

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution:

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PRINCIPAL
Kommuri Pratap Reddy Institute of Technology
Ghanpur (V), Ghatkesar (M),
Medchal-Malkajgiri Dist-501301 T.S



KOMMURI PRATAP REDDY INSTITUTE OF TECHNOLOGY

Vision

To emerge as a premier institute for high quality professional graduates who can contribute to economic and social developments of the Nation.

Mission

IM1: To have holistic approach in curriculum and pedagogy through industry interface to meet the needs of Global Competency.

IM2: To develop students with knowledge, attitude, employability skills, entrepreneurship, research potential and professionally ethical citizens.

IM3: To contribute to advancement of Engineering & Technology that would help to satisfy the societal needs.

IM4: To preserve, promote cultural heritage, humanistic values and spiritual values thus helping in peace and harmony in the society.

Quality Policy

Kommuri Pratap Reddy Institute of Technology (KPRIT), is engaged in imparting quality "Education and Training" in the field of "Engineering and Technology". It aims to be an Institute of Excellence in Technical Education through continual improvement. The institute facilitates faculty and staff to work as a team and update their knowledge and skill to match the industrial and technological development.

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Hall Marks of KPRIT

- KPRIT boasts of well experienced and highly qualified faculty, state-of-the-art infrastructure, regular placements and well-equipped laboratories. The institute has eminent professors from renowned organizations.
- To evolve as a University offering programs of relevance in emerging areas of technology.
- The KPRIT family is committed to the mission and philosophy of the institute, making leaders in the field of science & technology and management, through hard work, honesty and team spirit.
- Develop a campus which promotes higher learning and research.
- Foster a harmonious, cordial and tripartite relationship among the Management, Faculty and Students.
- Encouragement of creative project works in under graduate and post graduate programs.
- Encouragement to take up research & development and consultancy work.
- Professional societies, students' chapters of professional bodies, encourage co-curricular and extra-curricular activities. They are owned and managed by student representatives and are monitored by the faculty in-charge.
- The institute follows continuous evaluation system of students like regular class tests, mock tests, assignments, mid-term examinations, slip tests, seminars, quizzes and laboratory tests.
- Resourceful in giving inputs for overseas education and training the students for making them industry ready.
- Participation in community development programs under NSS like Cloths distribution, Blood Donation camps and so on.

Core Values of KPRIT

- To ensure excellence in teaching, research and service to meet the needs of all our stake holders such as students, parents, employers, faculty, staff, community and citizens of India.
- To equip students with sound technical knowledge and skills.
- To offer educational programs with a plethora of innovative concepts, creating a host of talented professionals.
- To encourage and open student-oriented culture with an understanding of students, their needs, goals and aspirations.
- To develop exceptional opportunities for study and research and a system of industry institution interaction, through industry liaisons cells, for students to contribute to our nation's economic growth.
- To evolve a friendly face of education with emphasis laid on engineering, technology and research.
- To develop leadership characterized by openness, fairness and firmness.
- To foster respect for all people and appreciation of diversity in our academic enterprise.
- To promote civic responsibility expressed as public involvement, individual responsibility, personal integrity and commitment to service.
- To ensure accountability and proper assessment at all levels in the institute.

Duties and Responsibilities of the Various Committees

Governing Body:

Governance is the key activity that connects management, staff, students and community for effective, efficient and economical execution of its duties. Modern governance and proper administration should be carried out in a way that actively acknowledges diversity.

The functions are:

- Create and fill various positions as per requirements of the Head of the Institution, following the prescribed qualification, experience and pay scales of the affiliating university.
- Approval of budget proposals for Infrastructure and Academic Development.
- Approval of action Plans of the Institution regarding introduction of new courses and increase of intake in existing courses.
- Originate, Prepare, provide and revise the functioning of various committees in administering the institution.
- Approve short and long-term plans of institution in improving the quality of Teaching and Learning Process.
- Ratification of appointments made by the institution through selection boards appointed from time to time.
- Review, Monitor and take necessary actions in execution of plans and schemes.
- Provide, help and issue necessary guidelines to the head of the institution for administration.

