



# **SIDDHARTHA**

## **ACADEMY OF HIGHER EDUCATION**

An Institution **DEEMED TO BE UNIVERSITY**  
(Under Section 3 of UGC Act, 1956)

# **GOVERNANCE**



## **Preamble**

Siddhartha Academy of Higher Education, an Institution Deemed to be a University, is committed to fostering academic excellence, research, and innovation across various disciplines, including Science, Engineering, Technology, Law, Management, Arts, Commerce, and Humanities. The institution aims to:

- Establish Centres of Excellence and Research Hubs that promote advanced learning, innovation, and research-driven education.
- Cultivate globally competent professionals by providing efficient faculty, cutting-edge infrastructure, and modern teaching methodologies.
- Nurture well-rounded individuals with strong emotional and psychological resilience, social consciousness, and problem-solving abilities to address real-world challenges.
- Serve as a catalyst for community development through education and research.

## **Objectives**

Siddhartha Academy of Higher Education strives to:

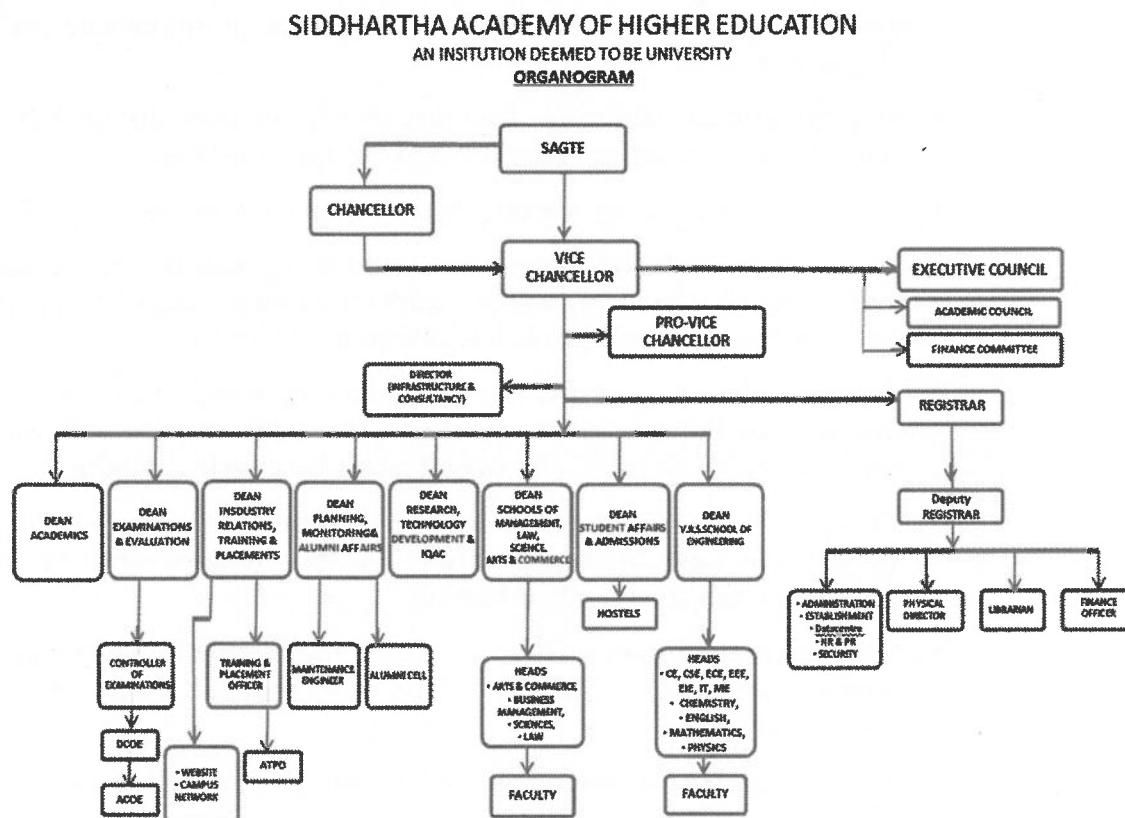
- Provide for higher education leading to excellence and innovations in the branches of knowledge, primarily at undergraduate, post-graduate, and research degree levels.
- Engage in interdisciplinary, multidisciplinary, or trans disciplinary teaching and research in addition to domain-specific specialisations.
- Provide for high-quality teaching & research recognised nationally & globally.
- Focus on research and innovation by setting up start-up incubation centres, technology development centres, centres in frontier areas of research, greater industry-academic linkages & interdisciplinary research.
- Provide a flexible and innovative curriculum, which includes credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based education by adopting NEP 2020.
- Promote student holistic development, identify and sensitise a pool of qualified, professional, and motivated faculty in the areas of teaching, research, innovation, and community extension.
- Encourage the spirit of service to society through socially responsive teaching, learning, research, extension, outreach programs, and field work for social transformation.
- Develop robust academic, administrative, and physical infrastructure to support the institution's vision while recruiting skilled professionals to strengthen its mission.
- Generate and manage financial resources, including donations and fees, to sustain institutional development and fulfil its educational objectives.

Siddhartha Academy of Higher Education remains steadfast in its mission to empower individuals, foster intellectual growth, and make a lasting impact on society through education, research, and innovation.

Good governance is a set of responsibilities and procedures exercised by an institution to provide strategic direction and ensure educational objectives are met through effective and efficient use of resources, accountability, and participation of stakeholders in decision-making.

The governance structure of Siddhartha Academy of Higher Education, An Institution Deemed to be a University, includes all functionaries such as Chancellor, Vice Chancellor, Pro Vice Chancellor, Registrar, Director, Deans, and HODs for effective functioning under three key bodies: the Executive Council, the Academic Council, and the Finance Committee. The Executive Council, headed by the Vice Chancellor, is the highest governing body, responsible for overseeing the institution's administration and executive functions. The Academic Council serves as the principal academic body, coordinating academic policies and ensuring adherence to academic standards. The Finance Committee oversees the financial management of the institution; the roles and responsibilities of these bodies have been laid down holistically for easy reference. Together, these bodies ensure balanced governance, guiding the academic, administrative, and financial operations of the institution. The following organogram illustrates the governance structure.

## 1.1. Organogram



The administration of the University has several Committees in place, in addition to statutory and other committees, to continuously monitor the academic, financial, and administrative activities of the Institution. The Institution has various academic and administrative committees to ensure good governance, transparency, and accountability in the process of administration.

The constitution of these committees is based on the guidelines given by UGC/AICTE, and the committees comprise key stakeholders, including government,

administrators, faculty, staff, industry, employers, alumni, and current students. The diversity in the composition of committees helps in making pragmatic decisions.

**1.1.1. The committees are classified into the following groups:**

- **Statutory Committees**
- **Non-Statutory Committees**

This document provides information on the Composition, Functions, Term, Meetings, Quorum, and Responsibilities of all the committees. The governance committees in place are as follows:

**1.1.2. Statutory Committees**

Statutory Committees are the Executive Council (EC), the Academic Council (AC), the Finance Committee (FC), and the Board of Studies (BOS), which make policies on Academics, Financial, Infrastructural, Research, and Development by steering all, including the Student and Faculty, for the all-round development of the Deemed to be University.

**1.2. Executive Council**

The highest governing body of the Institution, deemed to be a university, shall be the Executive Council, to be headed by the Vice Chancellor and consisting of not less than ten and not more than thirteen members.

The Executive Council shall be the principal executive body of the institution, deemed to be a university.

**1.2.1. The composition of the Executive Council shall be as follows**

- Vice Chancellor Chairperson.
- Pro Vice Chancellor (wherever applicable).
- Two members from amongst the Deans of schools of studies, by rotation, according to seniority, to be appointed by the Vice Chancellor.
- One Professor, who is not a dean, is appointed by the Vice Chancellor, on a rotating basis.
- One Associate Professor, by rotation, to be appointed by the Vice Chancellor.
- One Assistant Professor, by rotation, to be appointed by the Vice Chancellor.
- UGC Nominee.
- Up to four nominees of the Sponsoring body and
- The Registrar, who shall be the ex officio Secretary of the Executive Council.

**1.2.2. Tenure of the members of the Executive Council**

- All the members of the Executive Council, other than the Vice Chancellor and Pro Vice Chancellor, shall hold office for a term of three years, and in the case of Deans, the term shall be three years or until they hold the office of Dean, whichever is earlier.

- Members of the Executive Council appointed by the Vice Chancellor from Professor, Associate Professor, and Assistant Professor categories shall hold office for a period of one year or till such time they cease to be teachers of the University, whichever is earlier.

