhra Pradesh/University/AICTE.
2. The Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation of from amongst the members of the existing staff in conformity with University Rules and Regulations.
3. All teaching staff posts from Assistant Professor and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University.
4. All other teaching staff posts such as Teaching Assistants and non-teaching posts, shall be based on the recommendations of the Staff Selection Committee duly constituted by Governing Body from time to time.
5. The Selection Committee interview the candidates invited for interview and make its recommendations to the Governing Body, the names of the selected candidates being arranged on order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
6. No act or proceedings of any Selection Committee shall be questioned on the ground, merely, of any member of the Selection Committee.
7. The procedure adopted by the Selection Committee in selecting the candidates shall not be questioned as improper or irrelevant or unfair.
8. The Governing Body may in special circumstances appoint persons (Eg. Retired persons) on contract basis, year after year up to the age of 65 years, in case of teaching posts.
9. Any other instruction given, or rule prescribed, from time to time by Govt. Of Andhra Pradesh/Affiliating University/AICTE regarding selection procedure will automatically form part of the rules/procedure of selection.

**APPOINTMENTS**

The Chairman shall be the authority in approving all appoints based on the selection committee. All orders will be issued by Principal.

**PAY,ALLOWANCES & INCREMENTS**

1. U.G.C Scales of pay, as applicable from time to time, shall be adopted to posts classified as teaching staff, but, subject to approval of the Governing Body.
2. The scales of pay as approved by the Governing Body shall be adopted for all posts not falling under the category of teaching staff.
3. Dearness and House Rent Allowances as per A.P. State Government rates shall be adopted, but subject to approval of Governing Body.
4. Unless otherwise stated in the appointment order, an employee on appointment shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.
5. All service in a post on time scale of pay shall count for eligibility for increment.
6. Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.
7. The Governing Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.

**CONDUCT RULES:**

1. Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
2. Every employee, at all times, maintains integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always, act in the interests of the college.
3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal, in writing, through the respective HOD or the Principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.
4. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
5. An employee against whom an Insolvency Proceedings commenced in the court of Law shall forthwith report full facts thereof to the college.
6. An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
7. No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of defamatory character.
8. Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
9. An employee who commits any office or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Governing Body, thereon, is final and binding on the employee.
10. No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts deterrent punishment.

**10.1.3 Decentralization in working and Grievance Redressal Mechanism (10)**

**DECENTRALIZATION IN WORKING**

The institutional vision and mission as well as the decisions of the Governing Body are implemented by the Principal with the help of various Heads of Departments, Unit Heads and Section Heads. The Organisational chart of the institute is shown below

For ensuring participation of faculty, staff, students and other stake holders, a number of Committees are constituted for progressing the institute functions as indicated below.

|  |  |  |
| --- | --- | --- |
| S.No | Committee | **Headed By** |
| 1 | College Academic Cell | Dr. P. Pandarinath (Principal) |
| 2 | Student Counselling/Grievances Redressel Cell | Prof.N.Satyanarayana (ME) |
| 3 | Purchase/Stores Cell | Sri.DVinay Kumar(Director) |
| 4 | Public Relations, Press & Media, Publication Cell | Dr. R Srinivasulu (BS&H) |
| 5 | R&D and Consultancy Cell | Dr. K. Ravi Chandrudu (EEE) |
| 6 | Training & Placements and Career Guidance Cell | Prof.K.Mallikarjuna Rao |
| 7 | Hostel Welfare Cell | Mr.T.Venkatesh(EEE) |
| 8 | Canteen/ Housekeeping /Hygiene/Sanitation Cell | Mr.M.Subramanyeswara Rao(ECE) |
| 9 | NSS Cell | Dr. R. Srinivasulu(BS&H) |
| 10 | Students Welfare Cell (BC/ SC/ ST) | Dr.P.Pandarinath (Principal) |
| 11 | Sports & Games Cell | Sri B. Venkateswarlu (ECE) |
| 12 | Transport Cell | Sri Y.RangaNayakulu (BS&H) |
| 13 | Arts /Cultural Cell | Sri.K.Srinivasa Rao (BS&H) |
| 14 | General Maintenance Cell | Sri.DVinay Kumar(Director) |
| 15 | Department Associations Coordination Cell | Dr.M.VinayBabu (CSE) |
| 16 | Examinations/ Time Table/ Admissions Cell | Sri. P.Gokul Krishna (EEE) |
| 17 | Central Library& Information center | Dr. P. Pandarinath (Principal) |
| 18 | IIIC | Dr.K.Kiran Kumar (CSE) |
| 19 | Entrepreneurship Development Cell | Dr.M.SatyaSai Ram(ECE) |
| 20 | Web Site/ ICT/Internet Cell | Dr. K.Kiran Kumar(CSE) |
| 21 | Alumni Coordination Cell | Dr.P.Pandarinath (Principal) |
| 22 | IQAC | Prof. N.SatyaNarayana (ME) |
| 23 | Internal Complaints Committee(ICC) | Dr.P.Pandarinath (Principal) |
| 24 | Right to Information Cell | Dr.P.Pandarinath (Principal) |
| 25 | Professional Societies Coordination | Dr.K.Kiran Kumar(CSE) |
| 26 | Electrical/Computer Network Maintenance Cell | Sri.DVinay Kumar(Director) |
| 27 | Faculty/ Staff Grievance/Welfare Cell | Dr.P.Pandarinath (Principal) |
| 28 | Anti--Ragging Cell (ARC) | Dr.P.Pandarinath (Principal) |

