



# VEMU INSTITUTE OF TECHNOLOGY::P.KOTHAKOTA

NEAR PAKALA, CHITTOOR-517112

## CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

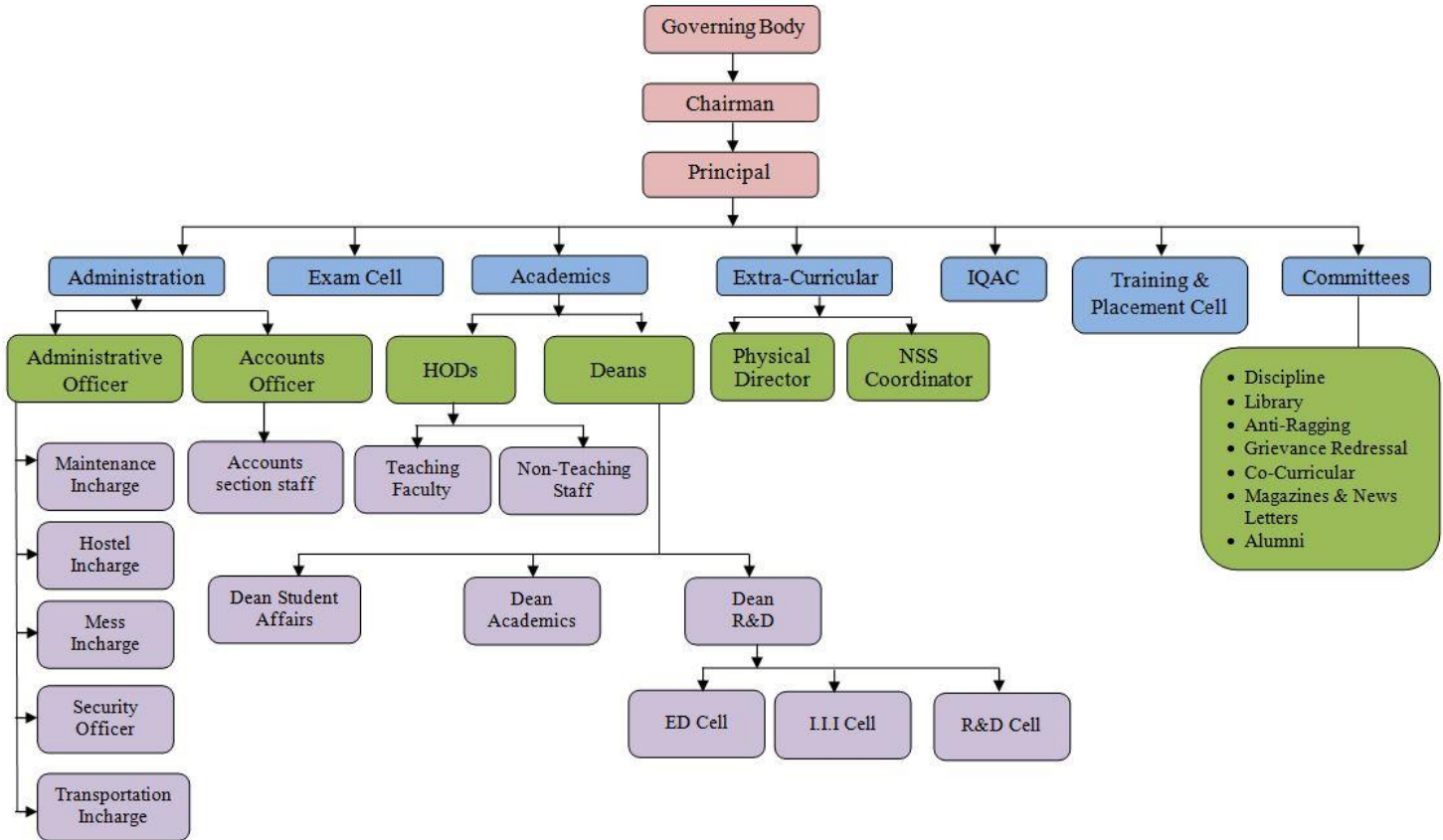
### 6.1.2 The Institution Practices Decentralization and Participative Management

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*Narabow*  
PRINCIPAL  
Vemu Institute of Technology  
P. KOTHAKOTA



## 1. Organization Chart



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## Designation wise Roles and Responsibilities

### Principal

Reporting only to the top Management (Chairman) of the institute and following functions of the institute. Assisting them in the

- A. Regulation of academics Monitoring
  - Curriculum
  - Workload
  - Instructional resource preparation
  - Results Analysis
- B. General Administration Monitoring
- C. Design and Development
  - Consultancy
  - MOUs
  - Publications
  - Support system development and monitoring
- D. Leadership
- E. Visionary
- F. Planning, Execution and Reporting
- G. Promoting R&D activities
- H. Training & Placement Activities
- I. Daily Routine works
- J. Promoting hobby clubs of students.

## Promoting extension activities, community & social activities

### A. Regulation of academic and general Administration / Monitoring/Execution

One of the important responsibilities of a Principal is regulation of academic and general Administration, monitoring and executing the systems, policies, procedures and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as All India Council for Technical Education, Department of Technical Education and the Anna University; along with the expectations of the top management, students and their parents. The following are some of the important responsibilities coming under this category.

1. Monitoring the functioning of the academic and administrative staff and to see that they fulfill all their responsibilities as prescribed.
2. Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.



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3. Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution focusing to teach the students value based education, tolerance, truth, fairness and honesty to shape them suitable to society.
4. Monitoring effective teaching as per the prescribed curriculum and as per the teaching institutional methodology suggested by the University/ AICTE / Management.
5. Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. Conduct of Industry-Institute interactions and seminars/ conferences regularly.
7. Monitoring all the liaison activities with governmental, corporate and other academic institutions,
8. Monitoring the liaison of activities with departments within the college.
9. Monitoring the conduct of meetings on behalf of the institution which include the meetings of staff, HoDs, Coordinators, College Academic Council, Deans, Different committees etc.
10. Maintaining and Monitoring the procurement and purchase of all required materials like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures,
11. Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as AICTE, government, and JNTUA University apart from the ones conducted by the top management.
12. Maintaining cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.

## **B. Design and Development**

Principal also needs to take-up developmental functions which are very important for the development of the institution. The following are some of the developmental functions to be taken up by the Principal.

1. The Principal needs to identify and recruit the right kind of the faculty members with Ph.D qualification to enhance research, publications, patents, pedagogy etc suitable for the institution keeping in view the future needs of the institution.
2. Nurturing and facilitating the faculty and giving all the necessary guidance and support by conducting FDPs and training which benefit the present day needs.
3. Identifying the core competencies of the institution and projecting them in the institutional activities.



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4. Focusing on building an image for the institution at an overall level or in terms of a particular strength.
5. Designing and developing the working and learning culture in the institution.
6. Upgrading of the necessary infrastructure for a better teaching-learning experience of stake holders in the library, seminar halls and laboratories with international ambience.
7. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
8. Developing a strong industry support and getting the industrialists and business people on the governing council and other advisory bodies of the college to design a new and updated policy for promoting our college as a center of high-quality learning.
9. Design a favorable environment for internal and external stakeholders to utilize the system benefits as expected by them in an effective manner.
10. Developing a research and technical consultation facilities in our college for the societal needs.
11. Design and develop the college admission procedures and policy approved by the management and monitor the admission activities.

## **C. Leadership**

The Principal will exhibit the true qualities of a leader by being a role model to their colleagues. The following are some of the leadership functions.

1. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
2. Take-up research, publication, consultancy & training and establish credentials as academicians of international standard so as to gain acceptability among all the faculty members being a true academic leader.
3. To set high standards of discipline, commitment and involvement in work pattern.
4. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront.
5. Work with the staff at the ground level and understand the problems and concerns of teaching faculty, Non-Teaching staff and students and taking care of their requirements.



## **D. Visionary Functions**

These functions are the ultimate functions of a Principal. The following are some of the visionary functions.

1. Developing a long-term plan for the institution and working for realizing this vision in close association with the top management.
2. Taking steps at regular intervals which facilitate towards realizing the vision.
3. Establishing necessary systems, procedures, and policies facilitating towards realizing the vision.
4. Developing plan and execute the same to attain accreditation like NBA, NAAC, ARIIA, NIRF and other quality systems in our college.

## **E. Planning, Execution and Reporting:**

1. The Principal requires preparing long term as well as short term plans (concrete documents) and presenting to the chairman.
2. Principal shall implement and execute the perspective plan of the college.
3. The Principal requires to present regular reports (quarterly, biannual and annual) about each and every function that they have taken-up or intend to take-up to the Chairman.
4. Reporting about periodical statements of financial positions, academic and other matters pertaining to the college to the Chairman.
5. Oversees the service records of faculty and non-teaching staff and get the service records periodically updated through vice - principal and respective heads of units.
6. Maintain the confidential reports of the entire faculty and kept them in his custody.
7. Planning to conduct periodic, monthly review meeting with the faculty and the administrative staff of the college to ensure effective internal follow up of all matters discussed at such meetings.

## **Vice-Principal**

1. During leave or vacancy of Principal, the Vice Principal (Senior by service) shall discharge all the duties and responsibilities of the Principal.
2. To Assist the Principal in all academic, research and development activities.
3. To scrutinize all the proposals on academic and research matters carefully and then submit to the principal.



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4. To make arrangements and conduct seminars, Workshops, FDPs and Conferences with the assistance of the concerned department.
5. To assist all departments to prepare project reports for submission to AICTE and other funding agencies with the help of concerned faculty.
6. To monitor conduct of classes as per time table, examinations and other teaching learning activities and report to the principal as and when required.
7. To assist the principal in curricular development, Accreditations, Affiliation and other development activities.
8. To ensure Training/Research and Consultancy activities.
9. To ensure faculty evaluation by students, corrective action and counseling,
10. Any other work entrusted by the Principal and Chairman,

## **Head of the Department**

1. As per the direction of the management and the academic planning of Principal, the HOD assigns academic and administrative duties to teaching and non-teaching staff of the Department.
2. To co-ordinate with the teaching and non-teaching staff of the department for smooth functioning of academic, co-curricular and extracurricular activities of the department.
3. To Co-ordinate with the teaching and non-teaching staff of the department for implementing quality systems like NBA, NAAC, NIRF, ARIIA and other quality /ranking procedure activities to develop the department.
4. To Co-ordinate with the officials of our college in all the ways to develop and establish a standard system for implementation.
5. Responsible for admission related work by sharing and executing innovate ideas to improve quality admissions to the college.
6. With the consent of the Principal the HOD ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff well in advance before commencement of the semester/year.
7. Responsible for preparing the departmental budget/requirement to the Principal well in advance.
8. Responsible for monitoring of teaching staff, teaching-learning process activities and recording and analyzing those with concern staff members in the review and the report is to be submitted to the principal periodically.



