PERMANENTLY AFFILIATED TO JNTUA

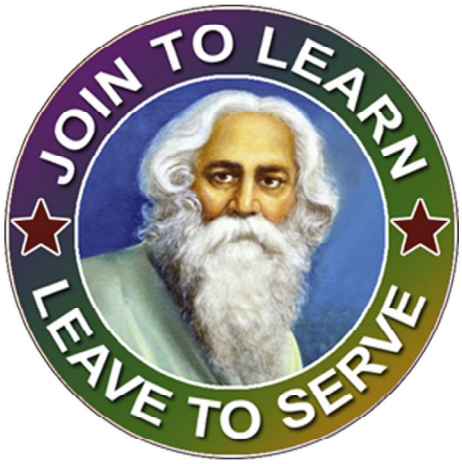
Ravindra College of Engineering for Women

Kurnool, Andhra Pradesh.

GOOD GOVERNANCE DOCUMENT

Ravindra College of Engineering for Women

Kurnool, Andhra Pradesh.



GOOD GOVERNANCE DOCUMENT

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FOREWORD

A Good Governance Document provides the guidelines to strengthen and support the Governing Body in order to oversee the activities of the institution and also to ensure an effective functioning as well as Good Governance at all levels to the satisfaction of stakeholders. The governance guidelines are aimed at effective utilization of man power, infrastructure, facilities of the institution and thus enhance the quality of education along with providing transparency and accountability in the academic and administrative process.

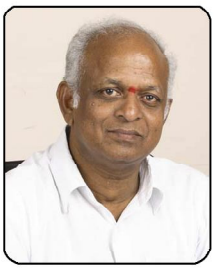
The document provides detailed information on the institute along with the details of various committees formed in the institute to ensure smooth and effective functioning of the college.

It is hoped that the good governance document supports the stake holders to effectively contribute towards institutional development and growth.

Dr K.E.Sreenivasa Murthy
Principal

G V M Mohan Kumar
Chairman

GOVERNING BODY



Sri G Pullaiah
Secretary, RCEW

Sri G V M Mohan Kumar
Chairman, RCEW

Sri G Gopinath
Joint Secretary, RCEW

Sri G Vamsidhar
Vice-Chairman, RCEW

Dr E.Keshava Reddy
Professor & HOD, Maths
JNTU Anantapur

Sri M.D.V.Jogaiah Sarma
Advocate, Kurnool

Sri Babu Venkatesh Prasad
Civil Engineer, Kurnool

Dr J.Mamatha
Spl Invitee

Dr B Jayarami Reddy
Principal,
YVUCE, Proddatur

Dr K.E.Sreenivasa Murthy
Principal, RCEW

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HISTORY OF RCEW

Ravindra College of Engineering for Women is promoted by Sri Sai Krishna Educational Society and is the dream project of renowned educationalist Sri G.Pullaiah and his son Sri G.V.M Mohan Kumar. RCEW is located just a 4 kms from Kurnool town for it is ideal to be away from the hustle and bustle of the city. It covers a panoramic area of 5.51 acres providing provision for future generations and an ample opportunity for expansion.It has a wide area of greenery, a feast to the eyes and solace to the heart.

At the entrance of the college itself, a grand and an imposing statue of the Goddess Saraswathi is enshrined-a symbolic representation of the abode of knowledge and wisdom installing in the mind of the visitor that the girl students who enter the premises will leave the campus as personifications of knowledge, wisdom, enlightenment and sophistication.

Our society is moving toward a model of preparing all students for some kind of education and training after high school. That is what parents wish for their children, and encourage them to reach their desired goals. The benefits to the individual are clear-college graduates, have better living, have better career opportunities, engage in greater civic participation, and have a higher overall quality of life.

RCEW offers extraordinary scope. Students arrive with a remarkable diversity of interests as well as a wide variety of personal and professional goals or perhaps no clearly defined goals at all. They find fellow students and teachers with whom they can share their passions and discover new ones, while forging friendships that will last a lifetime. RCEW students are very well prepared for service to society and enjoy extraordinarily high rates of Social well being.

