

|| Jai Sri Gurudev ||

S J C INSTITUTE OF TECHNOLOGY, CHICKBALLAPUR – 562101

Internal Quality Assurance Cell (IQAC)

Functional Committees and Responsibilities

- Various committees have been framed in our college in order to redress the problems and grievances of the students.
- For every committee, a senior faculty member was designated as Chairman/Convener.
- Every committee has been defined the roles and responsibilities
- It is the responsibility of the chair/convener to convene the meeting as frequently as possible among the members to discuss the issues related to the responsibilities assigned to the concerned committee.
- Based on the nature of the problems arise, the chair/convener will take necessary remedial actions. If the remedial action requires attention of the Management, then it will be immediately brought to the notice of them for necessary action.
- This kind of work culture will resolve the problems as and when they arise and make the remedial system effective

Sl.No.	Name of the Committee	Members	Roles and Responsibilities
1.	Discipline Committee	<ol style="list-style-type: none">1. Dr. Srinivas Reddy Perla, HOD, Maths2. College level committee member3. Department level committee member	<ul style="list-style-type: none">• To oversee and monitor the overall discipline of students in the college, and review it periodically.• To take decisions and actions related to indiscipline activities of the students in the college as and when required
2.	Anti Ragging Committee	<ol style="list-style-type: none">1. Dr. G Narayan, CED, Chairman2. Dr. M.N.Manjunath, , Chemistry3. Dr. Nataraj S N, AED4. Circle Inspector, Chikkaballapur5. Sub Inspector, Rural Police Station6. Mr. Chethan, Student Representative7. Mr. Manoj Kumar, Student Representative	<ul style="list-style-type: none">• Anti-Ragging Committee will be the Supervisory and Advisory Committee in preserving a Culture of Ragging Free Environment in the college Campus.• The Anti-Ragging Squad- office bearers will work under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student congregation.• Anti-Ragging Committee will be involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

3.	Anti Ragging Flying Squad	<ol style="list-style-type: none"> 1. Prof. Ravindra M V, CED, <i>Chairman</i> 2. Prof. Kalaiah J B, ECE 3. Prof. Srinivas Murthy, CSE 4. Prof. Yogaraj, ISE 5. Prof. Harish S, MED 6. Prof. Rohith L G, AE 7. Prof. Mahesh, Maths 	<ul style="list-style-type: none"> • Anti-Ragging Squad will be working under the Monitoring of Anti Ragging Committee and will seek advice from the Anti-Ragging Committee. • The functions of Anti-Ragging Squad will be to keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds, Hostels etc. • The Squad will also educate the students at large by adopting various means about the menace of Ragging and related Punishments there to. • A gamut of positive reinforcement activities are adopted by Anti-Ragging Squad for orienting students and molding their personality for a better cause. They shall work in Consonance and Guidance of Anti Ragging Committee.
4.	Internal Quality Assurance Cell (IQAC)	<ol style="list-style-type: none"> 1. Dr. B.N Shobha, ECE, <i>Chairman</i> 2. Management Representatives 3. All HODs 	<ul style="list-style-type: none"> • Development of quality benchmarks/parameters for various academic and administrative activities of the institution and carry out the gap analysis for SJCIT • 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 carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs. • Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes; • Dissemination of information on various quality parameters of higher education; • 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; • Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices; • Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; • Development of Quality Culture in the institution; • Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC.
5.	Students Grievance Redressal Cell:	<ol style="list-style-type: none"> 1. Dr. G T Raju, <i>Principal, Chairman</i> 2. Sri. J Suresha, Member-Secretary 	<ul style="list-style-type: none"> • To develop an organizational framework to resolve Grievances of Students.

