

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC

Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Naga, ADB Road, Surampalem - 533 437

Aditya college of Engineering believes the culture of participative management in all academic and non-academic activities. To ensure the participative management and decentralization of governance institute follows committee system for implementation of all its decisions. Various committees are set up with the faculty as coordinators and student representatives. Hereunder various committees at institute level and their functions and institution Organogram are attached.

S. No	Description	Page No.
1	Various committees and their functions at institutional level	1
2	Institute Organogram	17

1. Various committees and their functions at institutional level



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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

The effective leadership is visible in various institutional practices such as decentralization and participative management

Governing Body:

The Governing Body meets once in six months and interacts with industry experts, faculty, students and corporate to understand the improvement areas and raise the level of knowledge delivery at Aditya College of Engineering with the assistance of faculty members and administrators of the Institute. The Chairman, Vice-Chairman and Secretary are the functionaries who take the responsibility of implementing the policy decision of the governing body.

- ✓ Governing body members are required to respect the confidentiality of sensitive information held by the Institute.
- ✓ The Governing body will comply with detailed tendering and purchasing procedures as well as complying with prescribed levels of authority for sanctioning any expenditure.
- ✓ The Members are required to use their reasonable endeavours to attend all governing body meetings.
- ✓ Governing body will guide and monitor the Institute while fulfilling the objectives.
- ✓ All the Institute activities and recommendations of the Academic Committee are reviewed.
- ✓ Governing body approves new courses/programs /certification programs recommended by the Principal.
- ✓ Recruitment process for Teaching/Non-teaching shall be approved by the Governing body with the policies laid down by AICTE/UGC/State Government/University etc.
- ✓ Governing body approves the annual budget of the Institute while considering all the requirements.

Principal:

Principal is responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations of the related authorities. The Principal has the executive powers to administer the academic, non-academic and other functions based on the guidelines prescribed.

The Principal of an Institution should always be honest, fair, objective, supportive, and protective and law abiding. Besides, the following traits are expected from the Principal. He has to

- ✓ Chalk out a policy and plan to execute the vision and mission.
- ✓ Promote industry-institution interaction and inculcate research and development activities.

- ✓ Ensure that the staff and students are aware of rules, policies and procedures lay down by the college and enforce them.
- ✓ Recommend and forward communication to the authorities.
- ✓ Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- ✓ Execute any other qualitative and quantitative work for the welfare of the institution.
- ✓ Empower the staff and the students to reach their maximum potential.
- ✓ Exhibit outstanding strong leadership skills with the high integrity.

Dean (Academics & Administration):

The Dean (Administration & Academics) has a key role to play in all academic matters to tone up the academic performance of all the departments and the overall quality and standards of the students and enriching the skills of the staff members.

- ✓ Assist the Principal in all matters of academic activities.
- ✓ Prepare all reports / documents / write-ups that the institution has to prepare for a specific purpose or help the Principal in all such matters.
- ✓ Responsible in making periodic assessment of Teaching faculty & Staff particularly the new entrants and submit a report with suggestions / remarks to the Principal.
- ✓ Accountable for the academics & the administration of all the departments.
- ✓ Evolves new strategies and action plans, involving the HOD concerned, for the development and the quality improvement of the department.
- ✓ Responsible for computing the manpower requirements as per work load norms of the department along with the HOD and recommend the staff requirement to the Principal on an ongoing basis.
- ✓ Expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside the campus and take appropriate corrective or disciplinary action in consultation with HODs.
- ✓ Monitor the functioning of each department under his control, and act as a strong interface between the Principal and the Head of the department in implementing policies and programs formulated from time to time for improving the quality effectiveness of teaching – learning process.
- ✓ Any other responsibility given by the authorities from time to time.

Head of the Department (HoD): HoD is responsible for the smooth functioning of all the department level activities and responsible for preparing curriculum and strategic plan pertaining to the department.

- ✓ He shall adhere to the Policies and Procedures governed by the Academic committee and ensures quality practices in their departments. Monitors the academic schedule/attendance/syllabus completion/Internal examinations.
- ✓ Monitors the requirements in laboratories and prepares budget proposals for purchase. He conducts regular faculty meetings and submits the minutes of the meeting to the Principal.

