

SRI INDU INSTITUTE OF ENGINEERING AND TECHNOLOGY

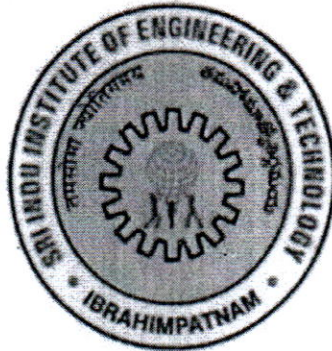
(An Autonomous Institution under UGC)

Accredited by NAAC with A+ Grade, Recognized under 2(f) of UGC Act 1956


(Approved by AICTE, New Delhi and Affiliated to JNTUH, Hyderabad)

Khalsa Ibrahimpatnam, Sheriguda (V), Ibrahimpatnam (M), Ranga Reddy Dist., Telangana – 501 510

Website: <https://siiet.ac.in/>




Governance, Leadership and Management


PRINCIPAL
Sri Indu Institute of Engineering & Techn
Sheriguda(VIII), Ibrahimpatnam
R R Dist Telangana -501 510

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Jai Hindu Institute of Engineering & Tech
Shenguda(VIII), Ibrahimpatnam,
R.R. Dist. Tetangana -501 610

INSTITUTE VISION AND MISSION

VISION

To become a premier institute of academic excellence by providing the world class education that transforms individuals into high intellectuals, by evolving them as empathetic and responsible citizens through continuous improvement.

MISSION

- To offer outcome-based education and enhancement of technical and practical skills.
- To Continuous assess of teaching-learning process through institute-industry collaboration.
- To be a centre of excellence for innovative and emerging fields in technology development with state-of-art facilities to faculty and students' fraternity.
- To create an enterprising environment to ensure culture, ethics and social responsibility among the stakeholders.


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Governance, Leadership and Management

Nature of Governance

Governance, Leadership and Management criteria helps gather data on the policies and practices of an Institution in the matter of planning human resources, recruitment, training, performance appraisal, financial management and the overall role of leadership in Institution building with a

Vision and mission to impart qualitative technical education, institute has put strenuous efforts in the right direction for academic excellence under efficient leadership.

The governing body provides guidelines through the academic council to sustain high standards in imparting education by setting objectives appropriate to policy, hiring quality professionals, rewarding the achievers, provide infrastructure, facilities and encouraging the best utilization of the resources. The Principal of the Institution in consultation with Heads of the Departments and functional in-charges formulates the policies & plans and submits the same for the approval of the management on regular basis. Administrative & Academic responsibility is distributed at various levels of decentralized organizational set up.

Perspective Plan

The Institution is the centre of attention its Perspective Plans for the upcoming academic years based on Quality in Higher Education. Accordingly, decision-making process and quality arrangement are articulated keeping in view of Vision and Mission. The Principal and faculty design calendar of actions and the top management monitors its implementation providing the necessary support.

The principal monitors the implementation of the following functionalities;

- Improve the performance of students in University Examinations.
- Focus on developmental aspects such as student intake, curriculum improvement, and infrastructure Enhancement and accreditation programme.
- Improving Research and Development, Industry Interaction, Collaboration with other Institutions, Alumni Interaction, Entrepreneurship, and Social Responsibility Initiatives.
- Participation of students and staff in National or International seminars and conferences.

Participation of Teachers

Teachers play a vital role in the decision-making, planning, implementation; perform the academic and administrative functions in various committees of the Institution. For smooth administration of the college a number of committees are formed. The committees meet at regular intervals to take decisions accordingly. Heads of the departments are given free hand to administrate their academic activities in coordination with the principal. Institute adopted e-governance system for transparency.

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To ensure the quality education the college has constituted an Internal Quality Assurance Cell (IQAC) with senior faculty members. To undertake projects related to Research & Development activities, they are also encouraged to attend/organize workshops, conferences, skill development programs, seminars, webinars, projects, consultancies and to publish research papers.