College Academic Committee:



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The committee comprises of Principal, Heads of Departments translates the policy decisions of the management into implementable activities and follows up with their execution.

Functions and Responsibilities:

- To review the academic, students, faculty development programs and other related activities of the college.
- To visualize and formulate perspective plans, Master Plan for the development and growth of the college.
- To formulate and plan for resource mobilization through industry interaction, consultancy and extramural funding.
- To promote research and extension activities, teaching innovations and student placement programs in the college campus.
- To plan for sustaining the quality of education, quality improvement and accreditation of the college.
- To recommend schemes to promote participation of academic departments in community development activities in the region.
- To consider such other activities for furtherance of academic excellence

Purchase/Stores Committee:

A Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc. Purchase Committee (PC) should be established and managed by the head of the Institute and they have the ultimate responsibility for the successful outcome of the evaluation process. To allot the yearly budget department wise by discussing with the Principal/Management. Prioritizing requirements by discussing with corresponding department purchase committee.

Functions and Responsibilities:

- To analyze quotations provided by the logistics 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.
- The PC should also be assigned a role within the supplier pre-processing 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
- Involvement in the evaluation discussion
- Ensuring all necessary procurement procedures are properly followed including any relevant donor procedures
- Ensuring samples are available for review if relevant and are returned to all unsuccessful bidders.
- To Ensure the Quality of the equipment.

R & D and Consultancy Committee:

KPRIT believes that research is the back bone of academics. It simplifies concept building and transforms new ideas into new innovations in pursuance of a new era of passion for research. Each finding gives an immense pleasure and multiplies enthusiasm towards achieving target. KPRIT research efforts are directed towards mutually collaboration with the leading research institutes to invent and provide solutions to technological and societal problems. A separate department is established for research and consultancy in the institute.

KPRIT management is highly cooperative in supporting and promoting in house academic research activities. The institute provides the funding needed for establishing and augmenting the



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state-of-the-art Infrastructure and labs. KPRIT management also works with the reputed industries to forge an active association to offer consultancy and advance training programs in the emerging fields which necessitate the faculty to take up advanced research problems.

Functions:

- To locate and define areas where R&D work can be extensively carried out.
- To chalk out in consultation with various departments a detailed plan for laboratory development where R&D activities can be taken up in a big way and department can generate revenue through consultancy.
- To maintain close liaison with industry and undertake sponsored projects.
- To seek collaboration with other R&D institutions like IITs, regional colleges for mutual benefits.
- To prepare a comprehensive list of funding agencies that allocate funds for R&D Projects.
- To prepare project proposal for getting funds from various funding agencies like DST, CISR etc..
- To organize national/Inter National Conferences, Seminars, Workshops, FDPs, Guest Lectures on recent and thrust areas.

Responsibilities:

- Conduct a program of research to maintain scientific and engineering expertise in accountability.
- To monitor and enhance the quality of research programs, projects and the research infrastructure within institute.
- The development of infrastructure conducive to promote quality and quantity of research and development.
- Take up appropriate problems of the industry for finding the solutions through R&D projects assign to the faculty and student.

- To motivate students for presenting papers at the National and Inter National Conferences and to showcase their projects in competitions and exhibitions. Inter departmental/collaborative work to be encouraged.
- Disbursement of institute research funds to the established researchers, both individually and in groups: Including research infrastructure funds: Higher degree accomplishment by research candidates: Seeding grants to beginners, research initiatives across the department: And provision of consolidated information to the academic council and other appropriate institutional bodies.
- Advice and assist the faculty on research proposal, patenting, research contact and intellectual property issues.
- To foster the development of multi-disciplinary research endeavors across faculties and departments.
- To keep everyone, inform above announcements by various funding agencies like DST, DAE, DRDO, ISRO, CSIR, AICTE, UGC, University etc.
- Monitor the application of research funds to ensure that the funds are properly accounted for.

