



JYOTHISHMATHI

INSTITUTE OF TECHNOLOGY AND SCIENCE

Approved by AICTE, New Delhi | Affiliated to JNTUH, SBTET

AUTONOMOUS



COLLEGE HANDBOOK

**ROLES AND RESPONSIBILITIES OF
STATUTORY AND FUNCTIONAL BODIES**

Our Vision

To be a premier engineering institution striving continuously to deliver quality technical education, nurturing competent engineers capable of achieving global excellence with societal consciousness.

Our Mission

- ▶ To embrace emerging teaching techniques that equip students to face technical challenges with confidence and competence.
- ▶ To cultivate a culture of innovative thinking that inspires students to develop creative solutions to real-world problems.
- ▶ To instil leadership qualities and foster an entrepreneurial mind-set in students, enabling them to contribute positively to society.

Our Core Values

- ▶ Academic excellence
- ▶ Develop ethical professionals
- ▶ Technical advancement
- ▶ Leadership and Global Competency
- ▶ Students' contribution towards Nation development

1. GOVERNING BODY

Role: Apex authority for institutional policy and decision-making.

Responsibilities:

- Define vision, mission, and long-term strategic plans.
- Approve new academic programs, budgets, and major infrastructure developments.
- Monitor financial performance and audit reports.
- Approve staff appointments, promotions, and service rules.
- Ensure statutory compliance with UGC/AICTE/University regulations.
- Nominate members to Academic Council and Finance Committee.

2. ACADEMIC COUNCIL

Role: Highest academic authority in the institution.

Responsibilities:

- Approve academic regulations, curriculum, and syllabi.
- Recommend new courses/programs and academic revisions.
- Approve academic calendar and assessment methods.
- Ensure quality of teaching, learning, and evaluation.
- Promote research, collaborations, and faculty development.

3. BOARD OF STUDIES (BoS)

Role: Department-level academic planning and curriculum development.

Responsibilities:

- Design, review, and update course content.
- Recommend teaching methods, textbooks, and evaluation patterns.
- Propose new elective and interdisciplinary courses.
- Align curriculum with industry trends and research.

4. COLLEGE ACADEMIC COMMITTEE

Chairperson: Principal

Role: Internal academic coordination and monitoring.

Responsibilities:

- Implement academic policies approved by Academic Council.
- Coordinate timetables, workload distribution, and syllabus coverage.
- Monitor student performance and recommend remedial actions.
- Suggest improvements in teaching-learning practices.

5. COLLEGE ADVISORY COMMITTEE

Role: Provide strategic guidance and external perspective for academic and institutional development.

Composition: Senior officials and experts from reputed academic institutions, industries, and research organizations.

Responsibilities:

- Advise on the vision, mission, and long-term institutional goals.
- Suggest enhancements in curriculum and academic programs to align with global and industry standards.
- Facilitate industry-academia partnerships, internships, and research collaboration.
- Recommend policies for innovation, entrepreneurship, and technology transfer.
- Provide insights on employability, trends, and opportunities in engineering education.

6. ROLE OF PRINCIPAL

Role: Chief academic and administrative officer of the institution.

Responsibilities:

- ▶ Lead the institution in implementing vision, mission, and strategic goals.
- ▶ Supervise academic and administrative functions across departments.
- ▶ Serve as Chairperson for Academic Council and various committees.
- ▶ Ensure effective implementation of policies, curriculum, & assessment.
- ▶ Liaise with regulatory bodies, university, industry, and stakeholders.
- ▶ Promote research, innovation, and faculty development.

7. ROLE OF HEAD OF DEPARTMENT (HoD)

Role: Academic and administrative head of a department.

Responsibilities:

- ▶ Plan, coordinate, and supervise departmental academic activities.
- ▶ Ensure syllabus coverage, lesson planning, and academic discipline.
- ▶ Coordinate department-level BoS meetings and curriculum revisions.
- ▶ Motivate faculty for research, FDPs, and professional development.
- ▶ Facilitate student mentorship, projects, and grievances.

8. ROLE OF CONTROLLER OF EXAMINATIONS (CoE)

Role: Chief academic and administrative officer of the institution.

