

Dr.AMBEDKAR INSTITUTE OF TECHNOLOGY

BANGALORE-560056



GOOD GOVERNANCE DOCUMENT

January 2016

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HISTORY of Dr. AMBEDKAR INSTITUTE OF TECHNOLOGY (Dr.AIT)

Dr.Ambedkar Institute of Technology is managed by PanchajanyaVidyaPeeta Welfare Trust (PVPWT). The Institute is one of the pride educational Institute among the 21 institutions run by the Management. The Institute was established in the year 1980 by Late SriM H Jayaprakash Narayan, Ex MLA and founder Managing Trustee of PVP WelfareTrust and Secretary of the Institute. The institute is located on the outer Ring Road, Near Jnanabharathi Campus, Mallathahalli, Bangalore on a vast 20.30 acres of land having several buildings, lawns, trees etc. The Institute is one among the 14 Institutes selected for receiving the World Bank Assistance under Technical Education Quality Improvement Programme (TEQIP) through Government of India. The Institute is the recipient of several grants sanctioned by AICTE, DST and VTU. The Institute is granted autonomous status by UGC WEF 2010-11. The total built up area of these buildings is 50940 sq. meters. The Institute has 63 good ventilated vast class rooms, 103 hi tech research laboratories with latest equipment's, drawing room, Data Center, Indoor sports complex, outdoor playGrounds, gymnasium. The institutes Library has 72,983 volumes of books with 16,574 titles, 112 National Journals and 34 Inter nation Journals. The Digital library had connectivity with INDEST –AICTE for on line journal through DELNET. The Institute has separate 2 boys hostels and 1 girl'shostel with strength of 784 and 363 respectively. At present the Institute's staff strength is 462 consisting 217 faculties, 142 technical staff and 103 administrative staff. The Institute has its own transportation apart from number of BMTC buses plying via Institute. The Syndicate Bank housed within campus sustains the need of staff and students. The canteen located in the Institute serves vegetarian food and chats.

Salient Features

- Aided by Government of Karnataka
- Affiliated to All India Council of Technical Education (AICTE), New Delhi
- Affiliated to Visvesvaraya Technological University, Belagavi, Karnataka
- TEQIP Phase I and Phase II Institute (World Bank Funded Project)
- Permanent Affiliation status granted by VTU, Belagavi, Karnataka
- Self-financing programmes available
- Committed and supportive Management

- Qualified, Experienced & Dedicated faculty and staff, Faculty Gender ratio is 60:40

VISION AND MISSION

VISION

- To create Dynamic, Resourceful, Able and Innovative Technical Manpower to ensure India regains her responsible and creative leadership in technology.

MISSION

- To distinctively serve the diverse people of India, especially the historically under privileged population.
- To provide affordable high quality technical education at under graduate, post graduate and doctorate levels and emerge as a lead institution, to co-operate in the development of net worked institutions and promote industry interaction in a way beneficial and productive for the society.

GOVERNANCE

GOVERNING BODY

The administration of the institution is overseen by the Governing Body (GB)). The Governing Body approves the Strategic Plan, the Vision & Mission, Short Term and Long Term goals and the Budget based on the Strategic Plan. The implementation of the vision and plan is executed with the support and involving all the major stake holders. The Governing Body ensures that all decisions on the matters such as Admission quality, new programmes, infrastructure, Teaching Learning Process and Placements etc., are taken based on the fundamental concerns of the Institutions. The Governing Body meets at least four times in a year.

The Governing Body, constituted as per the provisions of the UGC and Visvesvaraya Technological University (VTU-Belgaum) Statutes on Autonomous Institutes consists of independent representatives from Government, UGC, AICTE, and VTU & Industry. In addition, there are two faculty members (on rotation basis) included as Members of Governing Body. The Principal is responsible for implementation of the Strategic Plan and reporting to the Governing Body. The Governing Body periodically reviews the implementation of strategic plan in tandem with its vision and mission. The Governing Body has established several committees (both statutory and non-statutory) for maintaining effective and efficient systems of implementation. The ranking of students' admission through Common Entrance Test (CET), placement, results, and feedback are some of the important parameters through which the management benchmarks

the institution's standing and ensures that the institution is achieving the intended outcome as per its strategic plan.

The Governing Body has in place a well-knit review system to assess the performance of the Principal (Head of the Institution), faculty and staff. The Annual Report presented by the Principal is discussed in the meeting. The same is published in the Institute website. The Institution is also publishing the annual report in print and digital form. The Institution maintains a register of interests of the Members of the. The Governing Body meeting is conducted in an open manner. The student representatives are often invited to the Governing Body meetings and their views are duly considered. The Minutes of Governing Body Meeting(s) are also published in the Institute website (www.dr-ait.org). The relevant information is then shared with HODs, faculty and staff through various meetings/circulars. This ensures compliance to various regulatory bodies like VTU, State Government, AICTE, and UGC on a regular basis.

PRINCIPLES OF MANAGEMENT AND GOVERNANCE

The management is committed and performs the leadership role for effective and efficient conduct of teaching & learning and research processes in the Institute. The responsibilities of the Governing Body are clearly delineated. The responsibilities of governance include choosing top academic/administrative functionaries (Principal, Deans, HODs,) for the institution, evaluating their performance, authorizing plans/commitments and evaluating the institution's performance. The management bears the responsibility of implementing the systems of governance. While governance is concerned with the formulation of the vision of organization and translation of vision into policy. Whereas the management is responsible for taking decisions related to implementing the policies.

THE ROLE OF THE MEMBERS OF THE GOVERNING BODY (GB) INCLUDING THE PRINCIPLES OF GOOD BEHAVIOUR AND THE NEED TO AVOID CONFLICTS OF INTEREST

The Governing Body has the commitment for freedom, equality & opportunity and it adopts Non-Discrimination policy. The Institute does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status etc., in any of its activities or operations. The Management is committed to provide an inclusive and welcoming environment for all the teaching, non-teaching and administrative members of the Institute.

THE ROLE OF THE CHAIRMAN AND THE HEAD OF THE INSTITUTION (PRINCIPAL) AND THE RELATIONSHIP BETWEEN THEM

The Governing Body is headed by the Chairman who is responsible for implementing its plans, policies and developmental needs for the benefit of its stakeholders. The Chairman is responsible

for strategic leadership and good governance. The Principal being its Member-Secretary, provides leadership for the academic administration and ensures effective implementation of plans and policies of Governing Body for institutional development.

APPOINTMENT OF THE CHAIRMAN AND THE MEMBERS

The Governing Body of Dr. AIT has been constituted as per the regulations of UGC and Statutes of Visvesvaraya Technological University (of which Dr. AIT is an Autonomous Institute) which are framed as per the UGC XI Plan Guidelines. Dr. AIT being a TEQIP Institution, the constitution of the Governing Body has also been approved by the State Government. The Governing Body consists of nominees of the Trust, State Government, UGC, AICTE, Affiliating University and the Industry.

The Governing Body comprises of members with strong academic background and administrative experience. This has vastly contributed to the success of the Institution. The institution is free from political interference.

