

CHADALAWADA RAMANAMMA ENGINEERING COLLEGE

CHADALAWADA NAGAR, RENIGUNTA ROAD, TIRUPATI – 517 506

Agenda

1. Review of various activities during 2016-2017 academic year.
2. To constitute and execute the Governing Body, Academic Council and BoS meetings under autonomy
3. Guidelines to strengthen Research/Incubation centre and Centre of excellence
4. Discussion on AQAR (2016-2017) and IQAC to be submitted to NAAC
5. Any other matter with the permission of chair

Minutes of the meeting of the IQAC held on 10-07-2017

1. Dr. S.Mallikarjunaiah, Principal has welcomed all the members of committee and presented agenda of the meeting.
2. Dr. A.Mohan Babu, Director R&D discussed the importance of Constitute the Governing Body, Academic Council and Board of Studies (BoS) meeting under autonomy after receiving the conferment of Autonomous statues for the period of six years i.e 2017-2018 to 2022-2023 from University Grants Commission (UGC), New Delhi.
3. Dr. K.L. Narayana, Director (R&D), KL University, Vijayawada has suggested the following points:

Centre of Excellence and Incubation Centres of the departments should be strengthened by identifying 1 or 2 faculties from each department to undergo training in summer vacation in major area of interest to strengthen the department needs and also suggested to identify at least one area in each department for Research and Development activities. Systematic mechanism should be developed and these activities should be enhanced further.

4. Dr. T.V. Suresh Kumar, Registrar (Academics), MSRIT, Bangalore advised to enter MoU's with Multi National Companies like Infosys, IBM, Wipro and others for campus and industry related programs to fill the gap between the students and industry.

Following are the views and suggestions expressed by members.

Item No:1

Individual Faculty and Department

- Use of any language in classroom other than English has to be avoided

- As a part of Academic plan, each faculty member has to prepare a lesson plan. There should be maximum correlation between this plan and actual delivery of the syllabus. IQAC will prepare a suitable proforma to crosscheck the same
- Faculty members should find out innovative ways to conduct Assignments so that copying can be avoided
- Mentoring is certainly not the filling up of questionnaire. Mentor should have meaningful and informal rapport with the batch of allotted students. The required information should not be filled up in the presence of students
- Each Department should maintain clean ambience. Unwanted notebooks, records, tutorial sheets should be disposed off. It is observed that blank tutorial sheets/ answer sheets are being used by faculty members for various purposes, which has to be avoided.
- Valuation of internal papers should be done more carefully. It is observed that few faculty members are giving marks even without valuation of papers. Any such incident will be viewed very seriously. The evaluated scripts must be shown to the students before finalizing the marks.

Department and Academics

- Each Department should prepare the perfect plan to execute the new initiatives during 2016-17. A review meeting should be conducted at the middle of the academic year.
- The workload of Training and placement coordinator should be reduced (8-10 hrs/wk) so that he/she can concentrate on T&P activities more effectively
- Each Department should encourage the formation of subject wise groups (with sr. faculty as an in charge) to maintain uniform coverage of syllabus and while offering various inputs to the students
- Academic plan presentation by individual faculty member is mandatory before the commencement of the classes
- Practical subject should have problem/application oriented tutorials while theory subject can have objective type of the tutorial
- Department and all functional units should invite alumni students on various occasions
- All Departments should inform to Computational in charge about installation of required software at least one week before the commencement of the semester

- Every Department should allot floor in charge to maintain overall discipline. They must see that: 1) No student should move outside during class work 2) Student should attend the classes immediately after lunch hour (1.50pm) 3) They should follow the time table till 4.20pm
- Each Department should encourage need-based in house projects to be undertaken by the students
- Mini projects can be integrated with major projects
- Special efforts will be taken to improve the result of weak subjects
- Remedial classes should be conducted for the subjects like EDC, Drawing and M-1 by respective Departments
- All equipments in the laboratory must be fully utilized for regular/ additional experiments
- Trial Lab experiments should be conducted in advance if the faculty member handling the respective lab for first/second time or some new experiments are added in to the syllabus
- Internal technical tests can be conducted by each Department

Department, Academics & Functional Units

- Each Department has to conduct Department Advisory Committee (DAC) meeting before the commencement of the academic year (The agenda provided by IQAC should be referred)
- Each functional unit (Library, R&D,IQAC,SAC and T&P) has to conduct Advisory/Coordinator Committee meeting before the commencement of the academic year to prepare the schedule of their activities
- Each Department and functional unit has to conduct monthly meeting of faculty member/ coordinators, the minutes of which has to be maintained.

