

College Committees

The following Committees are constituted to ensure the operational administration functionalities of the institute. This diversification ensures that the committees address any issues faced by the stake holders and also aims for the improvements under the purview of the respective committees. The various committees are as follows:

S. No	Name of the Committee	Coordinator	Frequency of Meetings
1	Central advisory Committee	Dr. Suresh Akella	Once in a semester
2	Central Academic Committee	Mr. Md. Abdul kalam	Once in a semester
3	Central Grievance Redressal Cell	Dr. Suresh Akella	Once in a semester; Need based
4	Anti-Ragging Committee	Dr. Suresh Akella	Once in a semester; Need based
5	Central Purchase/Stores Committee	Mr. Harsha	Need based
6	Central Public Relations, Press & Media, Publication Committee	Mr. K. Raju (AO)	Event based
7	Career Guidance, Training & Placements Cell/CRT	Mr. Anish Srivastav	Continuous; Need Based
8	R & D	Dr. S Sandeep Kumar	Once in a semester
9	Central Social Welfare Committee (BC/SC/ST)	Mr. V Biksham	Need based
10	Central Sports & Games Committee	Mr. Y. Krishnaiah	Once in a year
11	Central Transport Committee	Mr. Md. Yasar Sharif	Once in a year; Need based
12	Central Arts/Cultural/Extracurricular/NSS /Association Committee	Dr. T. Hari Priya	Once in a semester
13	Central General Maintenance Committee	Dr. A C Umamaheshwar	Need based
14	Examinations committee	Dr. B. Suresh Babu	Need based
15	Central Library Committee	Mrs. S. Amrutha	Once in a semester
17	Entrepreneur Development Cell	Mr. K. Sainath	Once in a semester
18	Website/ICT/Internet Committee	Dr. V. Goutham	Need based
19	Alumni Coordination Committee	Y Krishna	Once in a year
20	Sexual Harassment Committee	Mrs. P. Banu	Need based
21	Labs Maintenance Committee	Mr. N Ramesh	Once in a semester; Need based
22	Central Disciplinary Committee	Mr. B Srinivasu	Need Based
23	IQAC	Dr. J Pandurangarao	Need Based

Central Advisory Committee

Objective:

Advisory Committee is to assist the administration in making policy recommendations to the management, undertake long-term assignments in order to develop and carry out strategic plan of the institute.

Functions:

The primary purpose of advisory committee is to promote collaboration between specific educational programs and industry.

To prepare students to succeed in their chosen career.

Committee advises the administration to assist department staff by providing support and giving encouragement for quality education and training.

Responsibilities:

Monitoring of program educational objectives and program outcomes.

Advising faculty members in preparation of Academic plans for their respective courses allotted by the Department

To promote in conduction of Co-Curricular activities

To promote research, activities establishment.

Assisting with different Centre of Excellence/Incubation Centre

Advising for value added training courses.

Frequency of Meetings: Once in a semester

Central Academic Committee

Objective:

The primary objective of Central Academic Committee is to make recommendations to the administration of the institute in various academic and professional related matters.

Functions:

The academic committee provides a platform for its members to review and make suggestions for policies on college curriculum development.

Central Academic Committee Responsibilities:

To review on the policies of college curriculum development, medium of instruction, assessment for learning, teaching and learning quality.

To disseminate curricular information and recommendations to the department heads and the Academic committee members.

To review and formulate policies to enhance students learning motivation.

To monitor and follow up of students learning outcomes.

To introduce and promote different teaching methods.

To set up academic reward systems.

To monitor student's personal data and other learning experiences that enables student to pursue higher studies or develop their career.

To enhance the teaching efficiency by promoting a transparent appraisal system.

Frequency of Meetings: Once in a semester

Central Grievance Redressal Cell

Objective:

To create a platform where students can discuss their problems, regarding academic and non academic matters.

To enlighten the students on their duties and responsibilities to access benefits.

To ensure effective solution to the student's grievances.

To obtain speedy resolution to the problem.

Functions of the Committee:

The Grievances committee deals with the grievances of teaching faculty, other employees and the students.