### **1.2.3. Powers and Functions of Executive Council**

- The Executive Council shall have the power of management and administration of the institution, deemed to be a University.
- The Executive Council shall be the final decision-making body of the institution, deemed to be University, in respect of every matter of the institution, deemed to be University, including academic, administrative, personnel, financial, and developmental matters.
- Subject to the provisions of these regulations and the rules of the institution, deemed to be University, the Executive Council shall, in addition to all other powers vested in it, have the following powers, namely.
  - To appoint Professors, Associate Professors, Assistant Professors, and other Academic staff, including Chairs, as may be necessary, on the recommendation of the Selection Committee constituted for the said purpose, and to fill up temporary vacancies therein.
  - To regulate and enforce discipline amongst the employees of the institution in accordance with the rules of the institution, which is deemed to be a University.
  - To provide for the appointment of Visiting Professors, Emeritus Professors, Professor of Practice, Consultants, Scholars, etc., and determine the terms and conditions of such appointments.
  - To exercise such other powers and perform such other duties as may be conferred or imposed on it by the rules and regulations of the institution deemed to be University.
  - To make rules and regulations for the institution deemed to be University.

### **1.2.4. Meetings of Executive Council**

- The Executive Council shall meet at least four times a year (minimum two in one semester), with not less than seven days' prior notice given before every meeting of the Executive Council, and emergency meetings may be convened at a shorter notice, for reasons to be recorded in writing for such emergency meeting.
- One-third of the total number of members of the Executive Council shall form the quorum for the meeting.
- In the absence of the Vice Chancellor, the Pro Vice Chancellor shall preside over the meeting; and where there is no Pro Vice Chancellor in an institution deemed to be a University, a member chosen by the other members of the Executive Council present at the meeting shall preside over the meeting.
- Every member of the Executive Council, including the Chairperson, shall have one vote, and the decisions at the meetings of the Executive Council shall be

taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.

- Any business, which may be urgent in nature, may be carried out by circulation amongst its members.
- A copy of the minutes of each meeting shall be furnished to the Chancellor of the institution deemed to be the University as soon as possible after the convening of the meeting.

#### **1.2.5. Termination of Membership**

Suppose a member other than the Vice Chancellor and those representing the teachers accepts a full-time appointment in the institution deemed to be University or fails to attend three consecutive meetings of the Executive Council, without proper leave of absence. In that case, such member shall cease to be a member of the Executive Council.

#### **1.2.6. Delegation of powers of the Executive Council**

The Executive Council may, by a resolution, delegate to the Vice Chancellor or any other officer or faculty or to a Committee of officers or faculties of the institution deemed to be University, such powers as it may deem fit, subject to the condition that the action taken by the Vice Chancellor or the officer or faculty or the Committee in the exercise of the powers so delegated, shall be reported at the next meeting of the Executive Council.

**Other Authorities of the institution deemed to be University.**

### **1.3. Academic Council**

The Academic Council shall be the principal academic body of the Institution Deemed to be University. It shall, subject to the provisions of the Rules of the Institution Deemed to be University, Coordinate and exercise general supervision over the academic policy of the Institution Deemed to be University.

#### **1.3.1. Composition of the Academic Council shall be as follows**

- Vice Chancellor – Chairperson.
- Pro Vice Chancellor (wherever applicable).
- Deans of the Schools and Heads of the Departments/Centres.
- Up to Ten Professors (excluding those who are Deans of Schools & Heads of Departments / Centres) based on seniority and rotation to be nominated by the Vice-Chancellor, giving due regard to representation of different Schools / Departments / Centres.
- Up to five Associate Professors from Departments / Centres other than the Heads of the Departments / Centres, by rotation according to seniority, to be appointed by the Vice Chancellor.
- Up to five Assistant Professors from Departments / Centres other than the Heads of the Departments / Centres, by rotation according to seniority, to be appointed by the Vice Chancellor.
- Six persons of repute from amongst educationists or experts for their specialised knowledge, who are not in the service of the Institution Deemed to be University, nominated by the Vice Chancellor.

- The Registrar, who shall be the ex officio Secretary of the Academic Council.

#### **1.3.2. Tenure**

The representation of different categories shall be through rotation and not through an election. The term of members, other than the Ex officio members, shall be three years. The Controller of Examination shall be the permanent invitee to the meetings of the Academic Council.



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

Subject to the provisions of these regulations and rules of the institution deemed to be University, the Academic Council shall, in addition to all other powers vested in it, have the following powers, namely.

- To exercise general supervision over the academic policies of the institution, and to give directions regarding methods of instruction, coordination of teaching among departments or faculties or schools or centres, evaluation of research, and improvement of academic standards.
- To bring about and promote inter-departmental, inter-faculty, inter-school, inter-centre coordination and to establish or appoint such committees or boards, as may be deemed necessary for the purpose.
- To consider matters of general academic interest either on its own initiative, or on a reference by a department, faculty, school, centre, or the Executive Council, and to take appropriate action thereon.
- To prescribe courses or programmes of study leading to a degree and a diploma of the institution deemed to be a University.
- To make arrangements for the conduct of examinations in conformity with the rules and bye-laws of the institution deemed to be University.
- To maintain proper standards of the examination.
- To recognise degrees of universities and other Institutions and to determine equivalence with the degrees of the institution deemed to be University.
- To institute Fellowships, Scholarships, Medals, Prizes, etc.
- To frame rules covering the academic functioning of the institution deemed to be University, admissions, examinations, award of fellowships and studentships, free-ships, concessions, attendance, discipline, residence, etc.
- To take a periodical review of the activities of the departments or centres and to take appropriate action to maintain and improve the standards of instruction.
- To recommend the institution of teaching posts (Professors, Associate Professors, and Assistant Professors) to the Executive Council.
- To make recommendations to the Executive Council for the establishment or abolition of departments, centres, schools, or faculties, etc.
- To make recommendations to the Executive Council and
- To exercise such other powers and to perform such other duties, as may be conferred or imposed upon it by the rules of the institution deemed to be University.

### **1.3.4. Meeting of the Academic Council**

- The Academic Council shall meet as often as necessary but not less than four times (at least two times in a semester) during an academic year, with not less than seven days ' notice being given before every meeting of the Academic Council. Emergency meetings may be convened at shorter notice, for reasons to be recorded in writing for such an emergency meeting.
- One-third of the total number of members of the Academic Council shall constitute the quorum for the meeting of the Academic Council.

- Each member, including its Chairperson, shall have one vote, and decisions at the meetings of the Academic Council shall be taken by simple majority. In case of a tie, the Chairperson shall have a casting vote.
- Any business that may be necessary for the Academic Council to perform, which may be urgent in nature, may be carried out by circulation amongst its members.

#### **1.4. Finance Committee**

The composition of the Finance Committee shall be: -

- Vice Chancellor Chairperson.
- Pro Vice Chancellor (wherever applicable).
- One person nominated by the society, trust, or company, as the case may be (wherever applicable).
- Three persons to be nominated by the Executive Council, out of whom at least one shall be a member of the Executive Council.
- One person UGC Nominee
- Three persons to be nominated by the Chancellor
- Finance Officer - Secretary Ex-Officio

##### **1.4.1. Powers and Functions of Finance Committee**

- The Finance Committee shall meet at least four times in an academic year (at least twice each semester) to examine the accounts and scrutinise the proposals for expenditure, and One-third of the total number of members of the Finance Committee shall form the quorum for a meeting.
- All proposals relating to the creation of posts and those items which have not been included in the Budget shall be examined by the Finance Committee before the Executive Council considers them, and the Committee shall decide whether to waive fees, establish scholarships, provide free ship, and any other financial benefits.
- The annual accounts and financial estimates of the institution, deemed to be University, prepared by the Finance Officer, shall be laid before the Finance Committee for consideration and comments, and thereafter the same shall be submitted to the Executive Council for approval.
- The Finance Committee shall recommend limits for the total recurring and non-recurring expenditures for the year, based on the income and resources of the institution deemed to be the University.

##### **1.4.2. Term**

- All members of the Finance Committee, other than ex officio members, shall hold office for a term of three years.

#### **1.5. Board of Studies**

Each department within the university shall have a Board of Studies responsible for academic planning and development. The composition of the Board includes.

- Dean of School/ Head of the Department – Chairperson.

- All Professors of the School/ Department.
- Two Associate Professors of the School / Department will be on rotation based on seniority.
- Two Assistant Professors of the School / Department will be on rotation based on seniority.
- Two experts are to be co-opted for their specialised knowledge.

