



MANAKULA VINAYAGAR

INSTITUTE OF TECHNOLOGY

Kalitheerthal kuppam, Puducherry – 605 107



GOVERNANCE MANUAL



2024

Revised Version -4

MVIT - GOVERNANCE MANUAL

CONTENTS

Sl.No	Item	Page Number
1	Need for Good Governance system	1
2	Preamble	1
3	Scope for Good Governance	2
4	Genesis of the Institution	3
5	Vision	3
6	Mission	3
7.	Quality Policy	4
8.	Approval	4
9.	Affiliation	4
10.	Organization Chart	5
11.A	Primary Accountabilities	6
11.B	Openness and Transparency in the Operation of governing Bodies	8
11.C	Key Attributes of Governing Bodies	9
11.D	Effectiveness and Performance Review of Governing Bodies	10
11.E	Regulatory Compliance	11
11.F	Roles and Responsibilities of Governing Body	11
11.G	Roles and Responsibilities of various Committees, Cells, Clubs, Chapters and Association	12

1. Need for Good Governance system

Independent and fully empowered body to

- Support the stated Vision, Mission and objectives
- Foster a stimulating environment and culture to attract talented and dynamic students and faculty.
- Nurture a culture of innovation that improves productivity and support the sustainability and development of the institution
- Forge global, national and local collaborations with academic partners, research and industry to realize the vision
- Develop a coherent strategy and a sustainable growth development path

2. Preamble

Technical and Management Education in India is the most sought for career avenues for a large number of students. Improving the learning outcomes of the students and enhancing their employability skills are the major parameters that challenge the institution. The effective governance at all levels is one of the most important keys to the improvement of the quality of learning, teaching and research outcomes of an Institution. The good Governance Guidelines provide vital directions and indicators to the Governing body of **Manakula Vinayagar Institute of Technology** for enhancing the effectiveness of performance and to provide overall satisfaction to all the stakeholders. Through this, the Governing Members will have the opportunity to directly participate and monitor the key institutional functions such as developing Institutional Mission, strategic planning, quality standards and quality assurance, accountability and performance, employer engagement, Industry interface and stakeholder interaction. “Good governance creates a sound, ethical and sustainable strategy, acceptable to the Institution as a whole and to other key stakeholders”.

“Good governance oversees the implementation of such strategy through well-considered processes in an open, transparent and honest manner”.

“Good Governance is essential to the grant or assertion of Autonomy. Boards of Governors, by embracing good governance approaches, accept, unequivocally, their own collective and individual responsibilities”.

“Good governance facilitates decision making that is rational, informed and transparent which leads to organizational efficiency and effectiveness that supports and fosters the development of high quality education and research”

3. Scope of Good Governance

The benefits of good governance are demonstrated through

- ▢ Integrity in appointments at all levels, both external and internal
- ▢ Strong leadership and management skills in all the places where ever needed
- ▢ Helps monitoring the quality of teaching and learning within institution with appropriate student involvement.
- ▢ Processes in place to deliver improvements in research quality.
- ▢ Clean and competent administration.
- ▢ Robust and transparent financial systems, especially regarding procurement, and strong internal and external audit.
- ▢ Effective and transparent mechanisms to determine remuneration at all levels.
- ▢ Strong human resources processes such as appraisal, development and dealing with poor performance.
- ▢ Effective student support arrangements.
- ▢ Contribution to better performance in accreditation
- ▢ Focused awareness of institutional outputs, especially increase employability.

4. Genesis of the Institution

Manakula Vinayagar Institute of Technology is a premier institute run by Sri Manakula Vinayaga Educational Trust Established in the year 2008, with a view to provide quality technical education to young citizens and participate in technological progress of our Nation. It is offering courses in UG- B.Tech (EEE, ECE, CSE, IT, MECH, Food Tech., IOT-Cyber Security incl. Block Chain, Robotics and Automation, AI&ML) and PG courses - M.Tech (ECE & CSE), MBA with a perspective to open up career opportunities for the underprivileged youth in and around the vicinity. Our college is

professionally managed and guided with meticulous care to be in conformance with all prudential standards. All the eligible departments are accredited by NBA and the Institute offers Outcome Based Education to all the Students joining in the Engineering and Management Programs.

MVIT is Approved by AICTE, New Delhi and Affiliated to the Pondicherry University. Within a short span, the institution has attained an enviable reputation by possessing all the hall marks of premier Institution in pursuit of excellence. The Institution aims at equipping budding professionals with excellent theoretical and practical knowledge. It also takes pride in developing the students with leadership and interpersonal skills and thus shaping them as strategic scholars with competitive spirits who will be capable of delivering their best in the technological world.

