



IARE

INSTITUTE OF
AERONAUTICAL ENGINEERING

STANDARD OPERATING PROCEDURE FOR ACADEMIC AND ADMINISTRATIVE BODIES

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The organization has a well-structured administrative setup with Governing Body as the highest decision-making along with other functional bodies and committees.

Governing Body

A group of intellectuals from industry and academia constitute the Governing Body. The body meets twice in a year to discuss various issues and aspects related to the development of the college. Major decisions which include considering and approving the institution strategic plans to achieve the goals of the institute, are taken by these members.

Functions and Responsibilities:

Governing Council shall have powers to function subject to the existing provision in the bye-laws of Maruthi Educational Society and rules lay down by the state government / affiliated university.

The following are the functions of Governing Council:

- Evolves the Vision, Mission and Objectives of the institute and ensures that they are achieved
- Ensures total Academic and Administrative Autonomies for achieving Short Term and Long term objectives of the Institute.
- Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation Policy and Patent Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non-academic activities, also it ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Council.
- Approves new programs of study leading to degree.
- Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management
- All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned.
- It administers the physical resources of the Institute.
- Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations.
- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HOD and other Officers of the Institute in all matters of fundamental concern.
- Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC
- Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and ABET etc.)
- Monitors on the effective functioning of different institute – level non statutory committees of the institute
- Encourages and gives directions to apply for funds from different funding agencies

Academic Council

Academic Council has been constituted with the Principal as the Chairman, three members from the University, four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. nominated by Governing Body, all Heads of Departments, Four Senior Faculty of the College and a Member Secretary.

Academic Council is the principal academic body of this Autonomous Institute. It is responsible for

laying down, regulating, and maintaining the standards of instruction, education and examination within the Institute. It has the right to advise the Governing Body on all academic matters.

Functions and Responsibilities:

- To promote the overall academic affairs of the institute.
- To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards
- To consider matters of academic interest either on its own initiatives or at the insistence of the governing council and take proper action there on.
- To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus and evaluation methods.
- To introduce value added courses/ certificate courses which are required to meet industry needs
- To prescribe courses of study leading to undergraduate and post graduate degree of the institute
- To develop the regulations for student's admission based on government policies.
- To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university
- To maintain proper standards of the examination
- To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels
- To promote research within the institute and acquire reports on such research from time to time for further guidance and advice
- To prescribe measures for departmental coordination
- Ratifies and resolves the minutes of Board of Studies

To make recommendations to the governing council for the following:

- Inception of new courses
- Initiate measures for improvements of standards of teaching, training and research
- Institution of fellowships, travelling fellowships, scholarships, medals, prizes etc.
- Establishment or discontinuation of courses / centers and formulate by laws guiding the academic functioning of the institute admissions and examinations.

Board of Studies

Each Department has its own Board of Studies which consists of:

- Head of the department concerned (Chairman)
- The entire faculty of each specialization
- Two experts in the subject from outside the college to be nominated by the Academic Council
- One expert to be nominated by the vice-chancellor of affiliating university
- One representative from industry/corporate sector/allied area relating to placement
- One postgraduate meritorious alumnus

Functions and Responsibilities:

- To approve the Course Outcomes (COs), Program Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department
- Design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department
- Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional / global developmental needs.
- Approve the curriculum and its structure for all the programs of the department.
- Advises innovative pedagogical methods teaching and evaluation methods
- Suggest panel of names to the academic council for appointment of examiners
- Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute.

To make recommendations to the Academic Council for the following:

- Starting of new courses
- Initiate measures for improvements of standards of teaching, Training and research

Finance Committee

The committee focuses on examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made. The committee also examines the annual statement of the accounts and financial estimates of the Institute prepared by the Finance and Accounts Officer and submit it to Governing Body and Governing Council for further action.