Decentralization process


The institution defines the decentralization in functioning through handing over of authority. Personnel at different levels implement the decisions. The allocation of authority can be organized in the form of various levels. The Institution has the culture of following decentralized governance system with well- defined interrelationships. An institution provides adequate and regulates authority to the departments to work towards decentralized governance system. There are various committees involving faculty which are constituted to manage different institutional activities. Committees are created for the various curricular, co- curricular and extra-curricular activities to be conducted during the academic year. The departments are motivated to arrange various activities with the support of Management for the benefit of Students and Faculty; also the Management shall extend enough financial powers to top of the Institution to complete the activities.

The Institution approves a culture of decentralized governance and assigns the powers to the Departments, like:

- The Head of the Department has the authority in deciding the activities and allots the responsibilities to the staff members of the department;
- The Department makes a decision on time table, subject allocation, purchase of equipment, organizing guest lectures and workshops, webinars, seminars recommend necessary industrial visits, implant trainings, and work to achieve its goals, vision and mission.
- Administration: autonomy to organize the administrative activities in agreement with the institutional policies.

Participative Management

The Institution is making teachers in involvement and participation for improvement of effectiveness and competence of the institutional teaching learning process. The organization empowers the faculty to provide a task within the participative management and promotes a culture of participative management within the Institution. The choices and plans suggested by teachers in various meetings like HODs meeting and Departmental meetings are conveyed to the Management through the Principal. The management ensures and renders their approval on the estimations and proposals made by faculty. The IQAC is involved in developing a top quality system for conscious, programmed action to enhance the educational and administrative performance of the institute. IQAC meets at regular intervals and plays a crucial role within the implementation of its plans and policies. Entire functioning of institute activities is decentralized into various committees, with committee coordinators and committee members.


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The following committees ensure proper governance at various levels including academic, financial and general administrative affairs. The following are the statutory bodies constituted as per the guidelines of UGC.

1. Governing Body
2. Board of Studies
3. Academic Council
4. Finance Committee

Governing Body


Governance is the key activity that connects between the management, staff, students and the community. The governing body of Institution is a legal structure responsible for the overall functioning of the college.

Composition of Governing Body

The Governing Body is constituted as per the Guidelines of the UGC.

| Number | Category | Nature |
|-----------|-------------------------------|--|
| 5 Members | Management | Trust or management as per the constitution or byelaws, with the Chairman or President/Director as the chairperson |
| 2 Members | Teachers of the College | Nominated by the Principal based on seniority by rotation |
| 1 Member | Educationist or industrialist | Nominated by the management |
| 1 Member | UGC Nominee | Nominated by the UGC |
| 1 Member | University Nominee | Nominated by the University |
| 1 Member | Principal of College | Ex-Officio |

Sri Indu Institute of Engineering and Technology owns a governing body which is the king pin of the institutes administration with a composition of eminent and renowned personalities from academic, industry and service sectors along with a representation from all of its stake holders. It prepares institutes academic, financial, physical and staffing strategies, aiming the institutes growth and development towards its vision. In order to govern and review the progress, the governing body meets at least twice in an academic year.


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Functions of Governing Body

- The Governing Body of the Institute is the supreme administrative body.
- It is constituted as per the norms fixed by AICTE, New Delhi, affiliating University (JNTUH) and Govt. of Telangana.
- The Governing Body approves the mission and strategic vision of the institution, long term plans and annual budgets in accordance to meeting the interests of the Stakeholders.
- The body ensures the establishment and monitoring systems of control and accountability including financial & operational controls.
- Governing body approves the budgetary allocation towards infrastructure and R & D Activities.
- The Chairperson is responsible for leading the governing body, is also responsible for its effectiveness and should ensure that the institution is well connected with the stakeholders.
- The Chairperson supports the head of the institution in execution of the programmes.
- Frequency of the Governing body meetings is minimum twice a year or whenever needed.

Board of Studies

The Board of Studies is the basic constituent of the academic system of the college. Its functions will include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc.

Composition of Board of Studies

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - a. Experts from outside the college whenever special courses of studies are to be formulated.
 - b. Other members of staff of the same faculty.

