



KRISHNA CHAITANYA INSTITUTE OF TECHNOLOGY & SCIENCES

Devarajugattu (Post) , Peddaraveedu (Mandal), Prakasam Dist. - 523 320.

(Approved by A.I.C.T.E., New Delhi, & Affiliated to JNTUK, Kakinada)

NAAC ACCREDITED INSTITUTION

Functions and Responsibilities

The organization has a well structured administrative setup with Governing Council as the highest decision-making body and other committees

S. No	Names of academic and administrative bodies	Functions and responsibilities
1	Governing Council (Governing Body)	<p>The composition of governing body (GB) is as per UGC norms prescribed for Private institutions. The competence and experience is kept in mind while forming the GB. The Member Secretary of the GB is the Principal and GB consists of Chairman who is also the Chairman of KITS College, an industrialist; there are senior professors nominated by JNTUK, AICTE, and UGC and, apart from management representatives. This blend of academicians, policymakers, industrialists and philanthropists help in balanced policy making, utilization of funds and student as well as staff welfare measures.</p> <ul style="list-style-type: none">❖ The Vision, Mission, Strategic plan & audit report, pertaining to the institution are discussed and approved in Governing Body.❖ The member secretary presents the progress of the institution in various activities and future development plans of the institution.❖ The long term plans have been laid down in the strategic plan document in consultation with Department committees, joint workshops of senior Professors for strategy formulation.❖ The Institutional Monitoring Planning and Policy Implementation Committed called IQAC is responsible for continuous improvement through identifying needs, bringing indiscipline, defining research activities, future plans etc.❖ Audit reports and discussions in IQAC help in framing future plan of action.❖ From all the inputs Institution Strategic plan is developed and



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		<p>published after approval from Governing Body.</p> <ul style="list-style-type: none">◆ Consolidation of existing institutional processes & defining new processes are a part of strategic planning.
2	Academic Council/ Academic Advisory Body & College Academics	<p>The progress of the institution depends on the administrative strength and participation of human resource in various institutional activities, it is therefore necessary for the GB to know what initiatives the various administrative wings are taking.</p> <ul style="list-style-type: none">◆ Principal's performance is and institution's judged through the presentation by the Principal in GB highlighting various achievements in the quarter and action taken on the discussions that had happened in the previous GB meeting.◆ The GB is responsible for the proper administrative functioning in the institution and approving the employment policy in line with the recommending agencies. The GB is responsible to approve the cadre pattern, Incentive policies and related matters on the basis of the requirements projected by the institution.◆ The GB is responsible to approve in take enhancement, starting of new programs and reduction in intake/ closure of program(s).◆ Internal grievance and disciplinary committees are setup to take care of any complaints.◆ Appointment Board which is a statutory committed consisting of Principal, senior professor, Dean (Academics), KITS nominee and respective HoDs recommends to the GB, appointment of new faculty and staff. The GB is expected to gives its recommendations, comments and guidelines.◆ To instill academic account ability among faculty and staff is important from administration point of view and GB is responsible to do so through constant interaction with them.◆ Implementation of performance based incentives and fine-tuning of authorities & responsibilities at various levels.◆ Accountability and financial sustainability is planned through the



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		<p>departmental budgeting procedures committed.</p> <p>❖ Sustainability is an important factor of good Governance and it is important that all the stakeholders act responsibly to achieve this. Strategic plan-identifying a clear development path for the institution, through its long-term academic, research and business plans is the responsibility of GB.</p>
3	Finance Committee	<p>Annual budgets and its review is taken up in GB, however for approvals, implementation and assessment of these, there are four committees set up in the institution namely</p> <ol style="list-style-type: none">I. Finance CommitteeII. Technical Purchase CommitteeIII. Accounts Committee <p>Finance Committee (FC): The FC is responsible of looking in to the sustainability aspects and approves institutional and department budgets depending on the availability of funds, internal TRG and anticipated external funding. The finance committee monitors and safeguards the financial viability of the institution. The Finance committee is composed of</p> <ol style="list-style-type: none">a. Principal as the Chairmanb. Three members from the Management (Hon. Treasurer, Hon. Secretary and Hon. Joint Secretary)c. An auditord. Two senior Professorse. The Member Secretary is Professor / Administrative staffs who has knowledge of accounts. <p>Accounts Committee (AC): Initially, the institutional procurement is discussed in the Accounts Committee, which handholds the departments to finalize procurement files, before they are forwarded to TPC. It also looks into common purchases, Justification, alternative solutions etc. Accounts Committee</p>