**GRIEVANCE REDRESSAL MECHANISM**

A well planned grievance redressal mechanism is available in the institute. This consists of a Grievance redressal Committee, Women Empowerment / Sexual harassment/GenderEqualization/Religion discrimination Committee, Anti-ragging Committee, and Social Welfare/SC,ST Welfare Committee etc.,

Composition of Grievance RedressalCommittees are given below.

**GRIEVANCE REDRESSAL COMMITTEE FOR ACADEMIC YEAR 2018-19**

|  |  |  |
| --- | --- | --- |
| **S.NO** | **Name of the Chairman/Member** | **Designation** |
| 1 | Prof.N.Satyanarayana (ME) | Coordinator |
| 2 | Dr.I.Srinivasa Reddy (CE) | Member |
| 3 | Mr.K.RaviChandrudu (EEE) | Member |
| 4 | Dr.K.Kiran Kumar (CSE) | Member |
| 5 | Mr.M.Subramaneswara Rao (ECE) | Member |
| 6 | Dr.A.Radha Krishna Murthy (BS&H) | Member |
| 7 | D. Srikanth (III B.Tech-ECE-A) | Student Member |
| 8 | A. Sai Naveen (III B.Tech-ME) | Student Member |
| 9 | G.Sujatha(III B.Tech-CE) | Student Member |
| 10 | P.Bhargav(III B.Tech-EEE) | Student Member |
| 11 | Y. Manasa(III B.Tech-CSE-A) | Student Member |

**Functions:**

* The institute has an efficient mechanism for students to express their grievances freely.
* To take up and address each grievance from all possible angles through meetings and site visits.
* To conduct enquiries into all grievances in an impartial manner and ensure justice to the effected persons.
* To ascertain the root cause of each grievance, recommend suitable action for resolving each grievance in the shortest time possible.
* To recommend remedial measures for avoiding similar grievances in future.
* To work in coordination with other redressel forums like sexual harassment committee, student welfare committee etc., arrange guest lectures, demonstrations etc. for increasing the awareness among all the stake holders

