



# **RAMACHANDRA COLLEGE OF ENGINEERING**

NH-5 Bypass Road, Vatluru (V), Eluru - 534007, W. G. Dist., A.P.  
(Approved by AICTE, New Delhi, and Affiliated to JNT University, Kakinada)  
NAAC Accredited with B++, ISO 9001 : 2008 Certified

## **Functions of BOM**

- To form various CELLS and COMMITTEES with the advice and help of the Principal for the active pursuit of curricular, co-curricular and extra-curricular activities.
- To constitute an ADVISORY COUNCIL.
- **ACADEMIC ISSUES:** To take decisions in all academic and administrative matters (like regular and remedial class work, examinations, vacations, lab developments, student information, T&P activities, new programmes, emphasis on Outcome Based Education, teacher development activities etc.) with the help of the college Academic Committee.
- To interact with the students directly through the semi-annual meetings and to take "Exit Feedback on Institute" from outgoing batch students.
- To interact with the staff directly through tri-monthly meetings and to take Feedback from Faculty & Staff at the end of each academic year.
- To act on academic matters which are not covered in the foregoing points as and when they are brought to its notice by the Principal.
- **FINANCIAL MATTERS:** To recommend allocation of funds out of the tuition fees and special fee collected from the students for various activities like lab establishments, civil constructions, student activities, faculty development programs etc.
- To discuss on the issues that involve financial commitment or financial loss for the institution and to make suggestions/recommendations to the governing body.
- To suggest possible measures for the welfare of the staff and the students.
- **DISCIPLINARY MEASURES:** To initiate disciplinary actions on the students, staff and Principal as and when necessary on their own, or on the recommendations of Secretary & Correspondent or Principal.
- **GENERAL:** To take decisions in all such matters that are not covered above but brought to their notice by the Secretary and Correspondent / Principal.
- To deliberate and decide on such issues that are not mentioned above but require consideration.

  
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## **Functions of Chairman**

- The Chairman shall be the Ex-Officio Chairman of the Institution of the Society and thereby the functional head of the Institution of the Society.
- The Chairman, as Ex-Officio Chairman of the Society's Institutions shall chair/preside over various bodies and committees of the Institutions such as the Governing Body, Staff Selection Committee, Board Of Management and any other committee of which he is a member and maintains the minutes of the meetings under his signature.
- The Chairman shall represent the Society's institution as Chairman whenever required before the Statutory Regulatory Authorities of the State and Central Governments and shall sign for the Society/Institutions whenever required.
- Whenever an Expert Committee/Delegation visits the college, the Chairman shall lead the Reception Committee and present the college.
- The Chairman shall lead and be part of college team in making study tours or part of delegations to other institutions etc.
- The Chairman of the Sponsored Institutions shall mainly look after academics, development of education and also growth of institutions and can cause any action to be initiated which is required in his opinion for the promotion of the above subject to ratification by the Governing Bodies.
- The Principal, Deans, HODs and faculty of Institutions, technicians, in-charges of all important facilities such as LAN/website shall consult him through proper channel whenever it is required for guidance/advice before formal applications/proposals are made.

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## **Functions Of Secretary And Correspondent**

The Secretary & Correspondent of the Society shall also act as Ex-officio Correspondent of all the institutions owned and managed by the Society and shall be called Secretary & Correspondent of these institutions and thereby he shall be the Chief Executive of the institution.

The Secretary and Correspondent is the chief executive of the Ramachandra College of Engineering. He coordinates between the sponsoring Society, College Management Committee and the other systems of management in the college.

1. To represent Ramachandra Engineering College in all transactions with the Governments, statutory bodies, other institutions or individuals concerned in all matters.
2. Looks after the day to day administration of the Institution.
3. To authorize a person or a team of persons to represent him at University, AICTE and A.P State Government wherever necessary when he cannot attend in person.
4. He calls for and obtains from the heads of the institutions information required from time to time by the Education Departments of the Government of Andhra Pradesh, or any University, University Grants Commission, AICTE, any State or Central Statutory Regulatory Authorities and the Governing Body.
5. The Secretary functioning as the Secretary & Correspondent has the power to award punishment such as suspension and/or termination of service or withholding increment to any of the members of the staff.
6. The Secretary & Correspondent in his discretion may waive the fee arrears from the students quoting the reasons subject to ratification by the General Body of the promoter society.
7. To put into action all the programs of the Board of Management.
8. To issue the appointment orders to the Director, Principal, teaching staff and other staff.
9. To sanction all kinds of leaves to the Director.
10. (a) To open and operate the Bank accounts jointly with the Chairman of the BOM for the tuition fees amount collected from the students.
11. To open and operate the bank account jointly with the Chairman for creating corpus fund by depositing 5% of Tuition Fee collected starting with 2015 admissions batch for development of education and expansion of institution in future in times of need and maintaining books of account.