Functions of Board of Studies

- Prepare syllabi for various courses, taking into account the colleges objectives, stakeholders interests, and national requirements, for consideration and approval by the Academic Council.

- Suggest methodologies for innovative teaching and evaluation techniques in order to enhance the overall quality of education.
- Suggest a panel of names to the Academic Council for the appointment of examiners.
- Coordinate research, teaching, extension, and other academic activities within the department/college.

Academic Council

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations, syllabi, etc. Academic Council shall propose ways and means to maintain quality norms. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The decisions of the Academic council are to be placed before the Board of Governors for final approval and changes, if any, by its member secretary.

Composition of Academic Council

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

Functions of the Academic Council

The Academic Council shall have powers to:

- a. 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.
- b. Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- c. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.

- d. Recommend to the Governing Body proposals for institution of new programmes of study.
- e. Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- f. Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- g. Perform such other functions as may be assigned by the Governing Body.

Finance Committee

The Finance Committee will advise the Governing Body on financial matters and shall meet at least once a year. It also serves as an advisory team, which would offer suggestions to the Governing Body to use the funds with discretion.

Finance committee should meet at least once in a financial year. The meetings can be organized in the month of April every year.

Objective

To ensure proper utilization of fund.

Composition of Finance Committee

1. The principal (Chairman).
2. One person to be nominated by the Governing Body of the college for a period of two years
3. One senior-most teacher of the college to be nominated in rotation by the principal for two years.
4. Finance officer of the Institute.

Functions of Finance Committee

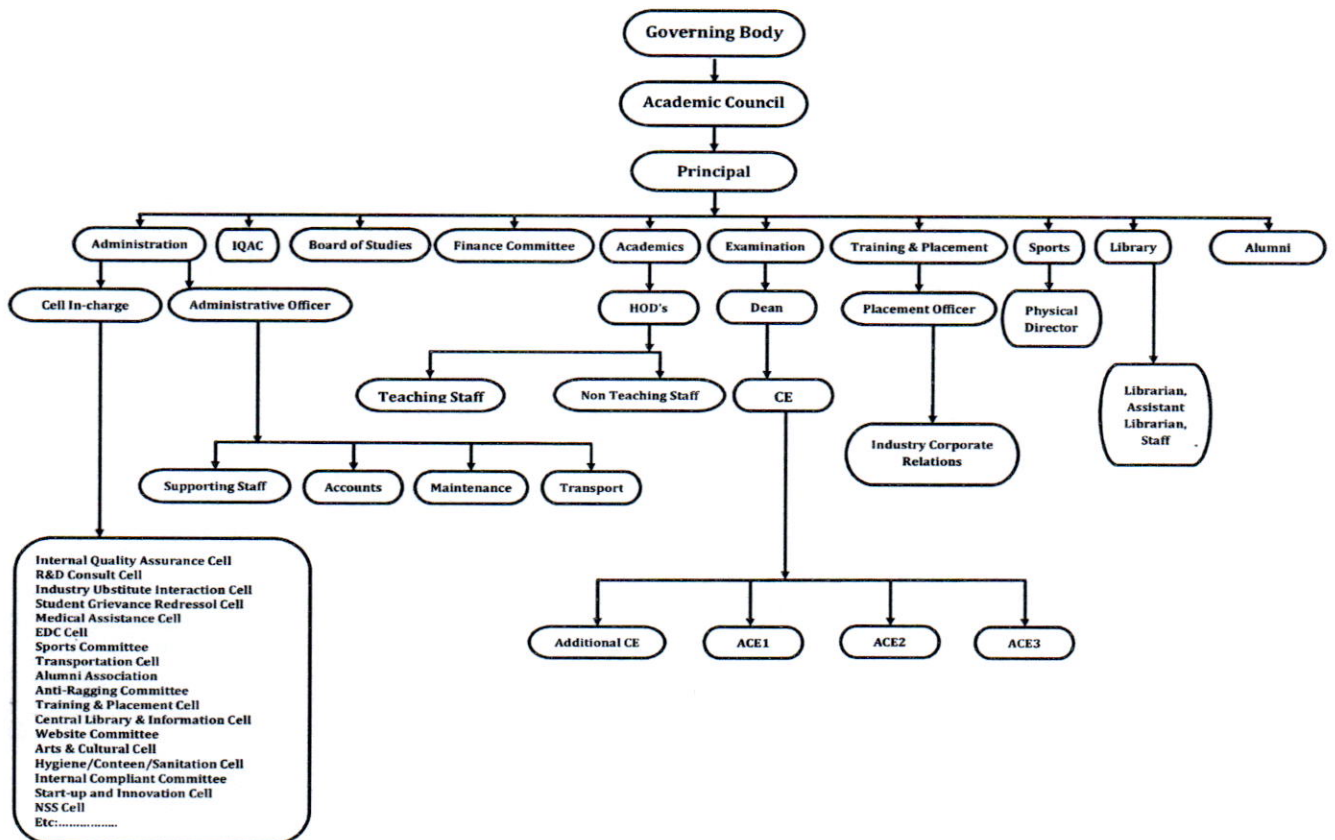
- Budget estimates relating to the grant received/ receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy.
- Audited accounts for the above.
- Monitor expenses incurred have budgetary provision recommend for approval financial proposals made by other committee's with/with-out modification.
- Check that necessary formalities have been observed in incurring expenses.
- Check process bills of various heads placed for payment.
- Revision and reallocation of available funds for various heads if required.