Various Committees /Cells /Clubs: Along with GB, for administrative convenience a number of committees/Cells/Clubs have been constituted to look into various aspects of the college administration, development and student & staff affairs. The list of such committees“

is mentioned here under:

S. No	Name of The Body /Cell /Committee Constituted
1	Internal Quality Assurance Cell
2	Academic Administrative Audit Committee
3	Academic Committee
4	Curriculum Committee
5	Admissions Committee
6	Examination Committee
7	Carrier Guidance Cell
8	Industry Institute Partnership Cell
9	Placement & Training Committee
10	Library Committee
11	R & D Committee
12	Entrepreneurship Development Cell
14	Disciplinary Committee
15	Anti-Ragging Committee
16	Women Grievances & Equal Opportunity Cell
17	Grievance Redressal Cell
18	Prevention of Sexual Harassment Cell
19	Counseling Committee
20	Students Council
21	Cultural Committee
22	Sports & Games Committee
23	Student Activity Center (Sac)
24	Alumni Committee
25	Central Purchase Committee
26	Hostel Committee
27	NSS Committee
28	Website Committee
29	Canteen Committee
30	Transport Committee
31	Health Club
32	Eco Club
33	Ethics Committee

Functions & Responsibilities of various committees:

Internal Quality Assurance Cell:

- ✓ Keeping the vision of the institution in view the cell advises on the following issues.
- ✓ Internal Quality Assurance Cell (IQAC) aims at continuous enhancement of quality in teaching-learning process.
- ✓ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- ✓ Optimization and integration of modern methods of teaching, learning and evaluation.
- ✓ Introduction of Add-on Courses.
- ✓ Welfare schemes for staff and students.
- ✓ Research and consultancy.
- ✓ Promotion of culture and Heritage of India.
- ✓ Organizing seminars, conferences and workshops at different levels.
- ✓ Extension and up gradation of Classrooms and Laboratories.

Academic Administrative Audit Committee:

The followings are the duties of the academic committee in order to enhance the efficiency of learning and teaching.

- It plays a key role in the smooth functioning of classes, examinations, other activities like setting up the curriculum, training and placements. The committee's responsibility includes organizing guest lectures by esteemed personalities from the industry, conducting workshops and organizing events - orientation, programmes.
- ✓ To review, advise on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students' learning motivation.
- ✓ To decide the subjects offered and the number of lessons for each form.
- ✓ To review and formulate policies to cater for student diversity.
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promoting different teaching methods.
- ✓ To set up academic reward systems.
- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To enhance teachers' development through holding different professional development activities and orientations.
- ✓ To enhance the teaching efficiency through perfecting the appraisal system.
- ✓ Make regulations regarding the admission of students to different programmers of study in the college keeping in view the policy of the Government.

- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ Recommend to the Governing Body proposals for institution of new programmers of study.
- ✓ Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ✓ Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- ✓ Perform such other functions as may be assigned by the Governing Body.

Academic committee

Academic committee is centralized (Institute level) committee responsible for regulating and implementing different academic activities and it is headed by Convener along with all Heads of the Department and the representative from each department acts as Departmental Academic Coordinator is the member of Academic Committee.

The followings are the duties of the academic committee in order to enhance the efficiency of learning and teaching process.

- ✓ To review advice on and develop policies on assessment for learning, teaching and learning quality.
- ✓ To review and formulate policies to enhance students' learning motivation.
- ✓ To review and advise elective subjects to be offered by the concerned departments.
- ✓ To review and formulate policies to cater for student diversity.
- ✓ To monitor and following up students learning outcomes.
- ✓ To introduce and promote different teaching methods.
- ✓ To set up academic reward systems.
- ✓ To promote academic activities and creating an atmosphere of learning.
- ✓ To record students personal data and other learning experience records systematically to help students pursue further studies or develop their career.
- ✓ To help and support the teachers development through holding different professional development activities and orientations.
- ✓ Issuing the guidelines to the departments to organizing guest lectures by esteemed personalities from the industry and conducting workshops, organizing events for the improvement of the students academics and knowledge.
- ✓ Encouraging and enhancing the teaching efficiency through the appraisal system.
- ✓ Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- ✓ To request the Governing body to encourage the best students with scholarships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- ✓ Perform other functions as may be assigned by the Governing Body.