5. Vision

“To be a globally reputed Technical Institution creating Competent leaders and Skillful innovators in Science, Technology and Management”

6. Mission

- ▮ ***Providing a dynamic and creative learning environment for its students to acquire exemplary technical, analytical, professional skills.***
- ▮ ***Imbibing a spirit of innovation and research among its students and faculty for solving critical problems.***
- ▮ ***Promoting Innovation, Employability and entrepreneurship skills through industry academia collaboration.***
- ▮ ***Serving the society through technical intervention and creating socially responsible Professionals.***

7. Quality Policy

Our quality policy is to impart value based education to the students both in theory and practical aspects of Engineering, Technology and Management.

This policy envisages

- ▮ Developing Young Technocrats and administrators on a year-to-year basis to contribute to the industries through improved academic performance.
- ▮ To prepare and enrich students with the power of knowledge and to attain prosperity through

enhanced placement prospects.

- ▮ Developing research and innovation among students and faculty to solve critical problems.
- ▮ Promoting Employability and Entrepreneurship skills.
- ▮ To review and improve the effectiveness of the system continually as well as to comply with the statutory and regulatory requirements.

8. Approval

The programs run by the Institution are approved by All India Council for Technical Education (AICTE), New Delhi.

9. Affiliation

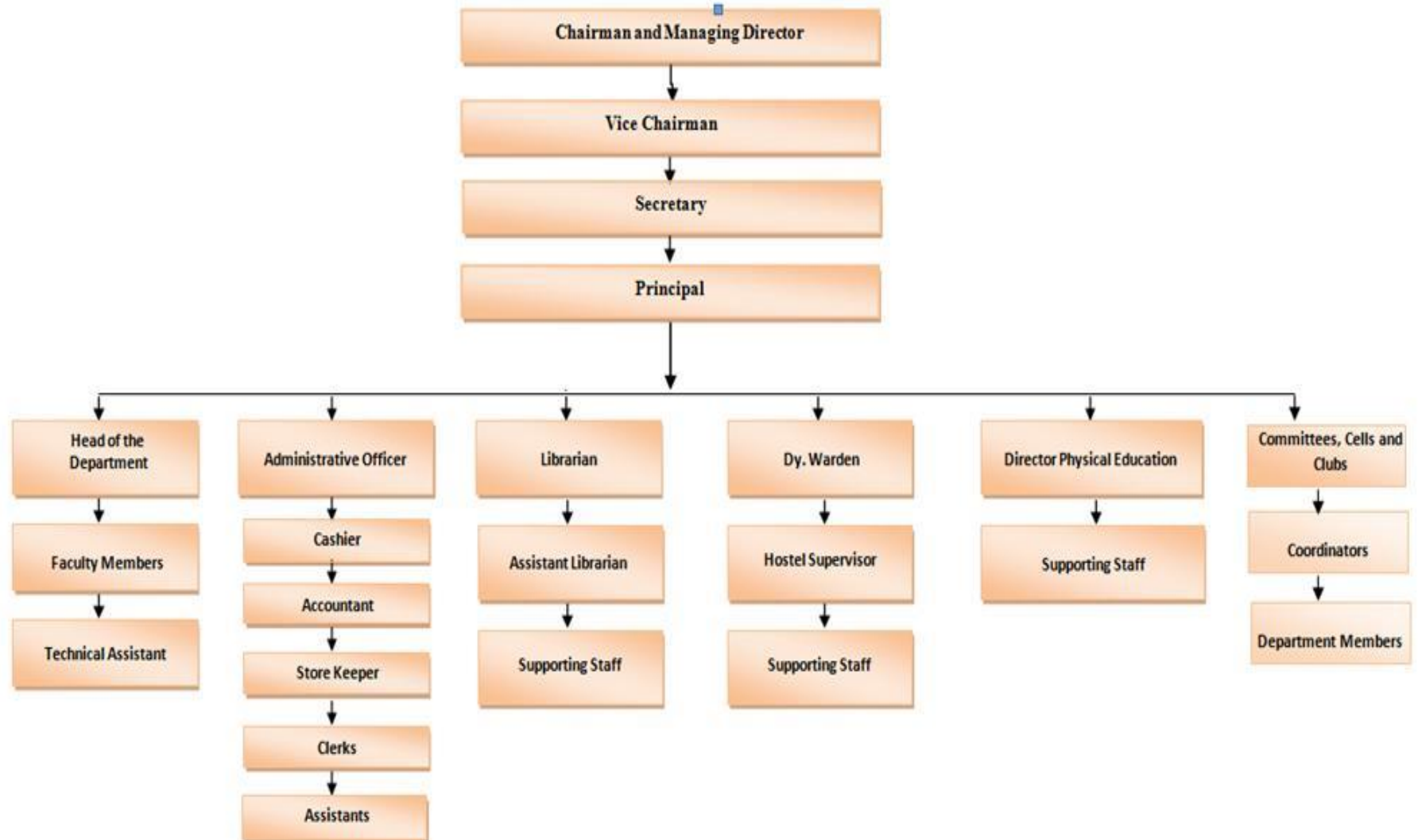
The Institution is affiliated to the Pondicherry University, Puducherry.

