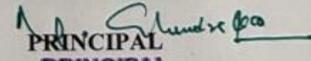


List of Committees

AY: 2025-26

S.No.	Committee	Coordinator
1	Grievance Redressal Committee	Dr. G Padmavathi(BS&H)
2	IQAC	Mr. Ch. Ravi Shankar (ECE)
3	Anti-Ragging Committee	Dr. A. Radhakrishna Murthy(BS&H)
4	Academic Council	Dr. M. Shafi Shahsavar (ECE)
5	Internal Complaints Committee	Dr. G Padmavathi(BS&H)
6	Research and Development Cell (R&D)	Dr. M. Shafi Shahsavar (ECE)
7	Career Guidance, Training & Placement Cell	Dr. Y. Rokesh Kumar(CSE)
8	Entrepreneurship Development Cell	Mrs.Rama Tulasi Chillara(BS&H)
9	ST/SC Committee	Mrs N.Vanajakshi(EEE)
10	Institute Innovation Council	Dr. K. Venkata Rama Rao(ECE)
11	Alumni Committee	Dr P.V Narendra Kumar(EEE)
12	Woman Empowerment	Mrs.K.Aruna Kumari(CDS)
13	Library Committee	Mrs.Ch.Srilakshmi (BS&H)
14	Website Committee	Mr.J.Bhargav(CSIT)
15	Examination Committee	Dr. D.Thirupathi Naidu(BS&H)
16	Disciplinary Committee	Dr. K. Venkata Rama Rao(ECE)
17	Mentorship and Counselling Committee	Dr P.V Narendra Kumar(EEE)
18	Cultural Committee	Mr.K.Sreenivasa Rao (BS&H)
19	Sports Committee	Mr. T Venkatesh(EEE)
20	Industry Institute Interaction Committee	Dr. Y. Rokesh Kumar(CSE)
21	NSS/NCC unit	Dr. R.Simivasulu(BS&H)


PRINCIPAL
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**CHALAPATHI INSTITUTE OF
 ENGINEERING & TECHNOLOGY
 CHALAPATHI NAGAR, LAM,
 GUNTUR-34.**

Grievance Redressal Committee

Functions of the Grievance and Redressal Committee

- The committee receives and registers complaints from students or staff regarding academic, administrative, or personal issues.
- It examines the complaint carefully to understand the nature and seriousness of the problem.
- It conducts an inquiry by collecting information, verifying facts, and speaking with the concerned persons.
- It provides an opportunity for both parties to present their views before making a decision.
- It recommends appropriate solutions or corrective actions to resolve the grievance in a fair and unbiased manner.

Roles & Responsibilities of the Grievance and Redressal Committee

- The committee ensures that all grievances are addressed promptly and fairly according to institutional rules and regulations.
- It creates awareness among students and staff about the grievance redressal mechanism and how to file complaints.
- It maintains proper records of complaints received, actions taken, and decisions made.
- It conducts meetings regularly to review pending cases and monitor the resolution process.
- It promotes a safe, respectful, and supportive environment by preventing discrimination, harassment, or unfair practices.

IQAC

Functions of the IQAC

- IQAC helps to improve the overall quality of education in the college.
- It collects feedback from students and teachers to know what needs improvement.
- It supports better teaching methods and learning activities.
- It organizes seminars, workshops, and training programs for students and staff
- It checks whether college rules, facilities, and academic activities are running properly and suggests improvements.

Roles & Responsibilities of the IQAC

- Optimization and Integration of modern methods of teaching and learning.
- Maintain the quality of evaluation and its credibility.
- Departments maintain NBA, NAAC, NIRF standards.
- Manage integrity and fairness in all practices.
- Increase quality consciousness to improve the relevance of the program.
- Maintain and improve the quality of the academic programs.

Anti-Ragging Committee

Functions of the Anti-Ragging Committee

- The committee works to prevent ragging inside the college campus and hostel.
- It creates awareness among students about the rules and punishments related to ragging.
- It receives and investigates complaints related to ragging incidents.
- It takes strict action against students involved in ragging as per college rules.
- It ensures a safe, friendly, and supportive environment for all students, especially freshers.

Roles & Responsibilities of the Anti-Ragging Committee

- Displaying the charts and other material stating evil nature, punishment of ragging and also student's discipline.
- Creation of cordial and free atmosphere.
- Involving seniors and fresher's jointly in value based cultural and other activities.
- Entrusting the responsibilities jointly.
- Inter-action and casual warning.
- Ensuring the spot solutions by adopting soft measures.
- In case of need, reporting to the nearest police station.