Curriculum Committee:

Curriculum planning involves effective delivery by providing competence, values, good citizenry skills besides making students develop holistically and capable of leading happy and purposeful life to cater the national goals in tune with Vision and Mission of the college.

The IQAC conducts meetings on Curriculum planning and Delivery in the beginning of every year. Curriculum committee along with Principal and Heads of the Departments (HOD) conducts meetings with to develop strategies for implementation of the curriculum. Each department head conducts departmental meeting before the class work commencement and prepares the academic calendar as per the schedule given by the university along with other activities like conduction of Seminars, Industrial visits, Guest lectures and Workshops. HOD will conduct meeting and allocate the subjects based on various parameters like experience, area of specialization and previous result analysis of the subject. Faculty prepares course files which consist of different parameters. Academic Audit committee will audit the course files.

Curriculum delivery:

College implements the lecture delivery by chalk and talk, power point presentations, video lectures/ NPTEL, animated videos, case studies, quiz, study tours, industrial visits.

College conducts Induction program and bridge courses for 1st year students to help them to understand fundamental concepts in their respective program. Various training and certification programs, add-on courses etc. are conducted to 2nd, 3rd and 4th year students to make them industry ready. Faculty maintain the course register for

both theory and lab classes which consists of syllabus, session planner, daily attendance, lecture diary, weekly self-appraisal, result analysis which ensures number of periods, topics covered, etc.

The curriculum gaps bridged through delivery in the form of content beyond Syllabus and covered during regular classes, Guest Lectures and Workshops. Every fortnight syllabus completion status should be submitted by every faculty.

Admissions Committee

The Admissions Committee is constituted to decide on the Admission related matters of the College.

- ✓ Gathering Information about the process of Admission.
- ✓ Reviewing and developing admissions policy and practice.
- ✓ Notifying the seats available in various disciplines, Fee Structure, Commencement of admission and the last date.
 - ✓ The admissions committee tracks the success of the admissions process each year by maintaining a database of pertinent information on the applicants.
 - ✓ Provide guidance and counseling to parent and students who seek admission.

Examination committee:

The Examination committee is an apex body of the Institute which is headed by the Examinations In charge.

The main function of this Committee is to carry out examinations, publish results and award certificates (provided by the University) to the students who pass the final examinations.

Functions and Responsibilities:

- ✓ To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.
- ✓ Set principles and guidelines for exam policy
- ✓ To notify the schedules of examination to the faculty and students well in advance to prepare themselves for the examinations.
- ✓ Preparation of smooth conduct of Examinations, preparation of time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- ✓ Assigning the duty to staff properly during examination as per duty chart
- ✓ To take decision on malpractice cases and award punishments as per the university regulations
- ✓ To facilitate the departments for smooth conduction of practical examination and submitting the attendance sheets and awarded marks sheets in closed envelopes duly signed by the examiners to the university.

IIPC (Industry Institute Partnership Cell):**Functions & Responsibilities:**

- ✓ To develop of a strong technical workforce that would bridge the gap between industry requirements and academic orientation.
- ✓ To offer courses on the latest developments in engineering and technology to practitioners.
- ✓ To encourage industry and organizations for placement and training of students in industries.
- ✓ To conduct industrial training and industrial visit for the students and faculty.
- ✓ Motivate the young executives to become successful entrepreneur.

Placement and training committee: Functions and Responsibilities:

The Placement & Training Committee shall be primarily responsible for the activities related with campus placements. The responsibilities and functions shall include (but not limited to) the followings. To build confidence in students and develop right attitude in them

- ✓ Organize Various Training Programs to train the students in the areas of Quantitative Aptitude, Logical Reasoning and Verbal reasoning through the reputed external training organizations and in-house trainers.
- ✓ To plan and implement a mechanism for organizing various placement activities so as to provide placements to all the eligible candidates.
- ✓ To device and implement mechanism to liaison with good companies for recruitment of the

students.

- ✓ To organize pool campus drive in campus or off campus.
- ✓ To work out and execute any other activity related with the placement of the students.

Library committee:

The Library Committee provides a forum for open discussion of matters relating to the library and its services.

The Committee will look into the matters relating to library such as procurement or adding up of titles, volumes, learning resources such as e-journals, e-learning material for the college for the academic year.