		<ol style="list-style-type: none"> 3. Dr. Shobha B N, IAQC Coordinator 4. Dr. Nagendra Kumar M, GRC, Coordinator 5. Virupaksha, Legal Advisor 6. Dr. Bharathi M, Member 7. Prof. Satheesh Chandra Reddy, Member 8. Dr. Manjunath Kumar B H, Member 	<ul style="list-style-type: none"> • To provide the Students access to immediate, hassle free recourse to have their Grievances redressed. • To enlighten the Students on their duties and responsibilities. • To establish structured interactions with Students to elicit information, academic and administrative process on their expectations. • To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy.
6.	Anti- Sexual Harassment Committee	<ol style="list-style-type: none"> 1. Dr. Bharathi M, CSE, Chairman 2. Dr. Nandini L, MBA 3. Dr. Pushpa N, FYE 4. Prof. Sharda S A, Civil 5. Mrs. Anushree S, 1SJ19CS014 6. All HODs 	<ul style="list-style-type: none"> • To provide conciliation to settle the matter between her and the respondent. • Conduct inquiry within the time frame (90 days) as prescribed in the Act. • Prepare inquiry and settlement reports & submit the same to the Director. • Ensure confidentially in conciliation proceedings and conducting inquiry as well as in keeping records. • Easy accessibility.
7.	Alumni Association Committee	<ol style="list-style-type: none"> 1. Prof. Satheesh Chandra Reddy, ISE, Chairman 2. Mr.Sunil Kumar 3. Ms.Geetha Vivekanand 4. Mr.VenkateshKempa Reddy 5. Mr.Shaik Mahammad Raffi 6. Mr.Ravi Chandra 7. Mr Naveen 8. Mr.Pramodh Gowda 9. Mr.Anilkumar .P.V. 10. Mr.Venkatesh .Kolaram 	<ul style="list-style-type: none"> • To maintain alumni data base, ensure alumni meetings, establish alumni interaction, to promote alumni awareness engagement and commitment to the Institute, support a strong relationship between the alumni association and current students.
8.	Committee of Wardens	<ol style="list-style-type: none"> 1. Sri J Suresha, Registrar& GH Warden 2. Prof. Anil Kumar R, ECE, BH Warden 3. Prof. Susheelamma, ISE 	<ul style="list-style-type: none"> • To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel • To supervise all facilities/amenities and their up keep, receive complaints from students, redress of grievances etc. • To control, counsel the behavior of students in the hostel, monitor study schedules and patterns, etc. • To plan for all the infrastructure facilities required as per • Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel • Responsible for the receipts and the payments of the hostel.

9.	Library Committee	<ol style="list-style-type: none"> 1. Dr. Nataraj S N, Chairman 2. Mr. Lohith, Librarian 3. All HODs 	<ul style="list-style-type: none"> • The Library Committee provides a forum for discussion of matters relating to the Library and its services. • To decide and adopt policies to govern the management and programme of the library. • To prepare the annual budget, rules and regulations of the library. • The committee also looks into students complains, if any. • The Library Committee is a standing committee of the Academic Council.
10.	Canteen Committee	<ol style="list-style-type: none"> 1. Dr. G. Narayana, CED, Chairman 2. Prof. Kiran K M, CED 3. Prof. Vathsala M N, CED 4. Student representative from every dept. 	<ul style="list-style-type: none"> • To supervise, take steps for the maintenance of canteen facilities with hygiene • To maintain and control the quality of food supplied in the canteen • To modernize the canteen equipment and cooking procedures • To control and make suggestions to the canteen management • To plan for all the infrastructure facilities required as per norms
11.	Career Guidance Cell	<ol style="list-style-type: none"> 1. Prof. Shashi Kumar N V, TPO, Chairman 2. Dr. Thyagaraj N R, MED 3. Dr. S Bhargavi , ECE 4. Prof. Narendra Babu, CSE 5. Prof. Nagesh Raju, ISE 6. Prof. Sathish Y A, CED 7. Prof. Rohith G, AE 8. Prof. Naresh D C, AE 	<ul style="list-style-type: none"> • Collects and maintains the students database for the purpose of HR activities • Does the training need analysis for all third year students. Based on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills. • Responsible for identifying placement opportunities across reputed organizations. • Arrange for interaction with industry and bridge the gap between Institute and industry. • Arranges for better conduct of industry – specific Training programmes • Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus. • Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students • The Training and placement Cell conducts lectures on personality development communication skills and conduct mock sessions for improving presentation skills. • Plan, designs, and imparts Soft skills to the students. • Plan, designs and imparts personality development to the students. • Plan, designs and implements finishing schools to the students. • Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills
12.	Student Welfare Committee	<ol style="list-style-type: none"> 1. Prof. Satheesh Chandra Reddy, ISE, Chairman 2. Dr. Manjunath Kumar B H, CSE 3. Prof. Ravi Kiran, CED 4. Mr. Shivaram, Administrative Office 	<ul style="list-style-type: none"> • Coordinating problems in the distributions of BC, MBC, SC/ST scholarship to the deserving candidates. Monitoring student’s facilities, organizing financial support to deserving students.