  
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## **Functions Of Director**

- Director advises the Management and Principal on academic, administrative and developmental activities by keeping himself apace with the latest trends in education. He shall be an active experienced person having distinguished himself in academic and administrative work. He shall be the reason for the dreams of the college and strive for their realization. This post is not an executive post.
- Functions 1. He shall consistently appraise, himself of the functioning of the college by making frequent visits.
- All the staff shall cooperate with him during his visits.
- 2. He shall attend as much number of workshops, programs on education as possible and also make study tours with Principal and other faculty to leading institutions to study their facilities, procedures and best practices they are following.
- 3. He in consultation and jointly with the Principal formulates developmental programs and submits them to the management for approval and implementation.
- 4. He will submit a report to the Secretary & Correspondent on complete functioning of the college and also on the status of implementation of various policies/initiatives undertaken once in three months. In this connection, he can seek information/clarification from the Principal.
- 5. He can communicate with staff members preferably through Principal. He will guide the in charge principal in the absence of principal for smooth functioning of the college. He shall be invited to all the meetings convened by the principal and he shall be a responsible active participant.

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### **Functions Of Principal**

The Principal is the chief ACADEMIC ADMINISTRATOR and a bridge between the Director/Management, Staff and Students. He should be preferably of good academic, administrative and personal standing with sufficient experience in engineering colleges. The Principal shall be a source of inspiration to the staff and students, particularly in matters of discipline and commitment to the institution.

(i) Functions of the Principal 1. To assist the BOM / Secretary and Correspondent/Director in formulation of academic programs, administrative policies, action plans for infrastructural development and schemes for institutional development.

2. To implement all decisions of the BOM / Secretary and Correspondent/Director with regard to academic affairs and administrative matters that are entrusted to him.

3. To ensure effective academic management, monitoring all academic activities like day-to-day academic work, periodical evaluation, achievement of good annual results etc.

4. a) To recommend the formation of various cells/committees for active pursuit of curricular, co-curricular and extra-curricular activities for the approval of the Director/BOM.

b) To ensure the effective functioning of such activity cells/committees.

5. To enforce discipline among the students on the campus or off the campus as the situation demands, taking necessary measures with the help of the staff; and the guidance/help of the Director /BOM when needed.

6. To inculcate work culture and discipline among the staff so as to keep them as models for students as envisaged by the sponsoring society.

7. a) To collect the SPECIAL FEE from students for various student activities as determined by the BOM.

b) To spend the amount in consultation with respective ACTIVITY CELL / COMMITTEE on the approval of the Director/BOM.

c) To open and operate a Bank Account jointly with the Secretary & Correspondent for such special fees, maintaining books of accounts.

8. a) To open and operate a Bank account for Scholarships received from different sources including the State Government.

b) To maintain Books of Account for the scholarship.

9. To prepare the budget for consideration of Director/ BOM and approval of the Governing Body.

10. The principal shall invite the Director for all the meetings convened by him.



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11. To prepare salary statement and present it every month for the approval of the Secretary and Correspondent for disbursement.
12. To sanction leaves to staff as per leave rules, maintaining leave account.
13. To take steps for promotion of INDUSTRY-INSTITUTE INTERACTION and R&D work on his own or on the suggestions of the Deans and Heads of the Department concerned.
14. To provide consultancy services as can be offered by the members of faculty in their respective fields of specialization to the outside individuals or institutions as per the guideline from the BOM.
15. To participate in Quality planning at University / Government / AICTE level for development of technical education.
16. a) To allow the individual members of faculty for participation in the orientation programs, refresher courses, spot evaluation, curriculum development sessions etc.  
b) To permit the members of faculty and students for participation in inter-collegiate, inter-university competitions and festivals, talent and personality development programmes at various levels.  
c) To recommend the names of faculty members for various awards notified by the University various institutions like ISTE, IE(I), State Government, Central Government etc., and process their applications for such awards.
17. To be the CHIEF WARDEN of hostels under the management of the college.
18. To sanction annual increment to the staff in consultation with the Director .
20. To open and operate an account and maintain funds jointly with the Secretary & Correspondent for Gratuity kind of payment and maintaining books of accounts.
21. To make periodical review on the performance of the staff department-wise or individually, (feedback) taking the help of the Heads of Departments and presenting it to Director / BOM and GB.