Autonomous Status to our College has been conferred by the UGC on 13-11-2023 from the Academic year 2024-25 for 10 years.

The responsibilities of the Principal are carefully defined by Management and communicated to him.

- ▮ The Principal is the academic and administrative Head of the institution.
- ▮ Responsible for constitution of various committees consisting of faculty members and supporting staff and assigning responsibilities to them in respect of academic and other related activities.
- ▮ His responsibilities includes,
 - Guiding and motivating the faculty members to execute their assigned responsibilities to meet out the target.
 - Arranging for training for the faculty members to improve their teaching skills.
 - Guiding the faculty team to involve in research oriented activities to improve or update their knowledge.
 - Facilitating strong industry institute interaction.
 - Taking care of overall development of Faculty, students, Department and Institution.
 - Improving the overall performance of the institution year by year and gaining good reputation for the institution.
- ▮ The Principal allocates duties to administrative staff in consultation with the unit Heads concerned.
- ▮ Arranging for Management –Principal /Teachers meeting, conducting Principal– faculty meeting periodically to review the progress of all the activities of the institution.
- ▮ Principal – Non-teaching staff meetings are being conducted frequently for continuous monitoring.

Organization Structure



11. A. Primary Accountabilities

A1 Vision, Mission and Strategic Planning

The Governing Body shall ensure that

- The institution draws a clear **vision** indicating proposed attainment and outcome of the Institution.
- The **mission statements** indicate the overall plan for comprehensive identification of physical, financial and human resources to achieve the vision.
- The Quality Policy ensures conformance to implementation of objectives and attainment of desired goals based on Mission Statements.
- A strategic plan is developed by involving the prime stake holders of the Institution.

The Governing Body shall approve them and monitor the implementation of the **strategic plan** and assess the outcome for continuous improvement.

A2 Finance

The prime responsibilities of the Governing Body pertaining to financial matters of the Institution are

- Ensuring the solvency of the Institution and safeguarding its assets
- Approving the financial strategy
- Approving annual operating plans and budgets which should reflect the Institution's strategic plan
- Ensuring that funds provided by funding bodies are used in accordance with the terms and conditions specified in any funding agreements/contracts/memorandum
- Ensuring that there is a clear and quantified scheme of financial delegated authority of approval and expenditure to functionaries at appropriate levels.
- Ensuring the existence and integrity of risk management, control and internal governance systems and monitoring these through an Audit Committee.

The Governing Body shall delegate the detailed planning, implementation and monitoring of the financial aspects to the Finance Committee of the Institution.

A3 Procurement

Governing body should ensure that Value for money in procurement and is achieved through

- Internal stringent procurement policies and procedures
- An open and transparent manner without any entry barriers and all eligible suppliers, manufacturers and consultants are allowed to participate.

The Central purchase committee chaired by the Head of the Institution, Finance and senior professors of the Institution as the members shall undertake and monitor the process of procurement and report to the Governing Body.

A4 Human Resources Management

The Human Resource Committee chaired by the Head of the Institution and other members including the management representative, senior academicians of the Institution are responsible for recruitment and development of the employees of the Institution. They shall monitor the processes and systems through policies and procedures approved by the Governing Body and report periodically.

A5 Health and Safety

The Governing Body shall be responsible for creating facilities and amenities for health and safety of the stakeholders on the Institution premises.

Full time doctor on campus dispensary, shall be responsible for the health related issues of the inmates and shall report to the Head of the Institution.

A6 Equality, diversity and reservations

The Equity Action Plan prepared by the Institution for providing “equal opportunities to all” shall be approved by the Governing Body and Head of the Institution shall monitor its implementation.

A7 Monitoring Institutional Performance

The Governing Body shall evolve an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the Institution.

Internal quality assurance, peer review, benchmarking with institutions and quality accreditation by national and international agencies shall yield the performance indices. The inputs shall be discussed in Governing Body for update of action plan.

A8 Monitoring the Performance of the Head of the Institution

The Governing Body shall monitor the performance of the Head of the Institution annually. The information collected through a standard format will be discussed in the meeting for approval and remedial action, if any.

B. Openness and Transparency in the Operation of Governing Bodies

The Governing Body shall promote transparency and openness to ensure public trust and institutional integrity through proper information regarding the outcomes of the deliberations in the Governing Body. However confidential matters pertaining to the institutional secrecy, if any, that need not be disclosed, shall be decided by the Governing Body before making them public.