The Grievance Committee hears and settles grievances within short duration, after the grievance is lodged with the committee.

Responsibilities:

Grievances Redressal committee receives and redresses grievances reported for the following issues:

Academic issues: pertaining to teaching learning activities.

Student's teacher, student- student, student- parent relationship pertaining to harassment etc.

Internal evaluation and in assessment marking.

Complaint related to library and IT services.

Grievances related to hostel, food, water, electricity, etc.

Grievance related to transport facilities.

Grievances related to sports, cultural and selection process etc.

Grievances related to women's issues and harassment.

Grievance related to ragging

Grievances related to university examination.

Grievances related to delay in issuance of records and documents.

Frequency of Meetings: Once in a semester; Need based.

Central Purchase/Stores Committee

Objective:

The purpose is to establish policy and procedures for the College to procure goods and services. These policies will ensure SIET College has a sound purchasing practices and appropriate controls in place to support the efficient and effective expenditure of funds.

Functions:

The function of PC is to procure all necessary, economically and efficient materials and services needed for production or daily operation of the institute.

Responsibilities of the Purchase Committee:

To analyze quotations provided by the department, and provide recommendation for approval. To ensure all documentation is accurately completed.

To ensure that the supplies/services quoted for comply with what was requested.

Seek clarification from suppliers/service providers where necessary.

To request technical input from relevant staff as required. The PC should also be assigned a role within the supplier pre-qualification process

In certain contexts, it may be appropriate for some or all members of the PC to be directly involved in the collection of quotations

Ensuring proportionality, transparency, accountability and fairness in the procurement process

Ensuring all relevant documentation is prepared prior to PC meeting

Ensuring that the Quote Evaluation Form is completed accurately

Ensuring all necessary procurement procedures is properly followed.

Frequency of Meetings: Need Based

Central Public Relations, Press & Media, Publication Committee

Objective:

The SIET try to be best to create and maintain a very positive image amongst the minds of the people.

Functions:

The Media and PR Cell looks after all communication and publications - internal & external and also serves as the official spokesperson of the institute.

It is also student-run body responsible for facilitating the Endeavour of a rich Institute Connect Program by means of organizing Conclaves, Guest Lectures, Workshops and other such interactive events.

Responsibilities:

The role of Media and PR Cell is to manage relations with external stakeholders through several media relation activities.

It accomplishes this through engagement with the print media and by facilitating institute's online presence across various platforms.

The Media and PR Cell also manages internal communication by reporting events, happenings and achievements to the administration, faculty and student community.

Besides focusing on Corporate Interactions, one of the major Media and PR Cell activity is to provide necessary assistance to prospective candidates in their admission related queries, thereby supporting the admission process conducted at SIET

Improve internal relations; teachers, students, other administrative staff.

Maintain good relations with the community.

Maintain positive relations with the alumni.

Frequency of Meetings: Event based

Career Guidance, Training & Placements Cell/CRT

Objectives

The main objective of the CGPC is to give career guidance with respect to job.

To facilitate job opportunities and communicate them to the students seeking employment.

To build and maintain good relations with the industry thereby bridging the gap between industry and our institution.

Organize lectures/workshops for various areas like personality development, career opportunities, resume writing, etc.

To facilitate project work, internships in industry as when required by either industry or students.

Functions:

To help the Training and Placement Office in conducting and coordinating campus placement process as well as training programs in the college.

Roles and responsibilities of CGPC

CGPC of the college provides placement assistance to all its students.

The cell regularly conducts grooming sessions for the students in areas like soft skills, interview facing skills, behavioral skills thereby making them industry-fit.

To gather information on job avenues and placements in different institutions and concerns related to the courses that the University offers.

To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio- economic policies and to impart training in soft skills.

The Career Guidance and Counseling Cell is constituted to provide to student community all possible assistance in choosing the appropriate avenues.

To enable the students to realize their primary ambition, it has become imperative to counsel and encourage them to set definite goals. The cell provides guidance and training by briefing about various avenues during the time of admission.

Inviting career counselors to inform students about job prospects of different subjects, Conducting aptitude tests, mock interviews and group discussions.