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		<p>consists of</p> <ol style="list-style-type: none">PrincipalTwo Senior ProfessorsAdmin officer Concerned HODs are invited members of this Committee.Accounts superintendent as the member secretary <p>Technical Purchase Committee (TPC): The TPC over sees the Procurement processes in a transparent manner. The TPC goes into the processes follow getting quotes, Justification of purchases exceeding Rs.5.00lacks. It is responsible for transparency in purchases and approves to place orders. Technical Purchase Committee consists of</p> <ol style="list-style-type: none">Hon. Treasurer of GB, is the ChairmanThree members from the managementTwo Senior Professors from Finance CommitteeAll the Head of the Departments <p>Principal is the member secretary.</p>
4	Internal Quality Assurance Cell (IQAC)	<p>Assessment of quality is important and indicator of good governance process. To audit and analyze the attainments Internal Quality Assurance Cell is setup. The objectives of (IQAC) are:</p> <ul style="list-style-type: none">❖ To develop a system for conscious, consistent and catalytic action facilitating to improve the academic and administrative performance of the institution.❖ To promote measures for institutional functioning towards quality enhancement through internal quality culture and institutionalization of best practices.❖ Bring best practices and ethics into academics and research.❖ Ensuring timely, efficient and progressive performance of academic, Administrative and financial tasks.❖ Development application of quality benchmarks/parameters and



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		<p>for various academic and administrative activities of the institution.</p> <ul style="list-style-type: none">❖ Equitable access to and afford ability of academic programmes for various sections of society.❖ Optimization and integration of modern methods of teaching and learning.❖ Creating an atmosphere of credibility of evaluation procedures.❖ Ensuring the adequacy, maintenance and proper allocation of support structure and services.❖ Sharing of research findings and networking with other Institutions in India and abroad.❖ Documentation of the various programmes and activities leading to quality improvement.❖ The institution is in the process of filing application for obtaining ISO9001:2015 Certification. <p>IQAC facilitates and contribute towards:</p> <ul style="list-style-type: none">❖ Ensuring height need level of clarity and focus in institutional functioning towards quality enhancement.❖ Ensuring internalization of the quality culture through audits.❖ Ensuring enhancement and coordination among various activities of the institution and institutionalize all good practices.❖ Provide a sound basis for decision-making improve institutional functioning
5	Anti Ragging / Student grievances Redressal Counseling Committee	<p>Ragging means the doing of any act which causes or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student, that includes</p> <ul style="list-style-type: none">❖ Teasing or abusing or playing Practical joke on, or causing hurt to any student.❖ Asking any student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform. <p>Objectives:</p>



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a) To prohibit, prevent and eliminate the scourge of ragging including any conduct by any student whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in raucous or indiscipline activities by any student.

b) To monitor, direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

Roles and Responsibilities:

a) Vigilant at all hours all around the campus and other places vulnerable to incidents of and having the potential of ragging and shall be empowered to inspect such places.

b) Make surprise raids at all places vulnerable to incidents along those that are having the potential for ragging.

c) Conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian as the case may be, and submit the enquiry report along with recommendations to the Head of the Institution for immediate action.

d) Ensure the display of Anti-Ragging posters on Institutional and departmental Notice Boards and other prominent places of students' movements.

e) Ensure measures to see that Anti-Ragging Squad regularly makes rounds in the campus to effectively monitor the students behavior in the campus.

f) Offer services of counseling and create awareness to the students on the impacts and consequences of Ragging.

g) Set up a Suggestion Box and place it in the college to help the students to drop complaints or any kind of problems.

h) Initiate timely action against students violating / erring the Anti-Ragging Policy.