Training & Placements and Career Guidance Committee:

To remain competitive in today's world, being adept in one area will not suffice. One has to be familiar with other domains too. On the technology front our campuses run programs on various Engineering streams.

The aim of Placement committee is to guide and help the students to get deserving placements in the required field.

Functions and Responsibilities:

- Identifying training needs and facilitating career guidance to students.
- Assessing training requirements of faculty as per the recommendations of department heads.

- Evaluating the participation and learning process during the programs.
- To make every student of KPRIT a success story by helping them become global leaders who can manage and lead change across diverse organizations.
- To strive to help and guide students deserve placements through state-of the-art technology, innovation, leadership and partnerships.
- Communication of interest in the placement program to the training & placement officer
- Short-listing of students based on company basic eligibility criteria
- Written tests/group discussions
- Interviews
- Selection list

Internal Quality Assurance Cell:

The IQAC plays an active role in internalizing a culture of quality within the institution. This culture is maintained and sustained by several initiatives taken by the Cell through the year. During the academic year 2015-16, the members of the IQAC should involve in defining and implementing the mechanisms and procedures to improve the quality in Academics & Administration.

Orientation sessions will be conducted for the faculty and periodical meetings/ discussions with department faculty representatives will be conducted to collate the data pertaining to various activities of the departments. The writing process or documentation work will be carried out by IQAC for different committees in the view of Vision and Mission of the Institution. The KPRIT Wing's meets periodically to plan activities which will enhance the quality culture in the campus. The IQAC will be involved in preparing & maintaining JNTU and AICTE inspection reports regularly. IQAC highlights the activities or events conducted in various departments to different stakeholders of the college.



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IQAC organizes Skill building programmes regularly for both teaching and non-teaching staff through its activities as an agent of change in the institution ensuring efficient performance of academic and administrative tasks.

Functions and Responsibilities:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Acting as a nodal agency of the institution for quality-related activities.
- Equitable access to and affordability of academic Activities/Events for various stakeholders of the KPRIT Institution
- Optimization, Integration and Usage of Modern/Innovative methods in teaching and learning Process
- The credibility of Assessment & Evaluation procedures in Academics.
- Ensuring the Adequacy, Maintenance and proper allocation of basic amenities & support structure and services.
- Sharing of resources and Collaborative works with other institutions and Industries.

NSS Committee:

National Service Scheme (NSS) is a body for social service and NSS Unit at KPRIT College aims at involvement of students on voluntary basis in various activities of social service. Various Programs are implemented through regular activities. The NSS is part of our academic, social and personal life as it is the third dimension of education. It allows the youth to actively contribute their service for the cause of community and the nation, thus helping them develop their personality.

Functions & Responsibilities:

- To encourage the students to participate and utilize their knowledge in finding practical solution to individual and community problems.

- To motivate the students to actively participate in various NSS activities inside and outside the college campus.
- To make the students aware about the NSS schemes in India.
- To sort out any NSS related issues.
- To schedule events/planner for the academic year in consultation with the Student's representative and management.
- Develop capacity to meet emergencies and natural disasters.
- To inculcate the value of keeping Environment Clean and Green by participating in lectures / seminars related to NSS.

Sports & Games Committee:

Physical fitness plays an important role in developing the overall personality of a student since a physically balanced student is mentally balanced too. KPRIT equally emphasizes the need to develop physical activities and encourages Sports and games making it an integral part of the curriculum various sports facility is provided to the students within the campus. Various sports competitions such as inter departmental, inter collegiate, etc. help in developing team spirit among students. Their interpersonal relationship is enhanced a very healthy manner. Students are provided with honors like medals, trophies and certificates. The Games & Sports Cell shall be responsible for all the sports and games related activities within and outside campus concerned with the college. The coordinator of the Games & Sports Cell shall organize, coordinate and execute all the sports and games related activities both within as well as outdoor of the college.