Frequency of Meetings: Continuous; Need based

Central Social Welfare Committee (BC/SC/ST)

Objectives:

To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus.

To address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them.

To comply with AICTE regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989).

Responsibilities:

To look into the complaints if any received from the concerned staff and students belonging to SC / ST.

The Social Welfare Committee functions to promote technical and management education among BC/SC/ST students and other weaker section of the society.

It continuously monitors and evaluates reservation policies intended for BC/SC/STs Welfare by the Govt of Telangana and also for the effective implementation of the same Welfare.

Monitoring qualified and eligible students to get both fee reimbursement and scholarship.

If any student fails to get the reimbursement and scholarship, he/she can make a complaint to Social Welfare Committee of the college.

The committee in consultation with the scholarship clerk takes relevant measure to ensure that every student obtains scholarship.

Frequency of Meetings: Need based

Central Sports & Games Committee

Objective:

To promote and enhance and change the spirit of sports along with academics.

Function:

To organize physical education, sports and games activity to create an environment that stimulates desirable responses that contribute to the optimal development of the individual's potentialities in all the phases of life.

Responsibilities of the Sports Committee:

Coordination with the Student Sports Secretary

Keeping stock of previous and current years' sports goods.

Place order for sports goods on basis of quotations procured.

Arranging the venues for sports events.

Drawing plans for various sports.

Consultation with the Principal

Obtaining permission to hold sports events in the college campus.

To conduct intra-oriented- college sports events.

To obtain sanction for Entry/Registration Fees to participate in various sports events.

To maintain attendance of students who participate in sports events.

Sorting out any sports related issues (team selections, objections, quarrels etc)

Maintaining reports of sports events participated outdoor or in the University. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and Prize Distribution Ceremony.

Taking follow up of Annual sports contribution of the institute.

To organize intra-class & inter - class sports and games competitions at the college level to identify talents in various sports and games both indoor and outdoor to build a strong college level teams to participate at the State Level and National Level competitions.

To encourage the students to actively participate in various sports and games competitions conducted by other colleges.

To organize college level sports and games competitions both for students and staff as part of the college annual day celebrations.

Frequency of Meetings: Once in a year

Central Transport Committee

Objective:

The primary objective of transport committee is to effectively organize and provide transport to the staff and students.

Functions:

The main function of this committee is to provide Proper Transport in the institute. It also deals with the allocation of efficient route maps , the maintenance of the buses and communicating the information to the students and staff regarding the timings etc.

Responsibilities:

Supervision and maintenance

To maintain the record of all the students and staff availing the transport facility

Supervise the daily transport operations and provide required instructions to the bus-in-charge.

Inspect the condition of the buses and report necessary action on a consistent basis to for maintenance to concern committee.

Arrangement of Transport to the speakers of the guest lecture/ event coordinators/ eminent persons.

Students and staff should be informed about the timings. A circular is to be displayed on the notice boards.

Ensure proper discipline is maintained during the journey on daily basis with the help of in charges of bus.

Provide transport facility for occasional requirements for guests as advised by concerned authority.

Frequency of Meetings: Once in a year; Need based

Central Arts/Cultural/NSS/Association Committee

Objective:

To promote the inclination of students in the line of arts, culture, NSS activities.

Functions:

The Cultural committee helps the students to distinguish themselves apart from their curriculum. Students are encouraged to take part in various cultural events in college and other colleges and showcase their talents through various clubs/associations/national service schemes.

Responsibilities:

Planning & Promotion

To plan and schedule cultural events for the academic year.

The in charge of the committee shall conduct a meeting of the committee to discuss and delegate tasks

The committee shall display on the Notice Board/Website information about events to be celebrated.

Events arranged for students in coordination with Cultural Committee are

Fresher's Day b) Teachers' Day c) Festival Celebrations d) Annual Day

Formulation

To obtain formal permission from the College authorities to arrange programs

To decide the date, time and agenda of the programs.

To inform members of staff and students about the events.