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		<p>i) Sensitize students about the evils of ragging and its prevention in the Campus by organizing Awareness talks/ programmes.</p> <p>j) Address complaints about ragging as per the Govt. and University procedures.</p> <p>Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.</p>
6	Industry, Institute Partnership cell, EDC	<p>Industry Institute Partnership cell</p> <p>The IIP Cell is to reduce the gap between industry expectations (practice) and academic offerings (theory) by direct involvement of industry to attain a symbiosis. All the Stakeholders, namely: Institutions, Industry, Students and Society stand to gain as it can be a win-win partnership. The primary focus of IIPC is to interact with elite industries and extend the efforts in establishing partnership with industries across the country in near future.</p> <p>OBJECTIVES</p> <ul style="list-style-type: none">❖ Establish linkage between industry and the institute.❖ Identify industry problems and provide solutions❖ Joint research projects❖ Industrial consultancy❖ Dissemination of knowledge❖ Continuing education programs❖ Greater utilization of resources❖ Access to library and other infrastructure❖ Access to laboratory testing❖ Promoting industrial training for students❖ Faculty training in industry <p>ACTIVITIES</p> <ul style="list-style-type: none">❖ Arranging industrial visits/ Training to students.❖ Mediating for laboratory testing facilities.❖ Providing professional consultancy.❖ Exchange of personnel.



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		<ul style="list-style-type: none">❖ Organizing industrial exhibitions.❖ Conducting seminars, workshops, continuing education programs etc.❖ Technology appreciation programs. <p>EDC</p> <p>Objectives of EDC:</p> <ul style="list-style-type: none">a) To promote entrepreneurship at the grass root level in the district.b) To develop conducive environment to encourage innovation among all entrepreneurs for promotion of MSME.c) To gain insight into the relationship between innovation, entrepreneurship and globalization.d) To adopt suitable strategies for supporting innovation and entrepreneurship. <p>Functions of EDC:</p> <ul style="list-style-type: none">a) To promote entrepreneurship at the grass root level in the district.b) To develop conducive environment to encourage innovation among all entrepreneurs for promotion of MSME.c) To gain insight into the relationship between innovation, entrepreneurship and globalization. <p>To adopt suitable strategies for supporting innovation and entrepreneurship.</p>
7	Public Relations & Arts / Cultural Activities /Media	<p>Public Relations & Arts / Cultural Activities Committee</p> <p>Objectives are:</p> <ul style="list-style-type: none">a) To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.b) The committee is responsible for extensive coverage of all college events. It sends press releases to print and digital media, and posts updates on social media about all campus activities, blood donation camps, entrepreneur meets and student



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		<p>achievements and institute performance.</p> <p>Responsibilities:</p> <p>a) The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.</p> <p>b) To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) by delegating various tasks.</p> <p>c) To the procedure to organize cultural events</p> <p>d) To communicate about various festivals and events to be celebrated in the college and give a wide publicity.</p> <p>e) Arranging events/programs for staff and students in coordination with 'Students Cultural Committee'.</p> <p>f) Manage Public Relations in planning, coordinating and executing public relations activities and events at the Institute to promote a positive image.</p> <p>g) Manage Public Relations and other staff in coordinating Institute print, broadcast and new media advertising campaigns.</p>
8	R & D Consultancy / Innovation	<p>R&D// Innovation Committee</p> <p>Objective: - To oversee and supervise Research and Development activities in the Institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management.</p> <p>Responsibilities:</p> <p>a) Exploring possibilities of research collaborations, nationally and internationally for long term development.</p> <p>b) Final assignment of work and fixing linkages and establishing monitoring frame work.</p> <p>c) Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.</p>



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		<p>d) Arranging lectures and seminars periodically to providing academic support and guidance to researchers on the basis of recommendation from Empowered Counseling Committee members.</p> <p>e) Monitoring quality of dissertations and thesis topics and reports.</p> <p>f) Giving feedback to researchers and management periodically (half yearly).</p>
9	Training, Placements and Career Guidance Cell	<p>Objective:</p> <p>To help the Training and Placement Office in conducting and coordinating Campus placement process as well as training programs in the college.</p> <p>Responsibilities</p> <p>a) Supervision in the labs during the aptitude conducted by the recruiting companies.</p> <p>b) Maintain discipline and decorum in the Assembly Hall where students are assembled during placement.</p> <p>c) Assist in setting up labs along with the Lab Assistants during on-line tests.</p> <p>d) Updating TPO data on the college website from time to time.</p> <p>e) Coordinate for quizzes and competitions organized by different companies.</p> <p>f) Internal Training (Managerial /Soft / Communications skills, etc)</p>
10	Hostel & Canteen	<p>The Hostel & Canteen committee is formed for the smooth functioning of the Hostel and Canteen.</p> <p>Objectives:</p> <p>a) Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other.</p> <p>b) Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities.</p> <p>Roles and Responsibilities:</p> <p>a) To see that the Canteen services to students / staff are good.</p>