Item No:2

For the overall growth and in tune with the vision of the college, committees will be constituted as follows:

Governing Body: Structure and Functions

The Governing Body shall be the Principal Executive Body of the institute and in addition to all powers vested in it have the following powers and the related responsibilities to:

1. Manage and administer the revenues and properties of the institute and to conduct all administrative affairs of the institute
2. Create teaching and non-teaching posts, to determine number, qualifications and cadres thereof, as per the guidelines of AICTE/ University Grants Commission
3. Appoint such Professors, Associate Professors, Assistant Professors and other academic posts as may be necessary on the recommendation of the selection committee
4. Lay down the duties and conditions of service of the faculty and staff maintained by the institute, in consultation with the Academic Council
5. Provide for appointment of visiting fellows, visiting Professors and adjunct faculty
6. Grant leave of absence to the Director/ Principal or any other officer of the institute and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence
7. Regulate and enforce discipline among the employees of the institute and to take appropriate disciplinary action, wherever necessary
8. Manage and regulate the finance, accounts, investments, property and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as it may deem fit
9. Entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the institute
10. Select a Logo and to have a common seal for the institute and to provide for the custody and use of such seal
11. Institute fellowships, scholarships, studentships, medals and prizes in accordance with the guidelines of the institute
12. Appoint such committees for such purpose and with such powers as the Governing Body may think fit and to co-opt such persons on these committees as it thinks fit
13. Appoint and fix the remuneration of auditors for the ensuing year
14. Open account or accounts of the institute with any one or more scheduled banks and to operate as per the guidelines of the institute
15. Manage the finances, accounts, moveable and fixed properties and all other administrative affairs of the institute
16. Issue appeals for receiving grants, donations, contributions, gifts, prizes, scholarships, fees and other monies, to give grants and donations, to award prizes, scholarships etc., for carrying out the objectives of the institute
17. Purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institute, and, on such terms and conditions as it may deem fit and proper and to construct or alter and maintain any such buildings or works

18. Transfer or accept transfers of any moveable property on behalf of the institute
19. Advise the Holding Trustees (if any) on matters regarding acquisition, management and disposal of any immovable property on behalf of the institute
20. Create infrastructure facilities such as buildings, premises, furniture, equipment and other facilities required for running the institute
21. Execute in consultation with the Holding Trustees (if any) conveyance, transfer, Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable belonging to the Institute or to be acquired for the purposes of the institute
22. Appoint, in order to execute an instrument or transact any business of the institute, any person as attorney of the institute with such powers as it may deem fit
23. In consultation with the Holding Trustees (if any), to raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as it may think fit and to pay out of the funds of the institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed
24. Invest the funds of the institute or money entrusted to the Institute in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment
25. Maintain a fund to which shall be credited:
 - (a) All monies provided by the Central or State Government / University Grants Commission
 - (b) All fees and other charges received by the Institute
 - (c) All monies received by the institute as grants, gifts, donations, benefactions, bequest or transfers and
 - (d) All monies received by the institute in any other manner or from any other source.
26. Deposit all monies credited to the fund in scheduled banks or to invest them in consultation with the finance committee
27. Maintain proper accounts and other relevant records and prepare annual statements of accounts including the balance-sheet for every previous financial year, in such form as may be prescribed by the regulations / bye-laws
28. Constitute a committee to create facilities and to formulate welfare schemes for the benefit of the teaching, non-teaching and students in such manner and subject to such conditions as may be prescribed by the guidelines of the institute
29. Delegate, all or any of its powers to any committee or sub-committee constituted by it or the Director/Principal of the institute or any other person
30. Establish, on the advice of the Academic Council Divisions and Departments for the academic work and functions of the institute and to allocate areas of study, teaching and research to them
31. Admit the students as per the norms of AICTE/UGC/APSCHE
32. Conduct examinations or tests and declare the results of such examinations and tests to enable the students to get their degrees, diplomas and certificates and other academic titles and distinctions from the affiliating University

33. Maintain and manage hostels for the students of the institute
34. Fix the emoluments and traveling and other allowances of examiners, moderators, tabulator's and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee
35. Recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institute and to rescind such recognition and
36. The Governing Body shall be principal executive body of the institute and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the institute.