Composition of Governing Body (GB):

Number	Category	Nature
6 members	Management	Nominated by the Trust as per the constitution or byelaws, with the Chairman or President/Director as the Chairman
2 members	Teachers of the Institute	Nominated by the Principal based on seniority
1 member	Educationist or Industrialist	Nominated by the Governing Body
1 member	UGC nominee	Nominated by the UGC
1 member	State Government nominee	Directorate of Technical Education
1 member	University nominee	Academician
1 member	Principal of Institute	Member- Secretary

Standing committee of Board of Governors TEQIP-II

Name of the Member	Designation	Nomination to the Committee	Email Id	Phone number
Dr. S. Chinnaswamy	Chairman, PVPWT	Chairman	chinnaswamy@dr-ait.org	9448493335
Shri. A. R. Krishnamurthy	Secretary/Managing Trustee, PVPWT	Member	ar.krishnamurthy@gmail.com	9448055303
Shri.P.L.Nanjundaswamy	Trustee, PVPWT	Member	nanjundaswamy@dr-ait.org	9845179196
Shri. S Mariswamy	Trustee, PVPWT	Member	mariswamy@dr-ait.org	9611112192

Shri. S. Shivamallu	Trustee, PVPWT	Member	shivamallu@dr-ait.org	9448955437
Dr. M. Mahadeva	Trustee, PVPWT	Member (On Leave)	mahedev@dr-ait.org	9972097299
Dr.B.Hanumaiah	Vice Chancellor Dr.AIT	Special invitee	vcbhanumaiah@dr-ait.org	9886862789
Dr. C. Nanjundaswamy	Principal, Dr. AIT	Member	swamy_vtu@yahoo.com	9448739885
Dr. M.N Hegde	Dean, Dr. AIT	Special invitee	mmmhegde@yahoo.com	9741006095
Dr. B.V. Sumangala	Prof. & HOD, Electrical Engg.	Member	sumangala_bv@yahoo.com	9900115738
Dr. M. Meenakshi	Prof. & HOD, Instrumentation Tech.	Member	meenakshi_mbhat@yahoo. co.in	9480434025
Dr. Siddaraju	Prof. & HOD, Comp Science &Engg. Nodal Officer, Procurement	Permanent Invitee	siddaraju_b@yahoo.co.in	9449619956
Dr. B. Sivakumar	Prof. & HOD, Tele Comm. Engg. Nodal Officer, Academic-1	Permanent Invitee	sivabs2000@yahoo.co.uk	9844468883
Dr. G.V. Jayaramaiah	Prof. & HOD, Electronics &CommnEngg. Nodal Officer, Finance	Permanent Invitee	jramgv@yahoo.com	9448166796
Dr. Sreenivasulu Reddy	Prof. & HOD, Physics.Nodal Officer, Equity Action Plan	Permanent Invitee	drtambuluru@gmail.com	9448847161
Dr. B. Shivakumaraswamy	Prof. & HOD Civil.Nodal Officer, Civil Works	Permanent Invitee	swamyait1@yahoo.com	9900214403
Dr. G. Rajendra	COE, Prof. & HOD, IEM	Permanent Invitee	rajendra.ait@gmail.com	9060361536
Dr. B.S. Shylaja	Prof. & HOD, ISE	Permanent Invitee	shyla.au@gmail.com	9538881302
Dr. K. J. Shanthi	Prof. & HOD Medical Electronics	Permanent Invitee	Shanthi_kj@yahoo.com	9611004776
Dr. Sooryanarayana Rao	Prof. & HOD, Mathematics	Permanent Invitee	dr_bsnrao@yahoo.co.in	9844236450
Dr. B. Veenadevi	Prof & HOD Chemistry	Permanent Invitee	veenaamarnath@gmail.co m	9844658580

Dr. Mahalinga V. Mandi	Assoc. Prof & Nodal officer Academic -3	Permanent Invitee	mvmandi@yahoo.com	9448800637
Dr. L. Chandrasagar	Prof. &HOD, Mechanical Engg & Coordinator – TEQIP-II	Member Secretary	lcsagar@gmail.com	9880482043

THE COMMITTEE STRUCTURE AND THE SCHEME OF DELEGATION OF THOSE COMMITTEES

The administration of Dr. A I T is overseen by the Governing Body, which normally meets four times in a year. The Governing Body has in place several Committees/Sub-Committees in addition to statutory and other committees to continuously monitor the academic and administrative activities of the Institution. Adhering to the core principles of Good Governance, the Institution has various academic and administration committees in place to ensure smooth functioning and efficient governance. The prime objective of these committees is effective utilization of human resource, infrastructure and other facilities and to instill transparency and accountability in the process of administration.

The constitution of these committees is based on top-down and bottom-up approach to provide effectiveness. The committees comprise of key stakeholders including government, administrators, faculty, staff, industry, employer, alumni and current students. The diversity in the composition of committees help in making pragmatic decisions.

The committees are classified into following groups:

1. Statutory Committees (as per VTU guidelines)
2. Sub Committees of Governing Body
3. Standing Committee of BoG of TEQIP-II
4. Institution level Committees
5. Department level Committees

The committees from Sl.No. 2 to 5 primarily act as recommending bodies to the executive/statutory committees which help in decision making. This document provides information on the Constitution, Functions, Term, Meetings, Quorum and Responsibilities of all the committees. The governance committees in place are as given below:

STATUTORY COMMITTEES

Sl.No	Title of the Committee	Acronym
S1	Governing Body	GB
S2	Academic Council	AC
S3	Board of Studies	BOS
S4	Finance Committee	FC
S5	Planning and Evaluation Committee	PEC

S1. GOVERNING BODY (GB)

Constitution: The Constitution of the GOVERNING BODY shall be according to the structure given below:

Number	Category	Nature
6 members	Management	Nominated by the Trust as per the constitution or byelaws, with the Chairman or President/Director as the Chairman
2 members	Senior professors of the Institute	Nominated by the Principal based on seniority
1 member	Educationist or Industrialist	Nominated by the Governing Body
1 member	UGC nominee	Nominated by the UGC
1 member	State Government nominee	Directorate of Technical Education
1 member	University nominee	Academician
1 member	Principal of Institute	Member- Secretary

Major Role: Subject to the existing provisions in the Byelaws of the Institute/Trust and Rules laid down/approved by the State Government, the Board of Governors shall have powers to:

- Fix the fee and other charges payable by the students of the Institute on the recommendations of the Finance Committee.
- Institute scholarships, fellowships, studentships, medals, prizes and Certificates on the recommendation of the Academic Council.
- Approve new programmes of study with the concurrence of University, leading to Degrees and/or Diplomas.
- Lay down the procedure for selection/recruitment of teaching, non-teaching staff for appointing them in the Institute.
- Regulate and enforce discipline among the members of teaching, non-teaching staff in accordance with Rules/Procedures/Guidelines laid down in this regard.
- Delegate administrative, managerial and financial powers to the Principal and other functionaries in the Institute for its smooth functioning.
- Approve the annual report of the Institute.

Perform such other functions and institute committees, as may be necessary and deemed fit for

the proper development, and to fulfill the objectives for which the Institute has been declared as autonomous.

Term: Two years.

Meetings: Minimum two meetings per year. However, the meetings may be scheduled as and when necessary.

Role of Member Secretary: The Principal is the Member Secretary. The Member-Secretary shall with the approval of the Chairman, prepare the agenda for the meeting, record the minutes and circulate amongst the members. In the capacity of the Member-Secretary, the Principal puts forth proposals on all administrative/academic/finance related matters and seeks approval and ensures its apt implementation. He assesses the HR requirement and assists the management in making needed appointments. He is the executive in-charge of all academic and administrative matters and ensures adherence of all regulations framed by the competent authority (GOVERNING BODY).

