

LIST OF COMMITTEES

A.Y: 2022-23

S.No	Name of the Committee	Coordinator
1	Student Counseling Committee	Mr.P.V.Narendra Kumar (EEE)
2	Research and Development Committee (R&D)	Dr.M.Shafi Shahsavari (ECE)
3	Technical Magazine committee/College Newsletter	Dr.N.Raj Kumar (ECE)
4	Entrepreneurship Development Committee	Dr.Chinmay Kumar Pradan (ECE)
5	Women Empowerment/ Sexual Harassment /Gender Equalization Committee	Dr. T.Vijaya Durga (BSH)
6	Sports Committee	Mr.G.Ramachandra Rao (CSE)
7	Alumni Committee	Mr.A.Nagaraju(CSIT)
8	Social Welfare / SC, ST Welfare Committee	Mr.J.Bhargav(CSIT)
9	Transport Committee	Mr.A.Venkata Reddy
10	Amenities Committee	Mr.M.Subramanyeswara Rao (ECE)
11	Industry Institute Interaction Committee	Dr.Y.Rakesh Kumar (CSE)
12	Website Committee	Mr.J.Bhargav(CSIT)
13	Examination Committee	Dr.D.Thirupathi Naidu (COE)
14	Hostel Committee	Mr.T.Venkatesh (EEE)
15	Training & Placement and Career Guidance Committee	Mr.P.Rajendra Bhanu Teja (T & P)
16	Time Table Committee	Mr.K.Murali Krishnam Raju (EEE)
17	Anti Ragging Committee	Dr.A.Radhakrishna Murthy(BS&H)
18	Cultural Committee	K.Srinivasa Rao(BS&H)
19	Internal Quality Assurance Cell(IQAC) Committee	Dr. P Sangameswara Raju(EEE)
20	NSS Committee	Dr.R.Srinivasulu(BS&H)
21	Internal Complaints (Grievance) Committee	Mr. N.Satyanarayana (ME)
22	Library Committee	Mrs.K.Aruna Kumari(AI)

Student Counseling Committee

ROLES & RESPONSIBILITIES

1. 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.
2. Update all departments, notices, announcements etc on a regular basis.
3. Regular monitoring of the Website
4. Collect the data from all departments.
5. Use the latest technology to enable online registration and payment of fees, online submission of all application forms, Assignment questions before exams

Research and Development Committee (R&D)

ROLES & RESPONSIBILITIES

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

Technical magazine /College Newsletter Committee

ROLES & RESPONSIBILITIES

1. Collection of the student's achievements
2. Collection of the Faculty's achievements
3. Deciding the theme for the Newsletter.
4. Overseeing the layout, appearance and content of feature articles.
5. Overseeing artwork, design and photography for the features section of the News letter.
6. Collection of departmental reports, photographs of toppers, outstanding achievers etc.
7. Proof reading of all pages before giving for printing.

Entrepreneurship Development Committee

ROLES & RESPONSIBILITIES

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

Women Empowerment / Sexual Harassment /Gender Equalization Committee

ROLES & RESPONSIBILITIES

1. To promote all round development of women faculty, staff and students of the college.
2. To monitor and counsel girl students.
3. To review various programs of the Institute and to ensure the possibility in the aspect of women's development.
4. To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment and to enquire into such complaints.
5. To conduct a survey within the college and collect suggestions/ recommendations from women on issues concerning them.
6. Organizing guest lecturers in the concerned areas such as health, legal, career and social aspects.
7. To conduct competitions such as presentations, elocution, essay writing and painting to encourage girl students to express their ideas.

Sports Committee

ROLES & RESPONSIBILITIES

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



CHALAPATHI INSTITUTE OF ENGINEERING AND TECHNOLOGY
Chalapathi Nagar, Lam, Guntur – 522 034

Alumni Committee

ROLES & RESPONSIBILITIES

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

Social Welfare / SC, ST Welfare Committee

ROLES & RESPONSIBILITIES

1. Monitor the implementation of reservation policy in the institute.
2. Effective implementation of Rule of Reservation for SC/ST Candidates in admission process to various courses in the Institute.
3. Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.
4. 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;

Transport Committee

ROLES & RESPONSIBILITIES

1. Arranging the transport facility for all students and staff from college to different areas and vice versa.
2. Maintaining periodically all the buses and respond immediately to major repairs if any.
3. Checking periodically the log books maintained by the drivers.
4. Arranging transport facility for the students and staff for any educational tour, visit for sports competitions etc.
5. Time management of buses.
6. Arranging for an agreement with transport company for additional buses if required.

Amenities Committee

ROLES & RESPONSIBILITIES

To truly get to the bottom of what Amenities management is, let's explore the two categories of their day-to-day jobs: hard services and soft services.

1. Hard Services

Hard services are related to physical structures (the parts that can't easily be removed). it is sometimes required by law to ensure the health and safety of workers or occupants:

- a. Building maintenance.
- b. Energy and Water management
- c. Elevators
- d. Lighting
- e. Fire safety
- f. Plumbing and Drainage

2. Soft Services

Soft services are related to keeping the workplace comfortable and secure.

