

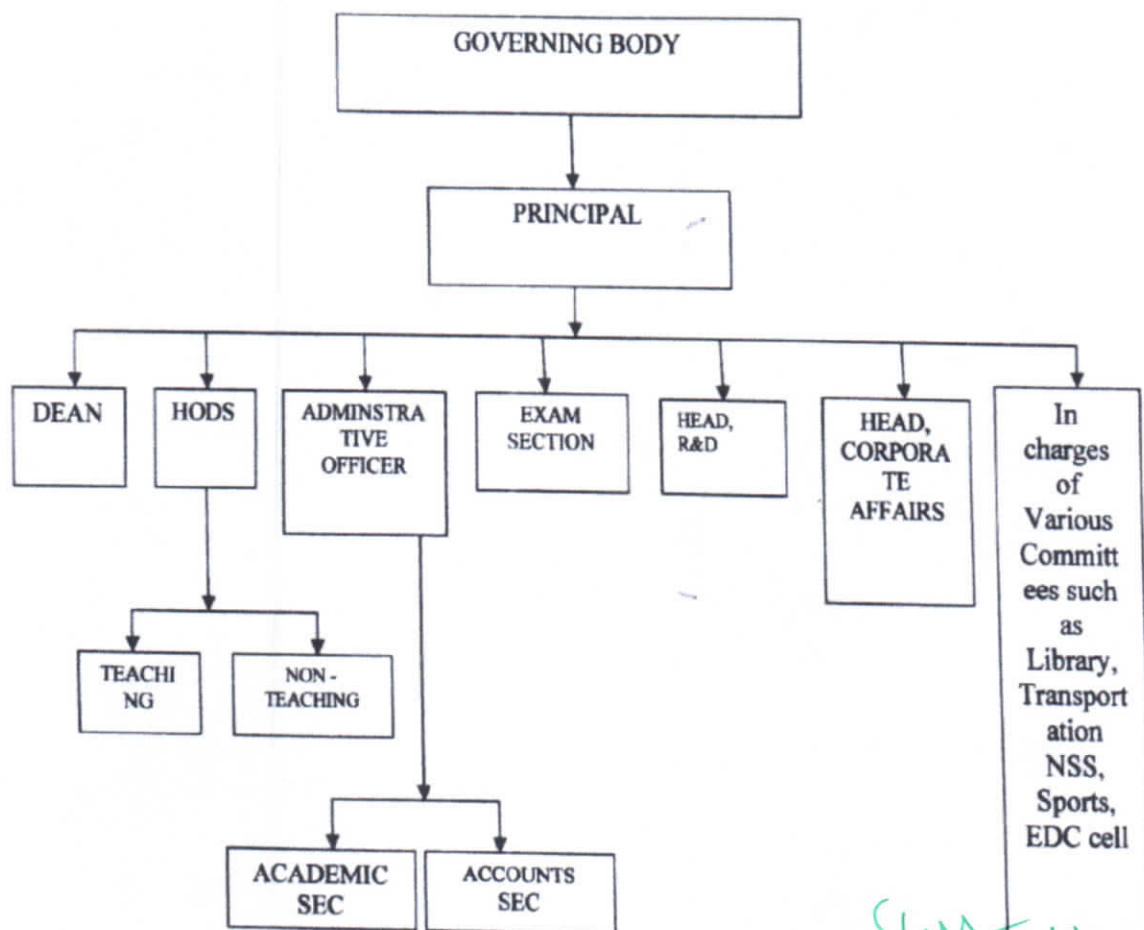
The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. as explained below:

Organogram:

Ravindra College of Engineering for Women, Kurnool is committed to become a centre of excellence with quality infrastructure imparting value based education on par with International Standards by adopting modern training methodologies and fulfilling the expectations of all the stakeholders. This shall be achieved through:

- ❖ Training the Students to meet the challenges in the Society and Industry
- ❖ Enhancing the competence of faculty and encouraging R & D Work
- ❖ Providing well designed infrastructure and good learning environment.
- ❖ Inculcating high ethical and moral values among the students

In view of the above, the following is the organizational structure being followed for effective implementation:



Organization Chart

K. S. H. M. 29.10.20
 PRINCIPAL
 RAVINDRA COLLEGE OF
 ENGINEERING FOR WOMEN
 Pasupula(V), Nanakur Road,
 Near Venkayapalli, KURNOOL-518 002

Governing Body:


The governing body of the institute is the supreme authority to take various decisions involving academic and administrative aspects. 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 and industry and independent authorities. The Principal is indeed responsible for implementation of strategic plan and reporting 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.