**Recommendations / Actions taken by the Grievance Redressal Committee**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.No.** | **Name of the Person who submitted grievance** | **Class/ Designation** | **Nature of complaint** | **Date on which complaint discussed** | **Recommendations of grievance committee** | **Action taken** |
| **2018-19** | | | | | | |
| 1 | Hostel warden | Non teaching staff | Misbehavior of hostel students | 01/09/18 | Suspension of the students involved in indisciplinary actions | 5 students suspended for 5 days for attending the classes |
| 2 | Oral complaint by staff & students |  | Stagnation of water in playground area | 01/09/18 | Raising the floor level of playground area by 1 foot | Soiling of the playground area by 1 foot red earth |
| 3 | Mechanical staff | Teaching staff | Maintenance of car parking area | 01/09/18 | Cracks should be repaired based on the suggestions of civil engineering department | Bitumen was filled in all the cracks to prevent damage to the concrete floor |
| **2017-18** | | | | | | |
| **4** | Vamsi Prakash | III CE | Beating of one student by the other student | 26/7/17 | Enquiry committee recommendations should be implemented | Principal issued a circular suspending the student |
| **5** | Mechanical Engineering Staff | Teaching staff | Improving of 2 wheeler parking space | 10/10/17 | Low lying areas of 2-wheeler parking space should be filled with gravel & Red earth | Floor level of 2 wheeler parking space was raised by 150mm using red earth |
| **6** | Boy’s hostel warden | Non teaching staff | Indecent behaviour of student in the campus | 10/10/17 | Enquiry committee recommendations should be implemented | Principal suspended the concerned student |
| **7** | Hostel warden | Non teaching staff | Students escaping from hostel during night | 05/02/18 | Suspension of the concerned students | 2 students are suspended for 3 days and 1 student for 2 days |
| **8** | Mechanical Engineering staff | Teaching staff | Non-maintenance of toilets | 05/02/18 | Alternative person should be arranged for cleaning the toilet daily | After receiving serious warning, the existing Scavenger is coming regularly & cleaning the toilets daily |
| **2016-17** | | | | | | |
| 9 | Unanimous | III CSE & ECE | Changes in college timings | 12/12/16 | Recommended to maintain status-quo | Status-quo maintained |
| 10 | KVRA Gopinadh | IV ME | Money was stolen | 12/12/16 | Circular to be reissued for not carrying cash & valuables in college bags by the students | Principal has issued a circular |
| 11 | N Bhavya Sree | IV CSE | Slapping of girl student by boy student | 9/2/17 | HoD’s should counsel the students to behave properly | Students were counseled by concerned HoD |
| 12 | K Deepthi | II CE | Abusing of a girl student by boy student | 9/2/17 | K.Rama Krishna should be suspended for a week from attending classes | Principal issued a circular suspending the student |

**Anti-Ragging Committee**

|  |  |  |
| --- | --- | --- |
| **Sl.No** | **Name of the Committee Member** | **Designation** |
| 1 | Dr.P.Pandarinath (Principal) | Co-ordinator |
| 2 | Prof.N.Satyanarana (ME) | Member |
| 3 | Dr.A.Radhakrishna Murthy (BS&H) | Member |
| 4 | Mr.M.Subramaneswara Rao (ECE) | Member |
| 5 | Dr.K.Kiran Kumar (CSE) | Member |
| 6 | Dr.I.Srinivasa Reddy (Civil) | Member |
| 7 | D. L Sandeep (III B.Tech- CSE-A) | Student Member |
| 8 | A Susmitha (III B.Tech- ECE-B) | Student Member |
| 9 | T.Srikanth (III B.Tech- EEE) | Student Member |
| 10 | P. Mohan Sai(III B.Tech- ME) | Student Member |
| 11 | K.Rajini (III B.Tech- CSE-A) | Student Member |

**Functions:**

* Displaying the charts and other material stating evil nature, punishment of ragging and also student's discipline.
* Creation of cordial and free atmosphere.
* Involving seniors and freshers jointly in value based cultural and other activities.
* Entrusting the responsibilities jointly.
* Inter-action and casual warning.
* Ensuring the spot solutions by adopting soft measures.
* In case of need, reporting to the nearest police station.

**Internal Complaints Cell:**

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of the Member** | **Designation** |
| 1 | Dr.P.Pandarinath (Principal) | Co-ordinator |
| 2 | Prof.N.Satyanarayana (ME) | Staff-Coordinator |
| 3 | Dr.I.Srinivasa Reddy (CE) | Student-Coordinator |
| 4 | Dr.M.SatyaSai Ram (ECE) | Member |
| 5 | Mr.K.RaviChandrudu(EEE) | Member |
| 6 | Dr.K.Kiran Kumar (CSE) | Member |
| 7 | Dr.A.Radhakrishna Murthy (BS&H) | Member |
| 8 | B. Vineetha(III B.Tech-CSE-A) | Student Member |
| 9 | SK.M Rasool(III B.Tech-CSE-B) | Student Member |
| 10 | V. Naga Nandini(III B.Tech- ECE-B) | Student Member |
| 11 | Y.Ramya (III B.Tech-CE) | Student Member |
| 12 | S.AnilSai(III B.Tech- ECE-B) | Student Member |
| 13 | N.Premnath(III B.Tech-EEE) | Student Member |

**Functions:**

* To enhance the self esteem and self confidence of women students, faculty and staff in the college
* To promote intellectual and cultural activities for over all personality development of women
* To develop critical thinking ability of women students such that it enhances critical thinking ability
* To enhance their participation on an equal footing in all areas.