Salient Features

- Approved by All India Council of Technical Education (AICTE), New Delhi
- Recognized by UGC under 2(f) and 12(B)
- Permanent Affiliation status by affiliating University, J.N.T.U Anantapuramu.
- Committed and supportive management
- Qualified, Experienced and Dedicated Faculty
- Good Maintenance of Gender ratio among the Faculty
- Excellent Research and Development activities and good number of papers published by faculty
- Wi-Fi enabled campus
- Strong Alumni-Institute relationship

The college has the distinction of attracting meritorious students. RCEW is the most preferred destination for the students belonging to Kurnool and its neighbouring regions. The academic performance of the students has also been good over the years and many of the students have completed their graduation in distinction or First Class. Good Number of students are also getting placed every year in reputed companies. The college has well-qualified, experienced and dedicated faculty who have rich amount of experience in teaching and research. The institute also has well ventilated classrooms with good furniture, computing facilities, good laboratories and is a Wi-fi Campus. The institute also has a strong alumni base, most of them occupying good positions in various reputed organisations. The College is also consistently ranked among the top colleges by surveys conducted by various media sources

Vision

To prepare professionally competent women technocrats with innovative and ethical culture.

Mission

To be a pioneer among peer Engineering institutes in interdisciplinary research education and motivate them to strive for upliftment of mankind along with participation in industry institute interaction.

GOVERNANCE

Governing Body

The overall administration is overseen by the Governing Body (GB) of the College. The Governing Body has been framed on the rules and regulations of the affiliating University and consists of people from academics, industry and independent authorities. The Principal is indeed responsible for implementation of strategic plan and reporting to GB. The GB periodically reviews the implementation of the strategic plan keeping in line with the institute's vision and mission. The periodical report about the various activities of the college is presented in the GB meeting by the Principal.

The management is also committed and performs the leadership role for effective and efficient conduct of teaching and learning process in the college. The responsibilities of governance include choosing the top academic/ administrative functionaries and evaluating their performance, authorizing plans/commitments and evaluating the institute's performance.

The management has the responsibility for managing and enhancing the overall performance of the institution. The management also bears the responsibility of implementing the systems of governance. The role of governance is to set the right policy and ensure that things are being done in a right manner. On the other hand, the management implements those policies and procedures in the process of doing things properly. This practice of governance has been followed at RCEW in order to implement the things in a smooth manner.

Role of Principal and Relationship with the Management

The GB is headed by the chairman who is responsible for implementing its plans, policies and developmental needs for the benefit of its stakeholders. The Chairman is responsible for strategic leadership and good governance. The Principal being its Chief Academic and administrative Officer provides leadership for the academic, administration and ensures effective implementation of plans and policies of Governing Body for total institutional development.

The Principal ensures that quality education is being imparted to the students and the institute caters to the holistic growth of the students. Further the Principal also performs the following roles and responsibilities.

- The Principal shall be the leader for the entire academic administration and create a congenial environment for learning. He shall ensure that quality education is imparted to the students and work towards the achievement of goals of the institution.
- The Principal being the Head of the Institution shall act as a bridge between the Staff, Students and the Management and shall report to the Management on all matters.

GOVERNANCE

- Being the Member Secretary he/she shall propose all proposals relating to administrative/academic and finance related issues and seek approval along with ensuring its proper implementation.
- The Principal shall act as a facilitator between the external agencies and the institution along with facilitating the stakeholders to provide necessary inputs for the overall growth of the institute.
- The Principal ensure that proper address to the grievances of the students, staff and faculty members is done along with proper administrative and evaluation process.
- He/She shall conduct regular meetings among various committees/bodies in order to ensure proper working of the institution
- To prepare all the reports and records required by various agencies like AICTE, UGC, MHRD, JNTUA, NAAC, NBA and ensure that they are submitted properly in time.
- The Principal shall take necessary actions in order to ensure that smooth and proper conduct of examinations is being carried out.
- The Principal shall prepare Strategic plan for the institute from time to time and ensure that it is implemented properly.

Composition of Governing Body

1. Sri GVM Mohan Kumar, Chairman
2. Sri G.Pullaiah, Secretary & Correspondent
3. Sri G.Gopinath, Joint Secretary
4. Sri G.Vamshidhar, Vice Chairman
5. Dr E.Keshava Reddy, Professor and HOD, Maths Dept, JNTUA, Anantapur
6. Sri M.D.V.Jogaiah Sarma, Advocate
7. Sri Babu Venkatesh Prasad, Civil Engineer
8. Dr J.Mamatha, Spl Invitee
9. Dr B.Jayarami Reddy, Principal, YVUCE, Proddatur
10. Dr K.E.Sreenivasa Murthy, Principal, RCEW