B1 Publication of Annual Report

The institution shall publish an annual report which includes

- Budget statements
- Delegated Committees and their performance.

The annual report shall be approved by the Governing Body and published

B2 Maintenance of Register of Interests

A Register of Interests of all the members of the Governing Body shall be maintained pertaining to the activities of the Institution, wherever and whenever they arise.

B3 Conduction of Governing Body Meetings

The Governing body meetings shall be conducted in an open manner by

- Earmarking fixed days of a year
- Preparing Agenda on all the vital issues of the Institution
- Sending Invitation and agenda in advance to all the members

- Circular about the event among the faculty
- members. Minutes of the meeting is published.

C. KEY ATTRIBUTES OF GOVERNING

BODIES C1 Size of Governing Body

The Governing body of the Institution consisting of not more than fifteen members, approved by the Executive Council of Pondicherry University and among them, three representatives should be from teaching staff of whom the Principal of the College or Institution shall be one. The procedure for appointment of members of the Governing Body and other matters affecting the management of a college or an Institution shall be prescribed by the Ordinances.

C2 Skills, Experience and Competences of members

The members of the Governing Body shall be nominated in such a way that they possess equilibrium of skills, experience and competence to provide leadership and mentorship to the institution in its quest for excellence. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

C3 Nomination of Independent members

The Governing Body shall have independent members who are pioneers in their domains and shall provide unbiased criticism and debate issues leading to quality of systems or processes.

C4 Appointment

The appointment of members of the Governing body shall be managed by Nomination Committee. The Chairman of the Governing body shall be the Chairman of the Nomination Committee.

C5 Representation of Staff

The Governing Body shall consider the representation of staff on the Body for transparency and encouraging participatory management.

C6 Conduct and Commitment

The Governing Body shall meet at least one time in a year and if required extraordinary meetings can be convened to discuss urgent issues of importance. The Governing Body shall observe high level of commitment and maintain standards of quality

governance in all its businesses.

C7 Delegation and Clarity of Responsibilities

The Governing Body shall ensure proper delegation of responsibility to the Chair of the Governing Body, Head of the Institution, Member Secretary and Committees. Also their roles and responsibilities shall be defined clearly.

Delegated committees should be empowered to conduct the work judiciously and report to the Governing Body and certain key functions shall be retained by the Governing Body itself.

D. EFFECTIVENESS AND PERFORMANCE REVIEW OF GOVERNING BODIES D1

Self-Review of the Governing Body

The Governing Body and its committees shall undertake a formal and rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically. The statement of primary accountabilities shall be the indicator to measure its effectiveness. The self assessment and review process shall contribute to the restructuring the body or adopting newer processes for development.

D2 Induction and Development of new members

The Chairman of the governing body, the Administrator who supports the Governing Body, shall apprise all the new members on the terms of their appointment and responsibilities placed on them for proper governance of the institution.

Few documents to be delivered during their appointment include

- A copy of the institution's governance guidelines
- The Institution's annual report, audited financial statement and financial forecast
- The overall strategic plan and strategy documents covering areas such as learning
 - and teaching, evaluation, research, industry interaction and Infrastructure
- The institution's organizational structure
- The rules and procedures of the Governing Body

E. REGULATORY COMPLIANCE

Governing Body shall ensure compliance with the statutes, ordinances and provisions regulating the Institution and, subject to these, take all final decisions on

matters of fundamental concern to the institution.

Also information is furnished by the institution to regulatory agencies indicative of that it complies with the stated purpose of the institution.

The prime aspects of compliance shall be

- Communicate on time with Government, Quasi and other statutory apex agencies. Maintain the standards required for official approval set by AICTE.
- Adhere to the rules of affiliation issued by Pondicherry University.
- Follow the admission process set by Directorate of Higher and Technical Education, Puducherry.
- The statutory basis of which public funding is provided to the institution and the purposes for which it is provided.
- To have in place sound systems of governance, management including risk management and internal control.
- To safeguard the financial viability of the Institution.

