

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

**Response**

- The Principal is the head of the institution investigates both academic and administrative matters and acts as a bridge between the Management, Staff and Students. Administrative Officer works with the Principal in executing general administrative works.
- HOD is responsible for the functioning of the Department as per the laid down policies of the college and will be reporting to the Principal. HOD will prepare budget estimation for the Department for its operation, maintenance, and development.
- HOD will constitute various committees at the department level for smooth implementation of various activities.
- Coordinators of all committees at the college level will report to the Principal.
- Training and placement cell who investigates all activities related to campus Recruitment and training of students will be reporting to the Principal.

**College level committees which directly report to the Principal. They are:**

1. College Academic Committee
2. Student Welfare and Grievance Committee
3. Faculty Development and Recruitment Committee
4. Training and Placement Committee
5. Discipline and Anti-Ragging Committee
6. Examination Committee
7. Staff Selection Committee
8. Student Welfare and Counseling Committee
9. College Library Committee
10. Industry Institution Interaction Committee (IIIC)
11. Internal Quality Assessment Committee (IQAC)
12. Career Guidance Committee (CGC)
13. Entrepreneurship Development Committee (EDC)
14. Alumni Committee (AC)
15. College R&D Committee

**Miscellaneous committees are:**

1. Student Clubs
2. Departmental Academic Committee (DAC)
3. Student Mentoring and Discipline Committee (SMDC)
4. Anti-Ragging Committee
5. Budget Committee
6. Sports Committee

7. Transport Committee
8. Hostel Committee
9. Timetable Committee
10. Academic Planning committee
11. Discipline Monitoring Committee
12. Grievance Redressal Committee

Every committee has its own objectives. Functioning of these committees are monitored and reviewed by conducting HODs meeting which is held at regular intervals discusses not only regular issues but also how the various plans and policies are being implemented through different committees.

**Service rules contents**

1. Service records
2. Method of recruitment
3. Promotion policies
4. Leave rules
5. Medical facilities
6. Conduct and discipline
7. Annual confidential report
8. Appeals and reviews.

**Recruitment Policies:**

The institute follows AICTE/JNTUK norms for staff recruitment. The HOD reviews the requirements as per Teaching Load and as per AICTE/JNTUK requirements and submits the consolidated staff requirement to Principal of the institution. Principal conducts the recruitment process as per the norms. University appointed staff selection committee along with the HOD, Principal, Management representative and Subject experts decide the eligibility of the candidate by his/her performance in the interview according to the parameters they are looking for.