The Governing Body of RCEW comprises of members with strong academic background and administrative experience. This has indeed helped the institution to a great extent. The Governing Body has in place various committees to continuously monitor the academic and administrative activities of the institution. Following the basic principles of good governance, the institution has various academic and administrative committees in place to ensure smooth functioning and efficient governance. The prime objective of these committees is effective utilization of human resource, infrastructure and other facilities and to bring about transparency and accountability in the process of administration. The following are the various committees that are being framed for the smooth functioning of the institute

1. Internal Quality Assurance Cell

The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Management	Honorary Convener
2	Principal	Working Convener
3	All the Head of the Institution	Members
4	Two Professors nominated by the Principal	Members
5	Four External members	Members

The main functions of the Committee can be listed as follows:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- 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.
- Arrangement for feedback response from students, parents and other stake holders on quality-related institutional processes.
- 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.
- Development and maintenance of institutional database through College Management System for the purpose of maintaining /enhancing the institutional quality.

- Development of Quality Culture in the institution.
- Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste, general fitness of all equipment and so on.
- Co-ordinate in the auditing of each department's stock ledgers once in a year by the faculty from other departments and if necessary by the external auditors to get stock verification conduct.
- To continue the schemes of Remedial Coaching classes for the slow learners or non performers, and Bridge courses for students from other school back ground.
- Ensure research work papers are adequately documented and audit evidence is sufficient.
- Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
- To give adequate counselling and guidance to students in their personal / academic / professional fronts through the Counselling and Guidance cell.
- To conduct meetings whenever required and discuss relevant issues.

2. Examination Committee

It is a committee framed to oversee the overall conduct of examinations in the college. The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Principal	Convener
2	Controller of Examinations	Member
3	Additional Controller of Examinations-I	Member
4	Additional Controller of Examinations-II	Member
5	Additional Controller of Examinations-II	Member

The various functions of the Committee can be listed as follows:

- Liasioning with examination section of JNTUA regarding the conduct of examinations (UG), Spot Valuation.
- Identification of detained candidates and promoted candidates based on credits and attendance.
- Estimation of stationary requirements for conduction of examinations
- Monitoring and conduction of University and Internal Examinations.

3. Training and Placement Committee

It is a committee framed to conduct the training of students and to conduct the campus drives of various companies in the institute. The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Training and Placement Officer (TPO)	Convener
2	One Faculty from each department	Member

The functions of the Committee are as follows:

- To organize the various processes like written test, group discussion, technical interviews, H R interviews during the time of campus placement.
- To organize the various activities aimed at improving Institute – Industry – Interaction.
- To coordinate the soft skills training programs of the respective departments.
- To continuously monitor students' performance in aptitude and technical skills.

4. Library Committee

It is a committee framed to oversee the requirements and smooth functioning of the Library. The constitution of the Committee shall be according to the Structure given below

S.No	Category	Status
1	Principal	Convener
2	One Nominated Faculty by the Principal	Member
3	One Faculty from each department	Member
4	Librarian	Member
5	Students from each department	Member

The functions of the Committee are as follows:

- Guide all the necessary Library acquisitions.
- Monitor the students, usage of the library facilities and suggest measures to make the library services more user – friendly and easy accessible.
- Ensure proper maintenance of all library facilities.
- Discuss and place its views on any library related matter as required by the college management.

5. NSS Unit Committee

The NSS Unit of committee ensures that the students actively participate in various social service activities. The constitution of the Committee shall be as follows:

S.No	Category	Status
1	NSS Programme Officer	Convener
2	Assistant NSS Programme Officer	Member
3	One Faculty from each department	Member
4	Students from each department	Member

The various functions of the Committee can be seen as follows:

- To spread the awareness regarding social service among the students and other members of the college community.
- To Motivate, recruit and select students for NSS work.
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies.
- To select service projects on the basis of utility and feasibility.
- To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme.

6. Alumni committee

The constitution of alumni committee which looks after the various activities related to alumni can be listed as follows:

S.No	Category	Status
1	Principal	Convener
2	Faculty appointed by Principal as Alumni In charge	Member
3	One Faculty from each department	Member
4	Students from each department	Member

The various functions of the alumni Committee can be seen as follows:

- To post updates regarding activities of college in social networks.
- Contact students to know about their designations, and their employers.
- To invite for giving motivating lectures to the students.
- To arrange guest lectures by the alumni to make the students understand the requirements of the corporate companies.
- To arrange industry institute based awareness programs by alumni.
- Gather the information of passed out students pursuing higher degrees.