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Administrative setup:

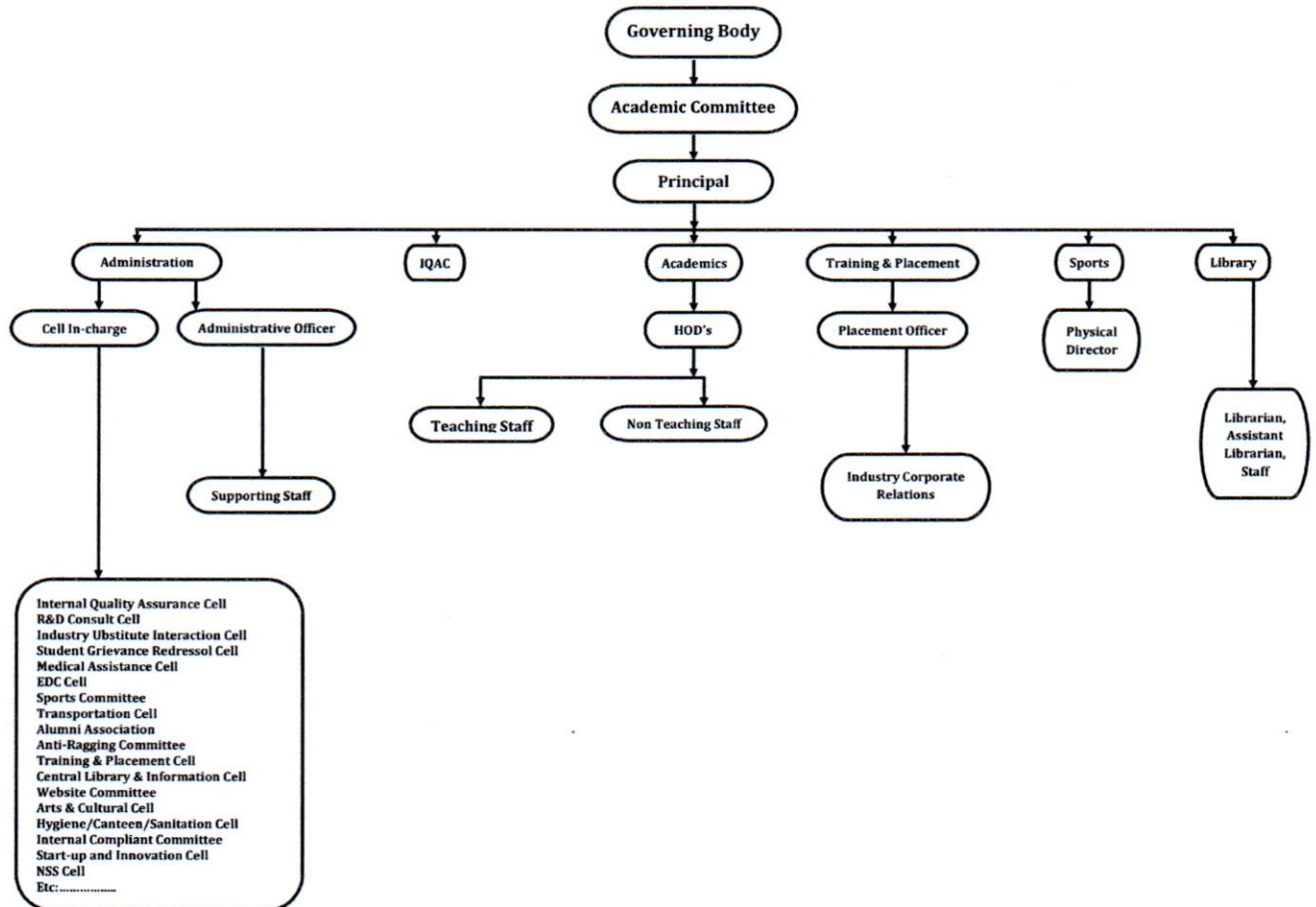
Sri Indu Institute of Engineering and Technology has defined an effective student centric administrative setup to steer the institution towards Centre of excellence for engineering education. For congenial and effective functioning of the institution, various committees are established with perfect decentralized administrations which are defined with effective functionalities and responsibilities. With this kind of administrative setup institute tried to extend transparency in the decision making process and produced the best working culture and environment.