Academic Council

Functions of the Academic Council

- The Academic Council plans and approves the courses and syllabus for different programs in the college.
- It decides the academic rules, regulations, and examination patterns.
- It reviews and improves teaching and learning methods.
- It approves the academic calendar, including class schedules and exam dates.
- It suggests new programs, value-added courses, and academic improvements for the development of the college.

Roles & Responsibilities of the Academic Council

- The Academic Council ensures that academic activities are conducted properly according to the college rules.
- It monitors the quality of teaching, learning, and evaluation in the institution.
- It approves new courses, programs, and changes in the syllabus when required.
- It guides departments in planning academic activities and improving student performance.
- It ensures that examinations and assessments are conducted fairly and smoothly.

Internal Complaints Committee

Functions of the Internal Complaints Committee

- The Internal Complaints Committee receives complaints related to harassment or misconduct in the college.
- It conducts a fair and confidential inquiry into the complaints.
- It gives both parties an opportunity to explain their side before taking any decision.
- It recommends appropriate action against the person found guilty as per rules.
- It works to create a safe, respectful, and harassment-free environment for students and staff.

Roles & Responsibilities of the Internal Complaints Committee

- Ensure favourable working environment for all the staff members.
- Maintain high moral standards by looking after the needs of the staff
- Coordinate for benevolent facilities for the members of staff.
- Plan for general welfare activities for teaching and administrative staff.
- Build a healthy working environment and foster good relationship among the staff.
- Dispose of all the grievances received from staff and students as early as possible by thoroughly discussing and finalizing suitable course of action.

Research and Development Cell (R&D)

Functions of the Research and Development Cell (R&D)

- The R&D Cell encourages teachers and students to take part in research activities.
- It guides faculty in preparing and submitting research proposals and projects.
- It supports publishing research papers in journals and conferences.
- It organizes workshops, seminars, and training programs related to research and innovation.
- It promotes new ideas, innovation, and collaboration with other institutions or industries.

Roles & Responsibilities of the Research and Development Cell (R&D)

- The prime objective of this policy is to promote the research culture among the faculty and students of institution.
- Inculcation of research as a knowledge enriching strategy of quality learning among students
- Motivate the faculty and students to undertake social relevant issues as their topics for research
- Facilitating the publication work of faculty researchers.
- Provision of expert guidance, technical assistance and financial support where ever it is necessary.

Career Guidance, Training & Placement Cell

Functions of the Career Guidance, Training & Placement Cell

- The Career Guidance, Training & Placement Cell guides students in choosing suitable career options after their course.
- It organizes training programs to improve communication skills, aptitude, and interview skills.
- It arranges campus recruitment drives and connects students with companies.
- It provides information about job opportunities, higher studies, and competitive exams.
- It supports students in preparing resumes and facing interviews confidently.

Roles & Responsibilities of the Career Guidance, Training & Placement Cell

- Interaction between industry and institute.
- Campus Recruitment Training to students.
- Arranging Campus Interviews to students.
- Guest lecturers by eminent industry experts.
- Counseling and Personality Development.
- Awareness Programs on Higher Education.
- Preplacement Training for aspirants.
- Conducting mock tests.
- Conducting Mock Interviews and Group Discussions.

Entrepreneurship Development Cell

Functions of the Entrepreneurship Development Cell

- The Entrepreneurship Development Cell encourages students to start their own business or become entrepreneurs.
- It conducts workshops, seminars, and guest lectures on entrepreneurship and business ideas.
- It guides students in preparing business plans and project proposals.
- It provides information about government schemes, loans, and startup support.
- It motivates students to develop innovative ideas and turn them into successful ventures

Roles & Responsibilities of the Entrepreneurship Development Cell

- To organize Entrepreneurship Awareness Camps, Entrepreneurship Development Programs, Awareness programs and Seminars in the region for the benefit of S&T persons.
- To guide and assist prospective entrepreneurs on various aspects such as preparing project reports.
- To arrange visits to industries for prospective entrepreneurs
- To act as a Regional Information Centre on business opportunities, processes, technologies, market, etc.
- To conduct skill development training programmes leading to self employment.

ST/SC Committee

Functions of the ST/SC Committee

- The ST/SC Committee protects the rights of SC and ST students in the college.
- It ensures that there is no discrimination or unfair treatment against them.
- It receives and addresses complaints related to caste-based issues.
- It creates awareness about government schemes, scholarships, and support facilities.
- It promotes equality, respect, and a safe environment for all students.