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		<p>b) To fix the rates for the items served in the Canteen and to maintain cleanliness in the Canteen.</p> <p>c) To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel</p> <p>d) To supervise all facilities/amenities and their up keep, receive complaints from students redress of grievances etc.</p> <p>e) To control, counsel the behaviour of students in the hostel, Monitor study schedules and patterns, etc.</p> <p>f) To plan for all the infrastructure facilities required as per Responsible for proper maintenance of the lodging and boarding Facilities of the hostel and for smooth running of the hostel Responsible for the receipts and the payments of the hostel.</p> <p>g) To supervise, take steps for the maintenance of canteen facilities with hygiene</p> <p>h) To maintain and control the quality of food supplied in the canteen</p> <p>i) To modernize the canteen equipment and cooking procedures</p> <p>j) To control and make suggestions to the canteen management</p> <p>To plan for all the infrastructure facilities required as per norms</p>
11	NSS	<p>The establishment of an NSS Unit in the institute is aimed to instill the idea of social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. To list a few, the duty of an</p> <p>NSS Unit is:</p> <p>a) To plan and execute N.S.S. Programmes for the year.</p> <p>b) To conduct Special N.S.S. camp and to submit the audited statement of accounts at the end of the year.</p> <p>c) To distribute the work for the NSS volunteers for maintenance of cleanliness in and around the college.</p> <p>d) To take care of campus beautification and gardening.</p>



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- e) To maintain the records of the activities conducted and submit the same to the IQAC Committee.
- f) To make necessary arrangements for the flag hoisting ceremony to celebrate the National Days i.e, Independence Day, Goa Liberation Day and Republic day.
- g) To celebrate National festivals.
- h) National Days Celebrations records should be submitted to the IQAC Committee.

Objectives:

The objective of NSS is to develop a culture of "Not Me But You", reflecting the essence of democratic living and upholds the need for self-less service. NSS helps the student's development and appreciation to other person's point of view and also show consideration towards other living beings. The philosophy of the NSS is a good doctrine in this motto, which underlines on the belief that the welfare of an individual is ultimately dependent on the welfare of the society as a whole and therefore, the NSS volunteers shall strive for the well-being of the society.

The main Roles and Responsibilities of National Service Scheme (NSS) are :

- a) Understand the community in which they work
- b) Understand themselves in relation to their community
- c) Identify the needs and problems of the community and involve them in problem-solving
- d) Develop among themselves a sense of social and civic responsibility
- e) Utilize their knowledge in finding practical solutions to individual and community problems
- f) Develop competence required for group-living and sharing of responsibilities



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		<p>g) Gain skills in mobilising community participation</p> <p>h) Acquire leadership qualities and democratic attitudes</p> <p>i) develop capacity to meet emergencies and natural disasters and Practice national integration and social harmony</p> <p>Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.</p>
12	Social Welfare (BC/SC/ST)	<p>The Social Welfare Committee functions to promote technical and management education among BC/SC/ST students and other weaker section of the society. It continuously monitors and evaluates reservation policies intended for BC/SC/STs Welfare by the Govt. of Andhra Pradesh and also for the effective implementation of the same Welfare. The Social Welfare Department, of Government of Andhra Pradesh sanctions scholarships to all eligible BC/ SC/ST students who are admitted in Post-Metric courses in Government colleges and Recognized educational institutions. Eligible students can apply within the given date with proofs of Date of Birth, Ration Card, Income Certificate, Caste Certificate, Aadhar Card and other relevant certificates. Qualified and eligible students get both fee reimbursement and scholarship. If any student fails to get the reimbursement and scholarship, he/she can make a compliant to Social Welfare Committee of the college. The committee in consultation with the scholarship clerk takes relevant measure to ensure that every student obtains scholarship.</p> <p>Objectives:</p> <p>To circulate SC/ST commission's/ Corporation's decisions and to collect information regarding course wise admissions regularly, on an annual basis pertaining to candidates belonging to the scheduled castes, scheduled tribes and economically weaker sections.</p> <p>Roles and Responsibilities:</p> <p>a) Circulate GOI and SC/ST Commissions decisions and collect</p>