Organization Chart: (Autonomous)




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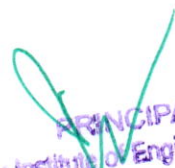
Organization Chart: (JNTUH-Affiliated University)




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Functions and Responsibilities of various bodies:

| Positions | Functions and Responsibilities |
|---------------------------------|--|
| Governing Body | <ul style="list-style-type: none"> • The Governing Body of the Institute is the supreme administrative body. • It is constituted as per the norms fixed by AICTE, New Delhi, affiliating University (JNTUH) and Govt. of Telangana. • The Governing Body approves the mission and strategic vision of the institution, long term plans and annual budgets in accordance to meeting the interests of the Stakeholders. • The body ensures the establishment and monitoring systems of control and accountability including financial & operational controls. • Governing body approves the budgetary allocation towards infrastructure and R & D Activities. • The Chairperson is responsible for leading the governing body, is also responsible for its effectiveness and should ensure that the institution is well connected with the stakeholders. • The Chairperson supports the head of the institution in execution of the programmes. • Frequency of the Governing body meetings is twice a year or whenever needed. |
| Chairman | <ul style="list-style-type: none"> • Frame directive principles and policies. • Amend and approve policies from time to time. • To look after the overall development of institute. • Mobilize external resources to strengthen the institute. • Plan & provide for necessary facilities / equipment for development. |
| Principal | <ul style="list-style-type: none"> • Design & define organization structure. • Delegates responsibilities of various positions in the organization. • Ensure periodic monitoring & evaluation of various processes & sub- processes. • Ensure effective purchase procedure. • Define quality policy and objectives. • Conduct periodic meeting of various bodies such as Governing Council, Women’s Grievances Redressal Committee etc. • Manage accounts and finance. • Employee recruitment process. |
| Internal Quality Assurance Cell | <ul style="list-style-type: none"> • Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carry out the gap analysis for SIET. |


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| | <ul style="list-style-type: none"> • Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs. • Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes. • Dissemination of information on various quality parameters of higher education. • Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; • Documentation of the various programmes/activities leading to quality improvement. • Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. • Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality. • Development of Quality Culture in the institution. |
| <p style="text-align: center;">Academic Committee</p> | <ul style="list-style-type: none"> • Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically. • Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of affiliated university. • Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college. • Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college. • Facilitating promotion of research culture in the college through collaboration and corroboration among faculty. • Encouraging collaboration with other academic institutes and industry. • Creating a conducive environment for development of entrepreneurship. • Ensuring discipline among students. • Facilitating and supervising the co-curricular activities of the students. |