Roles & Responsibilities of the ST/SC Committee

- Monitor the implementation of reservation policy in the institute.
- Effective implementation of Rule of Reservation for SC/ST Candidates in admission process to various courses in the Institute.
- Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.
- Guide the SC/ST/OBC students of the Institute, to optimally utilize the benefits of the schemes offered by the State Governments, Government of India (GOI) and UGC.

Institute Innovation Council

Functions of the Institute Innovation Council

- The Institute Innovation Council promotes innovation and creative thinking among students and staff.
- It organizes idea competitions, workshops, and seminars on innovation and startups.
- It encourages students to develop new projects, prototypes, and research ideas.
- It supports students in turning their ideas into startups or business ventures.
- It connects the college with industries, incubators, and experts to support innovation activities.

Roles & Responsibilities of the Institute Innovation Council

- The Institute Innovation Council encourages students and faculty to develop innovative ideas and projects.
- It plans and conducts innovation-related programs, workshops, and competitions in the college.
- It supports students in converting their ideas into working models, patents, or startups.
- It collaborates with industries, incubators, and other institutions to promote innovation activities.
- It monitors and guides innovation and entrepreneurship activities to ensure continuous development in the college.

Alumni Committee

Functions of the Alumni Committee

- The Alumni Committee maintains contact with former students of the college.
- It organizes alumni meetings, reunions, and interaction programs.
- It encourages alumni to support the college through guidance, mentoring, or contributions.
- It collects feedback from alumni to improve academic and other activities.
- It builds a strong relationship between alumni and the college for overall development.

Roles & Responsibilities of the Alumni Committee

- To bring together all the old students and the faculty of CIET to share their experiences with each other.
- To gather and maintain database of employment information and to assist the members in securing suitable jobs.
- To provide guidance to the young engineers in their endeavour for better employment and higher studies.
- To utilize the rich experiences of old students of the college for the benefit and progress of the present students.
- To involve the members in the overall development of the college and the Society.

Woman Empowerment

Functions of the Woman Empowerment

- The Women Empowerment Cell works to promote confidence and leadership skills among girl students and women staff.
- It organizes awareness programs on women's rights, safety, and health.
- It conducts workshops, seminars, and training programs for personal and professional development.
- It supports women in raising and addressing issues related to discrimination or harassment.
- It encourages equal opportunities and creates a safe and respectful environment in the college.

Roles & Responsibilities of the Woman Empowerment

- The Women Empowerment Cell ensures a safe and respectful environment for girl students and women staff.
- It promotes equal opportunities in academic and extracurricular activities.
- It organizes awareness programs on women's rights, health, and self-development.
- It supports and guides women in handling issues related to discrimination or harassment.
- It encourages leadership, confidence, and overall development among women in the college.

Library Committee

Functions of the Library Committee

- The Library Committee plans and improves library facilities for students and staff.
- It selects and recommends new books, journals, and other learning materials.
- It ensures proper use and maintenance of library resources.
- It suggests rules for borrowing, returning, and managing books.
- It promotes reading habits and organizes library-related activities in the college.

Roles & Responsibilities of the Library Committee

- The library committee is responsible for the proper maintenance of the college library.
- The convener is responsible for properly administering the library grants in consultation with the Library Committee.
- The committee shall frame the rules and get the approval of the Principal regarding the issue of the books, time limit for return of books and number of books to be issued to students and staff.
- The committee in consultation with the Principal will fix the fine to be collected from the students for late returning, damaging, bad condition, tearing papers, losing the book(s) etc.
- By coordinating/communicating with R&D committee to bring updated journal and research papers.

Website Committee

Functions of the Website Committee

- The Website Committee updates the college website with latest information about courses, events, and notices.
- It ensures that all academic and administrative details are correctly displayed on the website.
- It maintains and monitors the website regularly to keep it active and error-free.
- It uploads important announcements, circulars, and achievements of the college.
- It ensures that the website is user-friendly and easily accessible to students, parents, and staff.

Roles & Responsibilities of the Website Committee

- Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
- Update all departments, notices, announcements etc on a regular basis.
- Regular monitoring of the Website
- Collect the data from all departments.
- Use the latest technology to enable online registration and payment of fees, online submission of all application forms, Assignment questions before exams.

Examination Committee

Functions of the Examination Committee

- The Examination Committee plans and conducts internal and external examinations in the college.
- It prepares the examination timetable and informs students in advance.
- It ensures that question papers are set and handled confidentially.
- It monitors the examination process to prevent malpractice.
- It oversees the evaluation process and ensures that results are published properly and on time.