The Governing Body has identified the sections

- Roles and Responsibilities of Governing Body
- members. Functions of various committees

They are detailed as follows

F. ROLES AND RESPONSIBILITIES OF GOVERNING BODY

The governing Body shall perform the following functions:

- To monitor and evaluate the teaching programmes in the college and suggest remedial measures. The Governing body will be assisted in its function by an Advisory Committee comprising of three professional in the field. The Advisory Committee is constituted by the Governing Body which will be submitting a technical inspection report every year on the standard of teaching and the progress of studies in the college to the body.
- To appoint the Principal / Director, the teaching and non-teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the University
- To monitor faculty deployment and development, placement and industry-institute interacting activities in the institute/college and suggest remedial measures

wherever necessary

- To perform such other duties and exercise such other powers as may be entrusted by the management and the University
- To ensure the establishment and supervise proper, effective and efficient systems of control and accountability
- To monitor institutional performance and quality assurance arrangements
- To promote transparency and openness at every level

G. ROLES AND RESPONSIBILITIES OF VARIOUS COMMITTEES, CELLS, CLUBS, CHAPTERS AND ASSOCIATION

SL NO.	COMMITTEES, CELLS, CLUBS, CHAPTERS AND ASSOCIATION
COMMITTEES	
G1	Academic Planning committee
G2	Quality Assessment Committee (QAC)
G3	Academic Audit committee
G4	Budget and finance committee
G5	College News Letter, Magazine, Prospectus committee
G6	Sports committee
G7	Cultural committee
G8	Anti-ragging committee
G9	Grievances Redressal committee
G10	Transport committee

G11	Discipline Committee
G12	Mentoring Committee and counseling
G13	Purchase committee
G14	Infrastructure Management / Time table committee
G15	HoDs committee
G16	Hods sub committee for students activities, feedback committee/ Spl. Group
G17	Canteen committee
G18	Hostel committee
G19	Code of Conduct Committee
G20	Internal Complaints Committee (POSH)
CELLS	
G21	Examination cell
G22	Research & Development cell
G23	Industry- Institute Interaction cell
G24	Career Guidance Cell (GATE/GRE/Civil Services, International Admissions)
G25	Entrepreneur Development Cell
G26	Women Empowerment Cell
G27	NSS Cell
G28	Alumni Cell
G29	Library Development Cell
G30	Website Maintenance Cell
G31	Maintenance Cell
G32	SC / ST Cell
CLUBS	
G33	Innovation club (Formerly Technical Club)
G34	Venture (Start Up) Club
G35	Idea Club

G36	Language Club
G37	Maths Club
G38	Red Ribbon club
G39	Staff Recreation Club
G40	Eco Club
G41	Professional Body Chapters
G42	Student Associations

COMMITTEES

G1. Academic Planning committee

- ▮ Scheduling of academic and preparing academic calendar in the line with University Academic schedule
- ▮ Preparation of action plan with schedule for various Co-curricular activities
- ▮ Allotment of subject and other responsibilities to the faculty members
- ▮ Finalizing the academic procedures
- ▮ Lecture / Tutorial hall arrangement
- ▮ Preparing the schedule for the Internal tests, Model exam, University Practical Examinations

G2. Quality Assessment Committee (QAC)

- ▮ Ensuring of quality benchmarks / parameters for various academic and developmental activities
- ▮ Verification of Lesson Plan, Course materials
- ▮ Verification of assessment question paper setting and evaluation process
- ▮ Verification of Laboratory conduction procedures
- ▮ Verification of academic documents and offering suggestions for improvement

G3. Academic Audit committee

- ▮ Ensuring the effectiveness of Teaching Learning Process

- ‖ Verifying the Course Outcome, Programme Outcome attainment levels
- ‖ Verifying the corrective measure taken to improve the quality of Teaching and Learning and also course outcomes
- ‖ Checking the documents and other academic details

G4. Budget and finance committee

- ‖ Preparation of Department Budget
- ‖ Review of budget utilization and taking corrective measures to improve the utilization.

G5. College News Letter, Magazine, Prospectus committee

- ‖ Collecting the details from the department (Monthly report)
- ‖ Compiling the contents and designing of pages
- ‖ Arranging for printing and dispatch of Newsletter to University, other college, and schools

G6. Sports committee

- ‖ Arranging for sports and games practices for our students
- ‖ Arranging for Inter College and Intramural sports competitions
- ‖ Procuring sports and games items required and taking care of its maintenance
- ‖ Maintenance records of sports events attended by our students

G7. Cultural committee

- ‖ Arranging for cultural activities in the college (Monthly once)
- ‖ Arranging for competitions

G8. Anti-ragging committee

- ‖ Display of anti-ragging instructions and creating awareness among students on impact of ragging and its consequences
- ‖ Appointment of volunteers to prevent ragging in the campus
- ‖ Monitoring the students inside the campus, Hostel, College bus, and other nearby places outside the campus to prevent ragging and addressing the complaints.

- ▮ Periodic interaction with the students to prevent ragging.