**10.1.4 Delegation of financial power (10)**

The Principal and all the HODs are deligated with financial powers as indicated below.

|  |  |  |
| --- | --- | --- |
| **S.No** | **DESIGNATION** | **Imprest amount** |
| 1 | Principal | Rs.25,000 |
| 2 | HOD | Rs.5,000 |

**10.1.5 Transparency and availability of correct/ unambiguous information in public domain (5)**

* The information on composition of committees, terms of reference, responsibilities are displayed in the college website (<http://www.chalapathiengg.ac.in>).
* The important activities conducted by the institute like Seminars, Symposiums, workshops, Guest lectures, co-curricular and Extra-curricular activities, National events like Teachers day, Engineers day etc., are regularly published in daily newspapers, college magazines and department newsletters.Stake holders like alumni, Parents and experts from industry are regularly invited to college and their suggestions are also taken into account.

**10.2. Budget Allocation, Utilization, & Public Accounting at Institute Level (30)**

Budget allocated is properly utilized. If the Funds released is not sufficient, then Institute voluntarily release its own fund and finishes various extension and outreach programs.

For the FY **2018-19**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Income: Rs.** **2,18,95,103/-** | | | | **Actual expenditure (till 30th June 2018): Rs. 2,18,95,103/-** | | | **Total No. of students**:1497 |
| **Fee** | **Govt.** | **Grant(s)** | **Other Sources (specify)** | **Recurring including Salaries** | **Non- recurring** | **Special Projects/Any other, specify** | **Expenditure per student** |
| 34,97,690/- | - | - | 1,83,97,413/-  (From Society) | 1,82,77,445/- | 22,34,408/- | - | 14,625/- |

For the FY **2017-18**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Income: Rs. 8,01,67,545/-** | | | | **Actual expenditure: Rs.** **8,01,67,545/-** | | | **Total No. of students**:1417 |
| **Fee** | **Govt.** | **Grant(s)** | **Other Sources (specify)** | **Recurring including Salaries** | **Non- recurring** | **Special Projects/Any other, specify** | **Expenditure per student** |
| 7,45,07,211/- | - | - | 56,60,334/-  (From Society) | 5,79,89,435/- | 2,21,78,110/- | - | 56,575/- |

For the FY 2016-17

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Income: Rs. 9,84,69,661/-** | | | | **Actual expenditure:Rs.9,84,69,661/-** | | | **Total No. of students**:1303 |
| **Fee** | **Govt.** | **Grant(s)** | **Other Sources (specify)** | **Recurring including Salaries** | **Non- recurring** | **Special Projects/Any other, specify** | **Expenditure per student:** |
| 6,39,02,478/- | - | - | 3,45,67,183  (From Society) | 5,17,92,474 | 4,66,77,187/- | - | 75,571/- |