Responsibilities:

- ▶ Conduct internal, midterm, and end-semester examinations.
- ▶ Ensure strict confidentiality and transparency in evaluation.
- ▶ Coordinate result processing, revaluation, and grade distribution.
- ▶ Maintain exam-related records and compliance with regulations.

9. ROLE OF DEAN (ACADEMICS & AUDIT)

Role: Oversee academic operations, auditing, and quality compliance.

Responsibilities:

- ▶ Monitor curriculum implementation and academic planning.
- ▶ Conduct academic audits and ensure compliance with standards.
- ▶ Support the Principal in academic reviews and policy updates.
- ▶ Coordinate with IQAC and departments for quality assurance.
- ▶ Assist in data collection for accreditations and statutory reporting.

10. GENERALIZED ROLES OF COLLEGE-LEVEL COMMITTEES

Role: Facilitate smooth functioning of specific institutional domains.

Responsibilities:

- ▶ Execute specific tasks assigned to the committee domain (e.g., research, placements, discipline).
- ▶ Conduct regular meetings to plan, review, and report activities.
- ▶ Submit periodic reports to Principal/Academic Council/IQAC.
- ▶ Organize events, workshops, awareness drives, or outreach programs as applicable.
- ▶ Address concerns or grievances related to the committee scope.

11. INTERNAL QUALITY ASSURANCE CELL (IQAC)

Role: Ensure continuous improvement in academic and administrative performance.

Responsibilities:

- ▶ Develop quality benchmarks and monitor implementation.
- ▶ Facilitate feedback from stakeholders.
- ▶ Prepare AQAR and support NAAC/NBA accreditation.
- ▶ Promote best practices and innovations.

12. ANTI-RAGGING COMMITTEE

Responsibilities:

- Prevent ragging through awareness and enforcement.
- Handle complaints and take disciplinary action.

13. GRIEVANCE REDRESSAL COMMITTEE

Responsibilities:

- Address grievances of students and staff promptly.
- Ensure a transparent and impartial resolution process.

14. INTERNAL COMPLAINT COMMITTEE (ICC)

Responsibilities:

- Handle complaints related to sexual harassment.
- Conduct gender sensitization and awareness programs.

15. EXAMINATION COMMITTEE

Responsibilities:

- Plan and conduct internal and external exams.
- Prepare schedules and coordinate invigilation.
- Maintain confidentiality and integrity in evaluation.

16. FINANCE COMMITTEE

Responsibilities:

- Review and recommend annual budget and expenditures.
- Monitor fund utilization and financial planning.

17. RESEARCH AND DEVELOPMENT (R&D) COMMITTEE

Responsibilities:

- Promote faculty and student research activities.
- Facilitate external funding, MoUs, and publications.

18. LIBRARY COMMITTEE

Responsibilities:

- Recommend books, journals, and e-resources.
- Monitor library usage and infrastructure development.

19. TRAINING AND PLACEMENT CELL

Responsibilities:

- Organize internships, placement drives, and career counseling.
- Coordinate with industry for training programs.

20. ALUMNI ASSOCIATION COMMITTEE

Responsibilities:

- Maintain alumni relations and conduct alumni meets.
- Facilitate alumni mentoring and contributions.

21. STUDENT WELFARE COMMITTEE

Responsibilities:

- Organize extracurricular, sports, and cultural activities.
- Ensure student well-being and support systems.

22. DISCIPLINE COMMITTEE

Responsibilities:

- Enforce code of conduct among students.
- Address disciplinary issues and recommend actions.

23. ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

Responsibilities:

- Promote innovation and entrepreneurship among students.
- Conduct workshops, competitions, and startup support activities.

24. NSS/NCC COMMITTEE

Responsibilities:

- Coordinate community outreach, social service, and national programs.
- Encourage active student participation.

25. WOMEN EMPOWERMENT CELL

Responsibilities:

- Promote gender equity and women-centric initiatives.

This handbook serves as a guiding framework to ensure effective governance, academic excellence, and holistic institutional development in line with
AICTE and UGC norms.