- a. House keeping and custodial services.
- b. Security measures
- c. Parking maintenance
- d. Pest control.
- e. Waste disposal
- f. Recycling.
- g. Replenishing furniture and equipment
- h. Information systems
- i. Document management.
- j. Mail management
- k. Space management
- l. Grounds maintenance and landscaping

Industry Institute Interaction committee

ROLES & RESPONSIBILITIES

1. Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer.
2. Visiting faculty/professors from industries.
3. Practical training of students in industries.
4. To organize Workshop on trending technologies by experts in the field.
5. To assist the Departments in organizing workshops, conferences and symposium with joint participation of the industries.
6. Encouraging Engineers from industries to visit institution to deliver lectures
7. To assist the Training and Placement Division.
8. Involves experts from industry/research organization in curriculum development.

Website Committee

ROLES & RESPONSIBILITIES

1. 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.
2. Update all departments, notices, announcements etc on a regular basis.
3. Regular monitoring of the Website
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Examination Committee

ROLES & RESPONSIBILITIES

1. Examination Cell serves all Examination notices received from University to all concerned.
2. Examination cell prepares Circulars for students regarding Exam Fee Collection, the last date of fee Collection, modalities of payments of fine etc.
3. Examination cell takes necessary steps for distribution of Answer sheets to the teachers concerned after completion of the internal exam and receiving the answer sheets, award list, while preparing in the desired format to send them to University.
4. 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.
5. Examination Cell mobilizes the proper staff during the Examination time, and assigning them duty as per the invigilation duties already prepared.
6. Examination Cell staff collects Marks Memos of various examinations from the University and they distribute them to the corresponding students.
7. Examination Cell keeps all records pertaining to examinations.
8. Examination Cell staff addresses grievances of administration, faculty, staff and students on all examination related issues.
9. Examination Cell conducts Competitive Exams scheduled by State & Central Government.

Hostel Committee

ROLES & RESPONSIBILITIES

1. Acts As A Bridge Between The Administration, Hostel Authorities On One Side And The Students On The Other.
2. Facilitates The Grievance Redressal Of Students And Communicates The Same To The Concerned Authorities.
3. Keeps A Check On The Daily Issues Regarding The Hostel Infrastructure, The Housekeeping Issues, Mess Facilities, Etc.
4. Ensures An Enriching Stay At The Campus.
5. The Committee Shall Create A Positive Ambience In Hostels.
6. Promoting Team Spirit And Co-Operation Amongst The Students By Creating Health Competition.
7. To Arrange For Better Platform Where They Can Exhibit Their Skills

Training & Placement and Career Guidance Committee

ROLES & RESPONSIBILITIES

1. Interaction between industry and institute.
2. Campus Recruitment Training to students.
3. Arranging Campus Interviews to students.
4. Guest lecturers by eminent industry experts.
5. Counseling and Personality Development.
6. Awareness Programs on Higher Education.
7. Preplacement Training for aspirants
8. Conducting mock tests.
9. Conducting Mock Interviews and Group Discussions.

Time Table Committee

ROLES & RESPONSIBILITIES

1. Ensuring that conflicts in Timetable are avoided.
2. Providing the information regarding Timetables and venue to any of the departmental committees.
3. Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester.
4. Ensuring the Timetable is available on the departmental notice boards before each semester.
5. Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes in the Timetables.
6. Providing support and training to the committee members as required.

Anti Ragging Committee

ROLES & RESPONSIBILITIES

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

Arts / Cultural Committee

ROLES & RESPONSIBILITIES

1. The arts & cultural committee brings out the hidden talents of the students by organizing the arts & cultural programs.
2. The cultural committee shall be responsible for all intra and inter collegiate cultural events.
3. To plan and schedule cultural events for the academic year by delegating various tasks to the members of the committee and the students.
4. To communicate about various events to be celebrated in the college and post the related information on the website or on notice board.
5. Arranging events/programmes for staff and students in coordination with administration
6. The committee coordinator convenes meeting for the committee members to discuss and delegate task
7. The committee is also responsible to design and finalize the list of cultural events, participants related to the specific cultural program.
8. The committee prepares and maintains records for all cultural activities.

Library Committee

ROLES & RESPONSIBILITIES

1. The library committee is responsible for the proper maintenance of the college library.
2. The convener is responsible for properly administering the library grants in consultation with the Library Committee.
3. 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.
4. 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.
5. By coordinating/ communicating with R&D committee to bring updated journal and research papers.
6. To organize regular seminars and workshops on emerging trends and technologies with a special focus on innovations in library.
7. By focusing on digitalization of library and promoting digital policies by having access to national digital library portal and delnet.

NSS Committee

ROLES & RESPONSIBILITIES

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

IOAC Committee

ROLES & RESPONSIBILITIES

1. Development and application of quality benchmarks/lesson plans, course coverage, course files etc. for the various academic and administrative activities of the Institution.
2. Analysis of feedback responses from students, parents and other stakeholders on quality-related institutional processes.
3. Organization of inter and intra institutional workshops, seminars on quality related themes.
4. Documentation of the various programs/activities of Chalapathi Institute of Engineering and Technology (CIET), leading to quality improvement.
5. Maintaining of Quality Culture in institution.
6. Preparation of the Annual Quality Assurance Report (AQAR) of the institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format.
7. In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), IQAC shall act as the Documentation Keeping cell, including assistance in the development. In order to facilitate the process, all teachers shall submit the duly filled-in the given Performa to the IQAC annually.

Internal complaints (grievance) Committee

ROLES & RESPONSIBILITIES

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