To arrange the venue and logistics (audio/video system, dais, podium etc)

Invitation & felicitations

To invite the Chief Guest and other dignitaries.

To arrange mementos for guests and gifts/certificates for the participants.

The committee will be responsible to keep the record of all the above activities.

Frequency of Meetings: Once in a Semester

Central Library Committee

Objective

The main objective of this committee is to ensure that all the resources are provided by the Library and all the students are well informed about the resources available.

Functions:

Books and other e-learning media are very essential for gaining knowledge as learning is a continuous process. Faculty and students require resources to attain knowledge for the day to-day requirements and to function as a channel between the library and its users.

Inform the staff and students about the latest titles, new arrivals of books and journal.

Pursue the titles available and recommended additional titles on requirements.

Recommend the latest resources journals on periodical basis.

Maintain and upgrade digital library.

Suggest and provide the quotation for yearly budgetary allocations for library resources.

Responsibilities:

To assist the Librarian in formulating a Library policy.

Procuring books, Technical Journals, Technical Magazines, Applying for access to E-Journals, Providing good reference books and adequate reading spaces

To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.

To look after general maintenance of the library in terms of reading material and infrastructure.

To effectively involve in fostering the reading habit of staff and students

Frequency of Meetings: Once in a semester

Entrepreneur Development Cell

Objective:

The main objective of this committee is to train the students and integrate the culture of entrepreneurship and to make the students eligible to achieve their dreams of starting their own enterprise

Functions:

Young graduating Engineering students across the country need proper placements depending upon their talents for which a proper industrial exposure is essential. The curriculum also should have a great bearing in accordance with the need of the industry. The important institute interaction will help to achieve the above objectives.

Responsibilities:

Awareness

To create awareness among the students of the Institution regarding entrepreneurship as a career option.

Arrange guest lectures by inviting engineers and top executives from industry to visit the institution to deliver lectures and to impart industrial exposure to the students.

Providing opportunities to the degree level engineering institutions to improve their knowledge upgrade their skills and enhance their qualifications.

Frequency of Meetings: Once in a semester

Alumni Coordination Committee

Objective:

The need for an Alumni Committee is to provide a platform and an interface to serve and to promote the mutual interests of the institution and its alumni.

Function:

To act as a bridge between the college and the alumni for interaction on new developments in different

disciplines of engineering and to encourage the alumni to assist the college to promote R & D activities.

Responsibilities:

To maintain an up-to-date and detailed database of the alumni

To highlight the success of alumni to improve the credibility and reputation of the institute.

Plan and promote a platform for interaction between all stakeholders of Sreyas institute of engineering and technology.

Maintain healthy relationship with the alumni body

Assist management in creating an environment in the college which enables the students to have lasting memories.

Frequency of Meetings: Once in a year

Central Disciplinary Committee

Objective:

To maintain discipline in the classroom, campus as well as in the college premises.

Function:

This committee monitors the students and ensures that no indiscipline happens. Also, in the event of any indiscipline activities, action is taken by the committee.

The committee members ensure discipline is maintained among the students.

Action is taken immediately for indiscipline activities within the campus.

A record is maintained for indiscipline activities done by the students and action taken.

Responsibilities:

To maintain the rules and regulations of the college given in the information brochure, which are given to the students during admission

To support College policy in a positive way.

To oversee and monitor the overall discipline of students in the college, and review it periodically.

To take decisions and actions related to indiscipline activities of the students in the college as and when required

Frequency of Meetings: Continuous; Need based

Committees for Grievance Redressal Cell, Anti Ragging Committee and Sexual Harassment Committee:

Grievance Redressal Cell

Anti Ragging Committee

Sexual Harassment Committee

Grievance Redressal Cell

The grievance redress mechanism of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the administration.

As SIET is committed to provide a safe, fair and harmonious work environment in the campus, grievance redressal committees was established, which undertakes the process of attending to the grievances put forward by the students & staff and settle the issues in a cordial atmosphere.

