



6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The Viswambhara Educational Society was formed on 03-04-1993 under the Societies Act of Andhra Pradesh with Registration No. 1305 of 1993. The college management comprises a Board of Governors which is presided over by the Secretary & Correspondent, Principal, Heads of various departments and well qualified faculty are members.

The Organogram of the institution reflects the organizational structure of the institution. The main purpose of organogram is to distribute responsibility/workload equally and effectively among the employees.

The *administrative manual* has clearly stated the roles of top management, Director/Principal and faculty of the college.

Chairman of Board of Governors:

1. The chairman shall ordinarily preside at the meeting of the Governing Body.
2. The chairman shall exercise such other powers and perform such other duties as may be assigned to him by the Society and which are consistent with the relevant acts of the state and central governments and the statutes and ordinances of the affiliating university.
3. In emergency cases, the Chairman may exercise the power of the Governing Body and inform the Governing Body the action taken by him for its ratification.

Secretary & Correspondent:

1. Shall be custodian of the funds and other properties of the College.
2. Has to ensure that the decisions by the Governing Body are implemented.
3. Shall be the authority to issue appointment orders on behalf of the Governing Body for which the Governing Body accords approval of recommendations of the concerned selection committee.



4. Shall be the disciplinary authority in respect of the supporting staff, ministerial staff and class- IV staff.
5. Shall have authority to employ temporary lecturers, part time faculty and non-teaching supporting staff.

Principal:

1. He shall be Chief Academic and Executive Officer of the College and responsible for proper administration of the College.
2. He shall be custodian of all records of the College.
3. He shall assist Secretary & Correspondent in implementing decisions of the Board of Governors.
4. He shall prepare annual report of the College by 31st of December every year and
5. Present to Board of Governors.
6. He shall be the authority to regulate the work of all the employees of the College and ensure that they perform the duties as assigned to them.
7. He shall have power to sanction leave, vacation and permission to leave head-quarters.
8. He shall have power to depute faculty and other staff for STTPs, technical conferences & abroad.

Head of the Department:

1. Responsible for Curriculum development including design and development of new programs and courses.
2. Responsible for the effective class room teaching, laboratory instruction, assessment of students, guiding UG and PG projects by the faculty of the department.
3. Interact with industries and other institutions and contribute to planning and organization of the educational program.
4. Participate in administrating planning at department level and College level.
5. Contribute for the resource mobilization of the College.

The duties and responsibilities of teachers and other staff along with service rules are described in *the administrative manual*.



Viswambhara Educational Society

VAAGDEVI COLLEGE OF ENGINEERING

Autonomous

Approved by AICTE & Affiliated to JNTUH, Hyderabad
Bollikunta, Warangal - 506 005 (Telangana State)

Service Rules

The service rules are formulated by the governing body of the Institution, in accordance with the provisions of AICTE norms, Govt. of Andhra Pradesh and JNTUH rules and regulations. The service rules are formulated and implemented since then in the Institution. The service rule book called “**Staff Service Rules**” comprises of the following heads under which the related rules are clearly defined.

1. Duties and Responsibilities of Academic Staff and Others.
2. Procedure for the Appointments
3. Terms and Conditions of service of employees
4. Rules of conduct for the employees of the college
5. Promotion Policy
6. Classification, Control and Appeal Rules
7. Leave Rules

The service rules book is available with the departments, Central Library and the information is disseminated among the faculty. The rules prescribed by the affiliating University, ie. Jawaharlal Nehru Technological University Hyderabad will be informed to the students from time to time through notices and also publishing in the institute’s website.


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