

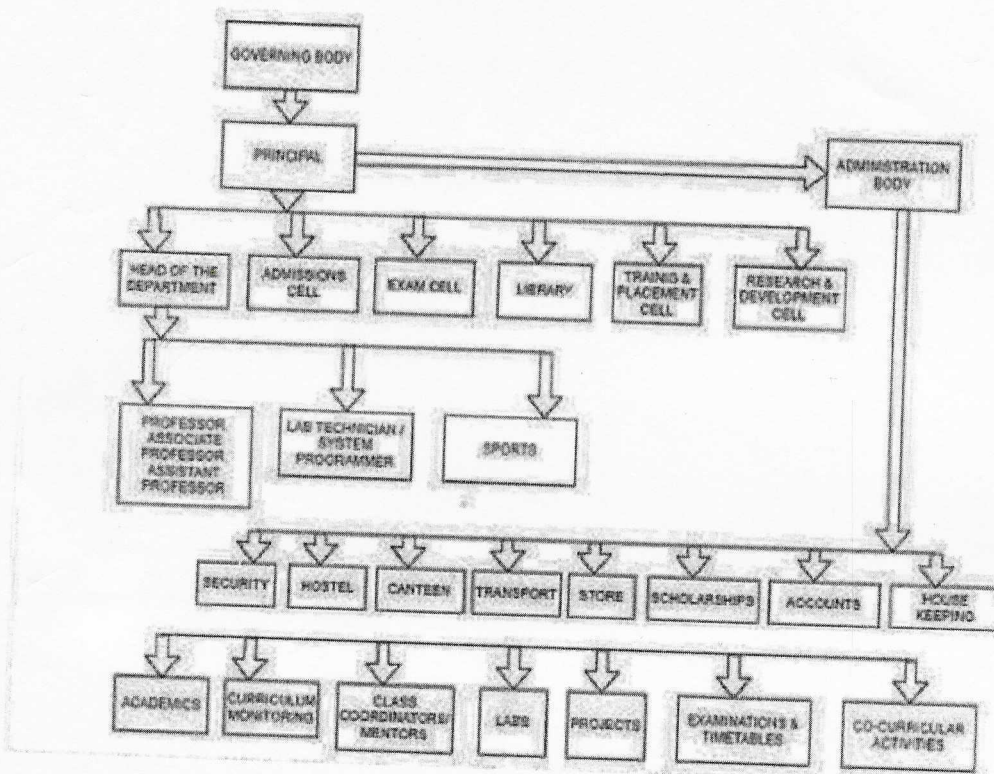


6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc

The institution's Management is designed scientifically with transparency to get the optimum results out of it. A hierarchy is established from top management to down the level demarking the Duties, Responsibilities, Accountability, and Authorities at every stage.

Visakha Institute of Engineering & Technology (VIET) has been established in 2008. It has a Governing body to monitor and achieve the vision and mission of the institution. It has an effective organizational structure that monitors and improves the institution. The organizational structure of the institution is given below:

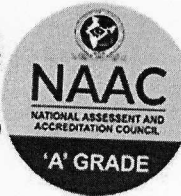
ORGANIZATION CHART OF VIET:



The overall structure of the Institutional Management is categorized as "ACADEMIC and "ADMINISTRATION" Keeping in view all the stakeholders more on students an effective administrative system is structured.



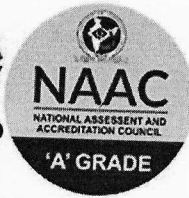
VISAKHA
INSTITUTE OF ENGINEERING & TECHNOLOGY
Approved by AICTE NEW DELHI
(Affiliated to JNTUGV, VIZIANAGARAM)
88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA | ENGINEERING | MANAGEMENT



COLLEGE CODE
VSPT

FUNCTIONS OF KEY ADMINISTRATIVE POSITIONS

POSITION	FUNCTION
GOVERNINGBODY	<ul style="list-style-type: none">• Review academic and other related activities of the College• Consider new programs of study for approval of AICTE• Consider recommendations of the Principal regarding Promotions• Ratify Selections/appointments medals and prizes• Pass the Annual Budget of the College• Annual University affiliation
PRINCIPAL	<ul style="list-style-type: none">• To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow up all actions required.• To provide leadership, guidance, help implementation and monitor all the academic activities in compliance with the affiliated university.• To conduct internal and other examinations• To initiate all the developmental activities, monitor the progress and report to the Governing
IQAC	<ul style="list-style-type: none">• To create a process to ensure that all the academic and administrative tasks are performed timely and efficiently• To suggest various academic / research-based programs.• To create a process for outcome-based learning advise transparency.• To monitor and motivate initiatives of the institute towards the benefits of various sections of society.• To monitor the progress of strategic planning of the institute and provide necessary support.