Functions and Responsibilities:

The following are the functions and Responsibilities of Finance Committee:

- The annual accounts and financial estimates of the Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed.
- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee.
- Estimates the income from fees and other sources.
- Estimates the fund received from DST/UGC/AICTE/any other funding agency.
- Prepares plan of expenditure for running of the institution on day-to-day basis.
- Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget.
- Proposes the budget for the financial year for the departments and the institute.
- To consider audited accounts of the Institute and submits the audited accounts to GC.

To make recommendations to the Governing Council for the following to:

- Advise the Governing Council on all financial matters.
- To scrutinize the budget submitted by the different departments and monitor the utilization of department budget.
- Propose the budget for the financial year for the departments and institute.
- Consider and submit the audited accounts.

Research Advisory Board

Functions and Responsibilities:

- Identifying the funding agencies
- Finalize thrust areas for institutional R&D projects
- Identifying the research projects
- Review the progress of the research projects
- Review of new / existing Center for Excellence in the Institute
- Efforts looking for additional resources for research infrastructure
- Contributing towards the development of curriculum.
- Recognizing recent trends in science and technology
- Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.

Internal Quality Assurance Center (IQAC)

Functions and Responsibilities:

- Dissemination of information on various quality parameters of higher education.
- Facilitating the creation of a learner-centric environment.
- Development and application of quality benchmarks / parameters for all the academic and administrative activities of the institution.
- Acting as a nodal agency of the Institution for coordinating quality- related activities
- Development of quality concerned culture in the institute.

Staff Selection Committee

Functions and Responsibilities:

- Properly scrutinize and short list the applications as per the requirements
- Conduct the interviews and rank the applicants as per the interview scores
- Make final list of selected candidates and recommend for the approval.
- Select qualified, meritorious, talented and efficient faculty.
- Responsible for appointment of technical, administrative and other staff.

Examination Committee

Functions and Responsibilities:

- Preparing academic calendar which includes all the academic related activities.
- Conducting the Continuous Internal Examinations (CIE) and Semester End Examinations (SEE).
- Processing and publishing results in time.
- Issuing certificates such as Grade Sheet, Consolidated Statements of Grade, Provisional Certificate and Transcripts.
- Sending a list of successful candidates with their Cumulative Grade Point Average (CGPA) to the Jawaharlal Nehru Technological University Hyderabad, Hyderabad for issuing Original Degree Certificate.

Departmental Advisory members (DAB)

Functions and Responsibilities:

The Departmental Advisory Board (DAB) has been framed with the objective of remaining up to date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible. The DAB is composed of members from eminent institutions as well as members from industry, alumni and members of faculty of the department.

Roles and Responsibilities

- The Committee interacts and maintains liaison with key stakeholders.
- Monitor the report of the DAB and progress of the program.
- Develop and recommend new or revised goals and objectives of the program.
- Review and analyses on the gap between curriculum and Industry requirement and gives necessary feedback or advice actions.
- Monitoring of Course plan and delivery.
- Verification of Faculty Dairy including Attendance Entry, Internal and AAT Marks, Syllabus Coverage, Identification of Slow Learners and above average performers and necessary actions.
- Submission of report to the IQAC in the prescribed format

Department Development Committee

The departmental academic committee is responsible for smooth functioning and monitoring of all academic activities.

Composition

- Head of the department - Convenor
- Three to Five senior faculty members in the department nominated by HOD – Members

Members to the DAC (UG and PG) will be opted covering each specialization of the department. In very small departments one or more faculty members of other departments may be opted by the HOD with approval of Dean of Academic. One or more external members may be opted by the Convenor, DAC on specific occasions such as making the syllabus for new courses, updating / modifying of present syllabus etc. The tenure of the departmental academic committee shall be two years. The composition of the DAC shall need approval of the Principal.