Under the overall supervision of the Academic Council, the Board of Studies is responsible for approving research subjects, research degree requirements, and academic recommendations to the respective School Board as per institutional regulations. Its key functions include:

- Curriculum Development – Recommending courses of study and academic enhancements.
- Research Oversight – Approving research topics and appointing research supervisors.
- Quality Improvement – Suggesting measures to enhance teaching and research standards.

#### **1.5.1. The powers of the Board of Studies**

- Review of the structure of the existing programmes and course syllabi.
- Prepare syllabi for various courses, keeping in view the objectives of the School/Department, the interests of the stakeholders, and national requirements for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evolution techniques.
- Recommendations on improvements to the evaluation methodology for the Director's evaluation once a year.
- Any other academic matter.

#### **1.5.2. Functions of the Board of Studies**

- To monitor and review the existing programme structures, course syllabi, teaching and evaluation methodology, market requirements, modern trends, and update the courses and programmes, and make suggestions for amendments, if any.
- While making suggestions, the Board of Studies should keep in mind that no compromise has been made with the objectives, vision, and mission of the institute, and also with the education and evaluation methodology and education standards.
- All the decisions/recommendations shall be recorded in minutes and forwarded to the Academic Council for their consideration and approval, and further necessary action.

### **1.6. Officers of the Institution Deemed to be University**

#### **1.6.1. Chancellor**

The Chancellor serves as the head of the institution, deemed to be a university, and holds office for a term of five years, with eligibility for one re-appointment following the prescribed appointment procedure. The sponsoring body shall appoint the chancellor. As the ceremonial head, the Chancellor presides over Convocations when present and plays a pivotal role in upholding the institution's vision and governance.

The Chancellor shall, by virtue of his or her office, be the head of the institution deemed to be University and shall, if present, preside at the Convocations of the institution deemed to be university held for conferring degrees. The Board shall appoint the Chancellor and such other officers as are deemed appropriate.

❖ Powers and Functions of the Chancellor

The Chancellor shall have the powers to inspect the University, its buildings, laboratories, research facilities, workshops and equipment, any university or hostel, the teaching or examinations conducted, or any act done by the University, and to get such inspection done by such individuals or persons whom he may direct and to inquire.

❖ Tenure

The Chancellor shall hold office for a term of five years from the date of assuming charge and shall be eligible for re-appointment for one additional term. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

**1.6.2. Vice Chancellor**

The Vice Chancellor shall be a whole-time salaried officer of the institution, deemed to be the University and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee.

The qualifications of the Vice Chancellor shall be in accordance with the University Grants Commission (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018.

The procedure for the composition of Search-cum-Selection-Committee (SCSC) for the selection of the Vice Chancellor shall be

- A nominee of the Chancellor, who shall be a reputed academician, as the Chairperson of the Committee
- A nominee of the Chairman, University Grants Commission; and
- An academician, with not less than ten years' service as Professor, nominated by the Executive Council.

❖ Powers and Functions of the Vice Chancellor

- The Vice Chancellor shall be the Principal Executive Officer and academic officer of the institution deemed to be University and shall exercise general supervision and control over the affairs of the institution deemed to be University and give effect to the decision of all authorities of the institution deemed to be University.
- The Vice Chancellor shall be the ex officio Chairperson of the Executive Council, the Academic Council and the Finance Committee and shall, in the

absence of the Chancellor, preside at the Convocations held for conferring degrees to the students.

- The Vice Chancellor shall be entitled to be present at, and address, any meeting of any authority or other body of the institution deemed to be University, but shall not be entitled to vote unless he or she is a member of such authority or body.
- It shall be the duty of the Vice Chancellor to see that these regulations are duly observed and implemented, and he or she shall have all the powers necessary to ensure such implementation.
- The Vice Chancellor shall have all the powers necessary for the proper maintenance of discipline in the institution deemed to be University, and he or she may delegate any such powers to such person or persons, as he or she may deem fit.
- The Vice Chancellor shall have the power to convene or cause to be convened the meetings of the Executive Council, the Academic Council, the Finance Committee, and other authorities.

❖ **Tenure**

- The Vice Chancellor shall hold office for a term of five years from the date of assuming charge or until attaining the age of seventy years, whichever is earlier. The Vice Chancellor is eligible for re-appointment for one additional term, following the prescribed appointment procedure. In the event of the completion of the five-year term, the Vice Chancellor shall continue in office until a successor is appointed and assumes charge, but under no circumstances shall the tenure extend beyond seventy years. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

**1.6.3. Pro Vice Chancellor**

On the recommendation of the Vice Chancellor, the Executive Council shall appoint a Professor as Pro-Vice-Chancellor to discharge the duties of the Pro-Vice-Chancellor in addition to his or her duties as a Professor.

- The Pro Vice Chancellor shall assist the Vice Chancellor in respect of such matters as may be specified by the Vice-Chancellor on this behalf, from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him by the Vice Chancellor.

❖ **Powers and Functions of Pro Vice Chancellor**

The Pro-Vice Chancellor is integral to the administration of a deemed-to-be university, assisting the Vice-Chancellor in multiple capacities. Roles and responsibilities encompass the following areas:

**Academic Leadership:**

- **Curriculum Development:** Oversee the creation and review of academic programs to ensure compliance with institutional standards and alignment with educational trends.

- **Quality Assurance:** Implement and monitor processes that uphold high educational standards across faculties and departments.

**Ratings and Rankings:**

- **Review and Scrutiny:** Periodically review performance metrics and scrutinise university/school ratings and rankings applications of various government and private agencies, such as NIRF, Data-quest, India Today, etc.

**Performance-Based Appraisal System (PBAS):**

- To ensure that a systematic procedure is adopted for evaluating the performance of faculty and staff.
- To measure the performance of faculty and staff, provide feedback, and assist them in improving their potential to meet university goals.

**NAAC/NBA and other Accreditations:**

- Review the accreditation process with departments and schools periodically, in accordance with the relevant norms and guidelines.
- Ensure that accreditation applications are prepared and submitted on time to maintain continuous accreditation status without any gaps.
- Facilitate training and awareness programs for faculty and administrative staff regarding accreditation requirements and quality assurance practices.

**Strategic Planning:**

- **Vision and Mission Alignment:** Contribute to the development and refinement of the university's strategic plan to ensure alignment with its core mission and vision.
- **Stakeholder Engagement:** Actively engage faculty, staff, students, alumni, and external partners to gather meaningful input and foster strong collaborative relationships.
- **Goal Implementation and Monitoring:** Ensure that all schools and departments work toward and achieve the expected objectives as outlined in the approved strategic plan.

**Collaboration and Networking:**

- **Interdepartmental Collaboration:** Facilitate initiatives that promote cooperation among different departments and faculties.
- **External Partnerships:** Build and maintain relationships with external organisations, including industry partners and other educational institutions.

**Innovation and Technology**

- **Educational Technology:** Advocate for integrating technology in teaching and learning, ensuring access to necessary tools for faculty and students.
- **Online Learning Initiatives:** Support the development of online and blended learning programs to enhance accessibility for students.

**Research and Development:**

- Foster innovation in research and teaching methodologies, promoting a culture of continuous improvement.
- Mentoring the faculty to pursue a Ph.D and status review of the Ph.D work.
- Monitoring the research publications of the faculty and information on publications.
- Assessing and Recommending incentives for faculty publications.
- Reviewing the quality standards of publications periodically.

**Assist the Vice-Chancellor:**

- The Pro-Vice-Chancellor shall assist the Vice-Chancellor in respect of such matters as may be specified by the Vice-Chancellor on his behalf, from time to time. It shall also exercise such powers and perform such duties as may be assigned or delegated by the Vice-Chancellor.

**Liaison with JNTUK:**

- Organise all statutory meetings as required by JNTUK norms and handle correspondence with JNTUK for JNTUK-affiliated batches as Principal of V.R. Siddhartha Engineering College (Autonomous), Vijayawada.

The Pro-Vice Chancellor is integral to the administration of a deemed-to-be university, assisting the Vice-Chancellor in multiple capacities. Roles and responsibilities encompass the following areas:

**❖ Tenure**

The Pro Vice-Chancellor shall hold office for a term of three years from the date of assuming charge. It may be eligible for re-appointment for one additional term, following the prescribed appointment procedure. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

**1.6.4. Registrar**

The Registrar shall be a whole-time salaried officer of the institution deemed to be University and shall be appointed by the Executive Council on the recommendations of the selection committee consisting of the following:

- Vice Chancellor - Chairperson
- One nominee of the Chancellor
- Two members of the Executive Council are nominated by it and
- One expert not in the service of the University is to be nominated by the Executive Council.
- The Registrar shall be ex officio Secretary of the Executive Council and the Academic Council, but shall not be deemed to be a member of any of these authorities.
- The Registrar shall be directly responsible to the Vice Chancellor and work under his or her direction.