13.	Transportation Committee	<ol style="list-style-type: none"> 1. Dr. P. Rukmangadha, MED, Chairman 2. Sri. J. Suresha, Registrar 3. Mr. Byrappa, Transport section 	<ul style="list-style-type: none"> • To organize route schedule, to monitor maintenance of vehicles, liaison with Government, to address issues related to man power
14.	College Internal Complaints Committee (CICC)	<ol style="list-style-type: none"> 1. Dr. Deepa M S, AED, Chairman 2. Smt. Savitha M M, ECE 3. Smt. Bhanumathi S, ISE 4. Smt. Geethadevi K.L, CED 5. Smt. Shilpa K S, Office 6. Mr. Arjun Kasyap S, Student (UG) 7. Mr. Abhishek R, Student (PG) 8. Ms. Parinitha J, Student (RS) 9. Mr. Venkat Reddy R, NGO Member 	<ul style="list-style-type: none"> • Creates awareness about the internal complaint committee among the Institute academic and administrative units. • Promotes effective communication and collaboration among those responsible for complaints • 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 complaint trends and circulate the information as needed. • Serves as a resource in developing or improving complaint related processes. • Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures. • Makes recommendations to senior management as to any resources or actions required for Institute compliance.
15.	Central Mentoring-Cum-Counselling Committee at College/Departments under VTU	<ol style="list-style-type: none"> 1. Dr. Ranganath R, MED, Chairman 2. Dr. B. N Shobha, ECE 3. Prof. Satheesh Chandra Reddy, ISE 4. Dr. Deepa M S, AED 5. Mr. Chandan T, PED 6. Mr. Lohith G.N, Librarian 7. Prof. Sridha J, MED 	<ul style="list-style-type: none"> • To support the students in molding their character with self-confidence. • To de-stress the students by listening their problems and suggest solutions. • To conduct periodical meetings to address issues related to student academics. • To counsel and mentor the specific case of students for academic improvement, career advancement and overall development. • To review the counseling process conducted by faculty.
16.	Internal Committee for the Students with disabilities in Universities/College	<ol style="list-style-type: none"> 1. Dr. Ravi Kumar M, ASE, Chairman 2. Dr. Manjunath kumar B H, CSE 3. Dr. S. Bhargavi 4. Sri. Venkatesh A, Parent 	<ul style="list-style-type: none"> • To take care of day to day needs of differently able persons as well as for implementation of the schemes existing and to be devised in future.