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	<p>regularly on an annual basis information regarding course wise admissions to candidates belonging to the SC and ST community.</p> <p>b) Adopt measures to uplift the students belonging to SC/ST community at par with the main stream student segment.</p> <p>c) Create a platform where students can refer their problems, regarding academic and non- academic matters.</p> <p>d) Monitor the implementation of reservation policy in the institute.</p> <p>e) Analyze information on admission, education, training, and employment of SCs/STs and prepare reports for onward transmission to the Ministry of Human Resource Development / University Grants Commission.</p> <p>f) Function as a grievances redressal cell for the grievances of SC/ST students and employees of the Institute and render them necessary support in solving their academic as well as administrative hindrances.</p> <p>g) Effective implementation of Rule of Reservation for SC/ST Candidates in admission process to various courses in the Institute.</p> <p>h) Effective implementation of the Orders/ Circulars/ Guidelines issued by the Central/State/UGC in respect of Reservation.</p> <p>i) Administer and extend all possible education facilities like Hostel accommodation, Scholarships and Stipend to SC/ST Students as applicable.</p> <p>j) Maintain and provide up-to-date information and statistics in reservation matters to the Central/ State/ UGC authorities.</p> <p>k) Arranging special coaching for SC/ST students to attempt and succeed in competitive exams such as Civil Services (Prelims), Personality Development, Communication Skills, etc.</p> <p>l) Counseling the students to help them overcome inferiority complex and encourage their participation through personal grooming.</p> <p>m) Conduct societal consciousness activities for the betterment of</p>
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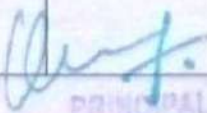
		<p>students from SC /ST community.</p> <p>Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.</p>
13	Sports & Games	<p>The Sports and Games committee is formed to create awareness among the students about the essentiality of games and sports for development of their physiological strengths and the role of Sports projecting the image of the organization at regional / state / national level competitions.</p> <p>Objectives:</p> <ul style="list-style-type: none">a) To implement the policies for promotion of sports and games in the college.b) To create awareness among the students about the importance of participating in sports and games.c) To improve health and to inculcate healthy lifestyle.d) To build coordination among faculty members to improve the standards of Sports in college by organizing and promoting sports activities.e) Early identification of sports talent and nurturing the identified talent to bring laurels. <p>Roles and Responsibilities:</p> <ul style="list-style-type: none">a) Organize Intra-mural sports and athletic competitions.b) Assist in selection process of College teams.c) Organize tournaments for students, and staff.d) Motivate students to become part of the ongoing recreational and competitive sports programme.e) Inform the students about the benefits of being involved in an active lifestyle.f) Involve faculty members to assist the Department of Physical Education in promoting, organizing, and supervising the college Sports and „Active Life“ programme.g) Feature „Sports Hour“ in the Time Table and assign a faculty



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		<p>member to monitor the students' presence in the activities during sports hour.</p> <p>h) The Physical Education department shall organize, supervise and administrate competitive, recreational and leisure time sports activities.</p> <p>i) The Physical Education department shall organize orientation programme for students for better understanding of sports facilities and programmes of the college.</p> <p>j) The Physical Education department shall organize talent search programme to identify talented sportsmen eligible to join the college at graduate and post graduate levels.</p> <p>k) The College Director of Physical Education shall organize "Sports and Fitness Test" for all the students joining at graduate and post graduate levels for the respective term. The test will include 12 minutes run, Standing High Jump and tennis ball throw. It will be mandatory for a student to give all three tests on a given day.</p> <p>l) Maintain records of the activities conducted and submit the same to the IQAC Committee.</p>
14	Admissions & Transport	<p>Admissions</p> <p>To guide the admission team and oversee the counselling process in the admission department. To help solve queries of parents and students interested in taking admission to the different programs of the university. To strategize the day-to-day business of the department.</p> <p>To strengthen the admission process at KITS</p> <p>a) To facilitate guidance and counselling procedures pertaining to admissions in the KITS.</p> <p>b) To guide the admission team and oversee the counseling process in the admission department.</p> <p>c) To help solve queries of parents and students interested in taking</p>


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admission to the different programs of the KITS.

To strategize the day-to-day business of the department.

Transport

The Transport committee is formed to ensure convenience in travelling for students and faculty. The transportation service operates on all working days, at fixed timings from various places predefined to be operated from.

Objectives :

- a) To coordinate various bus routes regularly with the assistance of route-in-charges.
- b) To supervise and manage the daily transport operations and provide required instructions to the route-in-charges.
- c) To inspect the condition of the buses and report for necessary action on a continuous basis.