7. Anti ragging Committee

The constitution of Anti-ragging Committee can be seen as follows:

S.No	Category	Status
1	Principal	Convener
2	Heads of all departments	Member
3	One Professor appointed by Principal	Member
4	Physical Director of the Institute	Member
5	Students from various departments	Member

The various functions of anti-ragging committee are as follows:

- To check any sort of ragging in and outside the campus in any form.
- To report to the administration any activities that lead to ragging and to take necessary action on the culprits.
- To display banners indicating to stop ragging, educating senior students on the consequences of indulging in ragging and also help line numbers to enable the victims to contact the authorities quickly.
- To secure almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.
- To take precautions to avoid ragging activities at other locations like bus stops and give instructions to appoint student volunteers at various boarding points.
- To conduct anti-ragging campaigns in the form of Flexies, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- To conduct meetings whenever required and discuss relevant issues with the chairman of the committee.

8. Sports Committee

This Committee has been formed to ensure that various sports and games are being conducted for the students and staff of the college. The constitution of Sports Committee can be seen as follows:

S.No	Category	Status
1	Physical Director of the Institute	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be listed as follows:

- To organize any interdepartmental games / sports competitions.

- To utilize sports and games facilities available in the college take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
- Selection of teams to represent the college in inter-collegiate tournaments.

9. Grievance Redressal Committee

This Committee has been formed to ensure that the various grievances related to the students can be sorted out. The constitution of Grievance Redressal Committee can be seen as follows:

S.No	Category	Status
1	Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The duties and responsibilities of Grievance Redressal cell can be listed as below

- Ensure that Suggestion/ Compliant Box is being provided at principal's office for students to lodge their complaints/ suggestions.
- To find the facts of the grievances and offer possible solutions to the students.
- To review the suggestions/complaints raised by the students during periodical counselling.

10. Women's Grievance Committee

This Committee has been formed to ensure that the grievances faced by women at working environment are being sorted out. The constitution of the committee is as follows:

S.No	Category	Status
1	One Senior Lady faculty appointed by the Principal	Convener
2	Lady Faculty from each department	Member
3	NGO Nominee	Member

The duties and responsibilities of Women's Grievance cell can be listed as below

- To deal with the issues of Gender based violence
- To conduct various gender sensitization programmes
- To look after Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and students

11. Transport Committee

This Committee looks after the transportation of the students to and from the College. The constitution of the Committee can be as follows:

S.No	Category	Status
1	Faculty appointed by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the committee can be listed as follows:

- To monitor the bus timings for the students both at morning session & evening session.
- To regularly check the condition of the buses with respect to safety measures and take up any repairs immediately.
- To display the list of students who are availing the bus facility.
- To finalize the bus routes so as to enable the students board the bus at specific points.

12. Research and Development Committee

This committee overlooks the entire work of research and development taken up by the college. The constitution of the committee can be seen as follows:

S.No	Category	Status
1	Principal	Convener
2	Heads of all departments	Member
3	Two Professors nominated by the Principal	Member
4	Students from each department	Member

The various functions of the Committee can be listed as follows:

- To identify the potential areas of research in various disciplines of engineering and form the faculty into various clusters based on their specialization.
- To prepare and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc for obtaining funded projects.
- To encourage multi-disciplinary research internally within the institute and externally with other organizations.
- Encourage the staff to attend/publish papers in various National and International conferences of their specialised areas.
- To coordinate the research activities among the various departments of the college.
- Encourage the faculty to attend various research oriented Faculty development programmes.

- Encourage and motivate the staff to apply for Ph.D at various Universities.
- To encourage the staff to publish their research works in reputed journals that have good impact factor and are Scopus indexed.
- To plan for resource mobilization through industry interaction, consultancy and Extramural funding.
- Scrutinize the student's project proposals and send them to various agencies for financial support and recommend the suitable projects.

13. Career Guidance Committee

This committee has been formed to assist the students and guide them towards their career and further studies. The constitution of the Committee is as follows:

S.No	Category	Status
1	Principal	Convener
2	Faculty from each department	Member

The various functions of the Committee can be listed as follows:

- To provide the necessary information about various competitive examinations to the students.
- To organize the coaching classes to various competitive exams such as GATE, TOEFL, IES and IELTS etc.
- To ensure that the students possess the required study material of reputed coaching centres for competitive examinations.
- To provide information about various careers available in the competitive world.
- To organize various career development seminars and workshops.
- To invite experts from various companies to interact with students.
- To train the students in soft skills and personality development which are essential for employment and successful career.