G9. Grievances Redressal committee

- ▮ Arranging frequent meetings with the students for expressing their grievances
- ▮ Forwarding the grievances to the principal and providing suggestions for rectification
- ▮ Arranging for counseling to the needy students

G10. Transport committee

- ▮ Bus timing and speed limit should be monitored daily
- ▮ Bus incharges are requested to check the bus pass twice a month
- ▮ Bus incharges are requested to be very strict in avoiding foot board travelers
- ▮ It is the duty of the incharges to report the bus coordinators if the particular route bus fails to come on time

G11. Discipline Committee

- ▮ Ensure that students are wearing ID Cards inside campus
- ▮ Verify the students are following proper dress code, Low Hip Pant, Short Shirts with any text printing, Jeans, Short Chudi and leggings are not allowed inside the campus.
- ▮ Check if the students are wearing coat and shoes during lab hours.
- ▮ View late comers strictly and refrain them from attending classes if found to be regular late comers
- ▮ Ensure the students don't unnecessarily roam on the corridor during working hours.
- ▮ Make certain that the students maintain discipline in the college bus and during the conduct of various events in the college premises.

G12. Mentoring Committee and counseling:

- ▮ Students performance monitoring.
- ▮ Counseling for slow learning students.
- ▮ Arranging special coaching for clearing arrear papers.

- ▮ Interaction with Parents about their wards performance.
- ▮ Arranging motivation programmes and expert counseling.
- ▮ Guiding the students in co-curricular and Extra curricular activities.
- ▮ Preparing the students for Technical competitions.

G13. Purchase committee:

- ▮ Analyzing the purchase requirements and quotations submitted by vendors.
- ▮ Analyzing the comparative statements and negotiating with vendors.
- ▮ Recommending for order placement.

G14. Infrastructure Management / Time table committee:

- ▮ Class room allocation.
- ▮ Laboratory scheduling.
- ▮ Preparing the time table for academic activities.
- ▮ Allocating the common facilities like Auditorium, AV room, Seminar hall etc. to various departments.

G15. HoDs committee:

- ▮ Allocating work load and other responsibilities to all the staff members in their departments based on their experience.
- ▮ Scheduling of various activities, preparation of action plan and execution of various departmental activities to fulfill the gaps identified and achieve our goals.
- ▮ Monitoring the progress of academic work and other related activities like conduction of special classes, daily tests, notes to students, evaluation of papers in time, sending reports to the parents, sending absentees information to parents, staff members going to classes in time, proper conduction of Practical classes as suggested by Principal etc .
- ▮ Planning and execution of Various dept. development activities like new lab set up, library books purchase, conducting workshops, training programmes for the staff members, conferences as per the suggestions by Principal and Management etc.
- ▮ Taking actions in the appropriate time on purchase of equipments, consumables for the

laboratories, stationeries for the students.

- ▮ Monitoring the performance of the students in the daily tests, internal tests and model examinations and taking corrective steps to improve the performance.
- ▮ Arranging Parents meeting periodically depending on the need.
- ▮ Maintenance and updation of all the dept. files.
- ▮ Guiding all the staff members in the process of execution of all the works in the dept.
- ▮ Guiding the staff members in R&D activities and Guiding and motivating the students to participate in Technical competitions and certifications.
- ▮ Responsible for improving overall performance of the department.
- ▮ Supporting the Principal in preparing various details for University affiliation and AICTE approval.

G16. Hods sub committee for students activities, feedback committee/ Spl. Group:

- ▮ Identification of experts in the respective specialization group.
- ▮ Arranging workshops/ seminars/guest lecture.
- ▮ Submitting proposals for FDP/Seminar/ Funded Projects etc.
- ▮ Value added courses.
- ▮ Center of excellence/ consultancy activities.
- ▮ Analyzing the feedback and suggesting corrective measures.

G17. Canteen committee:

- ▮ Checking the quality of foods at canteen.
- ▮ Checking the cleanliness of the dining hall.
- ▮ Monitoring the prices of the snacks and food items and taking corrective measures if there is any complaint received.

G18. Hostel committee:

- ▮ Allocation of rooms to the hostel admitted students.
- ▮ Maintaining the details of hostel students, communication address, contact numbers of

their parents and the records like in-out record, fee payment record, visitors record and leave record.

- ▮ Arranging for maintenance as and when it is required.
- ▮ Maintaining perfect discipline inside the hostel.
- ▮ Monitoring the students during study hours and arranging for special coaching for the hostel students to improve their academic performance

G19. Code of Conduct Committee

- ▮ All Committee members are expected to support the Institute by upholding the standards / codes prescribed in Human Resource Manual.
- ▮ The Committee should organize awareness programs for ensuring the internal stakeholders act in accordance with the prescribed stipulations.
- ▮ The committee should orient the faculty/students based on revisions made in the Human Resource Manual from time to time. This will include an understanding of how Institute operates, the social, political and economic environment in which it operates and the nature and extent of its work.
- ▮ Committee should inculcate accountability among the Faculty / students for their actions and should initiate discussion, whichever is appropriate for curtailing deviations.
- ▮ The committee should recommend corrective measures for ensuring harmony and congenial environment for all the stakeholders

G20. Internal Complaints Committee (POSH)

- ▮ To facilitate a safe environment that is free of sexual harassment;
- ▮ To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities.
- ▮ To ensure that the mechanism for registering complaints is safe, accessible and sensitive.
- ▮ To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- ▮ To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- ▮ To seek legal intervention with the consent of the complainant.