For the FY 2015-16

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Income: Rs. 8,43,44,482/-** | | | | **Actual expenditure: Rs. 8,43,44,482/-** | | | **Total No. of students**:1277 |
| **Fee** | **Govt.** | **Grant(s)** | **Other Sources (specify)** | **Recurring including Salaries** | **Non- recurring** | **Special Projects/Any other, specify** | **Expenditure per student** |
| 5,73,12,699/- | - | - | 2,67,76,733/-  (From Society) | 5,17,51,044 | 3,25,93,438 | - | 66,048/- |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items** | Budgeted in 2018-19 | Actual expenses in 2018-19(till 30th June, 2018) | Budgeted in 2017-18 | Actual expenses in 2017-18 | Budgeted in 2016-17 | Actual Expenses in 2016-17 | Budgeted in 2015-16 | Actual Expenses in 2015-16 |
| Infrastructure Built-Up | 1,00,00,000/- | 16,41,765/- | 1,60,00,000/- | 1,79,70,445/- | 3,00,00,000/- | 3,60,29,709/- | 3,00,00,000/- | 2,80,63,608/- |
| Library | 10,50,000/- | 1,43,684/- | 10,00,000/- | 9,87,135/- | 20,00,000/- | 20,61,469/- | 10,00,000/- | 11,01,847/- |
| Laboratory equipment | 63,20,000/- | 16,40,999/-  1,91,210/- | 37,70,000/- | 30,19,514/- | 84,20,000/- | 81,80,326/- | 33,70,000/- | 33,16,744/- |
| Laboratory consumables | 4,00,000/- | 1,91,210/- | 3,85,000/- | 2,01,016/- | 3,85,000/- | 4,05,683/- | 2,85,000/- | 1,11,239/- |
| Teaching and non-teaching staff salaries | 5,75,00,000/- | 1,28,63,841/- | 3,80,00,000/- | 3,83,00,107/- | 3,00,00,000/- | 3,10,67,315/- | 3,00,00,000/- | 2,81,85,430/- |
| Maintenance and spares | 27,50,000/- | 5,55,272/- | 20,00,000/- | 19,98,459/- | 20,00,000/- | 16,20,810/- | 25,00,000/- | 26,08,167/- |
| R&D | 5,00,000/- | 21,958/- | 3,00,000/- | 3,25,500/- | 3,00,000/- | 3,34,450/- | 3,00,000/- | 43,700/- |
| Training and Travel | 5,00,000/- | 48,358/- | 5,00,000/- | 4,36,752/- | 6,00,000/- | 5,93,362- | 5,00,000/- | 3,07,889/- |
| Miscellaneous expenses \*  (Transport Charges, Bank Charges, Postage & Telegram, Telephone Rental Charges, College function expenses ...etc) | 45,00,000/- | 20,86,207/- | 40,00,000/- | 31,86,184/- | 40,00,000/- | 35,88,490/- | 65,00,000/- | 66,88,428/- |
| Others, specify   1. Printing & Stationery 2. Staff Welfare 3. Exp. For Student Activities 4. Internet 5. Electricity bills 6. College Affiliation 7. Examination expenses | 10,00,000/-  5,00,000/-  20,00,000/-  5,00,000/-  22,50,000/-  37,00,000/-  60,00,000/- | 1,11,774/-  16,899/-  2,18,345/-  1,01,579/-  6,96,082/-  15,57,130/-  -- | 5,00,000/-  2,50,000/-  10,00,000/-  3,00,000/-  20,00,000/-  38,00,000/-  60,00,000/- | 6,52,593/-  2,77,298/-  9,10,945/-  3,32,041/-  20,73,256/-  37,70,650/-  57,25,650/- | 10,00,000/-  2,50,000/-  10,00,000/-  3,00,000/-  20,00,000/-  30,00,000/-  70,00,000/- | 10,08,145/-  2,63,426/-  14,81,764/-  3,66,221/-  20,02,747/-  29,01,210/-  65,64,534/- | 5,00,000/-  2,00,000/-  10,00,000/-  3,00,000/-  20,00,000/-  30,00,000/-  70,00,000/- | 3,42,584/-  1,03,110/-  9,06,080/-  2,82,360/-  23,55,727/-  32,87,985/-  66,39,584/- |
| Total | 9,94,70,000/- | 2,18,95,103/- | 7,98,05,000/- | 8,01,67,545/- | 9,22,55,000/- | 9,84,69,661/- | 8,84,55,000/- | 8,43,44,482/- |

**10.2.1 Adequacy of Budget Allocation (10)**

Please refer to the above five tables covering Academic year 2014-15 to 2017-18. The budget proposals received from various HODs are reviewed, consolidated and put up to Governing Council. If there is any difference between the budget proposals and budget sanctions, the same is discussed in the Academic Council meeting in which Principal and HODs are members. If any discrepancies are noticed, ways and means of meeting the academic requirements through alternate means are explored and actions are taken by Principal and HODs to fully meet the departmental needs. In exceptional cases, if any additional funds become necessary separate approvals are obtained from the appropriate authorities.