COMMITTEES

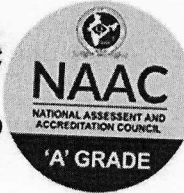
- Every committee constituted at college level and department level has the faculty member as an In-charge with two or more faculty members as committee members.
- Committee In charge will look after the committee's program and operation.
- These committees at college level assist the HODs in the discharge of their duties and smooth functioning of the college.
- These committees at department level assist the Department Academic in the discharge of their duties and smooth functioning of the department.
- Every committee has well defined roles and responsibilities at both levels. Each activity conducted by the committee is as per the standard operating procedures laid down by the management.

HEAD OF THE DEPARTMENTS

- Department HOD prepares departmental workload as per the JNTU-GV syllabus, Allocation of workload in prescribed formats.
- Coordinating with library, HOD will Prepare, update and standardize the student Handbook / Lab manuals.
- Coordinate with Time Table In-charge, Lab In-charge, Internal Examination In-charge for smooth class activities and midterm exams.
- Preparation of list of weak students in each class and conduct bridge classes, slip tests.
- Analysis result to conduct Remedial classes for failure students.
- Ensuring to arrange Club activities and Guest lectures, workshop & seminars.
- Monitor the departmental issues, prescribed formats, attendance registers, worksheets and mentor/counseling report books, etc.,



VISAKHA
INSTITUTE OF ENGINEERING & TECHNOLOGY
Approved by AICTE NEW DELHI
(Affiliated to JNTUGV, VIZIANAGARAM)
88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

➤ **GOVERNING BODY:**

The Institution has a Governing Body. It is a Policy-making body of the institution and meets frequently and discusses the agenda prepared by the principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken.

➤ **Governing Body Functions:**

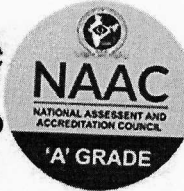
1. To ratify the decisions of the academic advisory committee.
2. Approval of new courses recommended by the academic advisory committee
3. To appoint the principal, the teaching and non-teaching staff on the recommendations of the selection committees constituted.
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. Promoting industry-institute partnership cell for student training and placement activities
7. To monitor and evaluate the teaching programs in the institute and suggest remedial measures
8. To constitute committees, sub-committees & and standing committees for specific purposes delegating appropriate powers.
9. Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.
10. Approve the institution of new programs of study leading to degrees

➤ **Internal Quality Assurance Cell:**

In 2015, the college established the Internal Quality Assurance Cell (IQAC). The primary goal of IQAC is to organize and streamline the college endeavors and strategies to promote quality initiatives across all aspects of the college. Through the seamless efforts of the members of IQAC, the college underwent NAAC's Assessment and Accreditation. In 2019 the college was accredited with 'B++' grade & in 2023 the college was accredited with 'A' grade.



VISAKHA
INSTITUTE OF ENGINEERING & TECHNOLOGY
Approved by AICTE NEW DELHI
(Affiliated to JNTUGV, VIZIANAGARAM)
88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA | ENGINEERING | MANAGEMENT



COLLEGE CODE
VSPT

Functions of IQAC are given below:

- IQAC is responsible for fixing quality parameters for various academic and administrative activities
- Monitoring the organization of classwork and related academic activities.
- Conducting Internal Quality Audits periodically to verify the effectiveness of measures taken in reaching the quality parameters.
- Documenting various programs/academic activities leading to quality improvement and reviewing their effectiveness in quality improvement sustenance.

VARIOUS COMMITTEES OF THE INSTITUTION:

The Institution has various committees for the effective functioning of the organization. The objectives and functions of the committees are organized as per the guidelines of the head of the institution.

INSTITUTE LEVEL COMMITTEES:

S.No.	COMMITTEE NAME	S.No.	COMMITTEE NAME
1	Academic Committee	9	IQAC Committee
2	Admission Committee	10	Library Committee
3	Alumni Activities Committee	11	NSS Committee
4	Anti -Ragging Committee	12	Resource & Development Committee
5	Discipline Committee	13	Women Empowerment Committee
6	Examination Committee	14	Sports & Cultural Committee
7	Student Grievance & Redressal Committee	15	Training & Placement Committee
8	Transport Committee	16	Website Committee


PRINCIPAL
VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.