- ▮ To make arrangements for appropriate psychological, emotional and physical support (in form of counseling, security and other assistance) to the victim if so desires.

CELLS

G21. Examination cell

- ▮ University Correspondence related with University Examinations
- ▮ Conduct of Internal assessment and University Examinations
- ▮ Facilitating the students to apply for revaluation and distribution of marks sheets to students.
- ▮ Compiling University examination results and submission of respect to Principal for corrective measures for improvement

G22. Research & Development cell

- ▮ Sharing information to the faculty members regarding the R&D agencies and funding schemes available
- ▮ Arranging for frequent R&D meetings, to discuss about the progress of R&D activities of the college
- ▮ Arranging for workshops / seminars to the faculty members in order to facilitate them to carry out research activities.
- ▮ Identifying the interested students and faculty members to form the core research team in each department and guide them to carry out innovative projects.
- ▮ Facilitating the students for getting inputs from External sources to take up innovative projects and successful completion of it.
- ▮ Exploring the possibilities of consultancy activities to be carried out in the institution and facilitating effective execution of it.
- ▮ Coordinate with EDP cell and TBI coordinator to take up the project ideas into realtime implementations.

G23. Industry- Institute Interaction cell

- ▮ Arranging In-plant training, Industrial Visit, Expert Lectures based on the requirements
- ▮ Facilitating the faculty members to visit the industries and get exposure on industrial practices
- ▮ To assist the departments in organizing workshops, conferences and symposia in

collaboration with industries and take up industry supported mini projects and projects

- ‖ Facilitate the faculty members to involve in consultancy activities.
- ‖ To create „Center for Excellence“ and R & D Laboratories with the support of Industries
- ‖ Arranging for MoUs between the Institute and Industries
- ‖ Arranging for students training on latest technologies and also on soft skills and inviting the industries for campus recruitment

G24. Career Guidance Cell (GATE/GRE/Civil Services, International Admissions)

- ‖ Arranging for awareness lecture for GATE, Civil Services, GRE, ToEFL, IELTS and international admissions.
- ‖ Motivating and guiding the students to take up the competitive examinations
- ‖ Arranging training to the students for GATE, Civil Service Examinations
- ‖ Facilitating the students to get admissions in foreign universities under scholarship schemes through international admission office

G25. Entrepreneur Development cell

- ‖ Arranging for entrepreneurship awareness and motivation programmes like workshops & seminars for our students
- ‖ Identification of best innovative project ideas of our students and faculty leads to product development, then arranging for discussion with Govt. EDP experts and MSME experts
- ‖ Initiate the action for starting innovation café in our college
- ‖ Facilitating conduction of skill development programmes which leads to self-employment through entrepreneurship

G26. Women Empowerment Cell

- ‖ Organizing the events that promote the culture of respect and equality for female gender
- ‖ Arranging for skill development courses for rural unemployed women
- ‖ Conducting awareness programmes on women specific health issues

G27. NSS Cell

- ‖ Arranging for events to orient the students to community services

- ▮ Conduction of field work in colleges and in adopted villages
- ▮ Organizing camps in the rural areas to create health awareness, safety awareness and environment protection among the people

G28. Alumni Cell

- ▮ Collecting Alumni information and updating the details frequently.
- ▮ Sending important achievements and other developments of the institution through group mail and also through Whatsapp group.
- ▮ Arranging for Alumni interaction with the students of all the years frequently.
- ▮ Arranging for Alumni meet every year in the month of December to get their suggestions for improvement.

G29. Library Development Cell

- ▮ Co-ordinate with all department HOD's, Department Library Coordinators in collecting the books requirement
- ▮ Arranging for periodic meeting to improve the library facilities
- ▮ Directing the librarian to maintain the files and books in order
- ▮ Provide suggestions for improving the utility of the library

G30. Website Maintenance Cell

- ▮ Updation of institute Home Page, Program Scroll, News Scroll, Study Abroad scroll on daily basis.
- ▮ Updation of the institution profile, Gallery, Tweets and status of all activities and achievements of the institution across various social media like Facebook, Whatsapp, Google+, Twitter etc., as a part of weekly maintenance
- ▮ To identify event/student of the month of place it in homepage banner, creation of supporting websites for forthcoming conference, Institutional events etc., as a part of monthly maintenance.
- ▮ To update Institution Newsletter, Department Webpage content changes, Elite student Portal, Exam cell notification as a part of end semester maintenance.