Functions & Responsibilities:

- To device and implement a mechanism for sports activities including students coaching, ground preparation, procurement of sports material and scheduling of the games.

- To device and implement a mechanism for publicizing and motivating the students for participation in games and sports activities and organize inter-departmental sports and games events.
- To coordinate with the university sports division and arrange for the participation of students at university tournaments, regional/state/national level sports events.
- To device and implement a mechanism for liaison with the government agencies for grants in sports/gymnasium etc.
- To work out and execute any other activity related with the sports & games. The ultimate objective shall be to provide an environment that enhances the student's personality keeping them fit & healthy.
- To develop team work, management and leadership skills in the students which helps them to keep their positive attitude and be disciplined and confident in their future endeavours.

Library Committee:

KPRIT Engineering College established a spacious Central Library with multistoried building. It started its function with a vision to serve the information needs of its users and to promote a continuous learning atmosphere with updates in various Text Books, Reference Books, e-Books, Journals, Magazines, E-Journals, Subject PPTs, Subject Animations, Project Reports, Tutorials and Video Lessons related to engineering and allied subjects. Central Library provides abundant information and intellectual requirements to the students and faculty with a user-friendly approach. It offers a fully integrated and peaceful environment for conducting academic study.

Functions:

1. Serve as an interpreter of the requirements of the library to the committee and authorities and recommend for funds needed.
2. Provide support to the librarian in taking important decisions having implications for the users.

Roles and Responsibilities of the committee members:

1. Provide the list of existing books in the Central Library and Information Centre to the respective departments.
2. Monitors proper utilization of the Library resources.
3. Guide all Library acquisitions.
4. Monitors the allocation of funds to procure books, journals and e-learning resources.
5. Discuss and place its views on any library related matter as required by the college management.

Faculty Member:

1. Prepare and provide the list of recommended books as per the syllabus
2. Monitors the allocation of funds to procure books, journals and e-learning resources
3. Monitors the library facilities and suggest measures to make the library services more user – friendly and easily accessible.
4. The committee shall take into consideration all the procurement criteria, and rules and regulations of the Library management, including cataloguing and access administration.

Librarian:

1. Organizes and disseminates many resources to meet various needs of the Users.
2. Receives the list of recommended books from the departments and check with available copies.
3. Consolidate the lists and prepares the purchase orders to procure books, journals and other required material for the Central Library.
4. Librarian monitors the process of purchased books like cataloguing, classification and automation and makes them utilization.

Student Member:

1. Student members shall give feedback about the availability of books and journals and other resources as per the prevailing regulations. They shall also inform all the other students about the functioning of the library.

2. Suggest the books to procure as per the syllabus and beyond the syllabus to enhance their knowledge.

Women welfare/Sexual harassment eradication Cell:

The objective of Women welfare/Sexual harassment eradication Cell is to enhance the understanding of issues related to women and to make the college campus a safe place for all girl students and women employees. It also provides a platform for women to share their experience and views regarding their status in the society and suggest ways to empower themselves. Aiming at intellectual and social upliftment of the female students, the cell stands for facilitating women empowerment through Seminar, Role play, Street play, Games, awareness programs and other welfare activities. The Composition of the Women welfare/Sexual harassment eradication Cell for the Academic Year 2018-19 comprises one faculty member from each department in our college for conducting various awareness programs and other welfare activities.

Functions:

- Women's Empowerment through Education
- Creating awareness and preventive steps towards protection of women staff/female students from sexual harassment in the college.

Responsibilities:

Coordinator:

- Student Counselling Services
- Solving various problems regarding girl students
- Provision of opportunities and programs for female gender to be mentally and emotionally empowered as to promote their growth as individuals in their own right.
- Identifying resource person for the events to be conducted.
- Monitoring various facilities allotted to the girl students.

Members:

- Events Management

- Circulation of Information
- Budget Planning
- Conducting various Competitions to encourage their artistic talents for creative thinking.