**❖ Powers and Functions of Registrar**

The Registrar shall have the power to take disciplinary action against employees, excluding teachers and other academic staff, as may be specified in the order of the Executive Council and to suspend them pending inquiry, to administer warnings to them, or to impose on them the penalty of censure or the withholding of increment.

It shall be the duty of the Registrar.



- To be the custodian of the records, the common seal, and such other property of the institution deemed to be University as the Executive Council shall commit to his or her charge;
- To issue all notices convening meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;
- To keep the minutes of all the meetings of the Executive Council, the Academic Council, and any Committees appointed by those authorities;
- To conduct the official correspondence between the Executive Council and the Academic Council;
- To supply to the Chancellor copies of the agenda of the meetings of the authorities of the institution deemed to be University as soon as they are issued and the minutes of such meetings;
- To represent the institution deemed to be University in suits or proceedings by or against the University, sign powers of attorney and verify pleadings, or depute their representative for the purpose;
- To perform such other duties as may be specified in the rules of the institution deemed to be University or as may be required from time to time by the Executive Council or the Vice Chancellor, as the case may be;
- To agree, sign documents, and authenticate records on behalf of the institution deemed to be University;
- To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment, and other properties of the institution deemed to be University; and
- To conduct the official correspondence on behalf of the authorities of the institution deemed to be University.

#### ❖ Tenure

The Registrar shall hold office for a term of five years from the date of assuming charge and may be eligible for re-appointment for one additional term, following the prescribed appointment procedure. However, the tenure may be subject to change as per the University Grants Commission (UGC) guidelines issued from time to time.

#### 1.6.5. Director, Infrastructure and Consultancy

The Director, Infrastructure and Industrial Consultancy is a key administrative position responsible for managing and developing the university's infrastructure and fostering industry partnerships as well as consultancy and testing services offered by the various schools of the university.

##### • Infrastructure Planning and Development

- Campus Master Planning: Lead the development of long-term master plans for new buildings, hostels, auditoriums, conference halls, lecture halls, laboratories, pathways, and guest houses. Ensure alignment with the deemed to be university's academic and strategic goals.

- **Project Management:** Oversee the design, construction, and maintenance of all campus infrastructure, ensuring projects are delivered on time, within Budget, and meet quality standards.
- **Sustainability and Innovation:** Integrate environmentally sustainable practices into infrastructure projects, promoting energy-efficient and green building designs that align with modern environmental standards.
- **Stakeholder Coordination:** Collaborate with architects, contractors, and university stakeholders to ensure the infrastructure meets academic and administrative needs while adhering to safety and regulatory requirements.
- **Expansion of Consultancy Services**
  - **Strategic Consultancy Growth:** Drive the expansion of consultancy activities across multiple departments, including Civil, Mechanical, Electrical, Electronics, Instrumentation, Computer Science, CSE (AI & DS), CSE (AI & ML), Management, Sciences, and Information Technology.
  - **Industry Collaboration:** Forge partnerships with industry leaders and government bodies to promote research-driven consultancy projects that enhance the university's standing in applied research and knowledge transfer.
  - **Project Acquisition:** Identify and secure consultancy projects, including government contracts and industrial consultancy, positioning the university as a hub for expert problem-solving and innovation.
  - **Interdisciplinary Collaboration:** Encourage collaboration among various academic departments to offer comprehensive consultancy services, leveraging the expertise across civil, mechanical, electrical, and emerging technologies like AI, machine learning, and data structures.
- **Compliance and Risk Management**
  - **Regulatory Compliance:** Ensure all infrastructure projects and consultancy activities comply with national and international standards, including safety regulations, environmental norms, and university guidelines.
  - **Risk Assessment:** Conduct risk assessments for all ongoing infrastructure projects and consultancy work, implementing mitigation strategies to safeguard university assets and reputation.
- **Strategic Reporting and Governance**
  - **Reporting:** Provide regular updates to the Vice Chancellor and Executive Council on the progress of infrastructure projects and consultancy engagements.
  - **Policy Development:** Contribute to the development of university's policies related to infrastructure growth, consultancy management, and resource utilization.

#### **1.6.6. Dean - Academics**

The Dean, Academics is the administrative officer responsible for the effective and efficient operation of the University in the areas of curriculum development, teaching, and learning, in accordance with the university policies, directives, regulations, and plans. They are tasked with conducting periodic reviews of academic activities to ensure their effectiveness, transparency, and uniform implementation.

- **Curriculum & New Courses**

- Academic Regulations & Curriculum development, updating as per the norms of regulatory authorities & review.
- Innovative Teaching Learning Processes.
- Laboratories – Modernization, Experiments beyond curriculum.
- Academic projects leading to publications/patents/ innovative model development / UG/ PG.
- Conduct of Academic Council Meetings and preparation of minutes.
- Academic Calendar.
- Academic schedules and coverage of the syllabus.
- Remedial classes, quality circles, and bridge courses.
- Strategies to support slow learners.
- Online teaching.
- Monitoring of E-content development.

- **Teaching Learning Process, Faculty & Staff Development**

- Mentoring and Monitoring of the Teaching and Learning Process.
- Plan, Review the FDP / Seminar / Workshop,
- Faculty orientation / Refresher courses / Pedagogical programmes / Industrial Training.
- Deputation for the up-gradation of the qualification/skills of faculty.
- Skill development training for supporting staff.

- **Academic Opportunities**

- Identification of new programmes based on current and future technologies / review the existing programmes for their relevance.

- **Academic Planning**

- Guide the preparation of lesson plans and timetables for various academic programmes.
- Monitor faculty performance and productivity in teaching, ensuring ongoing improvement in academic delivery.

#### **1.6.7. Dean Schools of Studies**

As Dean, he will be responsible for the comprehensive oversight of both academic and administrative functions to ensure the effective operation and success of the institution.

- **Academic Leadership**

- Oversee continuous enhancement and development of academic curricula, ensuring alignment with institutional standards and industry trends.
- Uphold high standards of academic quality through monitoring, evaluation, and improvement of teaching and research practices.
- Foster professional growth and development among faculty members by providing mentorship, support, and facilitating research opportunities.
- **Faculty Management**
  - Manage the selection and recruitment of faculty members, ensuring that qualified professionals are appointed to contribute to the institution's academic goals.
  - Oversee faculty training and development, including course allotment and workload management.
  - Approve academic and medical leave requests and conduct appraisals to assess faculty performance.
- **Administrative Operations**
  - Ensure the day-to-day operations of the Schools run smoothly, coordinating with various departments to address and meet their requirements.
  - Review and forward departmental requests, facilitating necessary resources and infrastructure.
  - Manage the allocation and use of institutional resources to support academic and research activities effectively.
- **Student Affairs**
  - Oversee student-related activities within the Schools, ensuring a conducive learning environment and addressing academic concerns.
  - Coordinate initiatives and programmes that support student growth, welfare, and engagement with institutional life.
- **Strategic Planning and Representation**
  - Drive strategic planning initiatives to ensure long-term academic and institutional success, aligning with the mission and vision of the university.
  - Represent the institution in public, academic, and regulatory matters, ensuring compliance with academic and governmental regulations.
- **Motivation to Faculty & Staff**
  - Motivate faculty and staff to be devoted to their respective duties in the institution and create a congenial atmosphere for the all-around development of the school of engineering by setting up short-term and long-term goals and a vision for continuous improvement.
- **Effective leadership**
  - Provide effective leadership to both staff and students, ensuring that students receive quality instruction at the college, thereby helping them

achieve high ratings upon graduation. Also, support teaching staff in earning good ratings from students through their dedication and commitment to their duties.

- Ensure that all departments not only meet the requirements of covering the syllabus but also engage in research and consultancy activities, demonstrating personal initiative to attract research grants.

- **Accreditation, Rankings & Ratings**

- To see that all departments of the School of Engineering get highly accredited and get good rankings and ratings from different organizations, and thus move towards achieving superior heights.

Dean's leadership ensures a well-functioning, progressive academic environment, balancing the needs of faculty, students, and institutional priorities.

### **1.6.8. Dean - Student Affairs & Admissions**

The Dean, Student Affairs and Admissions, is the administrative officer responsible for maintaining discipline among students across the entire campus and overseeing UG & PG student admissions as per UGC norms.