17.	Accreditation (NBA/NAAC) Committee	<ol style="list-style-type: none"> Dr. Ranganath R, MED College level NBA Coordinator Dr. Ravi Kumar M, ASE College level NAAC Coordinator Department level NBA Coordinators Department level NAAC Coordinators 	<ul style="list-style-type: none"> To apply for NAAC/NBA certification. To conduct periodical review meetings to monitor the progress of NAAC/NBA certification work. To attend the seminars/conferences related to NAAC/NBA certification. To organize training programmes for staff members by external resource persons to create awareness about NAAC/NBA certification. Periodically reviewing the updation of NBA/NAAC related activities in the college.
18.	College Website and Internet Maintenance Committee	<ol style="list-style-type: none"> Dr. Manjunath Kumar B H, CSE, Chairman Prof. Nagesh R, ISE, Coordinator Mr. Somashekar, System administrator Mr. Syed Imdad, System administrator 	<ul style="list-style-type: none"> To maintain and update the contents in the college website periodically. To promote news, events related to college in the website regularly.
19.	Central Computing Facility And Computer Maintenance Committee	<ol style="list-style-type: none"> Prof. Abdul Khadar, ISE, Coordinator Mr. Somashekar, System administrator Mr. Syed Imdad, System administrator 	<ul style="list-style-type: none"> To provide central computing facility for the first year students To maintain all the computers, LCD projectors, printers in the college
20.	University Examination Committee	<ol style="list-style-type: none"> Dr. Suresha Gowda M V, ASE, Chairman Mr. Krishnappa, Exam Section 	<ul style="list-style-type: none"> To conduct and monitor the University Examinations as per the time table systematically with proper arrangements
21.	Internal Examination Committee or CIE	<ol style="list-style-type: none"> Dr. B.N Shobha, IQAC, Chairman All Departments Test Coordinator 	<ul style="list-style-type: none"> To conduct and monitor the three periodical tests as per the schedule systematically with proper arrangements
22.	Signboard In charge/ Power supply, Generator, UPS, A/Cs Maintenance Committee & Estate Maintenance Committee	<ol style="list-style-type: none"> Dr. G Narayan, Chairman Prof. Kiran K M, CED Prof. Manjunath K A, CED Mr. Srinivas, CED 	<ul style="list-style-type: none"> To install signboards in the college as and when required To monitor and maintain the Power supply, Generators, UPSs, A/Cs available in the college and hostels. To do works related to campus cleaning, gardening and do the maintenance work (including carpentry and plumbing works) of all buildings in the college and hostel premises.
23.	Publicity and College News Promotion Committee	<ol style="list-style-type: none"> Prof. Narendra Babu C, CSE Dr. K M Rajashekar, Physics Prof. Vijaynag J, MBA 	<ul style="list-style-type: none"> To send advertisements, news items to the newspaper about the college or events organized in the college. To bring press reporters to the college functions through invitations or by phone. To make promotional activities about the college in the newspaper and website.

24.	Purchase Committee	<ol style="list-style-type: none"> 1. Secretary, Sri Adichunchanagiri Shakha Math, Chickballapur branch 2. Dr. G T Raju, Principal 3. Sri. J Suresha, Registrar 4. All the Head of Departments 	<ul style="list-style-type: none"> • To make arrangements for purchase of the equipments/items/devices required by any department in the college as per the guidelines. • After receiving the item /device/equipment in good quality, make arrangements for payment. • To make arrangements for servicing/repairing of faulty items/devices/equipments.
25.	Central Time Table Committee	<ol style="list-style-type: none"> 1. Dr. Bharathi M, CSE, Chairman 2. Department level Time Table coordinators 	<ul style="list-style-type: none"> • To coordinate the time table preparation for first year classes at college level in consultation with HODs in every semester. • To prepare master time table of the college during every semester
26.	Security Committee	<ol style="list-style-type: none"> 1. Sri J Suresha, Registrar 2. Chief Warden 3. Residential Warden 4. Supervisors 	<ul style="list-style-type: none"> • To maintain duty chart of securities in the Academic Blocks, Boys Hostel, Girls Hostel and in College Main Gate
27.	Professional Societies Activities: ISTE,CSI,IEEE/IETE Committee	<ol style="list-style-type: none"> 1. Dr. Manjunath Kumar B H, CSE, Chairman 2. Dr. Chandra Mohan H K, MED 3. Prof. Ravikiran, ECE 	<ul style="list-style-type: none"> • To promote ISTE/CSI/IEEE/IETE memberships among students in the college. • To conduct mini project competition for all second/third year students during even semester in every year
28.	AICTE – Approval and VTU – Affiliation Process Committee	<ol style="list-style-type: none"> 1. Prof. Nagaraj G, ISE, Chairman 2. Mr. Surendranatha Reddy B, CSE 	<ul style="list-style-type: none"> • To do works related to AICTE Approval and VTU Affiliation process
29.	Research Council	<ol style="list-style-type: none"> 1. Dr. T Munikenche Gowda T, Chairman 2. Dr. Nagendra Kumar, ECE 3. Dr. Vijay G R, ISE 4. Dr. Thyagaraj N R, MED 5. Dr Ravi Kumar M, ASE 6. Dr. Murthy SVN, CSE 7. Dr. D Nagesh, AE 8. Prof. Shashi Kumar A, CED 	<ul style="list-style-type: none"> • To review the Research and Development activities of the college each year and make suggestions for further improvements
30.	Academic Calendar Committee	<ol style="list-style-type: none"> 1. Dr. Ranganath R, MED, Chairman 2. All the Head of Departments 	<ul style="list-style-type: none"> • To prepare and publish the academic calendar at the beginning of every semester.
31.	College Magazine Committee	<ol style="list-style-type: none"> 1. Dr. I G Srikanth, MBA, Chairman 2. Department level Coordinators 	<ul style="list-style-type: none"> • To prepare and publish College Annual Magazine at the end of every academic year.