Functions and Responsibilities:

- ✓ To frame general rules for the management of the library.
- ✓ To prepare annual budget estimated of the library for submission to the academic Committee.
- ✓ To allocate funds, from the sanctioned annual budget of the library, to the Department and Centre of Studies for the purchase of books, journals, and periodicals.
- ✓ It invites the requirements from all the departments based on revisions in curriculum as well as students through a requirement register available in the Central Library and in the form of feedback.

Entrepreneurship Development Cell (EDC): Functions and Responsibilities:

- ✓ To promote entrepreneurship culture among the students by organizing entrepreneurship awareness programs
- ✓ Guide and assist potential entrepreneurs in the process of setting up, growing and managing the new venture
- ✓ To create awareness on entrepreneurship among the students.
- ✓ To device and implement a mechanism for creating awareness on Intellectual Property Rights (IPR) by motivating student and faculties, organizing workshops / seminars on the same.
- ✓ To device and implement a mechanism for patenting of the products or innovations and securing the prototypes/processes/products under intellectual property rights.
- ✓ To provide a platform for interaction with entrepreneurs.
- ✓ Motivate students to develop their own start-ups.

Anti-Ragging Committee

Anti – Ragging committee is one of the key committee that will be involved in designing strategies and action plan for curbing the Menace of Ragging in the institute by adopting an array of activities.

Functions & Responsibilities:

- ✓ Displaying the charts and other material stating evil nature, punishment of Ragging and also student's discipline.
- ✓ Ensuring compliance with the provision of UGC regulation 2009 at the institute level

- ✓ Appoint Anti-Ragging Squads in the institution monitor and oversee the performance of Anti-Ragging Squads in prevention of ragging in the institution creation of cordial atmosphere.
- ✓ To take appropriate action in case an incident of ragging is reported by Anti-Ragging Squad of the institute in case of need, reporting to the nearest police station

Anti-Ragging Committee--- Action Procedure

- a. Anti-Ragging Squad will immediately inquire and report any incidence of ragging or abetment of ragging noticed by them immediately to the head of the institute and also to the Anti-Ragging Committee
- b. Immediate action as per the situation will be taken by the Institute Anti Ragging Committee which may include:
 - i. Immediate suspension of involved students
 - ii. Sending reinforcements or any help if required.
 - iii. Forwarding the report of the incident to the Anti-Ragging Committee of the University.
- c. The Anti-Ragging Committee will examine the report and recommend appropriate punishment to University Anti Ragging Committee for approval (Reporting of the matter to the Civil Police or District Administration or lodging of complaint/FIR will not be done without the approval of University Anti Ragging Committee).
- d. If any incident, even minor is reported, in addition to action taken with regard to that incidence the anti-Ragging measures will be reviewed and strengthened with immediate effect.

Disciplinary Committee:

Disciplinary Committee consists of Senior Faculty members, drawn from all the departments.

Observance of General Discipline:

- ✓ In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated: Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of Any such act is liable for suspension, Dismissal and Penal Punishment.
- ✓ Students should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
- ✓ Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
- ✓ Students should not possess Mobile phones in the premises of college campus. If found, will be ceased and penalized.
- ✓ Students should wear I.D. Card as long as they are in the college campus.
- ✓ During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
- ✓ Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use dust bins.

- ✓ Students should maintain decency and decorum in the class room
- ✓ Students should not slink or mess up others items/cash/books/calculators etc., in the class room and college.
- ✓ Students are strictly instructed to follow the above listed Rules and Regulations. Any violation in the General Discipline is liable for punishment (such as Suspension from attending college/ Rustication ...etc) as decided by the Principal based on the recommendations made by the Disciplinary Committee. There lies the responsibilities of the students to safeguard the image and reputation of the college, in their own interests.
- ✓ Dress Code: The following “DRESS CODE” is to be observed in the college premises.
- ✓ The boy student should attend the college only with College Uniform „Formal dress with tuck-in and shoes“. The girl student should attend the college with College Uniform “Chudidhar” and “Dupatta”.
- ✓ The foreign national study in this college should follow Formal Dress Code.

Central Purchase Committee:

- ✓ To take indents from the departments/committees/ faculties etc against requirement.
- ✓ To supervise all the purchases made in the campus.
- ✓ To analyze quotations provided by the logistics department, and provide recommendation for approval by the person having delegated powers.
- ✓ To request technical input from relevant staff as required.
- ✓ To ensure proportionality, transparency, accountability and fairness in the procurement process
- ✓ To frame necessary guidelines to exercise its powers judiciously.