Academic Council: Structure and Functions

The Academic Council shall be the principal academic body of the institute and shall, in addition to all other powers and duties vested in it, have the following powers and duties to:

1. Exercise general supervision over the academic work of the institute and to give directions regarding methods of instructions, evaluation or research or improvements in academic standards
2. Promote research within the Institute; acquire reports from time to time
3. Consider matters of academic interest either on its own initiative or at the instance of the Governing Body and to take proper action thereon
4. Make arrangements for the conduct of examinations in conformity with the academic calendar
5. Maintain proper standards of the examinations
6. Recognize diplomas and degrees of universities and other institutions and to determine equivalence with the diplomas and degrees of the institute
7. Prescribe courses of study leading to degrees and diplomas of the institute
8. Appoint examiners, moderators, tabulators and such other personnel for different examinations
9. Suggest measures for departmental co-ordination
10. Make recommendations to the Governing Body on:
 - a. Measures for improvement of standards of teaching, training and research
 - b. Institution of fellowships, traveling fellowships, scholarships, medals, prizes etc,
 - c. Establishment or abolition of departments / centers and

- d. Guidelines covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, free ships, concessions, attendance etc.,
11. Appoint sub-committees to advise on such specific matters as may be referred to it by the Governing Body
 12. Consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Governing Body. as the circumstances on each case may require
 13. Take periodical review of the activities of the departments/centers and to take appropriate action (including making of recommendations to the Governing Body. with a view to maintaining and improving the standards of instruction
 14. Exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and guidelines
 15. Recommend institution of teaching posts - Professors, Assoc. Professors, and Asst. Professors to the Governing Body

Board of studies: Structure and Functions

Structure

Individual Boards of Studies are constituted for each department

The composition of the Board of Studies is as follows:

- Head of the department concerned (Chairman)
- The entire faculty of each department.
- Two experts in the subject from outside the college nominated by the Academic Council.
- One expert nominated by the vice-chancellor from a panel of six recommended by the college Principal.
- One representative from industry/corporate sector/allied area relating to placement.
- One post graduate meritorious nominated by the Principal.

The term of each nominated member is two years. The quorum for the meeting shall be 50% of the total members of the Board of Studies.

Functions

- ¹¹ To propose new courses, prepare syllabi, modify the syllabi and submit to the Academic Council for its approval.
- ¹¹ To advise the Academic Council on all the academic and developmental activities.
- ¹¹ To suggest panel of names to the Academic Council for appointment as examiners.

- ¹¹ Coordinate teaching – learning process, research and other academic activities in the department.
- ¹¹ To Co-opt members from other Boards of Studies or other experts as special invitees whenever required.

The Academic Council may direct the Board of Studies to hold a joint session for deliberations on emerging trends for inclusion in the inter-disciplinary programmes. Whenever the proposals of a Board of Studies include views of other boards, the same may be entertained with the permission of the respective board Chairman.

Other Committees:

For the overall growth and in tune with the vision of the college, committees will be constituted as follows:

Finance Committee

Finance committee will be constituted with the following members to advise the management on all matters relating to the finances and budget of the College.

The finance committee shall have the following responsibilities:

- 1) The annual accounts and financial estimates of the institute shall be placed before the finance committee for consideration and thereafter submitted to the Governing Body together with the comments of the finance committee for approval
- 2) The finance committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed
- 3) No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the finance committee
- 4) To recommend to the Governing Body the creation of all types of posts and
- 5) To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Academic Council.

Examinations and Results Committee

Examination committee is responsible for planning, monitoring and controlling the examination system of CREC.