Roles and Responsibilities:

- a) Co-ordinate the Educational Trips and field visits conducted by different Departments / Associations.
- b) Provide transportation service to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of transportation facility.
- c) Coordinate various routes regularly with the assistance of route-in-charges.
- d) Supervise the daily transport operations and provide required instructions to the route-in-charges.
- e) Inspect the condition of the buses and report for necessary action on a continuous basis.
- f) Periodically checking the validity and expiration of documents of the transportation services used by the Institute.
- g) Allocation of service to a particular driver and in the event of the driver's absence a suitable alternative must be arranged immediately.

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		<p>h) All the services must be kept in excellent running condition and cleanliness must be ensured. Ensure to place a mechanism for the check up of the vehicles at regular and frequent intervals.</p> <p>i) Ensure that drivers stick to speed governors provided in the vehicles giving top most priority to safe driving.</p> <p>j) Any breakdown of a bus enroot to college or return, drivers should immediately inform the Transport In charge. In the event of such occurrences, the students travelling in such vehicle must be adjusted by other transport means.</p> <p>k) Ensure that the drivers should stick to the route allotted to them do not deviate. However, in exigencies, they can seek approval of Transport In charge duly informing him/her the situation faced by them.</p> <p>l) Drivers should cooperate with Transport Department officials whenever they are asked for and they should present all the requisite permissions / approvals / licenses, etc.</p> <p>m) Ensure that the drivers wear only the prescribed uniform during their duty hours.</p> <p>n) Ensure that drivers allow the students to travel only if they have valid transportation pass issued by the college.</p> <p>o) Ensure that the drivers conduct with students is in a decent and in pleasing manner.</p> <p>p) Transport In charge should ensure that all buses are having proper permissions / approvals / insurance. Expiry of any of the requisite must be informed to Administrative Officer at least one week ahead of the lapse.</p> <p>q) Ensure to intimate the tussle between students by duly stopping the bus immediately, to the administrative authorities.</p> <p>Maintain the records and files of the Study Visits / Educational Trips conducted and submit the same to the IQAC Committee.</p>
15	Swachhta Action	Swachhta Action Plan objectives



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	Plan	<p>Swachhta Action Plan is a milestone initiative in mainstreaming Swachhta elements across all sectors of the Government in an elaborate, accountable, and sustained manner to realize the Swachh Bharat of Prime Minister's vision and Gandhiji's dream.</p> <p>Roles</p> <ol style="list-style-type: none">To promote cleanliness and hygiene in a holistic manner.To reduce the incidence of open defecationTo bring improvement in the quality of life in rural areasTo encourage the concept of sustainable sanitation practicesTo create awareness about health and hygiene.To help India reach to India Sustainable Development Goal.To encourage cost-effective sanitation efforts.To develop community managed sanitation systemsTo focusing on scientific Solid & Liquid Waste Management systems.To create a positive impact on gender and promote social inclusion. <p>The Main Sections are</p> <ul style="list-style-type: none">• General Maintenance• House Keeping• Hygiene Sanitation• Water Management• Waste Management
16	Department Associations	<p>Department Associations</p> <ol style="list-style-type: none">Develop and explore the student's strengths and talents outside of academics.Giving opportunity to the students to build friendships and participate in group activities outside of the tight circle of the regular classroom.Advance the Educational and psychological values among the students.


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		<ul style="list-style-type: none">d) Providing a way to keep students supervised outside of academic hours.e) Building skills that are not necessarily taught in the classroom but are still important for the future.f) Develop the overall Personality to the students.g) Helping students develop stronger time-management and organizational skills.
17	Examinations & Time - Table	<p>The Examination and Time Table Committee is an apex body of the Institute which is headed by In-charges, and is facilitated by the sections are: Time Table, Examination, Record Maintenance and Administration.</p> <p>Objectives:</p> <ul style="list-style-type: none">a) To help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the University of Mumbai from time to time.b) Smooth and efficient management of academic programme through the semesters. <p>Responsibilities</p> <ul style="list-style-type: none">a) To carry out examinations, publish results and award certificates (Provided by the University and Institute) to the students who pass the final examinations.b) Keeping record of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.c) To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the Timed) Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, Lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common