Transport Committee:

- ✓ To allot seats for students and faculty in concerned routes and display of list of faculty and students
- ✓ To take necessary steps for prevention of un-authorized boarders
- ✓ To recommend management for additional transport facilities
- ✓ To review the operation of vehicle in all routes
- ✓ To review the maintenance of transport vehicles

Grievance and Redressal Committee:

The main objective of the Grievance Redressal Committee is to provide simple, smooth and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a compatible atmosphere at institution level.

The committee proactively gives an opportunity to everyone in ACE to be listened to so that any feeling of injustice is sorted out promptly.

Functions & Responsibilities:

- ✓ The function of the cell is to look into the complaints lodged by any student/faculty, and

judge its merit. The Grievance cell is also empowered to look into matters of harassment.

- ✓ Anyone with a genuine grievance may approach the department members in person, or in consultation with the class in-charge.
- ✓ In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box which are placed at different locations in the institution. The cases will be attended promptly on receipt of written grievances from the students/faculty. The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- ✓ Use positive, friendly ways to resolve the crisis than punitive steps, which disturb the system
- ✓ Reassure them that the authorities will be acting impartially and will try to resolve the matter as amicably as possible.
- ✓ The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell
- ✓ The cell formally will review all cases and will prepare statistical reports about the number of cases received. The cell will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Hostel Committee:

Functions & Responsibilities:

- ✓ At the beginning of the academic session the entire data regarding the number of students staying in boys and girls hostel to be obtained for the smooth functioning of the college.
- ✓ Conduct sudden visits to the messes and hostels at regular intervals to find out the living conditions, mess facilities etc.
- ✓ Conduct meeting with the inmates of both the hostels and have a detailed discussion regarding their accommodation, messing etc.
- ✓ In case of any serious drawback report the matter to the management.

Women grievances & equal opportunity cell: Functions & Responsibilities:

- ✓ To enquire the Complaints received from the female students or staff of the College.
- ✓ To deal with the issues of Gender based violence
- ✓ To conduct various gender sensitization programmes
- ✓ To pay Special Attention on ragging/exploitation related issues.

Career guidance cell: Functions and Responsibilities:

- ✓ To create awareness among the students about latest trends & needs of Government & Private Sector.
- ✓ To prepare the students to overcome challenges of the corporate world.
- ✓ To give training and guidance to students on career related matters and assist them in exploring new opportunities
- ✓ To activate resources for needy students to apply jobs

- ✓ To invite companies to interact with students

Research & Development committee:

Research and Development cell has been formed on the recognition of the fact that pioneering research and technological innovations will be critical drivers for the nation's sustained economic growth,

It will facilitate the interchange of information, establishment of standards, new techniques and fresh approaches to old problems. The R&D Committee shall focus on providing an atmosphere conducive to research and development for faculty and students.

Functions & Responsibilities:

- ✓ To inculcate the concept of research among students & staff by arranging paper presentation competitions
- ✓ To organize Short Term Training Programs and workshops regarding Research.
- ✓ To support the faculty for writing quality research papers, patents and books
- ✓ To provide research atmosphere in the college.
- ✓ To arrange talks and interactions by eminent personalities from industry, R&D organizations, Institutions of repute; for the better understanding of research methodology and practices currently followed.
- ✓ To help the faculty in submitting the proposals to AICTE, DST/Non Govt. organizations

Alumni committee: Functions and Responsibilities:

- ✓ To plan and implement a mechanism for alumni feedback and suggestions from as well as schedule and execute Alumni meet.
- ✓ Support a strong relationship between alumni association and current students
- ✓ To organize interactive sessions with alumni to current students and assist current students and alumni in career planning, placement and transitions.
- ✓ The committee also tracks and highlights the achievements and successes of alumni so as to provide impetus to the institute and its students.

Cultural committee:

Functions and Responsibilities:

- ✓ To plan and schedule cultural events for the academic year.
- ✓ To prepare budget for all cultural events and take necessary steps for its approval.
- ✓ To promote and arrange extracurricular activities to bring out the talents of students in performing arts.
- ✓ To obtain formal permission from the College authorities to arrange program.