Examination committee is responsible for implementing examination system which includes getting examination papers prepared, conducting examinations, evaluating

answer scripts, tabulation and announcing the results after approval from Academic Council. The committee shall execute all these activities through the examination cell.

The committee will directly work under the control of the Principal.

Examination committee shall identify all the events related to examinations and make a calendar for the activities and the same is forwarded to the Principal for inclusion of the planning related to examination system in the total plan of the college.

Examination committee shall submit a financial plan for either procurement of the fixed assets or for meeting the operational and maintenance budget related to examination section to the Principal.

Examination section shall draw the advances as per the budgetary sanctions by submitting the separate proposals to finance officer who shall submit such proposals to finance committee. Finance committee after scrutinizing the proposals shall obtain the approval of the Principal and communicate the same to examination committee and the finance officer.

Examination committee shall maintain accounts and submit the expenditure statement on monthly basis to finance officer who will merge the same with central accounts.

Planning, Monitoring and Evaluation Committee

The committee is responsible to the Principal for making available facilities such as Purchases, construction, transport, general amenities, hostel and publications following the norms of approval. The committee shall coordinate with Academic Council, Board of Studies, Controller of Examinations and Finance Committee for providing necessary facilities and The committee shall direct purchase, construction, transport, general amenities, hostel and publications committees and monitor their activities.

Placement and Training committee

Functions:

1. To help the PAT Officer to maintain contacts with alumni.
2. To help the PAT Officer to organize the various processes like written test, group discussion, technical interviews, H R interviews when the companies come to the campus for placement.
3. To organize activities aimed at improving institute - industry - interaction.
4. To coordinate the soft skills training programmes of the respective departments.

Library Committee

Functions:

1. To prepare the lists of books as per the requirement of various departments.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the fine structure for the late returning of books.
4. To suggest the punishments to be awarded for the students violating the guidelines of the library.

Audit, Quality Control and Planning Committee

Functions:

1. Appoint teams for auditing individual departments or operating units and get stock verification conducted.
2. Invite external institute audit team for statutory audit of stock.
3. Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste and discards, general fitness of all equipment and so on.
4. Co-ordinate in the auditing of each department's stock ledgers once in the odd semester by the faculty from other departments and once by the external auditors in the even semester if necessary.
5. Submit compliance reports to the Director.
6. Ensure work papers are adequately documented and audit evidence is sufficient.
7. Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
8. Participate in various committees or task forces geared to policy/procedure development and operational improvements.
9. Supervise and guide staff in support of the college's mission and vision.
10. Planning the expansion and diversification of the institutional activities and preparation of all developmental proposals as per the road-map.
11. Monitoring the physical targets and utilization of funds with respect to all plans and other developmental schemes, preparation of relevant papers for submission of progress reports thereof.
12. To conduct meeting whenever required and discuss relevant issues, in consultation with the Director seeking his approval.

Students' Welfare & Extra Curricular Activities Committee

Functions:

1. To suggest various co-curricular & extracurricular activities to be organized in an academic year.
2. To suggest various improvements for the existing bodies such as ISTE student chapter, IEEE student chapter and Art of Living.
3. To prepare proposals for conducting State level and National level events in co-curricular and extracurricular activities.

Alumni Committee

Functions:

1. Adopt the Alumni Association core values of excellence, lifelong relationships, lifelong learning, inclusiveness and diversity
3. Support a strong relationship between the Alumni Association and current students
4. Assist current students and alumni in career planning, placement and transitions
5. Support the college through an annual gift commensurate with your personal circumstances and encourage other alumni to do the same

Anti-Ragging Committee

Functions:

1. Formed Anti Ragging Committee consisting of senior faculty and headed by Principal.
2. Persons not only from college but also from surrounding areas (i.e. residents and leaders) are also will be participating in Anti-Ragging Activities.
3. Committee has taken steps and allotted duties to all the staff members at almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
4. Committee has taken precautions to avoid ragging activities at other locations like bus stops and given instructions and appointed student volunteers and secret informers at various boarding points.
5. Wide canvassing about anti-ragging, is being done in the forms of flexes, posters and Boards in college premises and surrounding areas where there is a chance of ragging.