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| | <ul style="list-style-type: none"> • Recommending the Management for encouraging students with awards, stipends, scholarships, medals and prizes and so on. • Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same. • Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration. • Planning and executing the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary. |
| Finance committee | <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. • Audited accounts for the above. • Monitor expenses incurred have budgetary provision recommend for approval financial proposals made by other committee's with/with-out modification. • Check that necessary formalities have been observed in incurring expenses. • Check process bills of various heads placed for payment. • Revision and reallocation of available funds for various heads if required. |
| Board of Studies | <ul style="list-style-type: none"> • Prepare syllabi for various courses, taking into account the colleges objectives, stakeholders interests, and national requirements, for consideration and approval by the Academic Council. • Suggest methodologies for innovative teaching and evaluation techniques in order to enhance the overall quality of education. • Suggest a panel of names to the Academic Council for the appointment of examiners. • Coordinate research, teaching, extension, and other academic activities within the department/college. |
| Head of the Departments | <ul style="list-style-type: none"> • Plan and execute academic activities of the department. • Maintain discipline and culture in the department. • Maintain the department neat and clean. • Pick and promote strengths of students / faculty / staff. • Monitor academic activities of the department. • Maintain records of departmental activities and achievements. |

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| Administrative Officer | <ul style="list-style-type: none"> • Propose admission policy. • Arrange campaign. • Execute the admission process. • Design and print admission brochure. • Maintain and update college website. • Maintain softcopy of photographs. • Publicity of events. |
| Training and Placement Officer | <ul style="list-style-type: none"> • Collects and maintains the student's database for the purpose of T&P activities. • Does the training need analysis for all third year students. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills. • Responsible for identifying placement opportunities across reputed organizations. • Arrange for interaction with industry and bridge the gap between Institute and industry. • Arranges for better conduct of industry – specific Training programmes. • Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus. • Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students Plan, designs, and imparts Soft skills to the students. • Plan, designs and imparts personality development to the students. • Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills. |
| Librarian | <ul style="list-style-type: none"> • Collecting the requirements of the text books, reference books journals and ensuring adequate number of copies are made available in the library as per norms. • Planning and implementing the library automation, procedures, digital library development and usage. • Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration. • Conducting annual stock verification. |
| Alumni Association | <ul style="list-style-type: none"> • Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers. • Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of |

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| | <p>present students and the institute.</p> <ul style="list-style-type: none"> • Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc. • Responsible for establishing alumni chapters and conducting their annual meets frequently. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly. • Circulates the details of alumni to the present students for their benefit. • Invites the Alumni in good professional position for guest lecturers under discussions with HOD. • Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni. • Collects Funds to develop Library / Equipment / computer centers, Buildings etc. |
| Physical Director | <ul style="list-style-type: none"> • Ensure smooth conduct of sports. • Ensure proper use of gymnastics. • Purchasing of sport items. • Encourage students to participate in zonal tournaments. • Creation and upkeep of sports facilities. • Proposing annual budget. |

The various committees involved and functioning in our organization.

- Academic committee
- Internal Quality Assurance Cell (IQAC)
- R&D Consult Cell
- Grievance Readdress cell
- Industry Institute Interaction cell
- Alumni Association
- Department Advisory Board
- Program Assessment Committee
- Anti-Ragging committee
- Training & Placement Cell
- Central Library and Information Cell
- Website Committee
- EDP cell


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- Medical Assistance Cell
- Ombudsman Committee
- Sports Committee
- Transport cell
- Arts and Culture cell
- Hygiene/Canteen/Sanitation cell
- Internal complaint Committee
- start up & Innovation cell
- NSS Committee
- Women Cell
- Prevention of Sexual Harassment cell
- SC/ST Cell
- College Development Committee
- Public, Press and Media Cell
- Career Guidance Cell



Principal
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