Functionalities of DAC

- Decide the course structure, detailed syllabus, value added course, professional and open electives, mandatory courses and MOOC courses offered by the department.
- Assign teaching duties to the faculty and to make the facilities available for quality of teaching.
- Allocation of faculty mentors to the new batch of students admitted.
- Review the cases of slow / weak students and decide appropriate action in advance in coordination with faculty mentors.
- Monitoring continuously by the student's performance and take necessary actions.
- Guide faculty members towards ensuing continuous evaluation.
- Ensuring discipline among students.
- Facilitating and supervising the co-curricular and extracurricular activities of the students.
- Decide award of medals and prizes wherever available based on departmental merit or activities.

The DAC will meet as often as necessary. Faculty mentors and other members of the faculty may be invited to meetings when necessary. The DAC will seek and review the reports of all course handling faculty and faculty mentors and submit its reports to HOD for remedial action if so needed. The DAC's recommendations may, if situation so demands to be discussed and amended by a meeting of the total faculty in a department.

Research Incentives and Review Committee

Functions and Responsibilities:

- Reviews the faculty publications
- Recommends the incentives for all those papers published in the peer reviewed journals
- Suggests the faculty for further work

Library and Information Resource Centre Committee

Functions and Responsibilities:

- Collecting the requirements of the text books, reference books,
- Journals and ensuring adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration.
- Conducting annual stock verification

Grievance Redressal Committee (Staff and Student) and Faculty / Staff

Functions and Responsibilities:

- Grievance Redress and Monitoring System (GRAMS) is an online platform available to the stakeholders to lodge their grievances to Grievance Officer on any subject related to service delivery.
- The status of the grievance filed in GRAMS can be tracked with the unique registration ID provided at the time of registration of the complainant. GRAMS also provides appeal facility, if they are not satisfied with the resolution by the Grievance Officer. After closure of grievance if the complainant is not satisfied with the resolution, he/she can provide feedback to the PrinScipal. If you have not got a satisfactory redress of your grievance within a reasonable period of time, you may seek help of Principal.
- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents.
- Ensures that the grievances are resolved on time impartially and confidentially.
- The committee focuses on the holistic staff development, executes and monitors all the activities in regard to the staff development. It conducts training, seminars/workshop & supports activities related to continuing education.

Anti-Ragging Committee

- Ragging has ruined countless innocent lives and careers. In order to eradicate it, Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgment wherein guidelines were issued for setting up of a Central Crisis Hotline and Anti-Ragging database.
- An Institute Anti-Ragging Committee has been constituted on 11 November 2014.
- Complying with the directives of the Hon'ble Supreme Court of India (vide its order dated 16 May 2007) and AICTE Notification dated 25 March 2009 (issued vide F. No. 37-3/Legal/AICTE/2009), an Anti-Ragging Committee is formed for overseeing the implementation of the provisions of the Anti-Ragging verdict.
- It shall be the responsibility of the Anti Ragging Committee to ensure compliance with the provisions of UGC Regulations on Curbing of Menace of Ragging in Higher Educational Institutions 2009, as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti- Ragging Squads detailed for prevention of ragging in the Institutions.
- The Committee will monitor the measures taken by the Institute for prevention of ragging and suggest appropriate actions/punishments against individuals indulged in ragging.

Functions:

- 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 & secret informers at various boarding points.
- To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- To associate with Grievances & Redressal committee and help in anti-ragging activities.
- To conduct awareness programs on Anti - Ragging in the form of meetings and PPTs to the senior students, faculty & non-college personnel.
- To conduct meeting whenever required and discuss relevant issues, intimating the Director.
- Complaints can be sent to antiragging@iare.ac.in

Women Cell

Functions and Responsibilities:

- Eve teasing incidents in the campus and the institute buses.
- Inappropriate behavior towards women staff.
- Improper treatment of girl students
- Passing of unaesthetic and provocative comments and messages.
- Equips the female students, faculty and staff members with the knowledge of their legal rights.
- Safeguards the rights of female students, faculty and staff members.
- Provides a platform for listening to complaints and redressal of grievances

Disciplinary Committee

Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises.