**10.2.2 Utilization of Allocated Funds (15)**

The allocated funds are fully utilised as can be seen from the table mentioned in the above point.

**10.2.3 Availability of the Audited Statements on the Institutes Website (5)**

The audited statements of the institute are available on the Institute website www.chalapathiengg.ac.in/auditedstatements.html

**10.3 Program Specific Budget Allocation, Utilization (30)**

**10.3.1 Adequacy of Budget Allocation (10)**

The sanctioned budget figures by the Governing Council are conveyed by Principal to the respective HODs. During the execution by various academic activities, if any unforeseen additional expenditure requirements arise, they are met by special sanctions. Thus, the programme needs are fully met.

**10.3.2 Utilization of allocated funds (20)**

Programme wise utilization by funds is presented in the following tables.

**(All figures are in Rs)**

**Department of Electrical& Electronics Engineering:**

**For the FY 2018-19**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Budget:**  **Rs, 8,50,000/-** | | **Actual Expenditure (till 30th June, 2018): Rs.69,536/-** | | **Total no.of students: 177** |
| **Non-Recurring** | **Recurring** | **Non-Recurring** | **Recurring** | **Expenditure per student** |
| 5,00,000/- | 3,50,000/- | - | 69,536/- | 393/- |

**For the FY 2017-18**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Budget:**  **Rs.6,75,000/-** | | **Actual Expenditure :**  **Rs. 5,63,836/-** | | **Total no.of students:123** |
| **Non-Recurring** | **Recurring** | **Non-Recurring** | **Recurring** | **Expenditure per student** |
| 1,00,000/- | 5,75,000/- | 1,01,384/- | 4,62,452/- | 4,584/- |

**For the FY 2016-17**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Budget:**  **Rs. 15,00,000/-** | | **Actual Expenditure :**  **Rs. 13,81,704/-** | | **Total no.of students: 86** |
| **Non-Recurring** | **Recurring** | **Non-Recurring** | **Recurring** | **Expenditure per student** |
| 10,00,000/- | 5,00,000/- | 9,42,500/- | 4,39,204/- | 16,066/- |

**For the FY 2015-16**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total Budget:**  **Rs.** 9**,00,000/-** | | **Actual Expenditure :**  **Rs. 8,62,679/-** | | **Total no.of students: 72** |
| **Non-Recurring** | **Recurring** | **Non-Recurring** | **Recurring** | **Expenditure per student** |
| 4,50,000/- | 4,50,000/- | 4,05,000 | 4,57,679/- | 11,981/- |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Items** | **Budgeted**  **In 18-19** | **Actual expenses in 18-19**  **(till date)** | **Budgeted**  **In 17-18** | **Actual expenses in 17-18** | **Budgeted in 16-17** | **Actual expenses in 16-17** | **Budgeted in 15-16** | **Actual expenses in 15-16** |
| Laboratory  Equipment | 5,00,000/- | - | 1,00,000/- | 1,01,384/- | 10,00,000/- | 9,42,500/- | 4,50,000/- | 4,05,000/- |
| Laboratory consumables | 50,000/- | 3,200/- | 50,000/- | 28,716/- | 50,000/- | 57,954/- | 50,000/- | 15,891/- |
| Maintenance and spares | 1,00,000/- | 5,464/- | 3,00,000/- | 2,85,494/- | 2,50,000/- | 2,31,544/- | 2,50,000/- | 3,72,595/- |
| R&D | 1,00,000/- | 4,631/- | 50,000/- | 42,650/- | 50,000/- | 27,500/- | 25,000/- | 5600/- |
| Training & Travel | 50,000/- | 28,816/- | 1,00,000/- | 62,393/- | 1,00,000/- | 84,766/- | 1,00,000/- | 43,984/- |
| Miscellaneous  Expenses | 50,000/- | 27,425/- | 75,000/- | 43,199/- | 50,000/- | 37,440/- | 25,000/- | 19,609/- |
| Total | 8,50,000/- | 69,536/- | 6,75,000/- | 5,63,836/- | 15,00,000/- | 13,81,704/- | 9,00,000/- | 8,62,679/- |

**10.4 Library and Internet:**

A well-stocked, spacious and modern library is available in the institution premises. The resources available in the library are summarised in the following table.