G31. Maintenance Cell

- ▮ To take care of servicing and calibration of equipment's in lab
- ▮ To take care of maintenance and repairing of furniture's and other department items as and when required
- ▮ To maintain the cleanliness and ambience of the labs, class room, faculty rooms and other common places of the department

G32. SC / ST Cell

- ▮ To collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled castes and scheduled Tribes in the Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, wherever required
- ▮ To monitor the working of the remedial coaching scheme, if approved in the affiliated colleges and university.
- ▮ To address the Grievances of SC/ST students of the Institute and render them necessary help in solving their academic as well as administrative problems.
- ▮ Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations.
- ▮ The SC/ST Cell takes care of the welfare of SC/STs students studying in the Institut

G33. Innovation club

- ▮ Arranging inter department and inter college technical competitions like Quiz, Poster Presentation, Circuit debugging , Code debugging, mini project etc.,
- ▮ Arranging for inter disciplinary Technical lectures
- ▮ Motivating and guiding the students to participate in technical events and competitions

G34. Venture (Start-Up) Club

- ▮ Motivating and creating awareness among the students on Start-ups and kindle their interest towards creation of start-ups by arranging programmes with the experts from CII, CII-YI and others.

- ▮ Arranging for regular workshops on business planning and competitions.
- ▮ Arranging for periodic interaction with innovators, start-ups, and entrepreneurs and facilitating them to acquire knowledge on various procedures for start-up creation..
- ▮ Conduction of start-up mela and Competitions on Business planning to provide a platform to showcase their talents and for inviting Venture capital investors, Angel investors and promoters.

G35. Idea Club

- ▮ Identifying the students with creative thinking, Strong practical knowledge, product development and make them to be the active members of the club (5 to 10 from each class in every dept.)
- ▮ Motivating and guiding the students to come out with innovative ideas on recent technologies and arranging for periodic discussion with senior faculty members and experts from Industries.
- ▮ Arranging for regular workshops on problem solving, providing hands on training and facilitate them for generation of new ideas.
- ▮ Arranging for periodic interaction with innovators, researchers, and entrepreneurs.
- ▮ Conduction of Ideathons, Hackathons and Project Competitions to provide a platform to showcase their talents on innovation.

G36. Language Club

- ▮ To develop communication skill and confidence level of students
- ▮ To improve their accent and fluency
- ▮ Arranging for competitions like debate, oratory, essay, Group discussion etc.,

G37. Maths Club

- ▮ To arrange for activities with the help of student coordinators to create interest among the students on Mathematics
- ▮ To arrange for competitions to bring analytical skills and apply of mathematics incore engineering
- ▮ To arrange bridge course for First year students from school learning analytical perspectives to higher learning level.

G38. Red Ribbon club

- ▮ To promote voluntary non-remunerated blood donation among youth
- ▮ To spread the message on AIDS awareness

G39. Staff Recreation Club

- ▮ Arranging for social interaction of the staff members to strengthen the interpersonal relationships among staff members
- ▮ Arranging for programmes for the kids of the staff members during independence day and Republic day celebrations
- ▮ Arranging for meeting to exchange greetings among the staff members during festivals

G40. ECO Club

- ▮ Educating Students about Pollution and Environmental hazards through Human activities and measures to minimize it.
- ▮ Organise seminars, debates, lectures and popular talks on environmental issues.
- ▮ Creating Awareness about Environmental Protection / Preservation Activities like Rain Water Harvesting, energy consumption, waste Management, etc.
- ▮ Collaborate with other cells like NSS, RRC, etc to accomplish the greening of the campus and involve in clean-up drives (in locality), door-to-door campaigns, Campaigns against banned carry bags, etc
- ▮ To Observe / Schedule Green Day (Pollution Free Day), Earth Day (Tree Plantation).
- ▮ To facilitate the conduct of Green Audit within the campus.
- ▮ The associate with Innovation Club to evolve eco-friendly products.

G41. Professional Body Chapters

- ▮ Each department in the College has their own Chapters like IEEE, IETE, CSI Student Chapter, ISTE, NIQR, IE(I) etc.,
- ▮ Under these Chapter, all the departments organizes events like Student workshops, Seminars and Guest Lectures.
- ▮ Students are regularly sent to attend National and International conference through these Professional Bodies.
- ▮ The presence of Professional Bodies is vital to Engineering and Management

Education to nurture student in a multi-dimension peripheral.

G42. Department Associations

- ▮ Each department has its own association. The association plays key role in conducting seminars, guest lectures, national level symposiums, workshops, and any department level functions.

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