Students:

- Coordinating the student members of the various branches
- Collecting attendance sheet of students from various events

Grievance Redressal committee:

The objective of the grievance Redressal procedure is to provide an easily accessible machinery for settlement of grievances and to adopt measures in the college undertakings as would ensure expeditious settlement of grievances of staff/Student (teaching and non-teaching) leading to increased satisfaction on the job and resulting in improved productivity and efficiency of the organization. To solve student grievances may relate to assessment/Victimization/Attendance/Harassment by colleague students or the teachers etc. Solve faculty issues arising from their employment/in-disciplinary action among staff members/termination/ allegations

Functions and Responsibilities:

1. The grievance committee shall consider only individual grievances of specific nature of members of the teaching and non-teaching staff, Students raised individually by the concerned aggrieved employee.
2. The grievance committee shall not consider any grievance of general applicability or of collective nature or collectively by more than one employee.
3. Complaints relating to any staff/Student arising out of the implementation of the policies/rules or decisions of the organization. It can include matters relating to leave, increment, acting arrangements, non-extension of benefits under rules, interpretation of service rules etc of an individual nature.

4. The Grievance Redressal Committee shall be responsible for collective agreement dealing with grievances.
5. The Committee expects that Grievance Redressal be time bound and result oriented. Every Grievance is expected to be resolved within a maximum period of fifteen working days.
6. The final responsibility for Grievance Redressal rests with the Chairman Cum members is responsible for resolution of Grievances relating to their respective territory.

Finance Committee:

A Finance Committee is generally a standing committee of the board of members that works with the Principal and the financial staff to monitor the finances of the organization. "The finance committee is charged with protecting and renewing the institution's resources and helping the board fulfill its fiduciary responsibilities," .Specifically, it must effectively perform two primary roles in college and under university governance: Ensure that the institution's mission and purposes are fulfilled, by making certain resources (human, physical, technological, and financial) are secured, appropriately allocated, and adequately protected, maintained, and renewed.

Functions and Responsibilities:

- To help a board fulfill its fiduciary responsibility
- To protect the organization from legal challenges and liability.
- To guard the organization against illegal, unethical, or incompetent activities by fiscal managers
- To protect the organization from actual or apparent conflict of interest
- To act as an advisory panel to the financial operation
- To evaluate both the financial operation and the people in charge of it from a position of knowledge.

- Catch any illegal, unethical, or incompetent financial dealings engaged in by individuals or groups that the organization deals with, or financial arrangements that may harm the organization or someone else.
- Participating in the annual audit
- Evaluating the organizations fiscal operation, and those in charge of it
- Ensuring that the financial elements of the organization are in accord with its vision, mission, and strategic plan
- Reporting to the board and/or Executive Committee about the financial condition of the organization, and/or any financial irregularities or inefficiencies
- Examine and scrutinize the annual budget of the Institute prepared by the principal and make recommendations to the governing body.

Examination Committee:

To conduct examinations as per the rules and regulations of the university. Finalizing the internal marks and attendance and forwarding the attendance to university including condonation and detention lists.

Responsibilities:

- Prepare Internal/External Examinations time table and display in notice board in advance
- Invigilation duties should be prepared in advance and inform to the invigilators
- Collect the Internal exam Question papers along with required no. of Xerox copies in the sealed cover and supply them to the exam hall 5min before commencement of exam.
- Make necessary arrangements for end examinations as per JNTUH norms
- Collect the answer scripts after completion of end exams and pack them as per JNTUH norms and submit the same.
- Collect the answer scripts after completion of internal exams. Segregate the sheets according to the subject. Handover the same to the concerned faculty. The corrected



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answer scripts to be taken back along with marks in the stipulated time frame.

- Collect the final list of students from the office and allot the roll numbers as per JNTUH norms.
- Collect the examination, late and condonation fee from the students according to the dates prescribed by JNTUH.
- Prepare the list of student's attendances in the form of above 75%, between 65% - 75% and below 65%. This is to be prepared at the end of semester/academic year and submit to the University along with Hall Ticket Numbers and fee in the stipulated time.

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