This role includes overseeing anti-ragging activities and ensuring harmony among all students and smooth and orderly conduct of UG & PG student admissions.

- **Student Discipline**

- Student grievances,
- Anti Ragging,
- Curbing of Eve Teasing,
- Student Vehicles,
- Code of conduct.

- **Student welfare**

- Counselling and Mental Health Services.
- Medical Services.
- Boys and Girls Hostels.

- **Proctor Activities**

- Monthly monitoring of student regularity and internal performance of students.
- Counselling students and interaction with parents.
- Mentoring and monitoring proctor activities at the institute.
- Personality Development – Yoga and Meditation.

- **Student Amenities**

- Post office, Banks, Stores,
- Canteen,
- Transportation,
- Drinking water,

- Sports,
- Waiting Halls and Rest Rooms, etc.
- **Committees**
  - Anti Ragging Committee
  - ICC
  - SC & ST
  - OBC
  - Canteen
  - Hostel
  - Institute Student Council
  - Student Grievance Redressal Cell, etc..
- **Admissions Planning and Management**
  - Comprehensive Admissions Process
  - Scheduling of admissions
  - Entrance Examinations
  - Campaign Development
  - Marketing Materials
  - Admissions Advisory Committee
  - Fee Fixation Committee
  - UG, PG & Ph.D. Admissions & Counselling
- **Cultural, Technical & Sports Activities**
  - Encourage students to participate in more Cultural, Technical, and Sports activities through the heads of the departments at the university, state, national, and international levels.

#### **1.6.9. Dean - Examinations & Evaluation**

The Dean of Examinations is the administrative officer responsible for the effective, smooth, and orderly conduct of continuous evaluation, semester-end examinations, result finalization, and announcements, in accordance with the university's policies, directives, regulations, and plans. They are tasked with conducting periodic reviews of the examination process to ensure its effectiveness.

- **Continuous Assessment and Evaluation**
  - Mentoring and Monitoring of Continuous Evaluation, performance & assessment.
  - Auditing the quality of the continuous evaluation question papers.
  - Review of regularity and performance in continuous evaluation for student promotion.
  - Suspected malpractice cases and punishments.
  - Surprise visits during examinations.

- **Semester-end Examinations & Evaluation**

- Adherence to academic regulations.
- Examination schedules.
- Semester-end question papers and related issues.
- Conduct of semester-end examinations.
- Semester-end evaluation and finalization of results.
- Improvement of software according to day-to-day requirements.
- Rules and regulations for the smooth and orderly conduct of examinations.
- Appointment of observers and squads.
- Finalization of punishments for suspected malpractice cases through the SMP committee.
- Approval for Scribe & extra time for writing examinations as per norms.
- Seating arrangements for examinations.
- Anti-plagiarism check.
- Organizing spot valuation.
- Organizing the results of committee meetings.
- Review of the moderation of question papers as per Bloom's taxonomy and syllabus.
- Appointment of moderators for question papers.

- **Issue of Certificates**

- Provisional certificates
- Grade cards
- Transcripts
- TC, CC & Migration
- Original degree Certificates

- **Conduct of Convocation**

- List of toppers
- Ph.D. awardees
- Arrangements for organizing
- Communication to students for receiving degrees
- Organization of convocation
- Printing of certificates (OD)

- **Reforms**

- Implement best practices of premier institutions in the declaration of results and throughout the entire examination process.
- Monitoring and assessment of the OBE Mechanism.

- Review of results and suggestions for improvement of the pass percentage.
- Selection and approval of a panel of examiners for different programmes, courses, and subjects as per the requirements.

#### **1.6.10. DEAN - INDUSTRY RELATIONS, TRAINING & PLACEMENTS**

The Dean of Industry Relations, Training, and Placements is responsible for the effective and efficient role of the university in the area of Industry Collaborations, MOUs, Training, Internship & Placements, Entrepreneurship, etc.

- **Industry Relations**

- To work on long-term policies and strategies for promotion of Industry Relations, Training & Placements.
- To develop and implement a process for establishing MOUs with industries.
- To develop a mechanism for facilitating industry visits by students and faculty.

- **Internships**

- To coordinate Industry expert sessions, Industry-based projects, and Internships for the students of different programmes.
- Focus on full-time internships.

- **Training Sessions & Placements**

- To coordinate placement training, soft skill training sessions for better and higher package placements, including the core Engineering domain.
- To organise model tests, group discussions, etc., to train final and pre-final students to face interviews and competitions.
- To organize seminars, vocational guidance sessions, and special lectures by industry professionals.
- To coordinate all the activities related to placements/training placement officer, and HODs.
- Placements with Department efforts
- Targets – Special focus on core Engineering Programmes.

- **Entrepreneurship Activities**

- Advise the Entrepreneurship Development cell of the university to conduct various awareness programmes such as seminars, workshops, industrial visits, interaction with young entrepreneurs, etc. These programmes should be aimed at making the student community more enthusiastic towards start-up and entrepreneurial activity.

- **Consultancy and R&D from Industry**

- Facilitates Industrial Consultancy and R&D activities by fostering partnerships between the university and industries, engages in consultancy to provide expert solutions to industry challenges, and



promotes collaborative R&D projects to drive innovation in consultation with the Dean of R&D.

#### **1.6.11. Dean - Planning, Monitoring & Alumni Affairs**

The Dean of Planning, Monitoring, and Alumni Affairs (PMAA) is responsible for overseeing the planning, monitoring, maintenance, outreach, and extension activities related to alumni affairs. The Dean plays a crucial role in managing the university's relationship with its alumni, overseeing strategic planning, and coordinating outreach and extension activities.

- **Planning & Monitoring**

- Plan for classrooms, laboratories & other infrastructure for the coming years as per the norms of regulatory authorities.
- Develop a long-term plan for campus expansion, including the addition of new academic buildings, hostels, research facilities, and student recreational spaces, in consultation with the Director, Infrastructure & Consultancy.
- Monitor the major events of the university, such as University formation day, Convocation, Engineers' day, Innovation day, Annual Fest, Annual day, Sports day, Monthly Alumni lectures,
- Monitor the publication of the quarterly University newsletter, the yearly souvenir, magazines, and university brochures.

- **Outreach Activities**

- ❖ **NSS Officer**

- **Educational Outreach:** Extending learning opportunities to underserved populations through distance education, free coaching for competitive exams, or educational camps.
- **Collaborations with NGOs and Government:** Partnering with non-profit organizations and government bodies for social welfare projects like women's empowerment, child welfare, and urban development.
- **Community Engagement:** Work with local communities to address issues like health, education, sanitation, and rural development, often through health camps, literacy programs, and awareness drives.

- ❖ **NCC Officer**

- Monitor the participation of NCC cadets in the Republic Day and Independence Day parades.

- ❖ **Maintenance**

- Monitor the maintenance of power supply, air conditioning, public address system, drinking water supply, transport, medical facility, other student amenities and services, etc., with concerned people.

- ❖ **Alumni Affairs**

- Maintain & update the database of Alumni to communicate and to send important information / latest developments of the university.

- Monitor and give guidance to the members of the Alumni who are working as faculty in the university to improve Alumni relations and the development of the university through Alumni.
- To see every head of the Department of the university to collect the data of successful Alumni who are working in the highest positions as CEOs, department heads, civil servants, entrepreneurs, industrialists, researchers, academicians, etc., through the internal department alumni/office of the alumni relations.
- Every month, one activity is to be conducted with Alumni in each department by all the departments of the university.
- Endowment lectures are to be encouraged.
- Support for the university from the interested alumni is to be raised.
- Awards are to be presented to the distinguished Alumni who served the society during the alumni reunion every year.
- Start and manage alumni chapters across different regions, both nationally and internationally, to strengthen the university's global network.
- Plan and execute annual alumni meets and reunions.

#### **1.6.12. Dean - Research, Technology Development, and IQAC**

The Dean of Research, Technology Development, and IQAC has the primary responsibility to significantly contribute to seeding, nurturing, and promoting the growth of research and development (R&D) within the university, in alignment with the institution's vision and mission. Additionally, the Dean is responsible for organizing the Internal Quality Assurance Cell (IQAC) in accordance with the norms set by regulatory authorities.

- **R & D Policy**

- Plan & Coordinate the training related to R&D.
- Identification of Core Research groups for pursuing R&D in thrust areas.
- Coordinate in building Research Centers and Centers of Excellence in thrust areas.
- Road Map for R&D of each Department with projected Budget.
- Product development & IPR-related matters.
- MOUs, Tie-ups with R&D organizations, and identify with respect to R & D.
- Development of incubation and innovative practices.
- Collaborative Research.