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9. To maintain staff attendance and all documents related to the activities of the Department. (Staff attendance, lesson plan from the teachers and ensures they follow the plan and syllabi are completed in the stipulated time, log book, course material etc).
10. To ensure smooth conduct of examinations including mid exam question paper setting, evaluation work. Instruct the faculty members to set the mid exam question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the mid exam answer papers promptly to meet the dead line given by the Principal. The evaluated answer sheets along with mark sheets filled by the concerned faculty member have to be submitted to the exam section as per the schedule given.
11. To ensure purchases and maintenance of stock registers are done properly by the Laboratory in charge/Assistant.
12. To ensure Quality of assigned matters of academic and administrative, Maintenance and cleanliness of the department.
13. To motivate faculty towards Research Proposals to various research funding agencies such as AICTE, DST, CSIR, UGC, DRDO, etc and encourage research/innovative programs in the department.
14. To organize a need-based workshop/seminars/symposia/visits/excursion etc.
15. To invite guest speakers for interaction and guidance to UG/PG students.
16. To guide the students for career opportunities and create an effective team for promoting training and placement activities,
17. To facilitate faculty in the preparation and processing of self-appraisal of performance.
18. To ensure that college equipment facilities under the department's control are properly maintained and serviced as required.
19. Maintaining students discipline inside the campus and department and redresses their grievances without fail. Interact with students (Section wise) of their branch 15 days once, identify the problems and find solutions in consultation with the principal.
20. Ensure the conduction of parents meeting periodically and communicating their academic performance attendance, fees detail etc.
21. Coordinating and recommending faculty responsibilities: teaching assignments, committee assignments and student advisee assignments.
22. Providing the principal with inputs regarding the recruitment of faculty within the department, participation of faculty in departmental activities, and suggestions for faculty development.





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23. Encouraging student success in open platform and recognize them in proper way. Observe the dress code among students and instruct the respective class advisors to implement the dress code among the students.
24. Planning, developing, implementing, and evaluating curriculum for students given in the University offered by the dept. Implement activities as per in academic calendar of the college and submission of reports.
25. Convene periodic meetings of the department teaching and non-teaching faculty to communicate instruction and sharing of ideas and record the minutes of the meeting. Identification of class advisor and allocation of students to advisor during the beginning of the academic year.
26. Coordinating the formulation of department short- and long-term plans and Facilitating interaction and collegial spirit among the department faculty.
27. To ensure the readiness of the department for JNTUA University inspection and any type of auditing
28. To solve student complaints and grievances originating in the department.
29. Convene DAC meeting for Approval of Program vision, mission, PEO Curricular Gaps identified and relevant Value-Added Courses.
30. Identification and monitoring of Program Outcome Improvement Initiatives.
31. Collect the student feedback about the faculty member's subject wise (for all the cts taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format. Communicate a copy to the principal. If any subject is handled by the other department faculty members, communicate one copy to the respective HOD. Guide the faculty members to improve their performance based on the feedback and also monitor. whether the faculty members are improving from year/semester to year/sem.
32. Plan and conduct the on-line course of studies (MOOC or ICT tools) meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members concerned and also to the Principal.
33. Approval of student and staff leave and OD requests.
34. Chairing Department Review Meetings and Class Committee Meetings
35. Review and monitoring of support initiatives for Slow Learners and advanced Learners.
36. Conduct meeting with parents of the students to elevate the student progress by academic and attitude wise.



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37. Prepare the list of Books required semester wise and submit to the principal well in advance of the commencement of semester.

## Assistant Professor

1. Teaching of theory subjects and assisting practical classes in their field as allocated by the Head of the Department / Principal.
2. The faculty (of any course) is required to watch the attendance and academic performance of each student and take necessary steps (at his/her command) to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the mentor/the Class coordinator and the HOD.
3. In addition to teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Principal/ Chairman/ Administrator in academic, co-curricular or extracurricular activities.
4. Besides carrying out assessment, monitoring and evaluation of examination work, Faculty member should take part in exam related activities whenever it is assigned by College exam cell/HOD/Principal.
5. As faculty advisor they should keep on monitoring of students progress continuously and communicate their academic and personal matters related to study to the HOD and. their parents.
6. In order to be an effective faculty, he/she is required to update his/her knowledge by attending doing certification courses, faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities to promote themselves for next level of appreciation.
7. Faculty must enroll in one or more Professional Societies/Associations so as to ensure themselves for contributing in the department development and to improve their profiles.
8. The faculty member is required to assist and organize industrial visits, educational tours and must accompany with the students to Industrial visits/tours.
9. The faculty member has to serve as a member of various committees whenever the Department/College organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
10. The faculty member is required to have a complete record of student's information and assisting /keeping of files for NAAC and NBA accreditation process.
11. The faculty members should also take part in activities related to NCC, NSS, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to them.



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12. The faculty needs to assist and support senior professors in their day-to-day tasks and functions in the department.
13. Faculty members have to educate, inspire and motivate their students for overall development of the student to the next level.
14. Address the students on moral, social and ethical value systems and become role models to students.
15. Faculty member has to make classroom interesting and attractive to develop the creative thinking among students.
16. Faculty should be in touch with the students and do the mentoring to elevate and guiding them during the course duration.

## **Associate Professor**

Same as given in Assistant Professor Grade 3 basic responsibilities and they have to undertake the following additional work.

1. To create, innovate and implement career-enhancement programs for the students.
2. To Assist HOD in Training and Placement Cell activities.
3. To assess, review and evaluate student activities and progress with AP3 and communicate to the HOD.
4. Assisting and sharing ideas in promoting college admission strategy and related works
5. The faculty shall help the concerned HOD to enforce and maintain discipline amongst the students.
6. Assisting HOD in choosing elective subjects / Curriculum Development for short term course / Industrial based course and Developing Resource Materials for hands on training process.
7. Responsible for Creating and promoting research ambience in their department, conducting research, publishing papers, and attending conferences.
8. Conducting Bridge courses / special coaching for Slow Learners.
9. Preparation and Submission of Project Proposals to Government funding agencies.
10. Involving in Consultancy and R&D activities.
11. To advise and assist students and faculty in fabrication of their projects.
12. To involve as a member or head in Academic auditing/ Coordinating NAAC/NBA.



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13. Providing demonstrations and supervising experiments and investigations.
14. Teaching of elective subjects and practical exposure with the latest technology to the students in their field and value-added courses as allocated by the Head of the Department / Principal.

## **Professor**

Same as given in Associate Professor basic responsibilities along with the following additional assignments are:

1. Providing training and mentoring to lab technicians and junior faculty members.
2. Responsible for R&D activities of their department and college, create conducive research environment in the institution.
3. Providing training and monitoring the department staff members to publish and present papers, attending conferences, writing books and getting patent.
4. Attending academic events and networking with other outside researchers and field experts to develop the department research activities.
5. Writing proposals to secure and attract research funding per year.
6. Contributing and leading all the worth giving responsibilities to lift the academic standard of dept/college to a greater height.
7. Preparation of manuals for short term course / Industrial based training course and Developing Resource Materials.
8. Reviewing the method of teaching and teaching materials and making recommendations for improvement.
9. To Coordinate and review IQAC/NAAC/NBA and other promotional / technical/ quality enhancing activities.
10. Responsible for teaching of value-added subjects/ conducting collaborative/one to one/flip/peer learning style of teaching to the students with the latest technology in the academic field.

## **Class Teacher:**

1. To ensure that every student is well supported to fulfill their learning potential.
2. In order to monitor the academic performance, progress and quality of students, appraise them and communicate to their parents.



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3. To create a platform and encourage the students to learn beyond the syllabus contents.
4. To help the students to carry their extracurricular and co-curricular activities.
5. To maintain student discipline in the class as per the college policies.
6. To keep track of students attendance (master register) and to take necessary action if any deviation.
7. To address students queries and meet the parents, especially defaulters and slow learners.
8. To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent. Act as liason officer between students and the HOD.
9. To produce and update student records, department brochure for placement/consultancy and updating of information on college website pertaining to the Class.
10. To arrange an effective induction programme and value-added course for students in consultation with HOD.
11. To prepare the assessment plan for every semester well in advance and counsel the students who are absent for the mid test or irregular to the class work.
12. To keep the performance progress of student records and dissemination of reports to students, parents and documenting the same for, NBA, AICTE, NAAC etc.
13. To Recommend and implement the actions based on the minutes of class committee meetings with consent of HOD.
14. To cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.
15. To arrange PTA meetings and all common functions of the college to represent the class.
16. To take the responsibility of any special projects assigned by the management from time to time.
17. To make sure students of the department are regularly attending class and coming to the college in time in proper dresscode and verify the student attendance registers maintained by the staff members once a week and submit to the HoD/Principal for verification.
18. To make sure the academic targets in terms of university results and placement targets in terms of number of students placed are met.
19. Be the academic leader of the designated class in the Department.



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20. To assist HoD in developing and maintaining appropriate standards and quality assurance (NBA, NAAC etc.) in the delivery of course materials, assignment and question paper setting and its valuation.
21. To assist HoD during inspections by JNTUA University, AICTE and other agencies.
22. To arrange industrial visits and guest lecturers for students to improve their learning experience in consultation with Hod.
23. To encourage the students to participate in technical competitions conducted outside the college.
24. To maintain the desired academic standards in the assignments and tests administered in the class.
25. To Collect information regarding slow learners in terms of academic and personal problems if any from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HoD.
26. To Prepare a subject wise attendance (APC), practical and lectures together and forward it to Principal every 15 days in the prescribed format through HoD and display the same in the students notice board.
27. To update data regarding students achievements in academics, sports, extracurricular activities etc.
28. Arrange class committee meetings as per affiliating university norms.