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		<p>resources (classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements (e.g. lectures to be arranged only in morning slot, tea break and lunch break times etc.).</p> <p>e) To follow the Academic Calendar from JNTUK Instructions.</p> <p>f) With the information gathered, prepare the class time tables in the prescribed format.</p> <p>g) By referring to the class timetables, prepare the timetables of individual faculty members and labs.</p> <p>h) Communicate and widely publicize the class time tables to staff and students.</p> <p>i) Make the class time tables available in the Documentation Room for students' reference.</p> <p>To display and publicize the Academic Calendar for the information of students and staff.</p>
18	Library & Web References	<p>Objective:</p> <p>To function as a channel between the library and its users.</p> <p>Responsibilities:</p> <p>a) To assist the Librarian in formulating Library policy.</p> <p>b) To look after general maintenance of the library in terms of reading material and infrastructure.</p> <p>c) To effectively involve in fostering the reading habit of staff and students.</p> <p>d) To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.</p> <p>e) To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.</p> <p>f) Web reference that provides access to an available online resource by using an Internet protocol.</p>
19	Website/ ICT/	<p>Objective:</p>



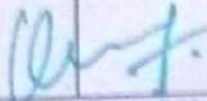
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	Internet / Computer Network / Maintenance	<p>To ensure that the college website is regularly updated, improved and well maintained and also to maintain proper ICT/Internet/Electrical/Computer Network resources.</p> <p>Responsibilities</p> <p>a) Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.</p> <p>b) 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.</p> <p>c) Update all communications, notices, announcements etc on a regular basis.</p> <p>d) Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.</p> <p>e) To establish regular maintenance of the ICT/Internet/Electrical/Computer Network resources and the equipments of the institute.</p> <p>f) The committee's objective is to correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.</p>
20	Alumni Co-ordination	<p>Alumni Committee Objectives are -</p> <p>a) To significantly increase alumni interaction with the institution.</p> <p>b) Fostering and keeping alive loyalty to the institution and creating concern for its welfare.</p> <p>c) Inculcate exchange of ideas among alumni and between alumni and students</p> <p>d) To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.</p> <p>Responsibilities:</p> <p>a) To maintain an up-to-date and detailed database of the alumni</p>


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		<p>b) To highlight the success of alumni to improve the credibility and reputation of the Institution.</p> <p>c) Plan and promote a platform for interaction between all stakeholders of KITS.</p> <p>d) Promote the interests and welfare of alumni association</p> <p>e) Maintain healthy relationship with the alumni body</p> <p>Assist management in creating an environment in the college which is enables students to have far-lasting memories</p>
21	Women Welfare & Sexual Harassment Eradication Cell	<p>Objectives:</p> <p>a) To create and maintain safe, healthy and supportive environment for women and girl students in the campus.</p> <p>b) To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students from sexual harassment in the college.</p> <p>c) The Women Redressal Committee / Women Development Cell / Internal Complaints Committee is functioning in the college as per the norms laid down by the AICTE / JNTUK.</p> <p>Responsibilities:</p> <p>To organize workshops affecting women in general and especially in the following areas:</p> <ul style="list-style-type: none">a) Sensitization and gender equality on campusesb) Issues of women arising from societal concerns <p>Any other theme based activities and events concerning significant issues of women</p>
22	Faculty / Staff Grievance / Right to information cell	<p>Faculty / Staff Grievance / Right to information cell</p> <ul style="list-style-type: none">❖ The aggrieved employee represents his/her grievance either in person or in writing to any member of the grievance cell.❖ Post receiving the grievance, Principal will constitute a committee to look into the grievance.❖ The committee will thoroughly investigate the issue and



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		<p>recommendations will be submitted to the Principal.</p> <ul style="list-style-type: none">❖ The recommendations of the committee shall be communicated to the concerned employee by the Principal.
23	Intellectual Property Cell	<p>Objectives</p> <ul style="list-style-type: none">❖ To create awareness and educate on Intellectual property rights (IPR) among faculty and students of the college.❖ To advice and guide faculty and students on the importance of IPR.❖ To conduct workshops, activities and training programs on IPR.❖ To provide guidelines on applicable laws and regulations regarding IPR. <p>Functions of Cell</p> <ul style="list-style-type: none">❖ IPR cell of college will enhance the quality of thinking, propagate a culture of regard and respect for IPR, ensure speedy and accurate identification and protection of innovations arising out of the research work carried out by the students and alumni of college.❖ IPR cell will facilitate transfer of knowledge and technology from the college to industry and enhance the scope of their commercialization.❖ The Cell also aims to offer assistance to grass-root innovators in the local area to realize the commercial benefits of their innovations.


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