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### Functions Of Deans

1. Dean - Academic Affairs 2. Dean - Student Affairs and welfare 3. Dean - P.G. Studies, R & D and Consultancy 4. Dean-FED The Designation Dean shall be used only when Professors hold these posts. In other cases they are called as 'Coordinators'. These posts may or may not be filled.

The Deans shall take the responsibility of the following duties mentioned against their heads and submit their proposals /recommendations to the Director/Principal for implementation.

(i) Dean - Academic Affairs

i) Teaching-Learning process. ii) Library and Laboratory Development. iii) Examinations & Result Analysis iv) Faculty feed back

(ii) Dean- Planning and Administration/Vice-Principal

i) Overall Development Planning and implementation, including preparation and implementation of Quality policy. ii) Recruitment of faculty iii) Training and Placement iv) Industry-Institute Interaction v) Entrepreneurship development

(iii) Dean-Students Affairs

i) Student Facilities ii) Student Counseling iii) Extra curricular activities. iv) Student Discipline v) Alumni Information.

(iv) Dean - PG Studies, R & D and Consultancy

i) Engineering PG studies & MBA ii) Research and Development iii) Consultancy

#### Deans - Functions

1. He is overall in charge for the respective areas under him and he shall ensure the success of these programmes.

2. He will make recommendations to Principal on formulation of various committees for different areas he is in charge of.

3. He will convene meetings of those committees at least once in two months.

4. He shall submit reports to the Principal twice in a semester on the programs he is in charge of.

5. All the information, correspondence regarding the programmes coming under the purview of the dean shall be routed through him to the Principal.

6. Whenever necessary he shall convene a meeting of HODs concerning those programmes, with Principal as chairman and Dean as convener and Director as invitee.

7. Dean Planning and Monitoring will record the minutes of the meetings of the College Management Committee. In the hierarchical order the Deans are between the Principal and HODs. Coordinators of all committees will report to their respective Deans. HODs shall report to the Principal through Dean on matters that come within the purview of Dean.

The Deans will be guided by the policies of the college in the matters that come under their purview.

  
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## **Duties of HODs**

HOD is responsible for the functioning of that Department as per the laid down policies of the college. He will be consulting with and reporting to Deans, in technical matters coming within the purview of the dean.

In all subject matters of various Deans, HOD shall report to the Principal through Deans.

HOD will prepare budget estimation for the Department for its operation, maintenance and development. HOD will recommend to Principal the constitution of various committees to help in various matters.

Preparing and submitting a report to the Principal on all matters. He will be in-charge of all the academic and other Departmental activities of the department and will be reporting on these matters at the end of every semester.

HODs are given an imprest amount of Rs.5,000/- and they will utilize this for emergencies and unforeseen expenditure only.

He will allocate academic and other duties to the staff members of his department.

HODs enjoy a level of autonomy to utilize the services of his faculty and supporting staff.

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### **Statutory Committees**

1. **Malpractices Prevention Committee** A malpractice Prevention Committee shall be constituted to examine and punish the students who indulge in malpractices/ behave in an indisciplined way in examinations.

Members of the Committee The committee shall consist of

Principal

Head of the Department to which the Subject belongs.

Head of the department to which the student belongs.

In-charge Examination branch of the college.

(i) Duties of the Committee To conduct the meeting on the same day of examination or at the latest by next working day to the incident and punish the student as per the guidelines prescribed by the University from time to time.

2. **Counseling and Guidance Cell** Headed by Dean, Student Affairs and comprising of 5 members from each department.

Objectives of the Cell

- To create self confidence among the students.
- To conduct frequent interactive sessions with students.
- To clear the doubts related to academic matters of the students.
- To create social interactions and compatibility among the students.
- Timings : During last hours / after class work.

During the first three months of admissions this cell functions under the name Counseling and Guidance Cell for Newly admitted Students to encourage the new students to seek the help of the cell.