**LIBRARY ADVISORY COMMITTEE**

**Library advisory committee** The Library has an advisory committee involving representatives from all academic departments. The Committee members meet twice in a year.

| **S.No** | **Name of the Member** | **Designation** |
| --- | --- | --- |
| 1 | Dr. P. Pandarinath (Principal) | Chairman |
| 2 | Sri P. Gokul Krishna (EEE) | Coordinator |
| 3 | Smt Ch. Srilakshmi (Librarian) | Member |
| 4 | Dr. A. Radha Krishna Murthy (BS&H) | Member |
| 5 | Sri D. Ravi Babu (ME) | Member |
| 6 | Sri Sk. John Sydulu (CSE) | Member |
| 7 | Smt. K Vijaya Lakshmi (ECE) | Member |
| 8 | Sri K. Rajesh Kumar (EEE) | Member |
| 9 | Ms Sd. Shaheen Sultana (CE) | Member |
| 10 | Smt D. Aruna (BS&H) | Member |
| 11 | Sri Ch. Kishore HemaSundar (Library) | Member |
| 12 | Sri T. Hemanth Kumar (Library) | Member |
| 13 | Y. Harsha Sri (IV B.Tech- CSE-B) | Student Member |
| 14 | P. SitaMaha Lakshmi (IV B.Tech- CSE-B) | Student Member |
| 15 | P. Pavani (III B.Tech- CSE-B) | Student Member |
| 16 | N. Ramya (III B.Tech- CSE-B) | Student Member |
| 17 | M. Anusha (II B.Tech- CSE-A) | Student Member |
| 18 | T.Supriya (II B.Tech- CSE-B) | Student Member |
| 19 | V. Vishal (I B.Tech- CSE-B) | Student Member |
| 20 | B. Vijay Kumar (I B.Tech- CSE-A) | Student Member |
| 21 | B. L. V.D Manoj (IV B.Tech- ECE-A) | Student Member |
| 22 | A.RamyaSeetha (III B.Tech- ECE-A) | Student Member |
| 23 | B. V. Gayathri (III B.Tech- ECE-A) | Student Member |
| 24 | G. Siva Naga Teja (II B.Tech- ECE-A) | Student Member |
| 25 | Eswar (II B.Tech- ECE-A) | Student Member |
| 26 | K.Likhitaa( I B.Tech- ECE-A) | Student Member |
| 27 | N.Harikrishna ( I B.Tech- ECE-B) | Student Member |
| 28 | A.Sai Ganesh (IV B.Tech- CE) | Student Member |
| 29 | Ch. S. V. Raghavendra (IV B.Tech- CE) | Student Member |
| 30 | Sainath (III B.Tech- CE) | Student Member |
| 31 | A.Rani (III B.Tech- CE) | Student Member |
| 32 | Gayatri (II B.Tech- CE) | Student Member |
| 33 | B. Sushma (II B.Tech- CE) | Student Member |
| 34 | V. Harish Kumar (I B.Tech- CE) | Student Member |
| 35 | Premnadh (IV B.Tech-EEE) | Student Member |
| 36 | Sk. Karimulla (III B.Tech-EEE) | Student Member |
| 37 | V. Jaya Surya (II B.Tech-EEE) | Student Member |
| 38 | M.ReshmaDaneela( I B.Tech- EEE) | Student Member |
| 39 | D. Siva Gayathri (IV B.Tech-ME) | Student Member |
| 40 | Syd. Sohail (III B.Tech-ME) | Student Member |
| 41 | N. Mathruka (II B.Tech-ME) | Student Member |
| 42 | M.DurgaSankar( I B.Tech- ME) | Student Member |

**Functions:**

* By procuring comprehensive range of documents including books, manuscripts, journals, magazines, newspaper etc. on various subjects.
* Organizing huge collection of documents and keeps them in different sections on the basics of their categorization like text book section, reference section, journal section, thesis section.
* The library interacts with different information networks to give easy access to e-sources/ data to more users so that they could access the desired information even from their workplace.
* It also provides entertainment and healthy leisure to user by providing different newspapers, magazines, short story books, internet facility etc.
* It provides reference service through reference section to establish a contact between the right reader and the right document in a personal way to attract more users.
* Providing of photocopy, printing facilities.
* Providing design codes and manuals for exams.
* To maintain and operate an infrastructure that allows, among other things, suitable study, documentation, storage, preservation, presentation and research conditions