- **Sponsored Research**

- Encouraging and enabling the faculty for submission of proposals and informing them about forthcoming R&D schemes and Industrial Consultancy.
- Interaction with R&D organizations and Industry.

- Internships for students (PG) in R&D organisations.
- Identify the funding opportunities from various National / International funding agencies.
- Monitoring & Reviewing R&D Projects.
- **R&D funded by the Internal Resources**
  - Evaluation of faculty applications for internal funding schemes.
  - Coordinate and draw up the Annual R&D Budget of each Department.
  - Identify thrust areas for internal funding and monitor the progress.
  - Proper utilization of endowments (such as the Alumni Research Fund).
- **IQAC**
  - To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
  - To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.
  - Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.
  - The credibility of the assessment & evaluation process.
  - AQAR submission before the last date every year to the concerned bodies.
  - Composition of the IQAC of the University and Conduct of IQAC Meetings as per norms & schedule.

#### **1.6.14. Finance Officer**

The Finance Officer shall be ex officio Secretary for the Finance Committee, but shall not be deemed to be a member of such Committee. The finance officer shall retire on attaining the age of sixty-two years.

#### **❖ Roles and Responsibilities of a Finance Officer**

The Finance Officer shall –

- Exercise general supervision over the funds of the institution deemed to be University and shall advise it as regards its financial policy; and
- Perform such other financial functions as may be assigned to him by the Executive Council or as may be prescribed by the rules of the institution deemed to be University.
- Ensure that the limits fixed by the Executive Council for recurring and non-recurring expenditures for a year are not exceeded and that all amounts of money are expended on the purpose for which they are granted or allotted.
- Be responsible for the preparation of annual accounts and the budget of the Institution, deemed to be university, and for their presentation to the Executive Council;

- Keep a constant watch on the state of the cash and bank balances and on the state of investments;
- Watch the progress of the collection of revenue and advise on the methods of collection employed;
- Ensure that the registers of buildings, land, furniture, and equipment are maintained and up-to-date, and that stock-checking is conducted of equipment and other consumable materials in all offices, departments, schools, faculties, centres, and specialized laboratories;
- Bring to the notice of the Vice Chancellor unauthorized expenditure and other financial irregularities and suggest disciplinary action against the person at fault;
- Call for from any office, Department, school, faculty, centre, laboratory, etc., maintained by the institution deemed to be a University, any information or return that they may consider necessary for the performance of their duties.
- Work under the direction of the Vice-Chancellor and shall be responsible to the Executive Council through the Vice-Chancellor.

#### **1.6.15. Controller of Examinations**

- The Executive Council shall appoint the Controller of Examinations on the recommendations of a selection committee constituted for the purpose, and he or she shall be a whole-time salaried officer of the institution deemed to be a University.
- The Controller of Examinations shall be appointed for a term of five years and shall be eligible for re-appointment by following the procedure prescribed for the appointment of Controller of Examinations: Provided that the Controller of Examinations shall retire on attaining the age of sixty-two years.
- The emoluments and other terms and conditions of service of the Controller of Examination shall be such as may be prescribed by the Executive Council from time to time.
- When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence, or any other cause, unable to perform the duties of his or her office, the duties of the office shall be performed by such person as the Vice Chancellor may appoint for the purpose.
- The Controller of Examination shall arrange for and superintend the examinations of the institution deemed to be a University in the manner as may be prescribed by the rules of the institution deemed to be a University.
- The Controller of Examinations shall be a permanent invitee to the Academic Council.
- The Controller of Examinations shall ensure that all the specific directions of the Executive Council, Academic Council, and Vice Chancellor in respect of examination and evaluation are complied with.

#### **1.6.16. Heads of the Department**

- There shall be a Head of the Department for each of the Departments in the Institution Deemed to be University, who the Vice Chancellor shall appoint from amongst the Professors of the Department. Provided that if there is no

Professor in the Department or there is only one Professor in the Department whose term as Head of the Department is ending, the Vice Chancellor may appoint an Associate Professor/Assistant Professor as Head of the Department.

- The powers and functions of the Head of the Department shall be prescribed by the Rules of the Institution Deemed to be a University.

❖ **Powers and Functions of the Head of the Department**

- Maintain the required faculty strength (for each programme offered by the department) and meet the requirements of qualified staff.
- Provide necessary infrastructure and equipment to the faculty members for discharging their duties.
- Encourage research activities in the Department.
- Develop laboratories, research centres, etc., to strengthen/carry out academic, research, and consultancy activities.
- Conduct workshops, seminars, guest lectures, conferences, faculty development programmes, short-term training programmes, orientation programmes, capacity building programmes,
- Encourage students and faculty to analyze the societal problems and contribute to the well-being of society.
- Maintain overall discipline among the staff and the students in the Department, and grant casual leave to teaching and non-teaching employees of the Department.
- Conduct meetings of the teaching faculty and discuss the syllabus, curriculum review, conduct of BOS, and DAB. They have to ensure the timely implementation of the resolutions in consultation with the Dean and other authorities concerned.
- HoDs have to perform such other functions and duties as may be entrusted to them by the Director/Principal from time to time.
- In addition to the above powers and functions, the Head of the Department shall send the progress reports of the work done by each Research Scholar in the Department to the Dean from time to time.

**1.6 .17. Head - Placements & Industry Relations/Placement Officer**

❖ **Role of Training and Placement Officer (TPO)**

The TPO bridges students and employers by enhancing employability through training, industry engagement, and campus recruitment. They organize skill development programs, workshops, and career guidance sessions to ensure a smooth transition from academics to the professional world.

❖ **Powers of TPO**

- **Decision-Making:** Designs placement policies, collaborates with industries, and initiates MOUs.
- **Policy Formulation:** Sets guidelines for internships, placements, and eligibility criteria.
- **Industry Interaction:** Invites recruiters, engages with HR leaders, and builds corporate relations.

- **Representation:** Represents the institution at industry forums, job fairs, and training events.
- **Career Guidance:** Offers counseling and career path awareness.
- **Database Management:** Maintains records of students, alumni, and recruiters.
- **Feedback Mechanism:** Collects recruiter feedback for curriculum improvement.
- **Policy Compliance:** Aligns placement activities with NAAC and NBA standards.
- **Conflict Resolution:** Addresses concerns of students and recruiters during placements.

#### **1.6.18. Librarian**

A Librarian is a professional responsible for managing the library's resources and services to support academic and research needs. They curate and organize collections, provide access to books, journals, and digital databases, and assist students and faculty in locating and utilizing information effectively.

##### **❖ Powers and Functions of the Librarian**

- Identifying library technologies and their implementation.
- Technical support, system administration/maintenance, data conversion, data migration, system analysis, and testing.
- Open source software development, usability testing, interoperability, and digital library technology.
- Metadata, access and retrieval mechanisms (bibliographic records, finding aids, MARC, DUBLIN Core records), and quality control.
- Databases, subject guides, library aids, library interfaces, discovery layers, online tutorials, etc.
- Collection development and management of materials in all formats and in all models.
- Licensing terms and agreements for subscribing to online resources.
- Planning, Budgeting, and staff management & proficiency development.
- Participate in the maintenance of a safe and healthy work environment for staff and students.

#### **1.16.19. NSS Programme Officer**

The NSS Programme (By the direction of the Vice Chancellor) serves as the guiding mentor and leader—organizing and coordinating community-based initiatives that instill social responsibility, encourage active participation, and foster leadership qualities in student volunteers.

By orienting and motivating students, he helps young individuals engage meaningfully in community development, build civic awareness, and develop the capacity to lead and contribute effectively.

##### **❖ Powers of NSS Programme Officer:**

- **Implementing Development Programs:** NSS units implement various development programs and projects in adopted villages or urban areas.
- **Collaboration with Organizations:** NSS units collaborate with government organizations, NGOs, and other stakeholders to achieve their objectives.
- **Community Engagement:** NSS units engage with local communities to identify their needs and develop projects to address them.

❖ **Functions:**

- **Empowering Social Development through Technology:** The NSS unit aims to promote social development by integrating technology-driven solutions into community service. It encourages students to apply technological knowledge and innovative practices to address social challenges, improve the quality of life, and foster sustainable development in rural and urban communities.
- **Community Development:** NSS unit works on projects related to education, health, environment, and community development.
- **Social Awareness:** NSS unit organizes campaigns and events to raise awareness about social issues, such as literacy, health, and human rights.
- **Disaster Management:** NSS unit participates in disaster relief efforts and provides support to affected communities.
- **Environmental Conservation:** NSS unit works on projects related to environmental conservation, such as tree plantation, waste management, and pollution control.
- **Capacity Building:** NSS unit provides training and capacity-building programs for volunteers and community members.
- **Project Planning and Implementation:** NSS unit plans and implements projects in consultation with stakeholders and community members.
- **Monitoring and Evaluation:** NSS unit monitors and evaluates the impact of its projects and programs.