S2. ACADEMIC COUNCIL (AC)

Constitution: The Constitution of the Academic Council shall be according to the structure given below:

SL. NO	Designation	Nomination to the Committee
1	Hon'ble Secretary & Managing Trustee, PVPWT	Invitee
2	Vice-Chancellor	Invitee
3	Principal	Chairman
4	All Heads of the Departments	Members
5	Four Teachers of the Institute (other than HOD's) representing different Members categories of teaching staff by rotation on the basis of seniority of service in the Institute	Members
6	Five experts from outside the College representing Industry, R&D Labs, Technical Education	Members
7	Three Nominees of the University (VTU)	Members
8	Co-opted Members	Invitees
9	A Faculty nominated by the Principal	Member-Secretary

Academic Council Meeting members:

Sl. No	Constitution	Nature	Name
1	The Secretary/Managing Trustee,	Invitee	Sri. A.R. Krishnamurthy
2	Vice Chancellor	Invitee	Dr. B. Hanumaiah.
3	Principal	Chairman	Dr. C. Nanjundaswamy
4	All the Heads of Department in the College	Members	Dr. B. Shivakumarswamy, HOD, CV
			Dr. L. Chandrasagar, HOD, ME
			Dr. G. Rajendra, HOD, IEM
			Dr. B.V. Sumangala HOD, EEE
			Dr. M. Meenakshi, HOD, EI
			Dr. G.V. Jayaramaiah, HOD, EC
			Dr. B. Shivakumar, HOD, TE
			Dr. Siddaraju, HOD, CS
			Dr. B.S. Shylaja, HOD, IS
			Dr. Shanthi. K.J. HOD, ML
			Dr. T. Sreenivasulu Reddy, HOD, Physics
			Dr. B. Veenadevi, HOD, Chemistry
Dr. Sooryanarayana B, HOD, Mathematics			
Dr. T. Shashipriya, HOD, HSS			
5	Four Teachers of the college representing different levels of teaching staff (other than HOD's)		<ol style="list-style-type: none"> 1. Dr. S. G. Ramachandraiah, Asso. Prof, Civil 2. Dr. Raju T.N, Asst. Prof. ME 3. Dr. JyothiKoujalagi, Asso Prof., EEE 4. Prof. Prasannakumar, Asst. COE
6	Five experts from outside the college Representing Industry, R&D Labs, Technical Education		1. Sri. S. Samptharaman, Chairman, FKCCI
			2. Dr. V. Ramachandra, V.P, UltraTech Cements
			3. Dr. S. Seetharamu, Director, CPRI
			4. Dr. S. S. Mahant Shetty, Director, KARMIC Design Pvt. Ltd.
			5. Sri. Srinivasa Ramanujan, Head (Academic Solutions), TCS
7	Three nominees from the University	Members	<ol style="list-style-type: none"> 1. Dr. S.G. Gopalkrishna, Principal, NCE, Bengaluru 2. Dr. S. Basavarajappa, Professor, UBDT College of Engineering, Davanagere

			3. Dr. S.N. Sridhar, Principal, Kammavari Sangha Group of Institution, Bengaluru
8	Co-opted Members	Invitee	1. Dr. V. Arunkumar, Prof. ME 2. Dr. Vijayakumar M.V, Prof. CSE
9	A Faculty Nominated by the Principal	Member Secretary	Dr. M.N. Hegde, Dean (Academic)

Functions: Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- Scrutinize and approve the proposals of the Boards of Studies (with or without modification) with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.; If the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration of concerned Board of Studies or to reject it, after giving reasons to do so.
- Adopt regulations regarding the admission of students to different programmes of study in the Institute.
- Frame regulations consistent with the University norms, guidelines for the conduct of examinations and initiate measures for improving the quality of teaching, students' evaluation and student advisory system in the Institute.
- Approve the list of successful candidates for conferment of degrees by the University.
- Make provisions for Sports, Extra-curricular activities.
- Recommend proposals to the GOVERNING BODY for starting of new programmes of study at the Institute.
- Recommend to the GOVERNING BODY for institution of scholarships, studentships, fellowships, prizes and medals, and to frame norms for awarding of the same.
- Advise the GOVERNING BODY pertaining to academic affairs.
- Encourage the faculty members to undertake collaborative research, sponsored research, industrial consultancy, continuing education and related activities and
- Perform such other functions as may be assigned to it by the GOVERNING BODY.

Term: The term of the nominated members shall be two years.

Meetings: Minimum two meeting per year. However, the meetings may be scheduled as and when necessary.

Role of Member -Secretary: Shall convene the meeting of the Academic Council with the approval of the Principal, He/she shall, with the approval of the Principal, prepare the agenda for

the meeting. The Member-Secretary is responsible for making the minutes of the meeting and ensure compliance of the decision of the Committee.

S3. BOARD OF STUDIES (BOS)

Constitution: The Constitution of the Board of Studies (BOS) shall be according to the structure given below:

SLNO	Category	Status
1.	Head of the Department	Chairman
2.	Faculty members covering different specialization	6 Members
3.	Subject Experts from outside the Institute nominated by the Academic Council preferably from the elite Institutions like IISc, IITs, NITs etc.	2 Members
4.	Expert from outside Institute nominated by the Vice Chancellor, VTU	Member
5.	Representative from industry / corporate sector / allied area relating to placement nominated by the Academic Council	2 Members
6.	Postgraduate/under graduate meritorious alumnus to be nominated by Head of the Department/Chairman after approval from the Principal	2 Members

Note: The Chairman may invite 2-3 students from different semesters of the Programme.

The number of members for Sl.No. 2 & 3 shall depend on the intake of the Programme offered by the Department/Cluster. The Chairman may with the approval of the Principal, co-opt expert(s) from outside the Institute for special courses, if any.

Functions: The Board of Studies of a department in the Institute shall;

- Prepare syllabi for various courses keeping in view the objectives of the Institute, interest of the stakeholders and State/National requirement for the consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names of experts to the Academic Council for appointment as examiners; and
- Co-ordinate Research, Teaching, Extension and other academic activities in the department and perform any other functions that may be assigned by the Academic Council.

Term: The term of the nominated members shall be one year.

Meetings: Minimum One meeting per year. However, the meeting may be scheduled as and when necessary. The Member-Secretary of the Academic Council shall draw the schedule for meeting of the Board of Studies for different departments or the Chairman of the BOS may conduct the meeting prior approval of the Principal.

S4. FINANCE COMMITTEE (FC)

Constitution: The Constitution of the Finance Committee shall be according to the structure given below:

Sl. No.	Constitution	Nature	Name	Email Id	Phone Number
1	Principal	Chairman	Dr. C. Nanjundaswamy	swamy_vtu@yahoo.com	9448739885
2	One member of the Governing Body, to be nominated by the Chairman of the Governing Body	Member	Sri S. Shivamallu, Managing Trustee, PVPWT	s_shivamallu@yahoo.com	9448955437
3	One senior faculty member of the college to be nominated on rotation by the Principal	Member	Dr. B.V. Sumangala, HOD, EEE	sumangala_bv@yahoo.com	9900115738
4	A person with knowledge of Financial Management to be nominated by the Governing body	Member	Dr. RuplaNaik, HOD, MBA	rupla.naik@gmail.com	9448853501
5	Finance Officer	Member Secretary	Sri N. Shivappa, AAO	Shivappa1958@gmail.com	9880999638
6	Superintendent, Accounts Section	Member	Sri Jagadeesh	jaggiat@gmail.com	9845501465

Functions: The Finance Committee shall consider the Budget estimates relating to the grants

received/receivable from the UGC and other agencies and income from fee collected for the activities to undertake the scheme of autonomy; and audited accounts for the above. Shall advise the GOVERNING BODY on all matters connected to the finances of the Institute.