32.	NSS/NCC Committee	<ol style="list-style-type: none"> 1. Prof. Shashi Kumar N V, CED 2. Prof. Ashok, CSE 3. Prof. Veena S, ECE 4. Department level Coordinators (NSS) 	<ul style="list-style-type: none"> • To conduct NSS related activities in the college. • To conduct NCC related activities in the college.
33.	Institute Innovation Council, IPR and Entrepreneur Development Cell	<ol style="list-style-type: none"> 1. Dr. S Bhaskar, ECE, Chairman 2. Prof. Madhu, CSE 3. Prof. Narendra Babu C, CSE 4. Department level Coordinators 	<ul style="list-style-type: none"> • To promote Innovation culture at Institute level • To assist in IPR related services • To promote and conduct EDC related activities in the college • To support and sustain Startups at Institute Level
34.	Cultural Activities Committee	<ol style="list-style-type: none"> 1. Dr. Nagendra Kumar, ECE, Chairman 2. Department level Coordinators 	<ul style="list-style-type: none"> • To conduct cultural activities in the college during College Day and during other events. • To accompany with students for cultural events to be organized in other colleges/Universities
35.	Sports Committee	<ol style="list-style-type: none"> 1. Dr. Madhusudhana S V, ASE, Chairman 2. Mr. Chandan T, PED 3. Department level Coordinators 	<ul style="list-style-type: none"> • To promote and develop sports activities in the college among students and staff members. • To organize intra-college and inter-college sports events in the college. • To accompany with students for sports events to be organized in other colleges
36.	Planning Committee	<ol style="list-style-type: none"> 1. Dr. Madhusudhana S V, ASE, Chairman 2. Dr. Nagendra Kumar, ECE 3. Prof. Nagaraj G, ISE 4. Prof. Vikas Reddy S, CSE 5. Prof. Satish Y A, CED 6. Dr. Thyagaraj N R, MED 	<ul style="list-style-type: none"> • To make a planning of academic/co-curricular/extra-curricular activities for the forthcoming semester/academic year. As well, to review the activities of the previous semester/year and make recommendations to the Principal/CAO/Management for further improvement. • To overview the financial viability of the college in each financial year and based on the report of the auditor it will make suggestions /recommendations to the Principal/CAO/Management about further facilities/amenities/laboratories to be included in the forthcoming semester/year.
37.	Admission Committee	<ol style="list-style-type: none"> 1. Sri J Suresha, Registrar, Chairman 2. Prof. Narendra Babu C, CSE 3. Prof. Manjunath B C, Phy 4. All the Head of Departments 	<ul style="list-style-type: none"> • To promote admission related activities throughout the year • Design, Plan and implement college Brand Building Activities • Present ideas, mechanisms, tools and techniques to improve admissions
38.	SEED	<ol style="list-style-type: none"> 1. Prof. Vikas Reddy S, CSE, Chairman 2. Prof. Naresh D C, ASE 3. Prof. Rohit G, AED 4. Prof. Harish S, MED 5. Prof. Ravikiran R, ECE 	<ul style="list-style-type: none"> • To mentor students to accomplish their ambition of being results oriented. • To instill in students the discipline of systems thinking to facilitate into viewing problems holistically. • To educate students on the basics of life hacking on how to excel in social and personal life.

		6. Prof. Ravindra M V, CED 7. Prof. Abdul Khadar A, ISE 8. Prof. S M Padmavathi, MBA	<ul style="list-style-type: none"> To promote to peer learning
39.	SC & ST Cell	1. Dr. G T Raju, Principal, Chairman 2. Sri J Suresha, Registrar 3. Dr. Ravi Kumar M, ASE, Coordinator 4. All the Head of Departments	<ul style="list-style-type: none"> Resolves the Grievances of SC/ST students and employees of the university 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 programmes 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 nonteaching 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


 NAAC Coordinator


 IQAC Coordinator
Chief Coordinator
SJCIT-IQAC


 PRINCIPAL
 Principal
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 HODs for information