## **Faculty Mentor:**

1. To help students to acquire knowledge and to maintain a good rapport with students and parents. Be familiar with the personal history of assigned student including Educational and Family background.
2. Dealing the student's problem, counsel, and provide guidance to the student to correct the problem and motivate them in a proper manner.
3. To Analysis the student performance and evaluating their academic progress periodically.
4. To assist student in initial exploration of their occupational and professional plans in general and educating basics with relevant to their branch of study and to prepare for their life pursuit accordingly.
5. Helps the student to understand the university rules, regulations, exam procedures and the graduation requirements for the Bachelor degree.
6. To explain about the importance of attendance, motivating students to attend classes regularly.



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7. To explain importance of participation in the class activities.
8. To explain importance of marks in the previous semester examination and its consequence in the later part of the degree and subsequently in career as well.
9. To explain importance of submission of assignments and its consequence on the performance of internal mark evaluation and End semester examinations.
10. To explain importance of laboratory exercises and their correlation with theory.
11. To help the student to explore the career fields in the student's branch of engineering and provide information about Higher education and job opportunities.
12. Serves as a "Teacher Friend" approach to the student by demonstrating a personal interest and act as a central contact person in obtaining information that can be used to help the student and the system of working; and by allowing the student freedom to make his own choices after the limitations, alternatives, and consequences involved in making a decision all through by counseling.
13. Explains importance of (getting a meritorious) Engineering Degree and how the degree helps in building a career in other areas and programs such as M.S/M. Tech, MBA, Civil Services, Group Services etc.
14. As a mentor, organizes and centralizes all information, observations, and reports from every source related to the student's progress, needs, abilities, and future plans.
15. Assists the student at regular intervals to make adequate self-evaluation.
16. Explains importance of Self-Motivation to do well in career and subsequently in life.
17. Counsel's students whose progress is unsatisfactory and reports the same to HOD.
18. Monitors the interim and final performances of students assigned and liaise with parents, whenever required.
19. To instruct all the students to attend the classes regularly and to follow the dress code.
20. To submit the list of students absent for the internal tests to the HOD.
21. To prepare the list of Students who have secured less than 60% of marks in mid exams (subject wise) and submit it to the coordinator/HoD.

## **Laboratory/Workshop In- Charge**

1. Up to date maintaining of the Stock Register and Consumable Registers.
2. Responsible to find out the requirements for consumables for the laboratory and procure the same, before the start of every year.



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3. Plan for the procurement of equipment for the coming semester well in advance. Monitor the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete the practical satisfactorily.
4. Organize the laboratory for oral and practical examinations.
5. To hold those responsible for any breakage / loss etc. and recover costs from them,
6. To ensure the cleanliness of the lab and switch off all equipment after use.
7. Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
8. Responsible for movement of any item out of the lab concern. Maintain movement register for the same.
9. Responsible for maintaining the decorum and holistic engineering environment in the labs.
10. Responsible for communicating day to day activities to the HOD regarding lab functions as and when needed.
11. Seating of the Lab In charges shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
12. Responsible for maintaining master record of equipments, Lab records, models, lab course materials, audio-video materials, R&D activities at lab etc.

## **Lab Assistant**

1. The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
2. Seating of the Lab assistants shall be available in the labs and maintenance and care of resources/services of the institute are always expected.
3. All the Lab. Assistants, in coordination with the respective Lab in-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HoD through faculty in charge of lab.
4. Lab Assistants in coordination with Lab in-charge should display (i) List of Equipment/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab in-charge / Lab Assistants etc. on the Lab Notice board.
5. Any other duty as may be assigned by the faculty in charge of lab /HOD/Principal/Chairman from time to time.





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6. Responsible for closing and opening of labs and holding of keys for the lab should be recorded in the register available in the Office.

In order to prevent theft/damage, the Lab in-charge shall take the following action:

- a) Lab In-charge and Lab Assistants are to report the matter in writing immediately to the HoD through subject in charge as soon as they come to know about the missing/damaged item in their Lab. They also have the responsibility to find out/enquire about the missing/damaged item/article and suggest further action in order to compensate the loss as well as prevent recurrence of the same.
- b) Lab Assistants in turn shall note down the missing items in the respective Lab Register.
- c) If the students are responsible for the loss/missing item, then an amount of the item plus the contingency charge as fine shall be levied from the concerned students. Students shall not be allowed to purchase and bring the item on their own, as compensation for the loss/missing item.

## **Training and Placement Officer**

1. Prime most duty to know the objective and policy of the management and Liaison with industry
2. Prepare and proposes annual T & P budget well in advance.
3. Identifies the needs, updates and develop the plan to provide training for the students.
4. Arranges OFF/ON campus interviews,
5. Prepares database of some top international/national companies consisting of their addresses, details of operations, their expectations, their HR team etc.
6. Assist's and identify students academic and career interests, and their short and long-term goals through individual counseling and group sessions.
7. Assist's students develop and implement successful job search strategies.
8. Works with faculty members/department Heads and administration to integrate career planning and academic curriculum as well as coordinate Project Work/ Summer Training/internship programs.
9. Prepares an audio-video presentation (Brochures) or a colorful hand-out on the college to be presented to potential employers.
10. Compiles and maintains a data bank on student profiles and (video) resumes along with their photographs.



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11. He/she shall prepare a detailed brochure highlighting the facilities in the college, department and student activities and academic performance and placement particulars both in soft and hard copies and send it/visit to selected industries for facilitating the conduct of campus interviews or by meet the HRD or relevant officer of the companies for visit and subsequently arrange for the campus interview.
12. Empowers students with life-long career decision-making skills. Provides resources and activities to facilitate the career planning process.
13. Acts as a link between students, alumni and the employment community.
14. Up gradation of the students' skill sets commensurate with the expectations of the industry.
15. Generation of awareness among the students regarding future career options available to them by arranging seminar/ orientation program.
16. To arrange institute- industry interactions by inviting suitable personalities from the relevant industries.
17. Assists different companies in recruiting candidates as per their requirements.
18. Keeps track of all the advertisements related to placements appropriate to the profiles of aspirants and updated information about the need of the industry.
19. Arranging training classes for students to improve their employability skills and prepare the resume and communicate the resume of suitable candidates to the potential employers.
20. Providing right placement to the right candidate so that students excel in their future life..He/she shall maintain the records of placement, student records, college brochure, list of companies etc. and shall create a small library with books for competitive examinations, personality development, communication skill development etc. He shall also provide support services in the preparation for GRE, TOFEL and procurement of passport, and submission of application to foreign universities,
21. Organizing placement training for the students and make them ready for interview confidently.
22. Arranging summer assignments to the students and also help, guide, and counsel them in securing placement by bringing them in contact with the prospective employers.
23. To provide information on the schedule of recruitment drives well in advance to all department's student's placements coordinator, HoDs, and Principal.
24. To place request for resources required well in advance and coordinate with the concerned and ensures availability of the same.



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25. Details of placed candidates are sent to all HODs/Principal immediately after the recruitment drive is completed and once the students get offer letter from the companies.
26. Responsible for keeping the records of all placed students and to send hard copies of all appointment orders of students recruited to the concerned HoDs. He/She shall collect the student profile and academic record of the final year students (Starting from their first year) and retain the same at placement office.
27. The placement and training officer shall be the coordinator of placement and training cell. One faculty member from each department nominated by the respective HOD will be a member of the cell. The cell shall meet once in every month and finalize plan of activities for II, III, and IV year students to improve employability of students and submit the plan for the approval of the Principal and Management. The placement and training officer shall maintain the Minutes Book.
28. The TP officer shall arrange for special training programmes by experts from HRD of companies for all the students on Personality and soft skill development. A minimum of 4 special programmes per semester shall be arranged.
29. To organize regular model tests on the following topics for all students from II and IV years using in house resources as well as outside resources. IQ test, English language grammar test, Comprehension test, Aptitude test, Listening skill test, Mock personal interview.
30. He shall strictly adhere to the time schedule for organizing placement training programmes and mock tests as given in the time table and academic schedule.
31. He/she shall arrange regular training classes for V & VI semester students on the following topics through outside agencies.
  - Personality Development skill
  - Oral communication
  - Written communication
  - English grammar
  - Comprehension in English
  - IQ and aptitude test
  - Advance Technical Skills

## **Librarian:**

1. To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.
2. To manage library as well as digital library of the college.
3. To prepare the library budget and policies relating to the library.



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4. Ensures procurement of books, CD-ROMs, Software, Journals etc., which are essential and/or recommended by the faculty.
5. To Provide URL links/resources for information on various study material.
6. Provides digital library access from anywhere within the campus.
7. Establishes specialized facilities for faculty teaching and research needs.
8. To provide adequate access and borrowing facilities to faculty pursuing Doctoral program.
9. To organize various functions and activities such as library week or to install clubs such as Reading Club essentially to develop a very interactive and vibrant reading culture among the students, faculty and staff.
10. Develops a system for posting the newly added library resources online.
11. Ensures availability of previous years question papers (semester end examination), academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports.
12. Coordinates with departmental library in-charge for smooth functioning of department library.
13. Provides all statistical information pertaining to the library and updating things with research and development materials in the library for research works.
14. The Librarian is responsible for maintaining the circulation section, reference section, periodical section, acquisition section, technical section and maintenance section. He/She should inspect all the sections every day personally and ensure that the books and periodicals have been kept in the shelves as per classification.
15. In the Circulation section the Librarian will take up the duties such as lending of books to students and staff, overnight issues, charging fine for the non-return of books within the due dates, reservation of books, sending reminders to students and staff for the return of books and periodicals, issue of Library card, correspondence related to missing of books, missing of Library cards, renewal of books to the students and staff etc.
16. In the Reference section, the Librarian should maintain the reference books according to classification and also help the staff and students for general reading. He/She should also display the latest arrival of the books in a prominent place to attract the readers.
17. In the Periodical section, the Librarian is responsible for ordering the journals and back volumes, display the latest journals etc.