Term: Two years.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

S5. PLANNING AND EVALUATION COMMITTEE (PEC)

Constitution: PEC is one of the major committee of the Institute consists of the members shown below:

Sl. No	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C. NanjundaSwamy	Principal	Dr.A.IT	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Dr. B. Hanumaiah	VC	Dr. AIT	Invitee	vcbhanumaiah@dr-ait.org	9886862789
3.	Dr. M.N. Hegde	Dean (Academic)	Civil	Member Convener	mmmhegde@yahoo.com	9741006095
4.	Dr. G. Rajendra	HOD & COE	IEM	Member	rajendra.ait@gmail.com	9060361536
5.	Dr. B.V. Sumangala	Prof. & HOD	EEE	Member	sumangala_bv@yahoo.com	9900115738
6.	Dr. L. Chandrasagar	Prof. & HOD	ME	Member	lcsagar@gmail.com	9880482043
7.	Dr. G.V. Jayaramaiah	Prof. & HOD	ECE	Member	jramgv@yahoo.com	9448166796
8.	Dr. B. Shiva Kumara Swamy	Prof. & HOD	Civil	Member	swamyait1@yahoo.com	9900214403
9.	DR. B. Sivakumar	Prof. & HOD	TCE	Member	sivabs2000@yahoo.co.uk	9844468883

10.	Dr. Siddaraju	Prof. & HOD	CSE	Member	siddaraju_b@yahoo.co.in	9449619956
11.	Dr. B.S. Shylaja	Prof. & HOD	ISE	Member	shyla.au@gmail.com	9538881302
12.	Dr. Meenakshi	Prof. & HOD	IT	Member	meenakshi_mbhat@yahoo.co.in	9480434025
13.	Dr. K.J. Shanthi	Prof. & HOD	ML	Member	Shanthi_kj@yahoo.com	9611004776
14.	Dr. T. Srinivasulu Reddy	Prof. & HOD	Physics	Member	drtambuluru@gmail.com	9448847161
15.	Dr. Sooryanarayana Rao	Prof. & HOD	Mathematics	Member	dr_bsnrao@yahoo.co.in	9844236450
16.	Dr. B. Veenadevi	Prof. & HOD	Chemistry	Member	veenaamarnath@gmail.com	9844658580
17.	Dr. Shashipriya	Prof. & HOD	HSS	Member	trshashipriya@gmail.com	9448830044

Functions: Shall review & monitor the requirements of the individual departments such as budget, infrastructure, equipment, furniture, human resources etc. from time to time and report to the Governing Body.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

Apart from the statutory committee, the Institute has following sub-committees to monitor the day to day and time based activities. The details of the sub-committees are shown below.

Sl. No.	Name of the Committees	PAGE No
1.	Grievance Appeal Committee	15
2.	Examination Committee	16
3.	Admission Committee	17

4.	Library Committee	17
5.	Student Welfare Committee	18
6.	Extra-Curricular Activities Committee	19
7.	Academic Audit Committee	20
8.	Monitoring Committee	21
9.	Board of Appointments	21
10.	Standing Committee of BoG – TEQIP-II	22
11.	Hostel Committee	22
12.	Alumni Executive Committee	23
13.	Feedback Counseling Committee	23
14.	Research Progress and Review Committee	24
15.	Intellectual Property Rights Committee	25
16.	Procurement Committee	25
17.	Building & Works Committee	26
18.	Anti-Sexual Harassment Committee	27
19.	Anti-Ragging Committee	27
20.	Entrepreneurship Development Cell	28
21.	Feedback Implementation Committee	29
22.	Employees Association	29
23.	Board of Examiners	29
24.	Departmental Procurement Committee	30

1. GRIEVANCE APPEAL COMMITTEE (GAC)

Constitution: The Constitution of the Grievance Appeal Committee (GAC) shall be according to the structure given below:

Sl. No	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1	Dr. C. NanjundaSwamy	Principal	Dr. A.I.T	Chairman	swamy_vtu@yahoo.com	9448739885
2	Dr. M.N. Hegde	Dean	Civil	Special Invitee	mmmhegde@yahoo.com	9741006095
3	Dr. G. Rajendra	COE	IEM	Special Invitee	rajendra.ait@gmail.com	9060361536
4	Dr. Srinivasulu Reddy	Prof. & HOD	Physics	Member	drtambuluru@gmail.com	9448847161
5	Dr. S. Vijaya	Prof.	Civil	Member	vijatas@gmail.com	9343462295
6	Prof. A.P.	Asso.	ML	Member	manjunath_aps@yahoo.com	9880192921

	Manjunath	Prof.				
7	Prof. Eranna	Asso. Prof.	EEE	Member	eranna_eranna@yahoo.co.in	9944590688
8	Prof. Asha	Asso. Prof.	CSE	Member	asha_23456@yahoo.co.in	9448605797
9	Prof. R.H. Vijayakumar	Asso. Prof.	ECE	Member	rhvdrait@yahoo.com	9741191690

Functions: To consider and redress the grievance of aggrieved students, their parents & others.

Term: Three years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member-Secretary: Shall with the approval of the Chairman of the Committee convene meeting(s), Shall prepare the agenda for the meeting, record the minutes and circulate amongst the members. Also mark a copy to the Personal Section of Principal for the kind information to the Principal.

2. EXAMINATION COMMITTEE (EC)

Constitution: The Principal in consultation with the Academic Council shall constitute the Examination committee (EC). The Constitution of Examination committee shall be according to the structure given below:

Sl.No	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C. Nanjundaswamy	Principal	Dr.A.I.T	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Dr. G. Rajendra	COE	IEM	Member Convener	rajendra.ait@gmail.com	9060361536
3.	Dr. M. N. Hegde	Dean (Academic)	Civil	Member	mmmhegde@yahoo.com	9741006095
4.	Dr. Siddaraju	Prof. & HOD	CSE	Member	siddaraju_b@yahoo.co.in	9449619956
5.	Dr. Nanjundappa C. E	Prof.	Maths	Member	nanjundappa.mat@dr-ait.org	8762600979
6.	Dr. Purushothama	Asso Prof.	ME	Member	purushothama.me@dr-ait.org	9844188851

	K. M.					
7.	Prof. Prasannakumar	ACOE	IT	Member	prasannakm13@gmail.com	9449679652

Functions: The Examination committee in the Institute is responsible for all matters connected to planning and conduct of examinations and evaluation including periodical tests; Have powers to review and finalize examination results and to take remedial measures whenever considered necessary; Analyze the performances of students and report its findings to the Academic Council for consideration and necessary action, if any; May appoint sub-committees to assist in discharge of its functions.