Sports and Games Committee: Functions and Responsibilities:

- ✓ To recommend to principal to provide facilities for indoor and outdoor games
- ✓ To finalize annual calendar of internal and external sports activities

- ✓ Prepare budget for proposed activities
- ✓ Provide necessary training to the students in different sports activities.
- Selection of teams to represent college in intercollegiate tournaments and intramural tournaments.

NSS Committee:

- Motivate, recruit and select students for NSS work

Functions and Responsibilities:

- ✓ To create awareness regarding social service among the students and other members of the college community.
- ✓ To organize orientation programs for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme
- ✓ To select service projects on the basis of utility and feasibility
- ✓ To ensure cooperation and coordination of community agencies, government departments and non-governmental agencies.

Building & works committee:

- ✓ To devise and implement a mechanism for infrastructure development & maintenance of existing as well as new infrastructure especially the buildings for instructions, amenities and administration.
- ✓ To work out and execute any other activity related with the buildings & works of the institute. The ultimate objective shall be to provide state-of-art buildings and infrastructure for an ever-evolving academically ambient environment.
- ✓ Review and approve all contract documents prior to bidding and start of construction.

Student activity center (SAC)

- ✓ To complement the academic experience of the students with extra-curricular programs that promotes social and personal development.
- ✓ To advise and assist the student groups in planning various programs.
- ✓ To provide as a recreational activity for the students to relax during free time
- ✓ To ensure overall development of every student.

Website Committee:

- ✓ To administer data acquisition process, maintenance of the institute's website with regards to all activities related to domain & hosting.
- ✓ To administer regular updates to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website.
- ✓ To collect information & data reports from various academic department & internal bodies like library, NCC, NSS, Training & Placement, Sports, Women Empowerment Cell etc. at regular intervals for necessary and timely updates of the site.

Magazine Committee:

- ✓ To communicate periodically with the Editor of the College Magazine committee and discuss issues of policies and finances.
- ✓ To publish college magazine
- ✓ To maintain a record of all interactions with the publications members
- ✓ To select the best articles and publish in the magazine.
- ✓ To record the achievements of students and congratulate them for their hardwork. It also publishes the information on the activities of the college.

Counseling committee:

- ✓ To resolve day to day academic problems of the student
- ✓ To monitor the students regularity & discipline
- ✓ To enable the parents to know about the performance & regularity of their wards.
- ✓ To monitor periodically progress of students in all aspects & ensure their wellbeing
- ✓ Identify the students with problems avoid the distress situation
- ✓ To train the students in self-control of emotions
- ✓ Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc.

Prevention of sexual harassment cell:

- ✓ To provide an environment free of gender-based discrimination
- ✓ To deal with cases of discrimination and sexual harassment in a time bound manner, aiming at ensuring support services to the victimized
- ✓ To facilitate a safe environment that is free of sexual harassment
- ✓ Receive and redress complaints received from any member of the College (including students, research scholars, staff, hostel residents) alleging sexual harassment by another member(s) of the College.
- ✓ Conduct formal inquiry and investigate and take decisions upon each complaint and recommend appropriate punishment or action to be taken, by the appropriate authority, in each instance.
- ✓ Ensure that all information pertaining either to complaints registered and the proceedings and findings of any inquiries and/or investigations are kept strictly confidential.

ECO club:

- ✓ To empower students to participate and take up meaningful environmental activities and projects
- ✓ To maintain cleanliness in and around the college campus.
- ✓ To protect planet Earth by creating environment awareness
- ✓ To motivate students to work in an environment friendly manner which includes use of LPG, paper bag, Gas pipe line, save electricity.
- ✓ Sensitize the students to minimize the use of polluting products.
- ✓ Organize tree plantation programs, awareness programs and educate students about re-use of waste material & preparation of products out of waste.

Health club:

- ✓ To provide students with knowledge, skills, capacities, values and the enthusiasm to mould a healthy lifestyle into adulthood.
- ✓ To organize Awareness drives in which students are sensitized towards cleanliness.
- ✓ Imparting information about various diseases prevailing in a particular duration of year and various preventive steps.
- ✓ To create awareness of physical fitness which an important component of wellness.