❖ **Key Activities:**

- **Regular Activities:** NSS unit conducts regular activities, such as community service, awareness campaigns, and skill development programs.
- **Special Camping Program:** NSS unit organizes special camping programs, which involve intensive community service and development activities.
- **Awareness Generation:** NSS unit generates awareness about social issues, health, and environmental concerns through various campaigns and events.

**1.16.20. Assistant NCC Officer (ANO) / Care Taker :**

❖ **Roles and Responsibilities of ANO / Care Taker.**

- Maintains good rapport with the Offg. Officer Commanding I (A) EME Coy NCC located on the university campus.
- Keeps University Authorities Concerned (Registrar, Pro VC, VC) informed about all NCC activities.
- Conducts parade activities on national festivals such as Independence Day (15 August) and Republic Day (26 January).

- Attends training camps and organizes student training camps with prior permission from university authorities by submitting a formal request along with the official letter.
- Registers students according to instructions from NCC authorities.
- Conducts regular practice sessions for students.
- Immediately informs university authorities of any communication received from NCC Group Headquarters (Kakinada), NCC Directorate AP&T (Secunderabad), DGNCC Headquarters (New Delhi), or any other NCC authority.

#### **1.16.21. Hostel Wardens**

Hostel wardens play a crucial role in maintaining student well-being and the smooth functioning of the hostel environment. Their duties encompass a wide range of responsibilities, including student welfare, discipline, and the overall upkeep of the hostel.

##### **❖ Functions of a Hostel Warden:**

##### **Student Welfare:**

- Wardens are responsible for the health, hygiene, and general welfare of resident students. This includes addressing concerns related to health, diet, sanitation, and cleanliness, often in consultation with the medical officer.

##### **Discipline and Rules:**

- Wardens ensure that students adhere to hostel rules and regulations, maintaining decorum and discipline within the premises. They may impose fines within prescribed limits for rule violations and report serious disciplinary issues to higher authorities.

##### **Room Management:**

- Wardens are involved in room allotment, maintenance of room inventories, and addressing any issues related to room conditions or furniture. They may also be involved in double-locking rooms when necessary.

##### **Mess Management:**

- Wardens may oversee the mess, ensuring food quality and hygiene. They may also be involved in mess reduction procedures for students on approved leaves or for those participating in institute-related activities.

##### **Student Interactions:**

- Wardens are expected to maintain regular interaction with students, addressing their concerns and mediating disputes.

##### **Reporting and Communication:**

- Wardens are responsible for reporting any serious disciplinary issues, student misconduct, or health concerns to the relevant authorities, such as the Chief Warden. They may also communicate with parents or guardians regarding student issues.



**General Hostel Management:**

- Wardens play a role in managing the overall ambiance of the hostel, including common rooms, recreational activities, and the upkeep of hostel property.

**Staff Supervision:**

- Wardens may supervise hostel staff, such as ward boys, attendants, and sweepers, ensuring their efficient functioning.

**Record Keeping:**

- Wardens maintain various registers and records related to hostel administration, including those related to room allotments, guest entries, and student attendance.

**1.16.22. Physical Director**

The Physical Director oversees sports and fitness programs, ensuring the development of physical education through structured training, state-of-the-art infrastructure, and competitive excellence.

**❖ Powers & Functions**

- **Promoting Discipline and a Positive Environment:** Fosters an atmosphere of structured discipline and positive energy across the institution. Organizes sports and games that reinforce moral and ethical values while nurturing leadership, teamwork, and personal responsibility among students.
- **Sports Facility Management:** Maintains indoor and outdoor stadiums, ensuring world-class infrastructure for training and competitions.
- **Specialized Coaching:** Provides expert coaching for talented students, offering advanced training in various sports disciplines.
- **Competitive Training:** Prepares athletes for university, national, and international competitions with focused coaching and strategic skill development.
- **Event Organization:** Hosts intercollegiate, state, and national tournaments to enhance student exposure and experience.
- **Talent Development:** Identifies and nurtures promising athletes, providing scholarships and specialized training programs.
- **Health & Fitness Programs:** Conducts wellness workshops, fitness training, and injury prevention programs.
- **Compliance & Reporting:** Ensures adherence to sports regulations and prepares reports on performance and achievements.
- **Discipline Maintenance:** Ensures structured discipline in all sports and physical activities, fostering respect, adherence to rules, and the spirit of fair play among students.

**1.7. Non-Statutory Committees**

Non-Statutory Committees are those that are appointed by the Registrar at the direction of the Vice Chancellor of the University to suggest strengthening the University Administration, Academics, Research and Development, Infrastructure, Planning and Evaluation, Extra and Co-curricular Activities for the overall development of the student. The Chairman / Chairperson or Convener of each Committee is expected to undertake all the prime duties of the Committee, namely convening the meetings, recording minutes, recording special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, suggestions, taking necessary steps for tabling the said documents for ratification by the Statutory Bodies etc. Agenda items fall under the purview of the committee. The committee is expected to extend its cooperation to the members of faculty and staff appointed or drafted for specific tasks from time to time. The Chairman reserves the right to conduct any emergency session under certain circumstances that can be deemed to be an emergency.

#### **Non-Statutory Committees**

<b>S.No.</b>	<b>NAME OF THE COMMITTEE</b>	<b>ACRONYM</b>
1	ACADEMIC AUDIT COMMITTEE	AAC
2	ADMISSIONS ADVISORY COMMITTEE	AADC
3	ALUMNI COMMITTEE	AC
4	ANTI-RAGGING COMMITTEE	ARC
5	CAMPUS DISCIPLINE MONITORING COMMITTEE	CDMC
6	CANTEEN COMMITTEE	CC
7	CULTURAL AND LITERARY COMMITTEE	CALC
8	EAGLE CLUB	EC
9	EQUAL OPPORTUNITIES CELL	EOC
10	EXAMINATIONS COMMITTEE	EC
11	DIGITAL EDUCATION AND MOOCS COMMITTEE	DE & MC
12	GAMES AND SPORTS COMMITTEE	GSC
13	GRIEVANCE REDRESSAL COMMITTEE	GRC
14	HOSTEL COMMITTEE	HC
15	INSTITUTE INNOVATION COUNCIL	IINC
16	INSTITUTION INDUSTRY CELL	IIC
17	INTERNAL COMPLAINTS COMMITTEE	ICC
18	INTERNAL QUALITY ASSURANCE COMMITTEE	IQAC
19	LIBRARY COMMITTEE	LC
20	MINORITY COMMITTEE	MC
21	NATIONAL SERVICE SCHEME	NSS
22	OBC COMMITTEE	OBC
23	PLANNING AND EVALUATION COMMITTEE	PAEC
24	RESEARCH ADVISORY COUNCIL	RAC
25	SC/ST COMMITTEE	SC-STC
26	SOCIO-ECONOMICALLY DISADVANTAGED GROUPS CELL	SEDGC
27	STUDENT COUNCIL	SC

S.No.	NAME OF THE COMMITTEE	ACRONYM
28	STUDENT GRIEVANCE REDRESSAL COMMITTEE	SGRC
29	STUDENT WELFARE COMMITTEE	SWC
30	TIME TABLE COMMITTEE	TTC
31	TRAINING AND PLACEMENT COMMITTEE	TPC
32	WOMEN'S WELFARE COMMITTEE	WWC

### **Non-Statutory Committees:**

#### **1. Academic Audit Committee**

The Academic Audit Committee ensures the quality and effectiveness of academic programs, teaching methodologies, and institutional compliance with regulatory standards through systematic evaluation and recommendations.

#### **2. Admissions Advisory Committee**

The Committee is vested with the authority to frame policies regarding various aspects of admissions, including but not limited to admission tests, intake capacity, new programmes, fee structure, and scholarships. The Admissions Committee will implement these policies.

#### **3. Alumni Committee**

The Alumni Committee fosters strong connections with former students by organising alumni meets, networking events, and engaging them in institutional activities. It facilitates alumni contributions through mentorship, fundraising, and collaborative initiatives to enhance the university's growth and reputation.