Term: Two years.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

3. ADMISSION COMMITTEE (AC)

Constitution: The Constitution of the Admission Committee (AC) shall be according to the structure given below:

Sl.No	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C. NanjundaSwamy	Principal	Dr. A I T	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Dr. B. Shivakumaraswamy	HOD	Civil	Member Convener	swamyait1@yahoo.com	9900214403
3.	Dr. Siddaraju	Prof. & HOD	CSE	Member	siddaraju_b@yahoo.co.in	9449619956
4.	Dr. K.M. Narayanappa	Professor	ME	Member	narayanappa.me@dr-ait.org	9480022938
5.	Dr. S.G. Ramachandraiah	Asso. Prof.	Civil	Member	ramachandraiah.cv@dr-ait.org	9964952954
6.	Dr. S. Ramesh	Asso. Prof.	ECE	Member	ramesh.ec@dr-ait.org	9743535359
7.	Mr. Umesh	Int. Admission	T&P	Member	Umeshbn5@gmail.com	8197251111

Functions: The Admission committee in the Institute is responsible for all matters connected to admission related activities.

Term: Two years.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

4. LIBRARY COMMITTEE (LC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl.No	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C. NanjundaSwamy	Principal	Dr. AIT	Member Secretary	swamy_vtu@yahoo.com	9448739885
2.	Smt. C.A.Malaghan	Chief Librarian	Library	Member Convener	prema_malaghan@yahoo.co.in	9980562558
3.	Dr. Shanthi K.J.	Prof. & HOD	ML	Member	hod.ml@dr-ait.org	9611004776
4.	Dr. Gangadhar Shetty	Prof.	ME	Member	gangadharshettyb.me@dr-ait.org	9448018147
5.	Dr. Umadevi H	Asso. Prof.	ECE	Member	umadevi.ec@dr-ait.org	9880324895
6.	Prof. Leena Giri	Asso. Prof.	CSE	Member	leenagiri.cs@dr-ait.org	9886343207
7.	Prof. Maheshan K.V.	Asso. Prof.	TCE	Member	maheshan.tc@dr-ait.org	9448412146

Functions: Assessing the requirements and planning future development, budget proposal. Recommend procurement of learning resources (Books, Journals, Digital resources etc.). Upkeep of Library resources (both physical and digital).

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member-Secretary: Shall with the approval of the Chairman of the Committees convene meeting(s). Shall prepare the agenda for the meeting and also record the minutes and circulate amongst the members. Shall ensure compliance of all decision of the Committee. Also mark a copy to the Personal Section of Principal for the kind information to the Principal.

5. STUDENT WELFARE COMMITTEE (SWC)

Constitution: The Constitution of the Students Welfare Committee shall be according to the structure given below:

Sl. No.	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C. NanjundaSwamy	Principal	Dr. AIT	Chairman	swamy_vtu@yahoo.com	9448739885

2.	Dr. B.S. Shylaja	Prof. & HOD	ISE	Member Convener	shylaja.is@dr-ait.org	9538881302
3.	Dr. S. Vijaya	Prof.	Civil	Member	vijatas@gmail.com	9343462295
4.	Dr. R. Murali	Prof. & NSS Officer	Maths	Member	murali.mat@dr-ait.org	9844259313
5.	Mr. Shivappa	Ass. Prof. & Warden-B	ME	Member	shivappa78@gmail.com	9900144201
6.	Dr. T.N. Raju	Ass. Prof. & SWO	ME	Member	raju.me@dr-ait.org	9620397639
7.	Mr. Shivakumar K.J.	Physical Director & Sports	Sports	Member	shivakumar.sp@dr-ait.org	9900655539

Functions:

1. To safeguard interest of the students.
2. To ensure proper allotment of seat in the hostel.
3. To assist poor and meritorious students in getting scholarship/financial assistance.
4. To establish book bank.
5. To open student welfare fund.
6. To organize health checkup camps and other extra-curricular activities.
7. To function under overall control and guidance of the Governing Body.
8. Any other function as may be entrusted by the Governing Body from time to time.

Term: Two years.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

6. EXTRA-CURRICULAR ACTIVITIES COMMITTEE (ECAC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C. NanjundaSwamy	Principal	Dr. AIT	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Dr. B.V.Sooranarayana	Prof. & HOD	Maths	Member Convener	sooryanarayan.mat@dr-ait.org	9844236450
3.	Prof. A.S. Jayaram	Asso. Prof.	ME	Member	jayaram.me@dr-ait.org	8971862089

4.	Prof. Yamunadevi C.R.	Asso. Prof.	TCE	Member	yamuna.tc@dr-ait.org	9886716525
5.	Prof. Govindaraju H.V.	Asso. Prof.	EEE	Member	govindraj.ee@dr-ait.org	9880020390
6.	Dr. Nandini Prasad	Asso. Prof.	ISE	Member	nandhini.is@dr-ait.org	9731397880
7.	Prof. Girija S.	Asst. Prof.	ECE	Member	girija.ec@dr-ait.org	9986007870

Functions: Shall be responsible for planning and conducting of extracurricular activities such as Sports and Cultural events. Encourage active participation in the sports fests and cultural activities.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Convener: Shall with the approval of the Chairman convene meeting(s). Shall with the approval of the Chairman, prepare the agenda for the meeting, record the minutes and circulate amongst the members. Also mark a copy to the Personal Section of Principal for the kind information to the Principal.

7. ACADEMIC AUDIT COMMITTEE (AAC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl.No	Name	Designation &	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C Nanjunda Swamy	Principal	Dr. AIT	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Dr. Anuradha K.N.	Prof.	Physics	Member Convener	Anuradhakn.phy@dr-ait.org	9900904899
3.	Dr. M.N. Hegde	Dean (Academics)	Civil	Member	mmmhegde@yahoo.com	9741006095
4.	Dr. Meenakshi M. Bhat	Prof. & HOD	IT	Member	meenakshi_mbhat@yahoo.com	9480494025
5.	Dr. G.V. Jayaramaiah	Prof. & HOD	ECE	Member	jramgv@yahoo.com	9448166796
6.	Dr. Jyothi Koujalagi	Asso Prof.	EEE	Member	jyothi.ee@dr-ait.org	9972824542
7.	Dr. Hanumaiah B.	Mentor & VC	Dr. AIT	Special Invitee	vcbhanumaiah@dr-ait.org	9886862789

Functions: Shall conduct regular meetings with the concerned mentors. Shall conduct academic audit/visits and ensure proper maintenance of academic records - lesson plan, syllabus coverage, attendance registers, CIE, course file, Course Outcomes (CO)-Program Objectives (PO) mapping and remedial measures offered to slow learners.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum three meetings per semester. However, the meeting may be scheduled as and when necessary.

Role of Member Secretary: Shall with the approval of the Chairman of the committee convene meeting(s), prepare the agenda, record the minutes and circulate amongst the members. Also mark a copy to the Personal Section of Principal for the kind information to the Principal.