Functions and Responsibilities:

- To be regular and punctual to the classes and to be in the class at least 5 minutes before the commencement of the period. Every day's cumulative attendance of the student should be sent to the parent's mobile as SMS.
- To attend all counseling sessions convened by the mentors and should feel free to explain their academic/ personal/ career difficulties and seek solutions
- To note that any violence in the campus, destruction of college property, manhandling of teachers or administrative staff or any other person in the college campus or the authorities of the college and misbehavior with girl students be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period.
- To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.
- To note that in all discipline matters the decision taken by the Principal is final and will be binding on all the students involved.
- To conduct meeting whenever required and discuss relevant issues.

Extra Curricular & Co-Curricular Committee

Functions and Responsibilities:

The committee promotes and arranges extracurricular activities to bring out the talents of students in performing arts. It is responsible for all intra and inter collegiate cultural events in the institute as per the tentative dates included in the academic calendar. The Convener of the committee shall conduct meeting to discuss and delegate tasks.

The committee shall plan for creating the infrastructural facilities

- Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities
- The committee is responsible for:
 - o Event planning
- Scheduling the events
- Budget planning
- Ensuring maximum possible participation
- coordinating the student activities

Sports Committee

Functions and Responsibilities:

- To plan, conduct all sports in the institute including competitions
- Train the students for inter college and inter university, state and national level competitions

- Monitor and maintain the discipline in student players
- Up keep of all play grounds, sports equipment,
- Scheduling all the related activities without effecting the class/Lab work, examination schedules
- Give System of development of sports and extra-curricular activities
- Plan for all the infrastructural facilities required as per norms through Professor In charge resources
- Plan and monitor the maintenance of all the infrastructural facilities related to sports and games
- Organize Inter collegiate tournaments and also organize annual sports fest.

Placement and Training Committee

Institute has a dedicated placement and training officer who actively encourage students to gain relevant work experience through a summer or full semester internship or semester – Long Placement. It also provides guidance to help, prepare you for the rigorous recruitment and selection procedures used by employers. Students with relevant training provided by Careers and Employability Center (CEC) tend to fare much better in the campus recruitment process as they can demonstrate greater skills, competencies, strengths and experiences.

PAT believes in combining the three facets that together spell success - Ability, Motivation and Attitude.

Responsibilities:

- To facilitate, co-ordinate and administer training programs.
- To prepare annual calendar for training, up gradation of skills.
- Enhancing placement segment by arranging FDPs, Seminars, workshops and Internship programmes.
- Creating a stand-alone facility for placements, specialized in making MOU with industries.
- Creating SOP and policies for placement and training.
- Networking with major employees in companies and relationship building.
- Creating database for companies and students.
- To coordinate with other engineering colleges and educational institutions for resource sharing in the field of training needs.
- Assist, guide and support HR Practices and participate in CII, NHRD and HMA Conferences / Seminars to promote HR Practices.
- To be a wonderful counsellor and coordinator.

Alumni Coordination Committee

IARE has produced engineers working for government organizations besides producing efficient software engineers, hardware engineers, entrepreneurs, artists, writers, managers who have a wealth of knowledge and experience. The Alumni Meet brings all these outstanding people together on a single platform. The institute intends to stay in touch with its alumni continuously, to help them in their various endeavors, and to enable them to connect to and stay in touch with their batch mates, their seniors, their juniors, and current students. The former students of IARE have been placed in various reputed companies and they set a good example for the students who take admission here.

Functions and Responsibilities:

- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.
- Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.
- Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.
- Establishes the network of the alumni.
- Responsible for establishing alumni chapters and conducting their annual meets frequently.

- Host the alumni details on the Institute website interacting with individual HOD's update the same regularly.
- Circulates the details of alumni to the present students for their benefit.
- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.
- Host a Website for online registration of Alumni.
- Forwards information through E-News Letter and update the early calendar of events.
- Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation,
- Collects funds to develop Library / Equipment / Computer centers, Buildings etc.