Roles & Responsibilities of the Examination Committee

- Examination Cell serves all Examination notices received from University to all concerned.
- Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
- Examination Cell takes all precautions while preparing Examination Time table, Invigilation duties, seating plans for the students in the Examination halls, smooth conduct of Examinations etc.
- Examination Cell mobilizes the proper staff during the Examination time, and assigning them duty as per the invigilation duties already prepared.
- Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.
- Examination Cell conducts Competitive Exams scheduled by State & Central Government

Disciplinary Committee

Functions of the Disciplinary Committee

- The Disciplinary Committee maintains discipline and good behavior among students in the college.
- It monitors student conduct inside the campus and during college activities.
- It receives and examines complaints related to indiscipline or misconduct.
- It takes appropriate action against students who violate college rules.
- It promotes a safe, respectful, and orderly environment in the college.

Roles & Responsibilities of the Disciplinary Committee

- The Disciplinary Committee ensures that students follow college rules and maintain good behavior.
- It observes and monitors discipline inside the campus and during college events.
- It inquires into cases of misconduct or rule violations in a fair manner.
- It recommends suitable action or punishment as per college regulations.
- It promotes awareness about discipline, responsibility, and respectful behavior among students.

Mentorship and Counselling Committee

Functions of the Mentorship and Counselling Committee

- The Mentorship and Counselling Committee guides students in their academic and personal development.
- It helps students solve problems related to studies, stress, or adjustment in college life.
- It conducts counselling sessions and mentoring meetings regularly.
- It supports slow learners and motivates students to improve their performance.
- It creates a friendly and supportive environment where students feel comfortable sharing their concerns.

Roles & Responsibilities of the Mentorship and Counselling Committee

- The Mentorship and Counselling Committee provides regular guidance and support to the students for their academic and personal growth.
- It identifies students who need special attention and offers proper counselling and mentoring.
- It maintains confidentiality while handling students' personal or academic issues.
- It coordinates with teachers and parents, if necessary, to improve the student performance and well-being.
- It encourages positive behavior, confidence, and overall development among students.

Cultural Committee

Functions of the Cultural Committee

- The Cultural Committee plans and organizes cultural programs and events in the college.
- It encourages the students to participate in dance, music, drama, and other cultural activities.
- It conducts celebrations for festivals, annual day, and special occasions.
- It selects and trains students to represent the college in inter-college cultural competitions.
- It promotes creativity, teamwork, and cultural values among students.

Roles & Responsibilities of the Cultural Committee

- The cultural committee shall be responsible for all intra and inter collegiate cultural events.
- To plan and schedule cultural events for the academic year by delegating various tasks to the members of the committee and the students.
- Arranging events/programs for staff and students in coordination with administration
- The committee coordinator convenes meeting for the committee members to discuss and delegate task
- The committee is also responsible to design and finalize the list of cultural events, participants related to the specific cultural program.
- The committee prepares and maintains records for all cultural activities.

Sports Committee

Functions of the Sports Committee

- The Sports Committee plans and organizes sports activities and competitions in the college.
- It encourages students to participate in indoor and outdoor games.
- It selects and trains students to represent the college in inter-college tournaments.
- It maintains sports equipment and playground facilities properly.
- It promotes physical fitness, teamwork, and sportsmanship among students.

Roles & Responsibilities of the Sports Committee

- The committee shall promote sports activities by motivating students and members of faculty.
- Promoting team spirit by making healthy competition.
- To organize regular sports events in order to train students for state and national level competitions.
- To arrange for better coaching facilities.
- To provide necessary infrastructure for the sports.

NSS/NCC unit

Functions of the NSS/NCC unit

- The NSS/NCC unit encourages students to take part in social service and nation-building activities.
- It organizes camps, awareness programs, and community service activities like cleanliness drives and blood donation camps.
- It develops discipline, leadership qualities, and teamwork among students.
- It conducts training programs, drills, and physical activities (especially in NCC).
- It promotes patriotism, social responsibility, and a spirit of helping others among students.

Roles & Responsibilities of the NSS/NCC unit

- Identifying the needs and problems of the community/society and make the students to involve to solve the problems.
- Developing the civic and social responsibility.
- Utilizing the knowledge in finding practical solutions to individual and community problems.
- Obtaining skills for mobilizing the community participation.
- Preparing the students to acquire leadership qualities and democratic attitudes.
- Developing the strengths to meet emergencies and natural disasters.
- Developing and nurturing strong will power, endurance and foresightedness to face emergencies and natural disasters.
- Inculcate national integration and social harmony among youth through the exemplification of leadership qualities and democratic attitudes.