3. **Grievance Redressal Committee** The composition of complaints-cum-grievance redressal committee of

- Headed by one senior faculty
- Heads of all Departments
- A Senior lady staff member from each department (if available)

4. **Women Protection Cell** This cell looks after the welfare of girl students and Lady Staff members. The committee constitutes

- Headed by one Senior Lady Staff member
- One Lady Faculty from each department (if available)
- Dean, Student Affairs

5. **SC & ST Grievance Cell** This cell looks after the welfare of SC & ST students and staff members. The cell constitutes

- Headed by one Senior SC/ST faculty member
- Members (not less than three)
- Dean, Student Affairs



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6. Anti Ragging Committee Anti Ragging Committee constitutes with Principal as Chairman, Dean (S&W) and one faculty member from each department, five non-teaching staff members, five members of parents and two senior student representatives from each department.

The Committee takes care of all issues related to ragging and takes all measures to ensure the campus free from ragging.

7. Right to Information (RTI) Act Cell The RTI Cell constitutes

- Dean, P & A / Vice-Principal as Chairman
- Dean, Academic Affairs
- Public Relation Officer (PRO)

• Administrative Officer (AO) This cell provides information to the citizens to secure access to information in order to promote transparency and accountability in the working of the institution. This cell follows the provisions contained in RTI Act 2005.

8. Purchase Committee (i) The purchase committee constitutes

> Director > Principal > Dean Planning and Administration > Concerned HOD > Administrative Officer

(ii) Guidelines for Purchase of equipment The following guidelines shall be followed to finalize the purchase procedure.

HODs will submit their budget estimations through Principal to Director/secretary and correspondent for the next year by first week of February every year, preferably.

Budget allocations will be intimated to the Departments / Sections concerned after approval by the Governing Body.

HODs will call for a minimum of 3 quotations for the items of the equipments and prepare comparative statements if the item cost is more than Rs 10,000/-

The purchase order shall be placed by the Secretary & Correspondent or Director duly recommended by the Principal.

Advance payment if necessary at the time of purchase order pros & cons will be duly weighed and payment will be processed only with the approval of Director/Secretary and correspondent and the final payment shall be made only after successful installations, testing and training. The concerned HOD has to certify as above.

After receiving the equipment along with the bill, the department will test and verify as per specifications mentioned in the purchase order. If the department is satisfied with the equipment, the bills will be passed after duly entering into stock registers with necessary initials and the bills will be sent to the office for payment.

The office after receiving the bills shall enter them in the central stock register and pay the bills.

The department shall maintain one purchase register, and separate stock registers for recurring and non-recurring items for each laboratory.

The department shall maintain separate imprest money register (contingency register) and Indent Register.

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## **Responsibilities of Students**

Students should make use of co-curricular and extra-curricular activities to enhance personally.

Apart from Mid term tests for each unit a separate test will be conducted to make the students up to date students who fail to attend the unit test will be imposed fine.

One shall attend the industrial interaction program as a part of campus placement training.

Students are advised not to damage the Lab equipments, furniture etc. Failing which the student must replace the damaged item.

The students are expected to be regular in their class work(75% attendance) and should conduct themselves in disciplined manner. They should abide by such rules of discipline and conduct as stipulated by the college and university from time to time.

The conduct of the students should be exemplary, not only within the premises of the college but also outside. This helps maintain prestige and the status of the college.

The students should be attentive in the class and should be bold enough to get their doubts clarified in the class room if any and the resources available in the institution.

The students should converse in English to improve their communication skills.

The students should wear uniform and plain dress and neatly tucked with executive shoes and ID cards.

Use of cell phones in college premises is strictly prohibited.

No student unions except professional association are permitted in the college. The office bearers of the association are nominated on the basis of merit in the university examinations. No elections are permitted in the campus.

The college premises and buildings should be kept clean and tidy. Chewing tobacco, pan, bubble gums etc are strictly prohibited. Writing and sticking-up posters and notices on the building walls are strictly prohibited.

Any student indulging in bringing outsiders in to the college campus for any unacceptable purpose will be expelled from the college.

The students should respect human values without giving the consideration for caste, creed, religion and financial status.

Student must understand that ragging of junior students is inhuman and punishable under law. So any person who ever is directly or indirectly involved in RAGGING is subject to severe punishment, can be booked in a criminal case, and can be arrested.

Student and parent should submit undertaking form, online & hard copy to college, visit [www.antiragging.in](http://www.antiragging.in) or [www.amanmovement.org](http://www.amanmovement.org).

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