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18. In the Acquisition section, the Librarian is responsible for selecting the books, ordering the books, receiving the books, classifying the books and accessioning the books in the accession register and passing the bills.
19. In the Technical section, the Librarian is responsible for routine classification of books, cataloging of books.
20. In the Maintenance section, the Library staff is responsible for shelving the books, maintaining the stack area and self-rectification and stock verification, binding work, entry of call number, transfer of books to departments, library cards sorting and filing, maintenance of Author's Index and Subject wise Index, reprographics services, internet and online public access catalogue (OPAC).
21. The Librarian is in-charge of fine collection for missing books and Xerox charges collection from the students and renders accounts to the Principal as per the schedule. A separate register should be maintain in the automation showing the date wise receipt of fine and Xerox charges. Proper receipt must be issued to the student, while collecting such .charges.

## **Examination Cell Coordinator**

1. Organizes and coordinates submission of Question papers of class test/cycle test/unit test/assessment test examinations well within the time as per the schedule.
2. Coordinates the conduct of the Internal/ JNTUA External examinations. This will include ensuring that all required material is in the examination branch allocated room-wise before the start of the examinations and arrangements for candidates.
3. Preparing and planning for the purchase of required stationery (internal exams) to purchase with consent of the principal well in advance.
4. Organizes exam material, providing safe custody of and organizing examination stationery and material, including question papers, in accordance with regulations.
5. Organizes examination rooms/halls, in accordance with regulations (seating arrangement as per the norms). Coordinates distribution of hall tickets through department's Office Assistant and class teacher.
6. Ensures distribution of all examination answer books to invigilators and the same are received soon after the examination is completed and verifies the same.
7. Ensures distribution of question papers to all examination halls within the time schedule.
8. Briefing to the invigilators on examination regulations and producing appropriate written guidelines for invigilators, staff and students.
9. Assists in the preparation of invigilation schedule, arranging additional invigilator(s) under exigency, if any, briefing and training invigilators as per procedures.



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10. Being present and available in the College on the days when results are notified, and overseeing the distribution of results to students.
11. Produces analysis of examination results to the departments as soon as possible.
12. Provides statistics on examination entries and results for the HoD/Principal.
13. Prepares examination schedules, timetables and mid question paper pattern, wherever applicable.
14. Provides information on arrear courses, if any, for readmitted students who were detained earlier (and redo).
15. Coordinates with respective department students, and class teacher towards timely submission of examination application form along with the examination fee details for regular/arrear semester examination.
16. Coordinates the printing, storage and delivery of examination question papers and answer books. Verifies to ensure all instructions have been followed by faculty members. Ensures all information is accurate. Ensures whether security measure is in place and maintained in the Examination center,
17. Acts as resource person and liaise between faculty members of Exam cell, students and the Examination cell of the College.
18. Responsible for up keeping equipment such as a personal computer, photocopier, fax machine, and other standard office equipment for examination work.
19. Responsible for keeping complete details (current/completed students) about the students internal assessments/ JNTUA university examinations.

## **Physical Director**

1. To Maintain and follow the strict discipline among students in college campus/ground.
2. Ensures smooth conduct of sports activities as per the schedule. Motivate the students to do any physical exercise apart from regular study.
3. Ensures proper use of sports material and facilities and keep/maintain records of it.
4. Proposing annual budget for sports and purchase the same as per the requirement with consent of the Principal.
5. Encourages students to participate in zonal/university tournaments.
6. Responsible to conduct inter collegiate tournaments in sports and games periodically.



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7. Creation of good environment to the students to participate in all sports related activities and upkeep of sports facilities and grounds.
8. Ensures discipline among students while play and get prior permission from their respective departments for On duty.
9. Ensures prevention of ragging activity in the campus.
10. Oversees medical facilities on campus.
11. Assisting in NCC training camps, if any, and facilitates students to involve in NSS activities and report the same to concern head/principal as and when required.
12. Helps in the organization of various events in the college.
13. Maintaining proper record of sport students/materials/activities for auditing and inspection purpose like JNTUA, AICTE, NBA and NAAC processes.
14. To convene the Sports Board meeting at the beginning of every semester to discuss and finalize the sports & games activities for the semester concerned.

## **Transport Officer**

1. Identifies the transport requirements of the college and informs the same to the chairman/Principal for initiating action to meet the requirement of Vehicles, drivers, parking place, etc.,
2. Receives requests/applications from students and staff for seats in college buses and allots routes, on first - cum-first served basis and issues bus passes.
3. Fixes bus routes, and stages, allocates vehicles and drivers on the routes, in consultation with Principal.
4. Reviews the routes and the allocation of buses and drivers at least once in year (at the end of Academic year), re-organizes them, based on previous years' experience and expected future needs.
5. Sets the time of starting of the buses from the originating points so as to ensure their arrival at college on time.
6. Processes leave applications of drivers, recommend sanction, while deploying substitute (spare) drivers and ensure all vehicles run as per schedule.
7. Operates limited buses on semester end examination days and during vacations as per actual requirement, making changes in the routes, if found necessary.
8. Schedules CL/VL/EL of drivers including vacation period ensuring uninterrupted, skeleton transport services, as planned.



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9. Assigns extra/overtime duties to drivers following appropriate procedures.
10. Prepares overtime bill for payment to drivers on monthly basis.
11. Prepares bill for rent for private parking lots.
12. Scrutinizes and processes Diesel/ Petrol bills, Vehicle repair, maintenance bills and bills for private vehicle hiring charges for payment.
13. Stays connected with drivers / bus-in-charges during journey time and assist in troubleshooting or in case of vehicle break-down, arranges relief spare vehicles.
14. Interacts regularly with Bus-in-charges to understand and assists in resolving problems if any, such as: traffic congestions, restrictions, student behavior, unauthorized travel, need for tweaking of routes/stages, vehicle fitness, unsafe driving etc
15. Prepares proper record of bus related maintenance documents and bills and submit the same to the accounts office as and when need arises.
16. Schedules the regular maintenance of the vehicles and follows up on the same.
17. Handle's transport related complaints from students, parents of students, staff and. drivers and resolves issues with the help and guidance of Principal/Administrative officer.
18. Maintains a current inventory of college owned vehicles.
19. Complies with local (RTA) regulations, college procedures, pertaining to registration, fitness inspection and use of college vehicles.
20. Arranges to ensure all vehicles, monitors the expiry dates of insurance certificates and schedules premium payments for renewals well in time.
21. Maintains documents such a vehicle registration, insurance certificates, fitness certificates, permits and pollution certificates.
22. Arranges periodical eye-checkups for drivers and ensures their fitness for driving.
23. Attends to any other duties assigned from time to time.

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## 3. Committees & Responsibilities

All the programmes are organized and conducted by various committees which work for a specific purpose. All these committees help for the successful completions of the given task.

The different committees functioning at college level and their roles and responsibilities are as follows.

S.No	Name of the committee	In-charge	Number of faculty + students required from each Dept.						
			ECE	CSE	EEE	ME	CE	H&S	MBA
1	Finance and Purchase Committee	M. Neelima	All HODs						
2	R&D Cell	Dr. A Mahamani	1+2	1+2	1+2	1+2	1+2	1+2	1+2
3	ED Cell	Dr. A Mahamani	1	1	1	1	1	1	1
4	Students welfare committee	Dr.N.Sudhakar Reddy	1+2	1+2	1+2	1+2	1+2	1+2	1+2
5	Disciplinary Committee	Dr.N.Sudhakar Reddy	All HODs+ 2 students (III & IV)						
6	Anti-Ragging Committee	Dr.N.Sudhakar Reddy	1+2	1+2	1+2	1+2	1+2	1+2	1+2
7	Grievance Redressal Cell	Dr.N.Sudhakar Reddy	1+1	1+1	1+1	1+1	1+1	1+1	1+1
8	Alumni Committee	Dr.N.Sudhakar Reddy	1	1	1	1	1	1	1
9	Library Committee	Ramachnadra	1+2	1+2	1+2	1+2	1+2	1+2	1+2
10	NSS Committee	Dr. K.Chaitanya Kumar/ C Sukumar	1+2	1+2	1+2	1+2	1+2	1+2	1+2
11	IQAC	Dr. S Murali Mohan	1	1	1	1	1	1	1
12	Women Empowerment & Grievance Redressal Committee	Dr.U.Sasikala	1	1	1	1	1	1	1
13	Sports Committee	J.Surya	1	1	1	1	1	1	1
14	Career Guidance Cell	Arun Kumar	1+2	1+2	1+2	1+2	1+2	1+2	1+2
15	Training & Placement Cell	Arun Kumar	1	1	1	1	1	1	1
16	Exam Cell Committee	G Lokesh	1	1	1	1	1	1	1
17	Transport committee	Dr.G Ramesh	1	1	1	1	1	1	1
18	Magazine & News Letter Committee	Dr. Feroz Begum/ Y Sai Lakshmi	1	1	1	1	1	1	1
19	Hostel committee	R. Anitha	1+2	1+2	1+2	1+2	1+2	1+2	1+2
20	Canteen committee	Dr.K.V.N.V.N.Rao	1+2	1+2	1+2	1+2	1+2	1+2	1+2

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## Governing Body

S. No	Name & Address	Role in GB
1	<b>Dr.K.C.Naidu</b> , Vemu Institute of Technology, P.Kothakota.	Chairman
2	<b>T.K. Raghuram</b> , Vice-President, Vemu Society, Plot No. 20, Door No. 3/11, 2nd Street, Sakthi Nagar, Ramapuram, Chennai -600089	Member
3	<b>Mr. K. Guruswamy Naidu</b> , D. No. 3-419/7, Pagadamanu Street, Greampet, Chittoor – 517002	Member
4	<b>Sri. Subramanya Raj</b> , Founder Director, Destination Technologies, Bangalore	Member
5	<b>Sri. Praveen Kamath Kumbla</b> , General Manager & HR Head, Global Delivery & Enablement, WIPRO Ltd. Bangalore	Member
6	<b>Dr. S. Varadarajan</b> , Professor, Dept. of ECE, S V University, Tirupati.	Member
7	<b>Prof.H. Sudarsana Rao</b> , Professor, Civil Engineering Department, JNTUACE- Ananthapur	Member
8	<b>Dr. B. Amarnath</b> , Associate Professor, Dept. of MBA, S V University, Tirupati.	Member
9	<b>Dr. M. Bhupathi Naidu</b> Professor, Department of Distance Education, SV University, Tirupati.	Member
10	<b>Dr. B. Durga Prasad</b> , Professor, Mechanical Engineering Department, JNTU- Ananthapur	University Nominee
11	<b>Principal</b> , Government Polytechnic College, Kalikiri	State Government Nominee
12	<b>Dr. S. Munirathnam</b> , Professor & HOD, Department of ECE, Vemu IT.	Faculty Representative
13	<b>Mr. P. Ramesh</b> , Assistant Professor, Department of CSE, Vemu IT.	Faculty Representative
14	<b>Dr. Naveen Kilari</b> , Principal, Vemu IT, P.Kothakota, Chittoor-517112	Member Secretary

### Functions:

1. The Governing Body of the college is the Supreme Administrative Body of the college.
2. It is constituted as per the norms of AICTE, New Delhi/ JNTUA, Anantapur.
3. The Governing Body approves the mission and strategic plan of the institution and annual budgets to meet the interests of the stake holders.
4. The GB monitors the institutions performance as per the approved plans.
5. The GB ensures the achievement of the Vision and Mission of the organization, promotion of future academic plans and research activities by continuous monitoring.
6. It approves the budgetary allocations for infrastructure development, R&D activities etc.
7. The GB shall ratify the appointments made for different positions by the selection committees.

