

**Institutional Committee (s), Composition, Frequency
and Roles & responsibilities**

No.	Administrative Bodies	Composition	Frequency
1	Governing Body (GB)	<ul style="list-style-type: none"> As per UGC norms 	<ul style="list-style-type: none"> Twice in a year
2	Management Council (MC)	<ul style="list-style-type: none"> Management Director/Principal 	<ul style="list-style-type: none"> Once in a month
3	Program Advisory Committee (PAC)	<ul style="list-style-type: none"> HoD Principal/Director (Institute Representation) Senior faculty in respective dept. External stakeholders Student representatives Alumni 	<ul style="list-style-type: none"> Once in a year As and when needed
4	Academic Council (AC)	<ul style="list-style-type: none"> As per UGC norms 	<ul style="list-style-type: none"> Once in six months
5	Board of Studies (BoS)		<ul style="list-style-type: none"> Once in six months
6	Finance Committee (FC)		<ul style="list-style-type: none"> Once in six months
7	IQAC	<ul style="list-style-type: none"> As per UGC norms 	<ul style="list-style-type: none"> Once in a month (Internal) Once in three months (External)
8	Examination Committee (EC)	<ul style="list-style-type: none"> Principal/Director CoE/D-CoE Examination Centre Members HoDs 	<ul style="list-style-type: none"> Once in a semester
9	Library Committee (LC)	<ul style="list-style-type: none"> Librarian One faculty representation from all the departments Student representatives from all programs of study 	<ul style="list-style-type: none"> Quarterly
10	Grievance Redressal Committee (GRC)	<ul style="list-style-type: none"> Principal Senior Faculty 	<ul style="list-style-type: none"> Once in a month As and when needed

		<ul style="list-style-type: none"> Representation from other departments 	
11	Anti-Ragging Committee (ARC)	<ul style="list-style-type: none"> As per norms 	<ul style="list-style-type: none"> Thrice in a semester As and when needed
14	Class Committee (or) Curriculum Delivery Monitoring Committee (CDMC)	<ul style="list-style-type: none"> Respective HoD Faculty In-charge (Class-wise) Course Instructors Student Representatives Representative from IQAC 	<ul style="list-style-type: none"> Twice in a semester
15	Research Review RRC)	<ul style="list-style-type: none"> Director/Principal Retired Senior Scientist as deployed as Visiting Professor Research Coordinator HoDs 	<ul style="list-style-type: none"> Monthly twice
16	HoDs Meeting (HM)	<ul style="list-style-type: none"> Institute Level 	<ul style="list-style-type: none"> Once in a month
17	Faculty Meeting (FM)	<ul style="list-style-type: none"> Department level 	<ul style="list-style-type: none"> Once in a month

Roles and Responsibilities of Various Committee (s)

No.	Type	Roles and Responsibilities
1	GB	<ul style="list-style-type: none"> Guide the college while fulfilling the objectives for which the college has been granted autonomous status Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council Approve new programmes of study leading to degrees and/or diplomas All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time To approve annual budget of the college before submitting the same at the UGC Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college
2	MC	<ul style="list-style-type: none"> To provide overall support for institutional development by taking necessary feedback from the members in the committee by through MIS review and provide suggestions for overall development To review financial resources and budget allocation for smooth functioning of the Institute

3	PAC	<ul style="list-style-type: none"> • Provide adequate support and assistance in formulating the educational objectives of the programs being offered by the respective department of Engineering and Technology • Provide suggestions and recommendations on the opportunities to introduce new programs in response to the needs of a specific profession, industry or public sector • Provide guidance on the competencies and skills required by graduates and suggestions to fill the curricular gaps to meet the competencies required by the industry demand • Provide suggestions on the overall curriculum framework in accordance with the requirement of the statutory bodies once it gets the status of autonomy • Provide suggestions on the intervention of innovative teaching methodologies for a continuous improvement in the journey of academic excellence • Suggest strategies supporting experiential educational opportunities in industry • Participate in the program review process pertaining to the assessment of the program learning outcomes and suggest solutions for continuous improvement • Provide advice on introducing research components and entrepreneurship initiatives in a simpler way appropriate to the level of graduation into the curriculum to develop research prospects • Provide advice on the technological trends and changes in industry
4	AC	<ul style="list-style-type: none"> • Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so • Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government • Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels • Recommend to the Governing Body proposals for institution of new programmes of study • Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same • Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it