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. C. Srinivasa Rao, principal, GPCET
- 11 Dr. K.E. Sreenivasa Murthy, Principal, RCEW
12. Sri. Kranthi Sagar, Tal Tech Pvt Ltd Bangalore

PRINCIPAL

- ❖ 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.
- ❖ 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.


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- ❖ The Principal shall also 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 shall 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.

Dean IQAC

The prime tasks of the IQAC are 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 stakeholders 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.

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- ❖ Co-coordinating the audit 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 background.
- ❖ Ensure that 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 counseling and guidance to students in their personal / academic / professional fronts through the Counseling and Guidance cell.


Convener Placement Cell:

The Convener Placement cell shall ensure that the students acquire internships in good companies and shall act as a link between the corporate world and the students.

- ❖ He shall ensure that proper training is being provided to the students in order to make them industry-ready
- ❖ He shall facilitate and coordinate to ensure that the campus placements are being carried out in the campus of the college
- ❖ He shall maintain a proper record of the various industries offering internships and other opportunities to the students.
- ❖ He shall coordinate with the in-charge IQAC and ensure that MOUs are being established with Industry for overall academic development

Administration Officer:

- ❖ Completing the student admission process of all programs of the college.
- ❖ Ensuring effective utilization of transportation services to students, staff and faculty.
- ❖ Ensuring safety and security to all in the college.
- ❖ Planning, directing, scheduling and coordinating in-service training program for non-technical and non-teaching staff.
- ❖ Supervising and evaluating administrative personnel.
- ❖ Maintaining student reporting procedures to parents.
- ❖ Interacting with parents and other Stake Holders.
- ❖ Preparing information to be disseminated to parents, students, other stakeholders and public.


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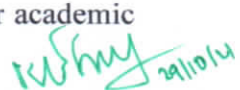
- ❖ Preparing special reports and bulletins for general distribution.
- ❖ Determining the need and planning for facility maintenance, and renovation expansion.
- ❖ Determining specifications for supplies and equipment along with their necessary distribution.

Head R&D

- ❖ Identify the thrust areas of National/International significance and guide the faculty to prepare proposals for external research funding
- ❖ Provide the necessary database regarding the R & D information to various departments
- ❖ Motivate and guide the students and faculty to publish papers in various International/National Journals and Conferences.
- ❖ Monitor the research activities of faculty and students on regular basis and provide necessary report for the sanction of incentives.

HEAD OF DEPARTMENT (HOD)

- ❖ The Head of department is expected to provide strong academic leadership and ensure that the department reaches the highest level of excellence in all its activities.
- ❖ The HOD needs to ensure that the educational progress and welfare of the students are being taken care of in the department.
- ❖ To design the academic work load of the department (theory classes, practical classes, project supervision etc) as per the norms indicated by the Principal
- ❖ To monitor the attendance of the students in classes and laboratories along with mentors and ensure that proper mentoring is done to the students with less attendance and good number of backlogs.
- ❖ The HOD needs to continuously encourage innovation, research and consultancy among the faculty of the department.
- ❖ Responsible for the conduct of various short term training programmes, guest lectures, workshops and conferences within the department.
- ❖ Provide in time the required information about the department to the College Office in order to comply with various agencies like JNTUA, NBA, NAAC, MHRD etc.
- ❖ Prepare the departmental budget as per the procedures and ensure that proper financial management is being done
- ❖ To have regular meetings with staff of the department to ensure that proper academic progress is being carried out


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