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## Academic Council

The Academic Council is constituted to have the following members as per guidelines to look after the Academic activities of the institute.

S.No.	Name	Designation	Role of the Committee
1	Dr.Naveen Kilari	Principal	Chairman
2	Prof. P.Murali Krishna	HOD of Civil	Member
3	Dr.S.Raj Anand	HOD of CSE	Member
4	Dr.S.Munirathnam	HOD of ECE	Member
5	Dr.A.Hemasekhaar	HOD of EEE	Member
6	Dr.K.V.N.V.N. Rao	HOD of MECH	Member
7	Dr.S.Sambaiah	HOD of MBA	Member
8	Dr.U.Sasikala	HOD of H&S	Member

### **Functions:**

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and Rules and Bye-laws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and internal tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

#### **a. Powers and Functions of the Academic Council**

VEMUIT s Academic Council shall be the principal academic body of the Institution and shall, in addition to other powers and duties vested in it, have the following powers and duties:

1. To exercise general supervision over the academic work of the institution and give directions regarding methods of instructions, evaluation and improvements in academic standards.
2. To promote research within the Institution, gather reports on such researches from time to time.
3. To consider matters of academic interest either on its own initiative or at the instance of the Board of Governing Body and to take proper action thereon.
4. To take periodical review of the activities of the Departments / Centers and to take appropriate action.
5. To make arrangements for the conduct of examinations in conformity with the bye-laws.
6. To maintain proper standards of the examinations.
7. To recognize diplomas and degree of Universities and other institutions and to determine equivalence with the diplomas and degrees of the Institution.
8. To prescribe courses of study leading to degrees and diploma of the Institution.



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9. To appoint examiners and such other personnel for different examination works.
  10. To suggest measures for departmental co-ordination.
  11. To make recommendations to the Board of Governing Body on:
    - a. Measures for improvement of standards of teaching, training and research.
    - b. Scholarships, Medals, Prizes etc.
    - c. Establishment or abolition of departments/centers and
    - d. Bye-laws covering the academic functioning of the Institution, discipline, residence, admissions, examinations, award of fellowships and studentships, freeships, concessions, attendance etc.
  12. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governing Body.
  13. To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Governing Body) as the circumstances on each case may require.
  14. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.
- b. Meeting of the Academic Council**
1. The Academic Council shall meet as often as may be necessary but not less than three times during academic year.
  2. One third of the total members of the academic council shall constitute the quorum for the meeting of the Academic Council.
  3. Any business which it may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that atleast one half of the total number of the members of the Academic Council have recorded their views on the resolution.

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## Finance and Purchase Committee

This committee is constituted to look after all the institute's financial matters related to the budget allocation to various departments, activities and civil works of the college.

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M. Satish Reddy	HOD, CE	Member
4	Dr. S. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U. Sasikala	HOD,H&S	Member

### Functions of the Committee:

1. Budget estimates relating to

- Laboratory equipment
- Computer systems and peripherals
- Library Books, Journals, online Journals, NPTEL materials
- Civil works and furniture related to classrooms/ laboratories.
- Faculty development programmes, Guest Lecture Programmes, faculty training programmes
- Co-curricular activities like seminars, conferences, project exhibitions, technical forums, paper contests
- Extra-curricular activities

2. AICTE schemes, Research project schemes from different government organizations, consultation programmes, fees from students, welfare scholarships from state Government etc.

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## R&D Cell

The Research and Development Cell is constituted by the institution to make it actively involve in getting various Research projects/modrobs/consultation projects. The committee comprises of a DEAN who has a long teaching and research experience/expertise.

S.No.	Name	Designation	Role
1	Dr. A. Mahamani	Dean R & D	Convener
2	Dr. A Hemasekhar	Professor, Dept. of EEE	Member
3	Dr. G .Ramesh	Associate Professor, Dept. of ME	Member
4	Dr. S Murali Mohan	Professor, Dept. of ECE	Member
5	Dr. K Venkatramana	Associate Professor, Dept. of CSE	Member
6	Ms. K.Sarumathi	Associate Professor, Dept. of CE	Member
7	Dr. G.Bhaskar	Associate Professor, Dept. of MBA	Member
8	Dr. K.R. Sekhar	Assistant Professor, Dept. of H&S	Member

### Functions:

1. Scrutinize the research projects submitted by the faculty, and to recommend the deserving projects to the appropriate funding agencies for financial support
2. Scrutinize the student's project proposals to various agencies for financial support and recommend the suitable projects.
3. Examine the applications received from the faculty members for sponsoring to higher education leading to the degrees M.Tech/MS/Ph.D.
4. Examine the applications received from the faculty/students for patents/awards and recommend to the appropriate authorities.
5. Examine the Research and consultancy projects and recommend the suitable projects to pursue.

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## Entrepreneur Development Cell

The Entrepreneurship Development Cell (EDC) creates awareness on the different positive dimensions of entrepreneurship. The following is the composition of the committee

S.No.	Name	Designation	Role
1.	Dr.G.Bhaskar	Professor, MBA	Convener
2.	Mr.Sandeep Rajan	Asst Professor, ME	Member
3.	Mr.B.V.Arun Kumar	Asst Professor, EEE	Member
4.	Mr.B.Ramu	Asst Professor, CE	Member
5.	Mr.K.Dhanamjay	Asst Professor, CSE	Member
6.	Mr.P.H.Chandra Mouli	Assoc Professor, ECE	Member
7.	Mr.K.R.Sekhar	Asst Professor, H & S	Member

**Functions:** some of the aims and objectives are:

1. To organize entrepreneurship awareness meets.
2. To invite experts from financial institutions/industry to deliver guest lectures on new industries
3. To organize Entrepreneurship Development Programmes and Faculty Development Programmes in the fields of science, technology and entrepreneurship for the benefit of prospective student entrepreneurs.
4. To develop and introduce a schedule of programmes on Entrepreneurship Development at various levels to include students of all branches of engineering, MBAs, Diplomas etc.
5. To conduct research work and survey for identifying local entrepreneurial opportunities to create employment opportunities.
6. To arrange visits to industries for prospective entrepreneurs.
7. To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
8. To act as a Regional Information Centre on business opportunities, financial institutions, process technologies, market, etc. by creating and maintaining relevant databases.

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## Students welfare committee

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M.Satish Reddy	HOD, CE	Member
4	Dr. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U.Sasikala	HOD,H&S	Member
9	Mr. P. Bahnu prakash	CSE, Asst. Professor	Member
10	Mrs. R. Rani	ECE, Assoc. Professor	Member
11	Mr. B. Ramu	CE, Asst. Professor	Member
12	Mrs. N. Devasena	EEE, Assoc. Professor	Member
13	Mr. M. Venkatesulu	ME, Asst. Professor	Member
14	Mr. M. Vinod	MBA, Assoc. Professor	Member
15	Dr. B. Nagabhusanam	H&S, Professor	Member
16	Y. Nagendra Babu(184M1A04B7)	Student	Member
17	Ms. S. Muskan (184M1A0494)	Student	Member
18	Mr. K. Vinay (174M1A0221)	Student	Member
19	Ms. A. Poojitha(184M1A0202)	Student	Member
20	K. Vishnu (184M1A0560)	Student	Member
21	Y. Hemanth Kumar (184M1A05A5)	Student	Member
22	Mr. M F Fazil Khan (194M1A0347)	Student	Member
23	Mr. M. Sanjay Kumar (184M1A0396)	Student	Member
24	Mr. B. Charan Narayana (174M1A0102)	Student	Member
25	Ms. A. Priyanka (184M1A0101)	Student	Member

### Functions:

This committee looks into the following activities:

1. Scrutinize the applications received from the students for welfare scholarships and to make suitable recommendations to the welfare office.
2. Scrutinize the request from the students and recommend to the management for financial support to deserving students from the “Poor Students Welfare Fund”
3. Suggest to improve student amenities further.

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## Students Disciplinary Committee

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M. Satish Reddy	HOD, CE	Member
4	Dr. S. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U. Sasikala	HOD,H&S	Member
9	Mr. I. Kumar (174M1A0333)	Student	Member
10	Mr. U. Rajesh (174M1A0396)	Student	Member
11	Mr. Mohammed Suhel (184M1A0323)	Student	Member
12	Mr. T. Yashwanth (184M1A0377)	Student	Member
13	Mr. C. Prakash (184M1A0109)	Student	Member
14	Mr. N. Ajith Kumar (184M1A0137)	Student	Member
15	Mr. G. Pavan (174M1A0110)	Student	Member
16	Mr. Yashwanth (174M1A0118)	Student	Member
18	Mr. A. Godwin (184M1A0402)	Student	Member
19	Mr. K. Dilli Babu (184M1A0433)	Student	Member
20	Mr. N. Jagadeesh (174M1A0465)	Student	Member
21	Ms. V. Leena Madhuri (174M1A04B4)	Student	Member
22	Mr. K. Charanteja(184M1A0217)	Student	Member
23	Mr. V. Saiganesh(184M1A0258)	Student	Member
24	Mr. G M Bhargav (174M1A0532)	Student	Member
25	Mr. S. Sukumar (184M1A05A0)	Student	Member

### Functions:

1. To maintain discipline in the college campus.
2. To monitor and maintain dress code.
3. To resolve disputes among students if any.
4. To encourage students become regular and responsive.
5. To report and recommend corrective actions of defaulters.