6. Grievances & Redressal committee is also made a part of these anti-ragging activities.
7. Many awareness programmes about Anti Ragging will be conducted by Anti Ragging Committee in the form of meetings and PPTs to the senior students, faculty & non-college personnel.

Disciplinary Committee:

Functions:

1. To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So the student should update his/her mobile no. and their parent/guardian mobile number, if changed.
2. To attend all counseling sessions convened by their mentors and should feel free to explain their academic/ personal/ career difficulties and seek their solutions
3. To note that any violence on the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.
4. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said act.
5. Class representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs meetings to their respective classmates.
6. To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.

Sports and Games Committee

Functions:

1. To prepare sports calendar and an action plan to implement the same.
2. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college
3. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.

4. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.
5. To prepare the details of attendance exemption to be given to the students representing college in various sports and games
6. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.

Grievances Redressal Cell:

Grievances Redressal Cell is formed in order to keep the healthy working atmosphere and to uphold the dignity of the college by ensuring strife free atmosphere in the college to promote cordial student to student relationship, student to teacher relationship and staff to staff relations etc. This cell also helps staff, students and parents to record their complaints and solve their problems related to academics, resources and personal grievances.

Woman harassment complaints will be handled by WOMEN'S GRIEVANCE REDRESSAL CELL as per Government guide lines.

Suggestion / complaint boxes have been installed at different places in the college campus in which the students/staff, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics/administration in the college students, parents and staff can lodge a complaint. Students can also lodge Ragging complaint. The person concerned can personally approach and write / e-mail any member of the Cell. They can send email on **crecgrievances@gmail.com** or write an application and submit it to cell convener.

Functions:

1. A grievance redressal committee is formed to look in to the complaints from the aggrieved.
2. Suggestion/ complaint box are provided at office of Principal for students and staff to lodge their complaints/ suggestions.
3. The report of grievance committee is forwarded to Principal for further action
4. The corrective measures are taken and recorded in the register.

Women's Cell

In view of the increasing number of girl students in the campus, Women Grievance Redressal Cell makes every effort to ensure that the girls feel at home. The cell resolves common problems of girl students and also takes up individual cases of

sexual harassment, if any. Ragging in the hostels is totally disallowed, and any adventure in this respect is punishable.

Functions:

1. The cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
2. The cell shall process all the individual complaints and take suitable action thereon in the manner and mode as per the college norms.
3. At least 50% of the members of the cell may be women.
4. At least one of the members of the cell may be a person with a legal background.
5. The cell will provide assistance to the faculty/colleges/institute for taking preventive steps in the matter of gender discrimination and sexual harassment.
6. The cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme court and Government agencies

If you are being harassed, this is what you can do:

- Don't feel a sense of shame. Tell the harasser very clearly that you find his behavior offensive.
- Don't ignore the harassment in the hope that it will stop on its own. Come forward and complain.
- Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain.
- Keep a record of all incidents of sexual harassment in a notebook. If you feel the need to register a formal complaint later, this record will be helpful.

What action can be taken against the offender?

After it has been proven that the offender has indulged in sexual harassment in the work place, an appropriate punitive action would be taken against him irrespective of his status in the institute (staff, faculty, and student). Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, a complaint will be made to the appropriate action in accordance with the law can be taken.

Selection Committees

There will be separate Selection Committees for making recommendations to the Academic Council for appointment to the posts of Professors / Associate / Assistant Professors in the Institute.

The Selection Committees are responsible for selecting qualified, efficient and talented faculty and the selection shall be based on qualifications, experience, research and consultancy achievements and administrative calibre. Due weightage has to be given to emotional intelligence of the candidates while selection.

The Selection Committees shall be constituted with Special Officer, Director/Principal, concerned HOD and subject expert from University/Industry.

In case of non-teaching staff written/skill test shall be conducted for the candidates called for the interview.