		<ul style="list-style-type: none"> • Perform such other functions as may be assigned by the Governing Body
5	BoS	<ul style="list-style-type: none"> • Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council • Suggest methodologies for innovative teaching and evaluation techniques • Suggest panel of names to the Academic Council for appointment of examiners; and • Coordinate research, teaching, extension and other academic activities in the department/college
6	FC	<ul style="list-style-type: none"> • Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and • Audited accounts for the above
7	IQAC	<ul style="list-style-type: none"> • Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University; • Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process • Arrangement for feedback responses from students, parents and other stakeholders on quality- related institutional processes; • Dissemination of information on the various quality parameters of higher education; • Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles; • Documentation of the various programmes/activities of the University, leading to quality improvement; • Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices; • Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; • Development of Quality Culture in University; • Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format • Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR

		<ul style="list-style-type: none"> • Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours
8	EC	<ul style="list-style-type: none"> • Planning, Scheduling, Conducting and effective monitoring of examinations systems and processes
9	LC	<ul style="list-style-type: none"> • To arrive budget based on the requirement • To ensure that the books and other related journals needed as per the curriculum as well as statutory requirements are in place • To sensitize the stakeholders for effective utilization of the library services • To sensitize the stakeholders on new arrivals • Periodical review of library activities
10	GRC	<ul style="list-style-type: none"> • To sensitize the students of both the gender regarding sexual harassment • To initiate disciplinary action by deploying a special investigation committee to address the above issues based on the demanding situation
11	ARC	<ul style="list-style-type: none"> • To sensitize the students on the consequences of ragging within and outside the institute premises • To facilitate undertaking from senior students as per statutory requirement from senior students • To conduct meeting of faculty members concerned on anti-ragging measures • To facilitate a conducive and safe environment for the fresh students on campus at the time of entry and at all times
12	CDMC	<ul style="list-style-type: none"> • The meeting shall be conducted twice in a semester, preferably after three weeks from the commencement of the course (Meeting #1) and three weeks from the Midterm test #1 • The Member Secretary should fix the date of the above said meetings and inform the academic coordinator as well as IQAC coordinator before the commencement of the semester. In case of any deviation in the proposed dates, the same shall be intimated by the Member Secretary well in advance to avoid practical inconvenience • The Member Secretary shall ensure the quorum of the meeting and the proceedings of the meetings are well documented with follow-up action and shall be discussed in the subsequent meeting with the action taken report (ATR) • The observer shall be nominated by the IQAC coordinator taking necessary approval from the competent authority and shall communicate to the observer through official mail ID (one-to-one) and maintain the confidentiality • The observer will act as a facilitator to enable the students to freely share the feedback to the Member Secretary with regard to the following

		<p>general points of agenda in addition to the others across the table time-to-time</p> <ul style="list-style-type: none"> ○ Quality of teaching (Course-wise) ○ Syllabus coverage ○ Availability of adequate learning resources in the library ○ Adherence to the course plan ○ Students response ○ Students response to assignments and discussion of answers in the classroom by the teacher ○ Effectiveness of remedial classes and make-up classes ○ Effectiveness of tutorial classes ○ Conduct of Laboratory Classes ○ Working status of Laboratory Equipment ○ Any other related points
13	RRC	<ul style="list-style-type: none"> ● To facilitate and sensitize the members of the faculty on various funding schemes of centrally funding agencies like AICTE, DST, DRDO etc... ● To assist in vetting the project proposals ● To connect any SMEs for any sort of assistance for collaborative research work
14	HM	<ul style="list-style-type: none"> ● To review the department wise performance on monthly basis related to academic performance, professional development activities (staff and students), laboratory utilization, students welfare and all other parameters in academic eco-system for continuous improvement ● To take overall feedback on the systems and processes for escalation if any as well as for continuous improvement
15	FM	<ul style="list-style-type: none"> ● To disseminate the proceedings of the meeting as cited in point #14 as well as to take suggestions from all the members and escalation, if any for continuous improvement with an intention of participative management



**NADIMPALLI SATYANARAYANA RAJU
INSTITUTE OF TECHNOLOGY**

ESTD:2008

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Permanently Affiliated to JNTUK, Kakinada)

Recognized under Section 2(f) & 12(B) of the UGC Act, 1956| Accredited by NAAC with 'A' Grade

6.1.2 Effective leadership is reflected in various Institutional Practices such as decentralization and participative management:

1. Governing Council Minutes for the A.Y. 2021-2022

13th Governing Council Meeting:

<http://nsrit.edu.in/admin/img/folder/NSRIT%20-%20Minutes%20of%2013th%20Governing%20Body%20meeting.pdf>

14th Governing Council Meeting:

<http://nsrit.edu.in/admin/img/folder/NSRIT%20-%2014%20GB%20Minutes%20of%20Meeting.pdf>

2. Academic Council Minutes for the A.Y. 2021-2022

2nd Academic Council

<http://nsrit.edu.in/admin/img/folder/2nd%20ACM.pdf>

3rd Academic Council

<http://nsrit.edu.in/admin/img/folder/AMC.pdf>

3. HoD's Meeting Minutes for the A.Y. 2021-2022

[http://nsrit.edu.in/admin/img/cms/hods_meeting\(ACY2021-2022\)_compressed.pdf](http://nsrit.edu.in/admin/img/cms/hods_meeting(ACY2021-2022)_compressed.pdf)

4. Department Meeting Minutes for the A.Y. 2021-2022

Mechanical Engineering:

https://drive.google.com/file/d/1KaG7yEAzre2qRH53FceXUu985WK_MDmn/view?usp=share_link

Civil Engineering:

https://drive.google.com/file/d/1k5razXy7T5COmPKsHFiDLi4PgYrqlZM/view?usp=share_link

5. Board of Studies (BOS) Meeting Minutes for the A.Y. 2021-2022

Civil Engineering:

https://drive.google.com/file/d/17_inn9TaDPDpH2VEyAJZCdZZSlapkoY/view?usp=share_link

CSE:

https://drive.google.com/file/d/1L6jdyltJ_0CMkWsVdrzYCLUNXuIk7wGS/view?usp=share_link

ECE:

https://drive.google.com/file/d/1epwezDi_QplkLE4nrj_c9mV-Tlbjw57s/view?usp=share_link

EEE:

https://drive.google.com/file/d/1KElg-glWkuc5RVJTm1_1A7nPvHFa-Srl/view?usp=share_link

Mechanical Engineering:

https://drive.google.com/file/d/1G6bl2KBpQod9WUNarUB4RiTUSlmzecxa/view?usp=share_link

MBA:

https://drive.google.com/file/d/14H_0M_SQ0fz5099fm3JKq2Tb0jXkhw0F/view?usp=share_link

6. IQAC Meeting Minutes for the A.Y. 2021-2022

https://drive.google.com/file/d/1IWfTXkPvP7nSshs6wypvCfw4nphNMF2z/view?usp=share_link

7. HOD's Sample Goal Sheet for the A.Y. 2021-2022

https://docs.google.com/spreadsheets/d/1u-6AH2vy0R3rFEh0_OSjOkjATIXnZha3/edit?usp=share_link&oid=107369902626529588977&rtopof=true&sd=true

8. Class Delivery Monitoring Committee (CDMC) Minutes for the A.Y. 2021-2022

Mechanical Engineering:

https://drive.google.com/file/d/1hiFIN70ekRkWsIVGoaoyl6o8UHlhSyMd/view?usp=share_link

ECE:

https://drive.google.com/file/d/18Aerx2HpAbE2wft_0ojJSRc2V7QRYYxk/view?usp=share_link

CSE:

https://drive.google.com/file/d/1I9U3NqImTW0k45Ht2zSOpVgZrBNrNNyf/view?usp=share_link

Data Science:

https://drive.google.com/file/d/12SY8T_D8931PZXvITfn-u76wcAvkmtMy/view?usp=share_link

9. Library Meeting Minutes for the A.Y. 2021-2022

https://drive.google.com/file/d/1zjTFOxHFXRTIXdksPSo3TVZuQ7r8q45w/view?usp=share_link

10.sexual harassment Meeting Minutes for the A.Y. 2021-2022

https://drive.google.com/file/d/1CZ4wjztzS8q_34-4YlpzxSwoSAb7ZBPw/view?usp=share_link

11.Exam cell Meeting Minutes for the A.Y. 2021-2022

https://drive.google.com/file/d/1ZXy58NLS2fvj4Xdg6MccJsAjB7tkoqbT/view?usp=share_link

12.Grievance committee Meeting Minutes for the A.Y. 2021-2022

https://drive.google.com/file/d/1GqFZ5W8acHFSa_9Gkk5DArAyjpzoRIbu/view?usp=share_link

13.ANTI RAGGING COMITEE Meeting Minutes for the A.Y. 2021-2022

https://drive.google.com/file/d/1IO67Na47iJaTOL5_kyNb4tnxCgm4YmTb/view?usp=share_link

14. Woman Empowerment Grievance COMITEE Meeting Minutes for the A.Y. 2021-2022

https://drive.google.com/file/d/1Mlhbqji3IT1QHjxb_DuxJe86d77UZY7L/view?usp=share_link