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## Anti Ragging Committee

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean-Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M.Satish Reddy	HOD, CE	Member
4	Dr. S. Rajanand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U. Sasikala	HOD,H&S	Member
9	Mr. P. Murali	Assistant Professor	Member
10	Mr. G. Sankarappa	Associate Professor	Member
11	Mr.M. Murali	Associate Professor	Member
12	Mr. G. Omkar	Assistant Professor	Member
13	Mr. I. venugopal	Associate Professor	Member
14	Mr. A. Prakash	Professor	Member
15	Mr .G. Sudarsana Reddy	Professor	Member
16	Mrs. R. Anitha	AO	Member
17	Puthalapattu Police	SI	Member
18	Mr. B. Anjineyulu(184M1A0508)	Student	Member
19	Mr. S. Sathish Kumar(194M1A05A2)	Student	Member
20	Mr. B. Balaji (174M1A0409)	Student	Member
21	Ms. Y. Neha(174M1A04B6)	Student	Member
22	Mr. K. Hari Prasad(174M1A0227)	Student	Member
23	Ms. K. Harika(184M1A0219)	Student	Member
24	Mr. M. Hemanth(174M1A130)	Student	Member
25	Mr. R. Kumar(174M1A0139)	Student	Member
26	Mr. S. Siva Krishna (184M1A0362)	Student	Member
27	Mr. B. Ritheesh Redy(174M1A0310)	Student	Member
28	M.Soni(184M1E0038)	Student	Member
29	O.D.Supraja(184M1E00052)	Student	Member

### Functions:

1. Addressing the senior students about anti-ragging activity and advising II-B.Tech students in particular to be away from such things
2. Monitoring the senior students in inside/outside the college campus by various staff volunteers
3. Displaying of posters about ragging and its consequences at prominent places.



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4. Conduct of meetings for students by inviting judiciary and police officials to educate them in this view point.
5. Organizing to counseling the students by police, judiciary personnel about the ragging and its consequences
6. Informing the freshers about the activities of Anti-ragging Committee suggesting to approach the members of the committee about any issue pertaining to ragging
7. Receiving complaints from freshers about ragging incidents if any and enquiring and informing the authorities about the findings for appropriate action

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## Grievance Redressal Cell

The Grievance Redressal Cell is formed as per the basic requirements of AICTE Act, 1987. The main function of the committee is to address the grievances of the students, faculty and employees and to suggest remedial methods. The Grievances can be submitted physically through complaint boxes or through Online via College website. The Grievance redressal cell helps to promote and maintain conducive environment in the college. This committee ensures transparency in admission, prevention of unfair practices, complaints on discrimination of students based on caste, etc.

The committee is constituted with the following members:

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, student affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M. Satish Reddy	HOD, CE	Member
4	Dr. S. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr.U. Sasikala	HOD,H&S	Member
9	Mrs. R. Sindhu	ECE, Assistant Professor	Member
10	Mr. M. Murali	EEE, Associate Professor	Member
11	Mr. G. Omkar	CIV, Assistant Professor	Member
12	Mr. P. Pavan Kumar Reddy	CSE, Assistant Professor	Member
13	Mr. D. Vinod Kumar	MBA, Associate Professor	Member
14	Mrs. P. Kali Selvi	ME, Assistant Professor	Member
15	Mr. A. Prakash	H&S, Professor	Member
16	M Hemalatha (184M1A0454)	Student	Member
17	M Poojitha (184M1A0456)	Student	Member
18	P Uma Choudary (184M1A0246)	Student	Member
19	S Mounisha (184M1A0248)	Student	Member
20	L Rahul (184M1A0131)	Student	Member
21	K Manohar (184M1A0124)	Student	Member
22	K Deeshita (184M1A0553)	Student	Member
23	G Guna Sindhu (184M1A0523)	Student	Member
24	A Purushotam Reddy (184M1A0309)	Student	Member
25	D K Md Suhel (184M1A0323)	Student	Member

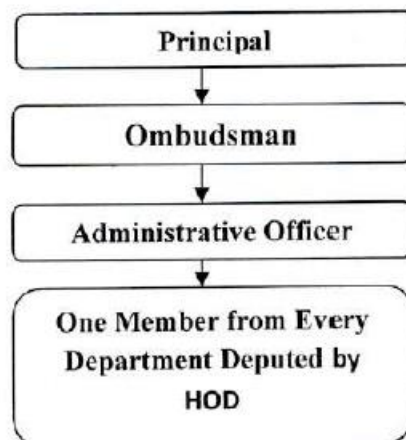
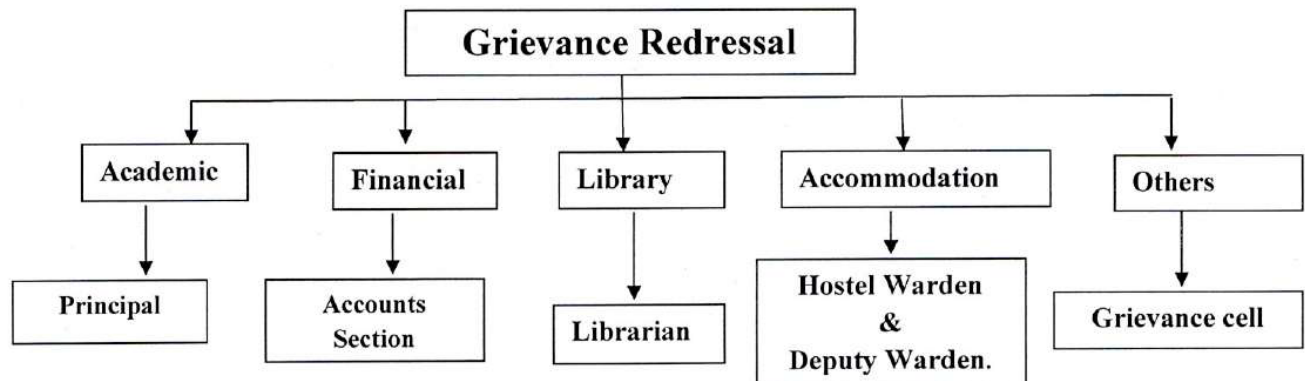


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## Functions:

1. Communicate to all the students, staff of the institute about achievement of the committee
2. Committee receives complaints/grievances from students, faculty members and non-teaching staff members relating to
  - (a) Teaching, Examinations, Evaluations etc.,
  - (b) Amenities, facilities
  - (c) Gender discrimination, ragging, indiscipline
  - (d) Service conditions
3. Conduct of enquiry and reporting to the Management/Principal with the recommendation for
  - (a) Redressal of the grievance
  - (b) Further enquiry if required



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## Alumni Committee

The main function of the committee is to get all VEMUITians connected. To encourage alumni to participate in alumni meets organized. The committee is constituted with the following members:

S. No	Name of the Member	Designation	Role
1	Dr. Naveen kilari	Principal	President
2	Mr. Syed Musthaq	Entrepreneur	Vice-President
3	Mrs. J.V. Pesha	Asst. Professor	Secretary
4	Mr. K. Jaswanth Kumar	Govt. Employee (VRO)	Joint Secretary
5	Mr. V. Umamaheswar Rao	Asst. Professor	Treasurer
6	Mrs. M. Poojitha	Govt. Employee	E.C. Member
7	Mrs. J. Himaja	HR	E.C. member
8	Mr. Palakuru Nobin Kumar	Software Engineer	E.C. Member
9	Mr. K. Bharath	Software Engineer	E.C. Member
10	Dr. N. Sudhakar Reddy	Professor in ECE	Convener

### Functions:

4. Communicate with all the alumni and maintain their profile and data.
5. To organize alumni meets.
6. To arrange interaction programmes with the juniors.
7. To collect feedback from alumni and report the same to the management.
8. To collect information regarding student placements.

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## Library Committee

Library Committee is constituted with the following faculty members and student representatives. The main objective of the committee is to look into the various activities of the Library

S.No	Name	Designation	Role
1	D.V.Sai sireesha	HOD-Dept of H&S	Convener
2	T.Ramachandra Naidu	Librarian	Member
3	J.Chandra babu	Assoc.Professor dept of CSE	Member
4	K.Jayasree	Assist.Professor dept of ECE	Member
5	A.Haritha	Assist.Professor dept of EEE	Member
6	G.Suresh	Assoc.Professor dept of MECH	Member
7	B.Kodandapani	Assist.Professor dept of H&S	Member
8	K.sarumathi	Assist.Professor dept of CE	Member
9	Dr.C.Bhupathi	Assist.Professor dept of MBA	Member
10	B.Prasad	IV CSE	Student Member
11	G.Mounika	IV CSE	Student Member
12	C.V.Madhuri	III CSE	Student Member
13	K.Vishnu	III CSE	Student Member
14	N.Jagadeesh	IV ECE	Student Member
15	B.Balaji	IV ECE	Student Member
16	M.Viany	III ECE	Student Member
17	P.Murali Krishna	III ECE	Student Member
18	R.Raasi	IV EEE	Student Member
19	R.Ajay Kumar	IV EEE	Student Member
20	P.Vasavi	III EEE	Student Member
21	N.Manjunath	III EEE	Student Member
22	M.Mahalakshmi	IV ME	Student Member
23	P.Jayanth	IV ME	Student Member
24	V.Hemanth kumar	III ME	Student Member
25	V.Chandiswar	III ME	Student Member
26	S.Nadhini	IV CE	Student Member
27	Lokanadha Reddy	IV CE	Student Member
28	D.Sruthi	III CE	Student Member
29	K.Manohar	III CE	Student Member
30	M.Harchitha	IIMBA	Student Member
31	D.Lokeswari	IIMBA	Student Member