Admission Committee

1. Admission committee shall be responsible for all the matters relating to admissions including issue of admission notifications and submission of list of candidates admitted for ratification from the Government for all the programs offered in the institute strictly in accordance with the rules and regulations laid down by the Government / Affiliating University / UGC from time to time
2. The admission committee is required to co-ordinate, execute and monitor all the academic activities relating to I year of all the programs offered in the Institute

Research & Development and Consultancy Committee

R & D and consultancy committee will be responsible for:

- 1) Encouraging research and consultancy among the faculty of the departments
- 2) Organizing the resources to the HODs and research faculty available in the R&D centers
- 3) Submitting report to Dean (R&D, Consultancy and Industry Institute Relations) on the requirement of infrastructural facilities once in a quarter which shall be included in research and consultancy plan after due consideration and deliberation
- 4) Organizing review meetings on the progress of the research projects and consultancy works once in a month and to submit a report to Dean (R&D)
- 5) Interacting with the HODS and the Prof. in-charge (R&D) in fixing the focus areas of the research and consultancy assignments opted by the faculty, breaking the research areas into modules and modules into mini projects, major projects, B. Tech projects and M. Tech projects and

- 6) Developing a research plan based on the proposals of each of the faculty Dean (R&D, Consultancy and IIR)

The following committees will be reconstituted while implementing autonomy.

Purchase Committee

The purchase committee will be responsible for the following activities:

1. The Purchase Committee is primarily responsible to Office in-charge (PME). Procurement of equipment and consumables and entire purchasing process shall be directed by Office in-charge (PME)
2. The requirements of the departments shall be fulfilled through central store
3. All the organizational units shall initiate the procurement of the equipment and consumables through Finance Officer, who after scrutinizing the budgetary provisions shall obtain the clearance of the Office in-charge (PME) and forward the approvals to purchase committee
4. The purchase committee shall follow a purchasing procedure and place purchase orders to the vendors with a copy marked to finance officer. Purchase committee shall receive invoice from the vendors after supplying the material to central stores and submission of delivery challan. Central stores shall get the received materials inspected by competent persons and forward the delivery challan and inspection report to purchase committee and
5. Purchase committee submits all the connected documents to finance officer who makes the payments.

Construction Committee

The construction committee will be entrusted with the following responsibilities:

1. All the organizational units requiring the infrastructural facilities such as buildings, class rooms etc shall submit the requirements to the Principal through the Office in-charge (PME). He shall obtain the financial estimate for the same from the Finance Committee and includes the estimates in the financial plans.
2. After approval the Office in-charge (PME) will direct the construction committee to undertake the proposed constructions
3. The Construction Committee is responsible for getting the plans drawn and obtain the approval of Office in-charge (PME) for making sure that the norms are being followed
4. All the materials to be procured, services to be undertaken shall be planned and scrutinized by the Director (PME) who obtains the approval of the Chairman through Principal
5. The construction committee shall follow a purchasing procedure and place purchase orders to the vendors with a copy marked to finance officer. Purchase committee shall receive invoice from the vendors after supplying

the material to central stores and submission of delivery challan. The central stores in-charge shall get the received materials inspected by competent persons and forward the delivery challan and inspection report to construction committee

6. The committee submits all the connected documents to finance officer who makes the payments and
7. In cases of services, service contracts are entered and placed with the vendors. The copy of service contract shall be sent to finance officer through Office in-charge (PME). The service vendor shall raise the bills as per the service contract after providing the service. The construction committee shall verify the bill and propose the bill for payment to Finance Officer through Director (PME).

Transport Committee

The Transport Committee will be responsible for the following activities:

The Transport Committee shall report to Office in-charge (PME) and plan for the facilities required for organizing transport for faculty, staff and students

The committee shall submit a report to the Principal through Office in-charge (PME) for every six months regarding the adequacy and quality of maintenance of the facility being provided.

The committee is responsible to:

1. Maintain and keep all the buses, mini transport and other vehicles of the College
2. Manage all the transport staff and schedule of operations of all the buses and other vehicles with the approval of Office in-charge (PME)
3. Handle all the statutory bodies, obtaining/renewal of licenses, special permissions and other related matters with the approval of Office in-charge (PME)
4. Handle all student complaints and indiscipline in the college buses and
5. Meet monthly once and submit a report to Office in-charge (PME)

General Amenities Committee

The committee will be responsible for the following activities:

The general amenities of the college are to be managed by General Amenities Committee constituted primarily to ensure proper maintenance and adequacy of the resources from the point of view of students, faculty, parents and guests of the college.