Industry Institute Interaction Committee

The Industry-Institute Partnership Centre (IIPC) of the institute is a dedicated to promote the close interaction of industry and various departments of the institute. The IIPC facilitates consultancy, sponsored R & D projects and industrial and academic trainings those are not prescribed in the syllabus in addition to conducting industrial exhibitions and interaction meets. IIPC prepares engineering students for jobs in multinational companies, by exposing them to newer technologies and engineering methodologies. This bridges the gap between industry and the academic institute.

To promote Industry - Institute Interaction following schemes are being undertaken:

- Organizing workshops, conferences and symposia with joint participation of the faculty and the industries.
- Encouraging engineers from industry to visit Institution to deliver lectures.
- Participation of experts from industry in curriculum development.
- Arranging visits of staff members to various industry
- Professional consultancy by the faculty to industries.
- Industrial testing by faculty & technicians at site or in laboratory.
- Joint research programmes and field studies by faculty and people from industries.
- Visits of faculty to industry for study and discussions or delivering lectures on subjects of mutual interest.
- Visits of industry executives and practicing engineers to the Institute for seeing research work and laboratories, discussions and delivering lectures on industrial practices, trends and experiences.
- Memoranda of Understanding between the Institute and industries to bring the two sides emotionally and strategically closer.
- Human resource development programmes by the faculty for practicing engineers.
- B.Tech and M.Tech projects / dissertation work in industries under joint guidance of the faculty and experts from industry.
- Short-term assignment to faculty members in industries.
- Visiting faculty/professors from industries.
- Professorial Chairs sponsored by industries at the Institute.
- R & D Laboratories sponsored by industries at the Institute.
- Scholarships/fellowships instituted by industries at the Institute for students.
- Practical training of students in industries.

Canteen Committee

Functions and Responsibilities:

- Supervise, take steps for the maintenance of canteen facilities with hygiene
- Maintain and control the quality of food supplied in the canteen To modernize the canteen equipment and cooking procedures
- Control and make suggestions to the canteen management
- Plan for all the infrastructure facilities required as per norms through Professor In charge resources
- Plan and monitor the maintenance of all the infrastructure facilities related to Canteen
- Maintain the canteen premises clean and Hygiene.

Minority Cell

Minority cell of the institute was established with the purpose of empowering the minority communities in the institute.

Institute has been very much keen to provide services to the educational and cultural needs of the Minority community along with other caste, creed and nationality. The Minority Cell basically helps minority students including Christian, Muslim etc. for their academic development.

Sexual Harassment Committee

Functions and Responsibilities:

- Prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
- Provide the healthy and safe environment in the Institute for the female students/employees.
- Provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.
- Resolve issues pertaining to girls or women sexual harassment.

SC / ST/ OBC Cell Cell

Functions and Responsibilities:

- Resolves the Grievances of SC/ST students and employees of the institute and render them necessary help in solving their academic as well as administrative problems.
- Looks after the work related to SC/STs matters and no other work is assigned to the Cell.
- Ensures the effective implementation of the guidelines / policies and program of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.
- Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non- teaching positions in the institute and informs the same to the deserve people.
- Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships.
- Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC.
- Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing.
- To help them apply for post within the University a stipulated date and take follow up action where required. Collects statistics on OBC students and employees.
- Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees

Internal Compliance Committee

The main objective of ICC is to develop a healthy atmosphere in the institute which ensure zero tolerance to sexual harassment and gender discrimination. This committee provide a platform to express their grievances freely without any fear of being victimized. The women employees / students can raise their grievances through SMS / Call / Email / Letter / Website.

The committee takes the responsibility for ensuring the prohibition and redressal of any kind of women grievances in the institute.

Functions and Responsibilities:

- Creates awareness about the internal compliance committee cell among the Institute academic and administrative units.
- Promotes effective communication and collaboration among those responsible for compliance.
- Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint.

- Encourages an open-dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance related processes.