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## Functions:

1. Maintenance of Digital Library and its Usage
2. Subscribing for the new Journals and renewals for old journals
3. Purchase of text books, Reference Books, NPTEL and other learning material as per the requirement of the departments/ HOD's.
4. Stock verification and annual audits
5. Finalization of yearly Budget, space and furniture requirements, Human resource requirement etc.,
6. Automation of library operations

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## NSS Committee

VEMU IT has a NSS unit, which establishes a meaningful linkage between the campus and community. Many social activities are being organized such as blood donation camps, rain water harvesting, supply of drinking water; green energy etc. on a regular basis every year. The institute takes on other social responsibilities in the form of extension activities organized under NSS flagship. The committee is constituted with the following members:

S.No.	Name	Designation	Role
1	C. Sukumar	Asst. Professor, Dept. of MBA	NSS PO
2	V.Balaji	Asst. Professor, Dept. of CSE	Member
3	Y.Mahesh	Asst. Professor, Dept. of ECE	Member
4	Dr.K.Chaitanya Kumar	Assoc. Professor, Dept. of H&S	Member
5	B.V.Arun Kumar	Asst. Professor, Dept. of EEE	Member
6	M Jeevan Prasad	Asst. Professor, Dept. of ME	Member
7	S Ram Prasad	Asst. Professor, Dept. of CE	Member

### **Functions: Organizing-**

- Blood donation/eye camps
- Rain water harvesting programme
- Clean and green programmes
- Road safety rally
- Cash and material support like blankets, clothes, fruits to orphanages and oldage homes
- Collection of donations for the people affected in natural calamities like floods
- General socio environmental activities
- AIDS awareness programmes
- Supply of drinking water in summer

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## IQAC CELL

This cell is constituted to look after into different academic activities of the institution to suitably advise the Principal on the academic matters.

Sl. No	Name	Designation	Role
1	Dr. Naveen Kilari	Principal	Chairperson
2	Dr. S. Murali Mohan	Professor, Dept. of ECE	Coordinator
3	Dr. M. Satish Reddy	HOD, Dept. of CE	Member
4	Dr. D. Chandra Sekhar	HOD, Dept. of EEE	Member
5	Dr. K.V.N.V.N. Rao	HOD, Dept. of ME	Member
6	Dr. S. Munirathnam	HOD, Dept. of ECE	Member
7	Dr. S. Raj Anand	HOD, Dept. of CSE	Member
8	Dr. U. Sasikala	HOD, Dept. of H&S	Member
9	Dr. C. Sambaiah	HOD, Dept. of MBA	Member
10	Mrs. D. V. Sai Sireesha	Dean, Academics	Member
11	Mr. J. Prabhu Kiran	Training & Placement Officer	Member
12	Dr. A. Hemasekhar	Professor, Dept. of EEE	Member
13	Mrs. P. Nirupama	Assoc. Professor, Dept. of CSE	Member
14	Mr. P. Bhaskar	Asst. Professor, Dept. of ME	Member
15	Mrs. R. Anitha	Administrative Officer	Member
16	Mrs. M. Neelima	Accounts Officer	Member
17	Mr. K. Guruswamy Naidu	Management Nominee	Member
18	Ms. M. Muskhan (184M1A0494)	Student (Female)	Member
19	Mr. G. M. Bhargav (174M1A0532)	Student(Male)	Member
20	Mr. G. Guruswamy Naidu	Local Society Member (Lawyer, Lions Club Member)	Member



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21	Mr. N. Prabhakar Reddy	Parent (Surpanch)	Member
22	Mrs. M. Poojitha	Alumni (Central Govt Employee, NARL)	Member
23	Mr. D. Damodar	Employer / Recruitment Head (CEO, RAVANDS Plastech)	Member

## Functions:

1. To monitor periodically the conducting of Training programs for the faculty members
2. To monitor the faculty development program organized by VEMUIT and encourage the faculty to attend the faculty development programs, seminars, conferences, industrial visits etc.,
3. To monitor the conduct of periodical class tests to the students and their evaluation process
4. To monitor the teaching methodologies adopted by the teachers
5. To suggest the introduction of new courses, industry MOUs etc
6. To monitor the various developmental activities

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## Women Empowerment and Grievance Redressal Committee

The Women Empowerment & Grievance Redressal Committee is formed to raise the status of the women through education and training. By this they will be equipped to make life determining decisions through the different problems in the society. The committee creates a platform where women students will have access to health care, career and safety measures through various programmes. Also as Section-IV of AICTE (Gender sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and students and the redressal of grievances in technical institutions) regulation 2016, the above committee was constituted. This committee identifies and prevents the unfair practices and ensures safety and security of the girl students and other women employees.

S.No.	Name	Designation	Role
1	Dr.U.Sasikala	Associate Prof., Dept. of H&S	Convener
2	Mrs. S Venkata Lakshmi	Assistant Prof., Dept. of CSE	Member
3	Mrs. K.Jayasree	Assistant Prof., Dept. of ECE	Member
4	Mrs. A.Haritha	Assistant Prof., Dept. of EEE	Member
5	Ms.Y.Bhargavi	Assistant Prof., Dept. of ME	Member
6	Ms.K.Sarumathi	Assistant Prof., Dept. of CE	Member
7	Mrs.P.Dhanuja	Assistant Prof., Dept. of H&S	Member
8	Mrs. K.Umera Begum	Assistant Prof., Dept. of MBA	Member
9	Ms.G.Sandhya	Student, IV CE	Member
10	Ms.N.Divya	Student, III CE	Member
11	Ms.R.Sireesha	Student, IV EEE	Member
12	Ms.D.Vanitha	Student, III EEE	Member
13	Ms.K.Mounika	Student, IV ME	Member
14	Ms.B.Sravani	Student, III ME	Member
15	Ms.S. Ayesha	Student, IV ECE	Member
16	Ms.S.Muskan	Student, III ECE	Member
17	Ms.H.Vyshnavi	Student, III CSE	Member
18	Ms.V.Sai Ramya	Student, II CSE	Member
19	Ms.M.Soni	Student, II MBA	Member
20	Ms.S.Charitha	Student, I MBA	Member



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## Functions:

1. Communicate to all the girl students, women staff of the institute about formation of the committee
2. Committee receives complaints/grievances from the girl students, faculty members and non-teaching staff members relating to
  - (e) Gender discrimination, ragging, indiscipline
  - (f) Service conditions
3. Conduct of enquiry and reporting to the Management/Principal with the recommendation for
  - (c) Redressal of the grievance
  - (d) Further enquiry if required
4. The committee also plans and arranges for various programmes related to health, career and safety.

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## Sports Committee

College sports committee is constituted with the following members

S.No	Faculty coordinators	Designation	Role
1.	Mr. J Surya sekhar	Asst. Professor, Dept. of H&S	Convener
2.	Mr. M Vinoth kumar	Asst. Professor, Dept. of CE	Member
3.	Mrs. M Nohitha	Asst. Professor, Dept. of CE	Member
4.	Mr. P Chaitanyatheja	Asst. Professor, Dept. of EEE	Member
5.	Mrs. A Haritha	Asst. Professor, Dept. of EEE	Member
6.	Mr. P Ramu	Asst. Professor, Dept. of ME	Member
7.	Ms. Y Bharavi	Asst. Professor, Dept. of ME	Member
8.	Mr. P H Chandra Mouli	Asst. Professor, Dept. of ECE	Member
9.	Mrs. R Rani	Assoc. Professor, Dept. of ECE	Member
10.	Mr. C Siva balaji	Asst. Professor, Dept. of CSE	Member
11.	Mrs. S Venkata lakshmi	Asst. Professor, Dept. of CSE	Member
12.	Mr. D Vinod Kumar	Asst. Professor, Dept. of MBA	Member
13.	Ms. K Swapna	Asst. Professor, Dept. of MBA	Member
14.	Mr. SK Kareemula,	Asst. Professor, Dept. of H&S	Member
15.	Mrs. P Dhanuja	Asst. Professor, Dept. of H&S	Member
16.	K Rahul Krishna Reddy	184M1A0131(III B. Tech)	Member
17.	P Prem rakesh	194M1A0114(II B. Tech)	Member
18.	A Poojitha	184M1A0202(III B. Tech)	Member
19.	K Sai kumar	194M1A0224(II B. Tech)	Member
20.	K Nikhil Kumar	184M1A0337(III B. Tech)	Member
21.	M Tharun	194M1A0333(II B. Tech)	Member
22.	P Murali	184M1A0479(III B. Tech)	Member
23.	E Bharath	194M1A0426(II B. Tech)	Member
24.	B Anjineyulu	184M1A0508(III B. Tech)	Member
25.	K Pavithra	194M1A0547(II B. Tech)	Member

### Functions:

1. To monitor the preparation and maintenance of play grounds and indoor games facilities.
2. To procure the required quantity of sports material and monitor its usage.
3. To coordinate and organize the sports activities of the institution and to conduct various inter collegiate competitive events at District and State level.
4. To specify the type of events to be conducted, at appropriate occasions
5. To coordinate various events at intuitional level



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6. To identify and impart special training in making best sports men and athletes for national level competitions.