The committee shall plan for the infrastructure facilities related to the central amenities and submit a quarterly report to the Principal through Office in-charge (PME) regarding the adequacy and the quality of maintenance of the facility being provided.

The General Amenities Committee is responsible for the following central amenities:

1. Power and electricity
2. Water
3. Central Communication
4. Medical Services
5. Security
6. Canteen
7. Guest House
8. Stores etc.

Water, electricity, communications will be planned and provided by Construction Committee for the first time and later maintained by Maintenance Department under the supervision and control of General Amenities Committee.

Hostel Committee

The Hostel Committee will entrust with the following responsibilities:

- i. The Hostel Committee shall plan for the infrastructure facilities required for providing hostel facility for girls and boys separately. The hostels are effectively managed through Warden and Staff. The committee shall submit a monthly report to the Principal through Director (PME) relating to the adequacy and quality of maintenance of the following facilities: protected drinking water, kitchen, dining halls, newspapers, telephones, restrooms, fans, lights and power.
- ii. The Hostel Committee is also responsible for ensuring discipline and ambience in the hostels and it shall receive complaints from students regarding facilities and amenities from time to time and forward it to Office in-charge (PME) for redressal

Publication Committee

The Publication Committee will be responsible for:

1. Preparation of students prospectus
2. Preparation of student hand book
3. Publication and circulation of news letter
4. Making and release of advertisements
5. Publicity and promotion by various means

6. Mailing to students, parents and any of the external agencies
7. Coordination for printing and circulation during conferences, workshops, and seminars
8. Making and release of advertisements for recruitment
9. Compiling and grouping of the applications and
10. Arranging call letters and Interviews.

Item No:3

- A separate coordinator Prof.Saikrishna should be nominated for R&D who will take keen interest in R&D activities. Monthly presentation of R&D should be jointly organized by R&D and respective Department
- Central R&D lab should be utilized by respective Departments by allotting expert faculty member to carry out research activity/ project work
- All professors having doctoral degree should write the project in their respective domain and submit it to the specific funding agency
- Publication in standard journal should be Linked with annual increment
- Faculty members who are pursuing Ph.D. should get encouragement in terms of reduced work load, availability of computer system and net connection, sponsorship to attend conferences and paper publication etc. The work being carried out by these members should be reviewed periodically by a committee of experts.

Item No:4

AQAR (2016-2017) and IQAC

- IQAC and AQAR should organize an exclusive training session for in charges of various Departmental responsibilities
- College website has to be redesigned and should be more student friendly
- Each Guest lecture has to be recorded properly. An exclusive person should be recruited for the same
- Exclusive faculty should be recruited at Institute level for better interaction with Industry
- All the proposals, suggestions emerged out of Department presentations and minutes of DAC of each Department along with Budget should be included in agenda of Governing body meeting which has to be conducted before the commencement of the

Academic year

- Feed back coordinators should monitor the online feedback process more effectively.
- Submitting the IIQA to NAAC for cycle-II accreditation.

Dr.A.Mohan Babu, Coordinator proposed vote of thanks.



CHADALAWADA RAMANAMMA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi, Affiliated to JNT University, Anantapur, A.P., Accredited by NAAC with "A" grade)

COMPOSITION OF THE INTERNAL QUALITY ASSUANCE CELL (IQAC)

S.No.	NAME	DESIGNATION	Signature
1.	Dr S.Mallikarjunaiah	Chairman	
2.	Dr L.Ramamurthy	Member	
3.	Dr V.Trimurthulu	Member	
4.	Dr.R.Lokanadham	Member	
5.	Dr C.Anitha	Member	
6.	Dr B.Arunakumari	Member	
7.	Dr. T.V.Suresh Kumar	Member	
8.	Dr K.L.Narayana	Member	
9.	Mrs K.N.Latha	Member	
10.	Mr.P.Jyothi Prasad	Member	
11.	G.Sunil Kumar	Member	
12.	G.Purushotham	Member	
13.	Dr.A.Mohan Babu	Coordinator	



PRINCIPAL

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