#### **4. Anti-Ragging Committee**

The Anti-Ragging Committee is aimed at curbing and addressing any instances of ragging within the university premises. This committee is tasked with ensuring a safe and supportive environment for all students, in alignment with the university's zero-tolerance policy toward ragging.

#### **5. Campus Discipline Monitoring Committee**

The Committee is committed to upholding proper conduct and decorum on campus. Students are expected to prioritize punctuality in attending classes, as it is of utmost importance. Loitering during class hours is strongly discouraged, and all students must make every effort to be present in their scheduled classes on time. Any violation of these guidelines, including irregular attendance and unnecessary loitering, will result in strict disciplinary action.

#### **6. Canteen Committee**

The Canteen Committee plays a vital role in ensuring the provision of hygienic, nutritious, and affordable food for students, staff, and visitors. It oversees the functioning of the canteen by monitoring food quality, cleanliness, and adherence to safety standards. The committee regularly reviews menus to ensure variety and nutritional balance while addressing feedback and grievances to improve services. Additionally, it ensures that the canteen operates efficiently, maintaining an inclusive environment that caters to diverse dietary preferences and needs.

#### 7. Cultural and Literary Committee

The Cultural and Literary Committee aims to nurture creativity, talent, and expression among students by providing platforms for cultural, literary, and artistic engagement. The committee seeks to promote holistic development, encourage participation in intra- and inter-collegiate events, and foster an environment of inclusivity, cultural awareness, and intellectual growth.

#### 8. EAGLE Club

The Eagle Club (Elite Anti-Narcotics Group for Law Enforcement) has been established at the University in collaboration with the Andhra Pradesh Government's initiative to combat substance abuse. The club aims to promote a drug-free academic environment through awareness campaigns, workshops, and strict enforcement of anti-drug policies. By working with law enforcement agencies, health professionals, and counseling services, the club educates students about the dangers of narcotics and alcohol abuse. It actively identifies, monitors, and reports drug-related concerns while providing a safe space for students to discuss related issues. The Eagle Club encourages peer-led initiatives and upholds confidentiality to ensure a secure, healthy, and responsible campus atmosphere.

#### 9. Equal Opportunities Cell

The Equal Opportunities Cell, as per UGC guidelines, is responsible for ensuring inclusivity and addressing discrimination across the university by creating awareness and facilitating equal access to resources and opportunities for all students, including those from marginalized or disadvantaged backgrounds. Its responsibilities include organizing sensitization programmes, monitoring grievances related to inequality, and promoting policies that uphold fairness and diversity within the campus community.

#### 10. Examinations Committee

The Examinations Committee ensures the smooth conduct of all academic assessments, including scheduling, question paper preparation, invigilation, and result declaration. It upholds the integrity and transparency of the examination process while addressing grievances and implementing reforms to maintain academic standards.

#### 11. Digital Education and MOOCS Committee

The Digital Education Committee is responsible for developing and implementing technology-driven learning strategies to enhance teaching and student engagement. It ensures the integration of Learning Management Systems (LMS), digital resources, and online assessment tools while maintaining quality standards in virtual education. Additionally, the committee evaluates emerging edtech trends, supports faculty training in digital pedagogy, and oversees the seamless delivery of online and hybrid courses to improve accessibility and learning outcomes.

#### 12. Games and Sports Committee

The Sports and Games Committee is responsible for planning, organizing, and promoting sports activities and events to foster physical fitness and teamwork among students and staff. It also oversees the maintenance of sports facilities, procurement of equipment, and coordination of inter-university competitions to enhance the institution's athletic profile.

#### 13. Grievance Redressal Committee (GRC)

The Grievance Redressal Committee is responsible for addressing and resolving grievances raised by faculty and staff members. It ensures a fair and transparent

mechanism for reviewing complaints and provides timely resolutions to uphold a harmonious and equitable working environment.

#### 14. Hostel Committee

The primary objective of the Hostel Committee is to ensure the smooth, safe, and efficient functioning of hostel facilities, while fostering a healthy, disciplined, and student-friendly living environment. The committee aims to address students' residential needs, maintain infrastructure and amenities, ensure discipline and security, and promote a sense of community and responsibility among hostel residents.

#### 15. Institute Innovation Council

The Innovation Cell, as outlined in UGC guidelines, aims to nurture a culture of creativity, innovation, and entrepreneurship within higher education institutions.

#### 16. Institution Industry Cell

The Institution Industry Cell serves as a vital bridge between academia and industry, fostering collaborations for research, internships, and consultancy projects. Its responsibilities include organising industry-driven training programmes, facilitating student placements, and promoting joint initiatives to align academic curricula with industry requirements.

#### 17. Internal Complaints Committee

The Internal Complaints Committee (ICC) is responsible for addressing complaints related to sexual harassment and ensuring a safe and respectful environment for all students, faculty, and staff. The committee functions under UGC, AICTE, and other government norms, particularly adhering to the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013.

#### 18. Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Cell (IQAC) is responsible for developing and implementing quality benchmarks for academic and administrative activities to enhance overall institutional performance. It also promotes a culture of continuous improvement through stakeholder feedback, documentation of quality initiatives, and preparation of Annual Quality Assurance Reports (AQAR) as per NAAC guidelines.

#### 19. Library Committee

This committee oversees the planning, procurement, and efficient utilisation of library resources, ensuring they align with the academic and research needs of the institution. It also formulates policies for resource management, promotes digital access, and facilitates feedback from stakeholders to enhance library services.

#### 20. Minority Committee

This committee promotes the welfare and representation of minority communities. It ensures equitable access, oversees enrolment, and supports students through scholarships, mentoring, and awareness initiatives.

#### 21. National Service Scheme (NSS)

The National Service Scheme (NSS) Committee plays a vital role in fostering community engagement, social responsibility, and the holistic development of students.

#### 22. OBC Committee

This committee ensures the welfare and fair representation of OBC students and staff. It monitors reservation policies, addresses grievances, and organizes awareness programs. The committee also provides mentoring and counselling support to promote inclusivity and social justice.

#### 23. Planning and Evaluation Committee

The Planning and Evaluation Committee is responsible for formulating strategic plans to enhance academic and institutional growth while ensuring alignment with regulatory frameworks and accreditation standards. It evaluates the effectiveness of existing programmes, policies, and infrastructure, recommending improvements based on performance metrics and institutional objectives. Additionally, the committee plays a crucial role in assessing faculty development, research initiatives, and student outcomes to drive continuous improvement and long-term institutional excellence.

#### 24. Research Advisory Council

This committee is tasked with overseeing finance and infrastructure for research programmes, and formulating policies to guide research initiatives. It also facilitates collaborations, monitors product development for commercialization, and ensures adherence to legal, ethical, and IPR-related matters.

#### 25. SC/ST Committee

The SC/ST Committee ensures the effective implementation of policies and programs for the welfare and empowerment of students from socially and economically disadvantaged backgrounds. It addresses grievances, organizes awareness programs, and promotes inclusivity through equal opportunities in education and career development.

#### 26. Socio-Economically Disadvantaged Groups Cell

The Socio-Economically Disadvantaged Groups (SEDG) Cell is responsible for providing academic, financial, and counseling support to disadvantaged students, facilitating their integration and success in the institution. It also ensures compliance with UGC guidelines by organizing awareness programmes, monitoring student progress, and addressing grievances to foster an inclusive campus environment.

#### 27. Student Council

The Student Council serves as a bridge between the university administration and students, ensuring active participation in academic, cultural, and social development initiatives.

#### 28. Student Grievance Redressal Committee (SGRC)

The Student Grievance Redressal Committee (SGRC) addresses student complaints. It provides a platform for students to express concerns. The SGRC investigates and resolves grievances fairly. It ensures student welfare and promotes a positive learning environment.

#### 29. Student Welfare Committee:

The Student Welfare Committee is committed to safeguarding the overall well-being of students by addressing their academic, emotional, social, and financial needs. Its objective is to create a supportive environment that promotes personal growth, academic success, mental health, inclusivity, and a sense of belonging within the institution.

### 30. Time Table Committee

The Time Table Committee ensures the efficient use of resources, upholds academic discipline, and designs an equitable and effective schedule.

### 31. Training and Placement Committee

The Training and Placement Committee facilitates career development by organizing skill enhancement programmes, mock interviews, and industry-specific training sessions. It also coordinates with companies to secure internship and placement opportunities, ensuring students are well prepared for competitive job markets.

### 32. Women's Welfare Committee

The Women Welfare Committee is dedicated to promoting gender equality, empowering women, and addressing their concerns through various support initiatives and awareness programs.

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Date: 30-04-2025

*— Richard —*

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