**LIST OF AVAILABLE LIBRARY BOOKS, PRINT JOURNALS, E-JOURNALS, DIGITAL LIBRARY FACILITIES**

1. Total volumes 19042
2. Issue Section Books 15846
3. Titles 3196
4. Current Journals 86
5. National Periodicals (Print) 56
6. International Journals 30
7. Back volumes of journals 322
8. Project Reports 429
9. Magazines (with complimentary) 23
10. Carpet area 557 sqm

(Reading area-278sqm, Stack area-150sqm, Digital Library-100sqm, Others-29sqm)

1. E-Information Resources

* CD’s /DVD’s 1537
* E-Books (Mc-Graw-hill) 1602
* Databases NPTEL 25500 Video courses
* Online journals 4606
* Open access journals (Through DELNET) 2233
* NDL 1786102

1. Special collection

* Competitive Examinations Books 620

**LIBRARY TIMINGS**

**Working days : 8:00 AM to 8:00 PM**

**Sundays : 9:30 AM to 12:30 PM**

**Circulation Hours : 8:00 AM to 6:00 PM**

**Xerox Timings : 8:00 AM to 8:00 PM**

**Internet Timings : 8:00 AM to 8:00 PM**

**INFRASTRUCTURE FACILITIES**

**Furniture**

Chairs 200

Computer chairs 24

Other chairs 06

Reading Tables 19

Issue counter 01

Books Racks 19

Magazine Racks 11

Glass Almarah 02

Notice boards 01

Fire extinguisher 01

Ventilation Excellent

Fans 30

Dustbin 02

**LIBRARY COMPUTERIZATION:**

The Library uses NEW GENLIB software package which is an integrated multi-user library management system that supports all in-house operations of the Library. The NEW GENLIB Software consists of modules on acquisition, cataloguing, circulation, serials, queries, Reports and OPAC. Retrospective conversion of bibliographic records has been completed and more than 16096 bibliographic records of books available in the Library can now be accessed through the NEWGENLIB OPAC. The database of books available in the Library is being updated on day to day basis with details of recently acquired books. The editing and updating activities are in progress.

**BAR -CODE BASED CIRCULATION SYSTEM:**

The NEWGENLIB Campus Soft package has been successfully implemented for the circulation activities, by using the barcode. All the books of library are bar-coded.

|  |
| --- |
|  |
|  |

Records of all the purchases made by the library are maintained and available for reference and comparison purposes. The resources available in the library are periodically circulated to all the staff and students and also displayed prominently in the library building.

A research laboratory of the institute is also physically located in the library building so that the same can be used by the library users depending on the need.The utilization of various library facilities/equipment is recorded and maintained on daily basis. Heads of Departments also encourage their faculty and students to fully utilize the library resources for enhancing their knowledge and academic skills. In addition to the central library, departmental libraries are also established in each department for ready reference.

**10.4.1 Quality of Learning Resources (Hard/Soft) (10)**

As the concurrence of HODs and Principal is obtained before procuring any library resource (both hard and soft),only relevant items will be available in the library. Based on the usage statistics, additions are made to that particular resource so that crowding is avoided.

Library is kept open beyond college working hours, so that students(both hostellers and day-scholars) can utilize the library resources beyond their class work period.

Demands of students for their self-learning activities like curricular, extra-curricular and project activities in their chosen fields are also fully met by procuring the necessary resources**.**

|  |  |
| --- | --- |
| Availability of Digital library Contents | Yes |
| Number of Courses | 5 |
| Number of e-Books | 1602 |
| Availability of exclusive server | Yes |
| Availability of exclusive space/room | Yes |

**10.4.2 Internet (10)**

|  |  |
| --- | --- |
| Name of the Internet Provider | BSNL ,Excel Media |
| Available bandwidth | 120 Mbps |
| Availability of Internet in an exclusive lab | Yes |
| Availability in most computing lab | Yes |
| Availability in Departments and other units | Yes |
| Availability in Faculty rooms | Yes |
| Wi-Fi Availability | Yes |
| Security Arrangements | Yes |