8. Monitoring Committee (MC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No	Name	Designation	Department	Nomination of the Committee	Email Id	Phone Number
1.	Dr. C NanjundaSwamy	Principal	Dr. AIT	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Dr. Srinivasulu Reddy	Prof. & HOD	Physics	Member Convener	drtambuluru@gmail.com	9448847161
3.	Dr. M.N. Hegde	Dean (Academics)	Civil	Member	mmmhegde@yahoo.com	9741006095
4.	Dr. RuplaNaik	Prof. & HOD	MBA	Member	rupla.naik@gmail.com	9448853501
5.	Dr. Manjunatah Rao	Prof. & HOD	MCA	Member	manjunath.mca@dr-ait.org	9341214327
6.	Dr. B. Shivakumaraswamy	Prof. & HOD	Civil	Member	swamyait1@yahoo.com	9900214403
7.	Dr. B. Sivakumar	Prof. & HOD	TCE	Member	sivabs2000@yahoo.co.uk	9844468883

Functions: Shall monitor all the classes.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Need based; the meeting may be scheduled as and when necessary.

9. BOARD OF APPOINTMENTS (BOA)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1.	Managing Trustee & Secretary, PVPWT, Dr.AIT	Chairman
2.	Management Nominee (nominated by the Chairman, GOVERNING BODY (GB))	Member
3.	DTE or Nominee	Member

4.	Subject Experts	Member
5.	University Nominee	Member
6.	Concerned Head of the Department	Member
7.	Principal	Member-Secretary

Functions: Shall conduct interviews for selecting suitable candidates for appointment to teaching, non-teaching and other posts in the Institute. Shall recommend the candidates for recruitment to the Governing Body.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Need based; the meeting may be scheduled as and when necessary.

10. STANDING COMMITTEE OF BOG- TEQIP-II

Constitution: It is a sub-committee of Governing Body (GB) for Monitoring Implementation of TEQIP II Project. The constitution shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1.	Chairman of the GOVERNING BODY (GB)	Chairman
2.	GOVERNING BODY Members- All the Trustees	Members
3.	Vice Chancellor, Dr. AIT	Special Invitee
4.	Principal	Member
5.	Dean (Academic)	Special Invitee
6.	All the HODs	Members
7.	All the Nodal Officers	Members
8.	Coordinator, TEQIP-II	Non-Member Secretary

Function: Shall conduct periodical review to monitor the progress of the activities of TEQIP Phase-II and provide guidance for better implementation of the project. Shall consider and accord approvals for proposals from time to time pending ratification by the GOVERNING BODY.

Meetings: Minimum four to five meetings per year. However, the meeting may be scheduled as and when necessary.

11. HOSTEL COMMITTEE (HC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
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1.	Principal	Chairman
2.	Asst. Warden, Boy's Hostel	Member
3.	Asst. Warden, Girl's Hostel	Member
4.	Warden, Boy's Hostel	Member-Secretary
5.	Warden, Girl's Hostel	Member-Secretary

Functions: Approve Annual Budget, Review the Annual Audit Report & Audited statements of accounts, Makes policies / rules from time to time necessary on general administrative matter, to approve developmental / improvement works taken up for the welfare of hostilities, to consider / approve staff welfare measures proposed by the Hostel Administration. The Hostel Committee is the final disciplinary authority. It sanctions / authorizes initiation of disciplinary proceedings against employee / employees charged of misconduct. It is the final authority to impose punishment on employee of the hostel for proved misconduct.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Member-Secretary: The Member-Secretaries shall be with the approval of the Chairman convene the meeting, prepare the agenda for the meeting, record the minutes and circulate amongst the members. Shall ensure compliance of all decisions of the Committee.

12. ALUMNI EXECUTIVE COMMITTEE

Constitution: The constitution shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1.	Principal	Chairman
2.	Department Coordinators	Members
3.	Alumni Co-ordinator	Member-Secretary

Functions: As per the Byelaws of Dr. AIT Alumni Network.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Secretary: Shall with the approval of the Chairman convene the meeting, prepare the agenda, record the minutes and circulate the same amongst the members. Shall ensure compliance of all decisions of the Committee.

13. FEEDBACK COUNSELING COMMITTEE

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1.	Principal	Chairman
2.	Dean (Academic)	Member
3.	Concerned Head of the department	Members

Functions: Counseling faculty for improving their performance, suggest ways and means to improve performance and competency of the faculty.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

14. RESEARCH PROGRESS AND REVIEW COMMITTEE (RPRC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee	Email Id	Phone Number
1.	Secretary/Managing Trustee, PVPWT	Chairman	mahedev@dr-ait.org	
2.	Principal	Member	swamy_vtu@yahoo.com	9448739885
3.	Dean (Academic)	Member	mmmhegde@yahoo.com	9741006095
4.	Dr. VijayaKumar	Member-Secretary	dr.vijay.research@gmail.com	9731443839
5.	Concerned Head of the department	Members	--	--
6.	All PhD holders	Members	--	--

Functions: To encourage innovative research activities both from faculty and students, the committee reviews and recommends for the improvement/financial assistance etc.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum twelve meetings per year.

15. INTELLECTUAL PROPERTY RIGHTS COMMITTEE (IPRC)

Constitution: The Constitution of the Institute Council shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee	Email Id	Phone Number
1.	Principal	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Dr. Devaraj, MBA Department	Member	Devaraj.mba12@gmail.com	9902077315
3.	Dr. Jayaramaiah G. V., ECE Department	Member	jramgv@yahoo.com	9448166796
4.	Dr. Shankaralingappa, EEE Department	Member	shankarcbt@gmail.com	9916591835
5.	Dr. Vijaykumar, CSE Department	Member	dr.vijay.research@gmail.com	9731443839
6.	Dr. Arunkumar, Mechanical Department	Member	arun51149@gmail.com	9945305628
7.	Dr. L. Chandrasagar, Mechanical Department	Member-Secretary	chandrasagar.me@dr-ait.org	9880482043

Term: Two years and shall continue to be in force until reconstitution.

Function: To discuss & decide the innovative activities of the Institute regularly when has required. Before publication of papers, the faculties are advised to cross check the possibility of patenting.

Meetings: Minimum four meetings per year. However, the meeting may be scheduled as and when necessary

Role of Member-Secretary: Shall with the approval of the Principal convene meeting(s), prepare the agenda, record the minutes and circulate the minutes of the meeting amongst the members and copy marked to Personal Section of Principal for the information to the Principal.

16. PROCUREMENT COMMITTEE (PC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
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1	Secretary/Treasurer, PVPWT, Dr. AIT	Chairman
2	Principal	Member-Convener
3	Internal/External expert member nominated by Principal	Member
4	Concerned Head of the department	Member
5	Stores Superintendent	Member-Convener

Note: The proposer of the equipment/requirement shall be invitee for that meeting.

Function: The PC once again shall review the proposal for its correctness in all respects. The PC has to make its final recommendation to the Principal. The Principal shall go through the recommendations, and submit the file for Chairman's approval. After which the Purchase Order (PO) be generated by the stores. It is the responsibility of the concerned HOD to follow up the matter with regard to supply and installation. Any delay by the vendor shall be recorded & brought to the notice of the Principal.

Term: Two years and shall continue to be in force until reconstitution.

Role of Member-Convener: Shall with the approval of the Chairman of the Committee convene meeting(s), Shall prepare the agenda for the meeting and also record the minutes and circulate amongst the members. Shall ensure compliance of all decision of the Committee.

1. To finalize the list of Equipment's/Materials to be purchased as per requisition from the departments.
2. To suggest and comply tender formalities and to maintain all procurement norms.
3. To process for Bid Evaluation and recommendation for award of contract.
4. To ensure maintenance of highest degree of integrity.
5. To function under overall control and guidance of the Special Executive BOG (Board of Governors) for TEQIP 1.2
6. Any other function as may be entrusted by the Governing Body from time to time.