The committee shall take into consideration all the redressal criteria and rules and regulations of the college and AICTE in admitting the complaint and in conducting the enquiry. The observations, findings, suggestions and recommendations are merely recommendatory in nature. The committee is expected to submit the minutes of its meetings along with observations, suggestions, if any, and resolutions to the respective statutory committees for further processing the same at the deliberations. The Convener and the members of the committee shall undertake all the operations in coordination with the Heads of the departments and administrative office.

Composition of the committee:

A senior member of faculty is appointed as Coordinator of the committee by the Principal. The Coordinator 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, taking necessary steps for tabling the said documents for ratification by the statutory bodies etc.

Monitoring and Execution activity:

Receiving appeals from the students and staff.

Identifying the intensity of the appeal.

Ascertaining the legal implications of the appeal.

Ascertaining whether it falls under the purview of a non-statutory committee or not. Classification of appeals into academic, administrative and discipline-oriented.

Constitution of a separate committee in case of need.

Submission of the report after deliberations among the members of the committee based on the report, the action which is taken can be finalized.

Grievance boxes were installed at various locations – one box in each block and at hostels to receive grievances if any.

To receive grievances from students and faculty if any, online grievance facility was developed in the college website i.e. www.sreyas.ac.in by clicking the icon. This facility helps to solve the grievances at the earliest.

Grievance Redressal Cell

Objective

To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;

To uphold the dignity of the University by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;

To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the University campus;

To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;

To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality

Function

The Grievance Committee shall consider only individual grievances of specific nature of members of the Faculty Association and raised individually by the concerned aggrieved employee.

Responsibilities:

Committee members meet once in a month to discuss and resolve the grievances.

To maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.

Discuss Availability of casual leaves , CCLs.

Frequency of Meetings: Need based

Anti-Ragging Committee

Ragging means causing physical and / or mental trauma to a person as a result of physical abuse, manhandling, using abusive language or gestures or forcing to perform acts that may cause physical/mental damage. Ragging is a social, cultural and psychological menace. Students are urged to keep-up the glorious tradition of SIET and not to indulge in any activity within or outside the campus that may be construed as ragging. Any student, if found involved in any such activity, directly or indirectly, shall not only be expelled from the institution but also the matter will be reported to police / legal authorities for further necessary action.

Objective:

To maintain discipline in the classroom and the college premises.

Function:

This committee monitors the students and ensures that no ragging activity happens. Also, in the event of any indiscipline activities, action is taken by this committee.

Responsibilities:

To ensure compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force concerning ragging.

To monitor and oversee the performance of anti ragging squad in prevention of ragging in the institution.

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, Canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

To take decisions and actions related to ragging activities of the students in the college as and when required.

Frequency of Meetings: Once in a semester;Need Based

Sexual Harassment Committee

Women Grievance Committee is formed for speedy redressal of any complaint or issues related to women staff and students. Committee will examine complaints of sexual harassment or sexual discrimination pertaining to the female staff members and the female students and submits its findings to the principal for further actions. Main responsibility of Women Grievance Committee is to ensure safe and healthy working environment for the female employees and the students, whereby they are protected against any kind of victimization and are put into environment which is free from fear in discharging their duties

Objective:

Securing the citizens, both men and women equally have the right to adequate means of livelihood.

Empowerment of adolescent girls.

Special provision for women.

Violence against women.

Unwanted conduct of a sexual nature or conduct based on sex affecting the dignity of women and man. This includes physical, verbal or non verbal conduct.

Working environment - hostile, intimidating or if the victims refusal or acceptance of the behavior influences decisions concerning her employment.

Functions

To look into the women grievances and to ensure safe work environment.

Any issues relating to physical or mental harassment should be brought into the notice of committee.

Preventive and remedial measures will be discussed in committee meetings.

Awareness on women issues will be created on the campus.

Roles:

This committee is meant for dealing with the problems of women on campus relating to sexual harassment and violent at work place.

The committee is dedicated for creating an environment in the campus where everybody feels confident about their safety.

Responsibilities:

To make them strong and to stand up for themselves, not being afraid of the consequences.

Every complaint has the right to be notified in writing of the outcome of the complaint. Inappropriate and uncalled for comments about one's body or dress.

Frequency of Meetings: Need Based