14. Entrepreneurship Development Committee

This committee has been framed to motivate the students to take up entrepreneurship as a career option and the constitution of the committee is as follows:

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be listed as follows:

- To conduct various entrepreneurship programmes like Training programmes, Seminars, awareness camps in order to promote entrepreneurship among the students.

- To create awareness on entrepreneurship among the students.
- To motivate and develop entrepreneurship abilities among the students.
- To create awareness regarding the sources of help and support available to potential entrepreneurs.

15. Department Academic Committee

This board has been framed to suggest and guide the departments in implementing the curriculum of the students in synchronization with the departmental and institute's Vision and Mission. The constitution of the Board can be as follows:

S.No	Category	Status
1	Head of the Department	Convener
2	Two people from Academia	Member
3	Two people from Industry	Member
4	Alumni Representative	Member
5	Two Internal Faculty of the department appointed by the Head of Department	Member

The various functions of the Academic Committee can be seen as follows:

- Guide and suggest the department in framing the Vision, Mission, Programme Educational Objectives and Program Specific Outcomes
- Review of attainment of Program Outcomes and Programme Specific Outcomes and suggest any improvements.
- Provide Guidance regarding the taking up of projects by the students/faculty thus leading to improvement of research and consultancy
- Provide necessary suggestions to the department which lead to overall improvement of the department.

16. Electrical Inspectorate Committee

This Committee has been formed to study and monitor the power consumption at college level at various hours and suggest remedial measures to reduce the power consumption. The constitution of the Committee can be as follows:

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Electrical Technician	Member
3	Electrician	Member

The various functions of the Committee are as follows:

- To ensure that the campus has uninterrupted power supply and the generator is brought into use as soon as there is power failure
- To carry out regular electrical inspections as indicated by Andhra Pradesh State Electricity Board
- To perform periodical and regular servicing of generator and bring to the notice of Principal in case of any discrepancy.

17. Cultural Committee

This Committee has been framed to oversee the various cultural activities of the students and to ensure that the students participate in the cultural events actively. The constitution of the Committee is as follows:

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be as listed below:

- To encourage the students participate in various cultural activities organized by the College.
- To conduct various events like Orientation day, Independence day, IGNITE etc which involves student participation at the highest level.

18. SC/ST Complaints Committee

This committee has been framed to look into the prevention of atrocities on SC/ST students and staff. The constitution of the committee is as follows.

S.No	Category	Status
1	Faculty Nominated by the Principal	Convener
2	Faculty from each department	Member
3	Students from each department	Member

The various functions of the Committee can be as listed below:

- To look into the holistic development of SC/ST students.
- To look into the complaints regarding atrocities on SC/ST students and staff at any point of time.

19. College Academic Committee

This committee has been framed to look into the various academic aspects relating to the students. The constitution of the committee is as follows.

S.No	Category	Status
1	Principal	Convener
2	Heads of all departments	Member
3	Two Professors Nominated by Principal	Member
4	Two Students identified by the Principal	Member

The various functions of the Committee can be as listed below:

- Initiate the various steps to be taken for the improvement of academic performance of students.
- To finalize the list of students to be detained for want of attendance at the end of each semester.
- To finalize the list of students to be condoned for want of attendance at the end of each semester.
- Analyze the results of each semester and plan appropriate steps to be taken to improve the results.

GOOD GOVERNANCE

Creates a Sound Sustainable
and ethical strategy acceptable to the college
as a whole and to other stakeholders.

GOOD GOVERNANCE

Oversees the implementation of planned
strategy through well planned process
in an organized manner

GOOD GOVERNANCE

Facilitates decision making which is transparent
and thoroughly informed which leads to organizational
efficiency and fosters the development of quality education and research.

www.recw.ac.in

Ravindra College of Engineering for Women

Approved by AICTE, New Delhi & Permanently Affiliated to JNTUA, Ananthapuramu (ISO 9001:2008 Certified Institution)
Near Venkayapalle, Pasupula Village, Nandikotkur Road, Kurnool - 518452, Andhra Pradesh - India,
Ph: +91 9246911869 , 7799906646
Mail:principal@recw.ac.in