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## Career Guidance Cell

A dedicated Career Guidance Cell is established to guide the students to prospective careers. The following is the constitution of the committee:

S.No.	Name	Designation	Role
1	J.Prabhu Kiran	Placement Officer	Convener
2	V.Geetha	Asst. Professor, Dept. of EEE	Member
3	J Sujatha	Asst. Professor, Dept. of CSE	Member
4	G.Sivakoteswara Rao	Asst. Professor, Dept. of ECE	Member
5	M.Sudharsanam	Asst. Professor, Dept. of ME	Member
6	B.Ramu	Asst. Professor, Dept. of CE	Member
7	I.Venu Gopal	Assoc. Professor, Dept. of MBA	Member

### Functions:

1. Guidance for preparing for competitive & civil service examinations
2. Career Counseling
3. Encourage students to pursue higher studies through TOEFL, GRE, GATE, MS etc.
4. Training in spoken English, Skill Development and arranging different tests and model exams.
5. Organizing guest lectures on different topics
6. IT / Management seminars and group discussions
7. Projects tie-up so for Engg. / MBA / MCA etc. for minor / major projects
8. Material supply to each student for their future plans for different courses
9. Updating Technology through exhibitions and seminars on recent trends and further actions
10. Supply of information to different students with printed material and guidance

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## Training & Placement Cell

This committee is constituted with the following members

S.No.	Name	Designation	Role
1	J.Prabhu Kiran	Placement Officer	Convener
2	V.Geetha	Asst. Professor, Dept. of EEE	Member
3	J Sujatha	Asst. Professor, Dept. of CSE	Member
4	G.Sivakoteswara Rao	Asst. Professor, Dept. of ECE	Member
5	M.Sudharsanam	Asst. Professor, Dept. of ME	Member
6	B.Ramu	Asst. Professor, Dept. of CE	Member
7	I.Venu Gopal	Assoc. Professor, Dept. of MBA	Member

### Functions

1. Inviting reputed corporate companies to the campus to conduct campus recruitment for placements of students
2. Inviting Industry executives to interact with the students on the latest technological developments and the industry requirements
3. Organizing special coaching classes on communication personnel skills by inviting experts from Industry/Premier relevant organizations
4. Maintaining database of students who are eligible for placements
5. Organizing Annual Alumni meet and interaction with students

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## Exam Cell Committee

An Examination Committee is constituted with the following members. This committee periodically meets and monitors the working of the Examination Cell. The examination cell presents the requirements both human resource and annual stationery requirements and the committee recommends the requirements to the management for implementing for a smooth functioning of the cell.

S.No.	Name	Designation	Role
1	Dr.K.Naveen	Principal	Chief Superintendent
2	Mr.G.Lokesh	Associate Professor, Dept. of CSE, Examination cell incharge	Convener
3	Mr.J.Chandra Babu	Associate Professor, CSE	Member
4	Mr.N.Kiran Kumar	Associate Professor, ECE	Member
5	Mr.G.Mallikarjuna	Assistant Professor, EEE	Member
6	Mr.M.Dorababu	Assistant Professor, ME	Member
7	Mr.G.Omkar	Assistant Professor, CE	Member
8	Mr.I.Venu Gopal	Associate Professor, MBA	Member
9	Dr.K.Chaitanya Kumar	Assistant Professor, H&S	Member

### Responsibilities:

1. Preparing schedules for internal and end examinations
2. Conducting Mid Examinations and End Examinations as per Schedules
3. Sending the “Marks award list” to the affiliated university within the time schedule
4. Preparing invigilation schedules in advance for the smooth conduct of Mid/End Examinations
5. Displaying examination related circulars on the notice boards
6. Communicating the circulars to each department
7. Communicating the faculty members through the HODs regarding invigilation, spot valuation, observer duty etc.,
8. Conducting of examinations smoothly

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## Transport committee

VEMU IT is providing subsidized transport facilities to faculty and students respectively. A transport committee is constituted to look after this transport related problems with the following members

S.No.	Name	Designation	Role
1	Dr. G. Ramesh	Assoc. Prof., Dept. of ME	Convener
2	Mr. R. Trinath Reddy	Transport Incharge	Transport supervisor
3	Mr. J. Chandra Babu	Assoc. Prof., Dept. of CSE	Member
4	Mr. N. Kiran Kumar	Asst. Prof., Dept. of ECE	Member
5	Mr. M. Murali	Assoc. Prof., Dept. of EEE	Member
6	Mr. M. Venkatesulu	Assoc. Prof., Dept. of ME	Member
7	Mr. K.M. Devarajulu	Asst. Prof., Dept. of CE	Member
8	Mr. I. Venu Gopal	Asst. Prof., Dept. of MBA	Member
9	Dr. B. Naga Bhushanam	Professor, Dept. of H&S	Member

### Functions:

1. To ensure the proper maintenance, servicing of buses & speed locking periodically & to arrange for well experienced drivers.
2. Instructing the drivers every now and then to be very careful while driving the vehicles.
3. To give necessary instructions to the students for not indulging in un-acceptable behavior especially towards girl students.
4. To prepare route schedules specifying timings.
5. To receive complaints from students/faculty/drivers and take necessary action.

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# VEMU INSTITUTE OF TECHNOLOGY::P.KOTHAKOTA

NEAR PAKALA, CHITTOOR-517112

## Magazine & News Letter Committee

VEMU IT maintains a college newsletter to report various events conducted in the college and technical magazine department wise. To collect and edit the data from students and departments, a magazine and news letter committee is constituted with the following members

S. No	Name of the Member	Designation	Role
1	Dr. K.V.N.V.N Rao	Professor, ME	Convener
2	Mr. P.H. Chandra Mouli	Assistant Professor, ECE	Member
3	Ms Sarumathi K	Assistant Professor, CE	Member
4	Mr.P.Bhanu Prakash	Assistant Professor ,CSE	Member
5	P.Bhaskara	Assistant Professor, ME	Member
6	Mr.B. V. Arun Kumar	Assistant Professor, EEE	Member
7	Mr. C.Bhupati	Associate Professor, MBA	Member
8	Mrs. M. Nirmala	Assistant Professor, H&S	Member

### Functions:

1. Preparing schedules to release newsletters college magazine and technical magazine.
2. Announcing for contribution from students and faculty related to technology and fine arts.
3. Collection of data for newsletter and magazine and screening and scrutinizing the collected material.
4. To take necessary measures to get the magazine and newsletters printed in-time.
5. To collect latest technological advances in evolving technologies and to publish the information in the form of a technical magazines department wise every semester.

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## Hostel committee

The hostel committee is constituted to look in to the hostel related affairs. The following are the committee members

S.No.	Name	Designation	Role
1	Dr.K.V.N.V.N.Rao	HOD, Dept. of ME	Convener & Chief Warden
2	Mrs. Rani	Associate Professor, ECE	Member
3	Mr.K.M.Devarajulu	Assistant Professor, CE	Member
4	Mr.P.Ramesh	Assistant Professor, CSE	Member
5	Miss. V.Geetha	Assistant Professor, EEE	Member
6	Mr.V.Sivaji	Assistant Professor, H&S	Member

### Functions:

1. To allocate rooms to the applicants and to ensure the required furniture in each room.
2. To prepare the mess menu, supervise its implementation and take decisions from time- to-time with regard to alterations.
3. To check frequently the quality of food supplied to the hostellers and take remedial steps.
4. To monitor the cleanliness of rooms, kitchen & dining hall, corridors and toilets.
5. To make frequent surprise visits to assess security and other problems.
6. To receive and resolve student complaints.
7. To monitor the outward movements of the students and inform to parents if found problematic.

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NEAR PAKALA, CHITTOOR-517112

## Canteen committee

A big canteen is maintained in the college campus to cater to the needs of students and staff. A committee is constituted to look after this with the following members

S. No	Name of the Member	Designation	Role
1	Ms.R.Anitha	AO	Convener
2	Mr.V.Sivaji	Associate Professor, Dept. of H&S	Member
3	Ms.S.Lakshmi Priya	Assistant Professor, Dept. of CE	Member
4	Ms.N.Devasena	Assistant Professor, Dept. of EEE	Member
5	Dr.G.Ramesh	Associate Professor, Dept. of ME	Member
6	Ms.R.Sindhu	Assistant Professor, Dept. of ECE	Member
7	Mr.P.Ramesh	Assistant Professor, Dept. of CSE	Member
8	Ms.M.Neelima	Assistant Professor, Dept. of MBA	Member
9	K.Venkatesh	Student, Dept. of CE	Member
10	S.Nandini	Student, Dept. of CE	Member
11	V.Akhil	Student, Dept. of EEE	Member
12	Y.Sushmitha	Student, Dept. of EEE	Member
13	D.Baba Fayaz	Student, Dept. of ME	Member
14	P.Raju	Student, Dept. of ME	Member
15	V.Harish	Student, Dept. of ECE	Member
16	P.Prasanthi	Student, Dept. of ECE	Member
17	S.Siva Reddy	Student, Dept. of CSE	Member
18	K.Kavitha	Student, Dept. of CSE	Member
19	B.Manjunath	Student, Dept. of MBA	Member
20	K.Pallavi	Student, Dept. of MBA	Member

### Functions:

1. To decide the variety of food items, snacks and soft drinks to be available in the canteen at different time intervals.
2. To fix the price of each and every item taking market fluctuation into account.
3. To supervise the quality of food items supplied and to conduct frequent hygienic and quality tests.



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4. To monitor the maintenance, cleanliness of space and utensils.
5. To assess the usage of canteen and provide required facilities.
6. To look into the discipline of students in canteen and take necessary actions when violated the code of conduct.
7. To instruct the canteen manager to take care of proper maintenance and operation.

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## 4. Case Study

The Institute practices the decentralization participative management in organization of national conference “CRATE-2020” on 20<sup>th</sup> and 21<sup>st</sup> of August 2020.

- As a part of quality improvement initiative, all the faculty members, principal together discussed to conduct the national e-conference in the academic year 2020-21 during Covid-19 Lockdown.

- Various committees have been constituted at the institute level and further activities were planned by faculty members as below.

1) **Brochure Preparation and distribution Committee:** The committee roles and responsibilities involve preparing brochure, sending the invitation to the research scholars, faculty members of other institutes for participating in the national conference and sending them through email.

2) **Papers Scrutiny and Printing & Distribution of the conference proceedings committee:** This committee Scrutinizes research papers and approves them. It also involves in Printing of conference proceedings, certificates & any other material and distribution of conference proceeding.

3) **Registration Committee:** This committee maintained the records of registration, maintaining record of total registered participants & certificate distribution etc.

4) **Guest & Speaker Invitation Committee:** The committee members are given autonomy in selecting the guest speaker from relevant sector for the conference. The other responsibilities of the committee members are collecting the Key-note addresses, sharing links with the committee members and after completion of key-note address, sending appreciation letters to the key-note speakers etc.

5) **Technical committee:** The committee members look after the purchase of online flat form for the conference, sharing links for the conference sessions, recording of the sessions and resolving the technical issues may arise during the conference.

6) **Media & Photographs Committee:** This committee plays vital role in capturing the moments of the event to meet the mandatory requirements and sharing them in social media.

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