17. BUILDING & CIVIL WORKS COMMITTEE (BCWC)

Constitution: The Constitution of the Building & Civil Works Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee	Email Id	Phone Number
1.	Secretary,	Chairman	mahedev@dr-ait.org	9972097299
2.	Treasurer, PVPWT, Dr. AIT	Member	ar.krishnamurthy@gmail.com	9448055303
3.	Principal	Member	swamy_vtu@yahoo.com	9448739885
4.	H O D, Civil Engineering	Member-Convener	swamyait1@yahoo.com	9900214403

Note: Concerned HOD and Site Engineers shall be invited as and when necessary.

Functions:

1. To execute infrastructure Development schemes.
2. To monitor the progress of Construction activities
3. To implement environmental guidelines while developing infrastructure.
4. To review the progress of Constructions with reference to perspective plan.
5. To function under overall control and guidance of the Governing Body.
6. Any other function as may be entrusted by the Governing Body from time to time.

Term: Two years and shall continue to be in force until reconstitution.

Role of Member-Convener: Shall with the approval of the Principal convene meeting(s), prepare the agenda for the meeting and also record the minutes (minutes of the meeting), circulate the minutes of the meeting amongst the members and copy marked to Personal Section of Principal for the information to the Principal.

18. ANTI-SEXUAL HARASSMENT COMMITTEE

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1	Professor nominated by the Principal	Chairman
2	Three faculties (at least 2 lady members)	Members
3	One non-teaching staff member	Member

Functions:

1. To consider and redress the complaints of Sexual Harassment at workplace.
2. To take effective steps to curb the incidence of all sorts of sexual harassment.
3. To organize periodical seminars to propagate the message of gender equality and evil of sexual harassment.
4. To tackle all incidence of sexual harassments and report to the Principal/Director/ Governing Body.
5. To organize seminars to throw light on punishment provision of law for sexual harassment.
6. To function under overall control and guidance of the Governing Body.
7. Any other function as may be entrusted by the Governing Body from time to time.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: The meeting may be scheduled as and when necessary.

19. ANTI-RAGGING COMMITTEE

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee	Email Id	Phone Number
1.	Principal	Chairman	swamy_vtu@yahoo.com	9448739885
2.	Warden, Boys Hostel	Member	venkatraj.cv@dr-ait.org	9880066875
3.	Warden, Girls Hostel	Member	vijatas@gmail.com	9343462295
4.	One faculty members from each Department	Members		

Functions: The role & responsibility of the Committee is to take all necessary measures for prevention of Ragging inside the Campus/Hostels. Ensure that the guidelines of AICTE, UGC, VTU & other apex bodies are adhered to. Ensure that every student and his/her parents submit Anti-Ragging Affidavit at the time of first admission and there after each year at the time of annual registration. Ensure that each department maintains and safe upkeep thereof of the affidavits obtained. Conduct meetings and record minutes and circulate amongst the members.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: The meeting may be scheduled as and when necessary

Note: This committee is empowered to form Vigilance Committee and Flying Squad every year to ensure the campus free of ragging.

The responsibility of the Vigilance Committee is to ensure that all anti-ragging measures are in place to curb the menace of ragging.

The responsibility of the Vigilance Flying Squad is to maintain Vigil to check ragging activities. To make surprise visits both in the campus and hostels and other places vulnerable to incidents & having the potential of ragging.

20. ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1.	Professor nominated by Principal	Chairman
2.	Six Senior Professors of various departments	Members
3.	One Professor nominated by Principal	Member-Convener

Functions: Shall create an awareness to nurture entrepreneurship. Shall create an entrepreneurial eco-system. Shall promote establishing start-ups on campus.

Term: Two years and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

Role of Convener: Shall with the approval of the Chairman convene meeting(s). Shall with the approval of the Chairman prepare the agenda, record the minutes and circulate amongst the members. Also mark a copy to the Personal Section of Principal for the kind information to the Principal.

21. FEEDBACK IMPLEMENTATION COMMITTEE

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1.	Professor nominated by Principal	Chairman
2.	Faculty coordinators (UG/PG) nominated by concerned HODs	Members

Functions: Shall ensure the effective implementation of online feedback process. Shall document and maintain feedback statistics.

Term: Two year and shall continue to be in force until reconstitution.

Meetings: Minimum two meetings per year. However, the meeting may be scheduled as and when necessary.

22. EMPLOYEES ASSOCIATION

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1.	President, Dr. AIT Union	Chairman
2.	Vice President, Dr. AIT Union	Member
3.	Secretary, Dr. AIT Union	Member
4.	Treasurer, Dr. AIT Union	Member
5.	Members of Dr. AIT Union	Members

Functions: To monitor the grievances of employees of the Institute.

Term: Two years.

Meetings: The meeting may be scheduled as and when necessary.

23. BOARD OF EXAMINERS (BOE)

Constitution: The Constitution of the Committee shall be framed as per the directions of the Academic Council and in consultation with the Principal. The BOE meeting will happen every semester before the Examination. The structure is given below:

Sl. No.	Designation	Nomination of the Committee
1	Head of the Department	Chairman
2	Senior Professors	6 Members
3	Subject Expert (External)	3-Members

Functions and Responsibilities: The BOE of each programme in the Institute is responsible for all matters connected with planning and conduction of Examinations in systematic way. The term of the committee will be one academic year.

24. DEPARTMENTAL PROCUREMENT COMMITTEE (DPC)

Constitution: The Constitution of the Committee shall be according to the structure given below:

Sl. No.	Designation	Nomination of the Committee
1	Head of the Department	Chairman
2	Senior Professors	5 Members

Note: The proposer of the equipment/requirement shall be invitee for that meeting.

Functions: After receiving the proposal, the HOD will place it before the DPC. The DPC shall evaluate & ensure that the proposal made conforms to the guidelines of the TEQIP-II/Institution. The DPC has the power to accept/reject a proposal in the event of non-conformation to the guidelines specified. The DPC shall record its observation and return the proposal seeking resubmission or recommend for calling quotations. The office of TEQIP/Institute Stores shall invite quotations from the vendors identified by the DPC and prepare the comparative statement of quotes received. The DPC shall

PRIMARY ACCOUNTABILITIES OF GOVERNING BODY

The Governing Body of the Institute is the supreme administrative body of the Institute. It ensures the achievement of vision and mission of the PVPWT. It promotes future academic plans & research activities by providing a clear-cut direction for implementation and overall monitoring of all activities. It supports the Head of the Institution in execution of its programmes. It approves the budgetary allocation towards infrastructure, staffing pattern, Research and Development etc. The Governing Body conducts four meetings in a year, with

their minutes being uploaded on the institution's website (www.dr-ait.org), so that the students and staff have appropriate access to information about the proceedings of Governing Body meetings. Expected norms for the functions of various functionaries at Dr. AIT as approved by the Governing Body are made available to the stakeholders concerned in hardcopy form and also uploaded on the website of the Institution

The Governing Body of Dr. AIT is individually and collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional mission is achieved. The Governing Body exercises the following powers:

1. Approve the Budget and Financial strategy of the Institution in accordance with the Institutions strategic plan and ensure apt usage of the allocated funds. Approve the audited annual financial statements. Ensure proper system of financial management with proper resource allocation and management
2. Ensure transparency in procurement process; To direct and overseeing the internal and external audit
3. Human resource Management; Responsible for institution's human resources and employment policy which includes ensuring proper pay and employment conditions. Ensure appointments made in clear, open and transparent manner. The Institution has an internal appeal and Redressal procedure. Develop strategy for staff retention.
4. Approve institution of new programmes of study leading to UG, PG and doctoral degrees
5. Collectively and individually steward the Institution fulfilling its mission in tandem with its vision and mission
6. Act in good faith to the best interests of the Institution
7. Ensure that the meeting of the Governing Body are conducted in free and transparent manner
8. Approve the policies and programmes of the institution and monitoring its effective implementation taking into cognizance the interest of the institution and stakeholders
9. Maintain the highest ethical standards and not allow any conflict of interest.
10. Open to feedback and suggestions regarding improvement in governance
11. Strategic management of the institution's land and buildings. As part of this responsibility it identifies the property and space requirements, provides for a planned programme of maintenance. The Governing Body has put in place the Building and Works Subcommittee for this.
12. Risk Management, Control And Governance; effective risk monitoring mechanism both in terms of financial as well as academic management through
 - a) An effective internal and external audit mechanism in place.
 - b) A well-knit strategic plan in place. Allocates necessary resources to meet such plans. The Management monitors the strategic plan, both short term goals and long term

goals, through periodical reviews (quarterly) of the implementation.

- c) The Academic Council, the highest academic body in the institution, is responsible for setting the academic standards, policies and procedures.
- d) Interaction with students and all stakeholders on continual basis
- e) Transparency in its governance
- f) Establish various committees/academic bodies/boards etc. to monitor the activities and make recommendations. Involve faculties in decision making process as part of these committees. The recommendations of the Committee are redressed by the Principal and seek approval of the Management on specific issues where such approval is mandated.

13. Health and Safety: The major responsibility for ensuring good health and safety of employees, students and other individuals. The PVPWT supports the Institute in this regard.

14. Perform such other functions as may be necessary and deemed fit for the proper development, and fulfil the objectives of the Institute

OPENNESS AND TRANSPARENCY IN THE OPERATION OF GOVERNING BODIES PLANNING, MONITORING & RECORD KEEPING PRACTICES

External and internal audits are carried out on a regular basis

- A proper system for the financial management and control by way of both internal and external audits is in place. The budget is prepared by the Head of the Departments and central heads and Principal. The Governing Body approves the annual institutional budget. Four funds (Corpus Fund, Staff development fund, Maintenance Fund, Equipment replacement fund) are established to ensure financial sustainability
- Involvement of Faculty in the decision making processes at various levels
- Proper upkeep of records & documents. Digitization of records (e-governance) e-governance- Admission process, Course registration, Elective registration and communication with the students are digitized and other student academic activities for academic and administrative processes are being customized (student profiles, CIE, SEE).

FOLLOWING RULES, REGULATIONS & TRANSPARENCY IN ACTIONS

- The Institution completely adheres to the guidelines for implementing of Academic Autonomy of VTU. The Credit System, Curriculum Framework, Assessment, Grading, Innovations are in line with the VTU Guidelines and relevant to the current day needs. The institution ensures transparency and quality by regular monitoring through internal committees & External bodies consisting of eminent experts.
- The scheme, syllabus, rules and regulations pertaining to teaching learning and evaluation, grading system along with academic calendar of events are made available in

digital & print form to the students. In addition, a separate campus information booklet is provided to the students highlighting the above facilities along with student's code of conduct and also published on the Institute web page. The Academic Calendar, Examination manual, Academic Rules & Regulation are also made available in the Institute Website (www.dr-ait.org)

- Providing as much information as possible to students, faculty, the general public and potential employers on all aspects of institutional activity related to academic performance, finance and management including the mandatory disclosures on the institution's website.

BEST PRACTICES [ORGANIZATION & GOVERNANCE]

- The Governing Body meets regularly. Normally, four meetings are held in an academic year. The members of Governing Body participate regularly and make active contributions for academic growth and development. The Governing Body members directly participate in various activities of the Institution and spend quality time to encourage the faculty, staff and students. The Governing Body adopts transparent governance mechanism.
- The Faculty representatives are invited to the Board Meetings.
- The Governing Body interacts with the students' representatives and considers their views.
- The minutes of the Governing Body are published in the Institute website.
- Regular online student feedback
- The Management monitors the implementation of strategic plan, both short term goals and long term goals, through periodical reviews.
- E-Governance with an aim to efficient and transparent administration, e-governance was introduced in all the Administrative and academic processes.
- The Institute publishes Academic Calendar for each session; publishes the examination schedule both CIE and SEE. Full transparency in all the processes right from the announcement of the examination up till the declaration of the results is maintained; proper monitoring of the conduct of examinations is in place for both Continuous Internal Evaluation (CIE) and Semester End Examination (SEE).

KEY ATTRIBUTES OF GOVERNING BODY

High performing Governing body has a keen sense of their role, responsibilities, ethics and duties. They understand clearly the high standards and quality expected by those inside and outside the institution, and how they should carry out their duties to safeguard the mission,

objectives and reputation of the institution on whose Governing Body they serve. Dr. AIT Governing Body follows this requirement to the extent possible.

The key attributes of Dr. AIT Governing Body are as follows:

Size of governing bodies

The nomination/appointment of members of the Governing Body and its Chairman are as prescribed in the Statutes of the University. The size of the Governing Body is such that it is able to carry out its primary accountabilities effectively and efficiently.

Skills, experience and competences

There is a balance of skills, experience and competences among governors - sufficient to enable the Governing Body meet its primary accountabilities and to ensure the confidence of its stakeholders and constituents.

Independent members

The Governing Bodies have a majority of independent members, defined as both external to and independent of the institution. The institutions, having autonomous status, is free from direct political interference in order to ensure academic freedom.

Appointments

The process for appointment of suitable staff is of critical importance to the future of an academic institution. The institution adopts a fair recruitment process. Detailed staff requirement analysis, effective advertisement, fair and transparent assessment of candidates forms the part of this effective process. A duly constituted Board of Appointments is in charge of the process.

Clarity of responsibilities

There is clarity in relation to the role and responsibilities of the Chairman of the Governing Body the head of the institution and other administrators (as depicted in the Faculty & Staff Norms Book of the Institute)

Chairman of the Governing Body(GB)

The Chairman of the Governing Body is responsible for the leadership of the Governing Body, and is, therefore, ultimately responsible for its effectiveness.

Principal (Head of institution)

The Principal is responsible to the Governing Body for advice on strategic direction and for the management of the institution.

The Principal is accountable to the Governing Body, which makes clear, and regularly reviews, the authority delegated to him/her having regard also to that conferred directly by the instruments of governance.

Commitment

Governing bodies meets regularly not less than four times a year, in order to discharge their duties effectively. Effective members of governing bodies attend regularly and participate actively.

Conduct

Individual members and governing bodies themselves, at all times conduct themselves in accordance with the standards of behavior that the public should rightfully expect such as: selflessness, honesty, integrity, objectivity, accountability, openness and leadership. Governing bodies, and individual governors, exercise their responsibilities in the interests of the institution as a whole, and not as representatives of any constituency, company or organization.