Ethics committee:

- ✓ Propose the Code of Ethics for the Institution.
- ✓ Organize ways to communicate the Code of Ethics to all staff and students and enhance its understanding.
- ✓ Report breaches of Code of Ethics or non-compliance of ethical practices amongst students, faculty and staff to the Principal.
- ✓ Formulate policies for corrective actions.
- ✓ Coordinate the periodic revision of the Code of Ethics and related implementation mechanisms.



Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALEM-533 437

2. Institution Organogram

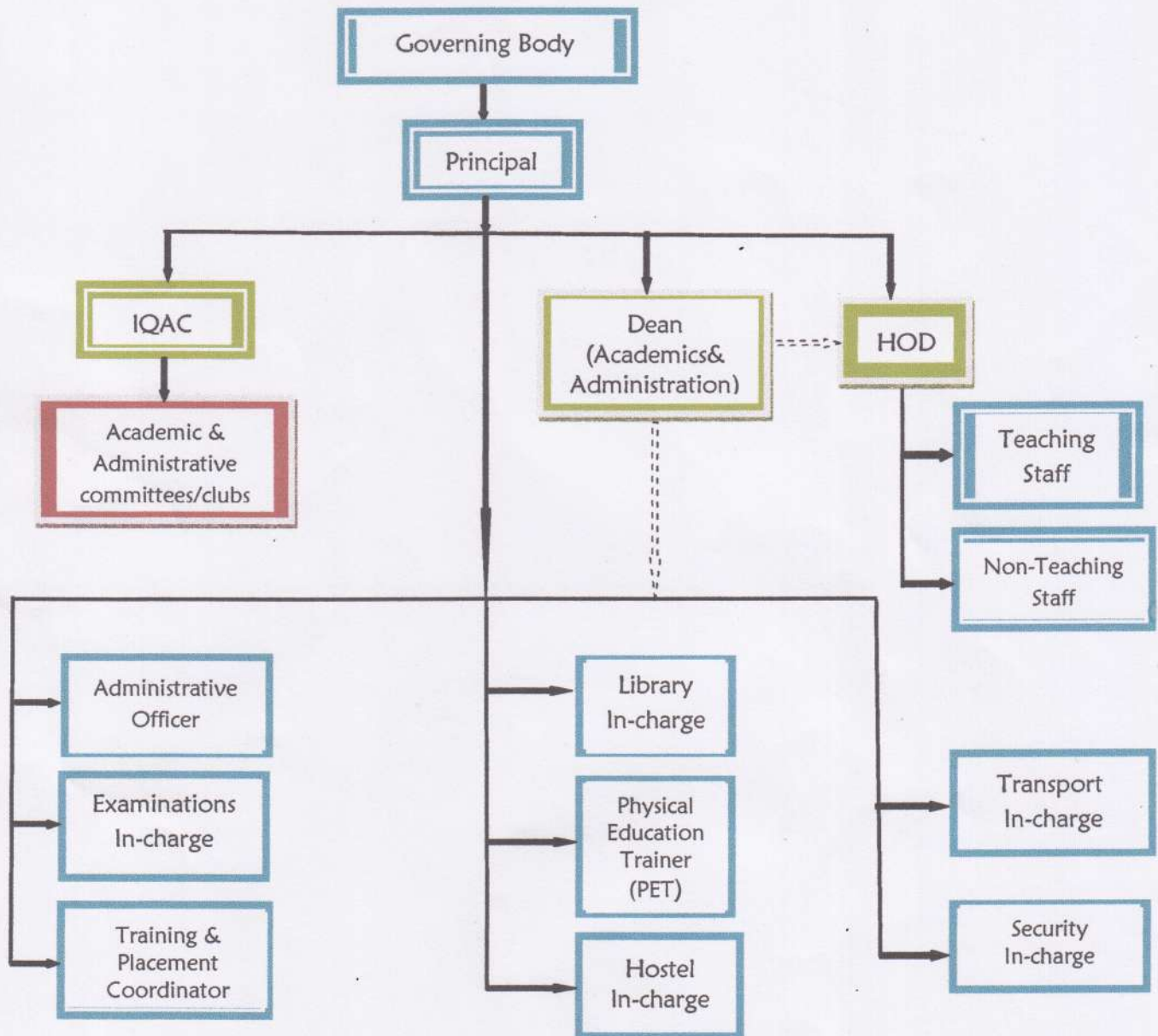



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