



UNIVERSAL COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE NewDelhi, Affiliated to JNTUK Kakinada

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6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, and procedures.

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2	Governing Body
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4	Committeemembers list

Principal




INTERNAL QUALITY ASSURANCE CELL
Universal College of Engg. & Tech.-Autonomous
Dokiparru(V), Medikonduru(M), Guntur-522 101

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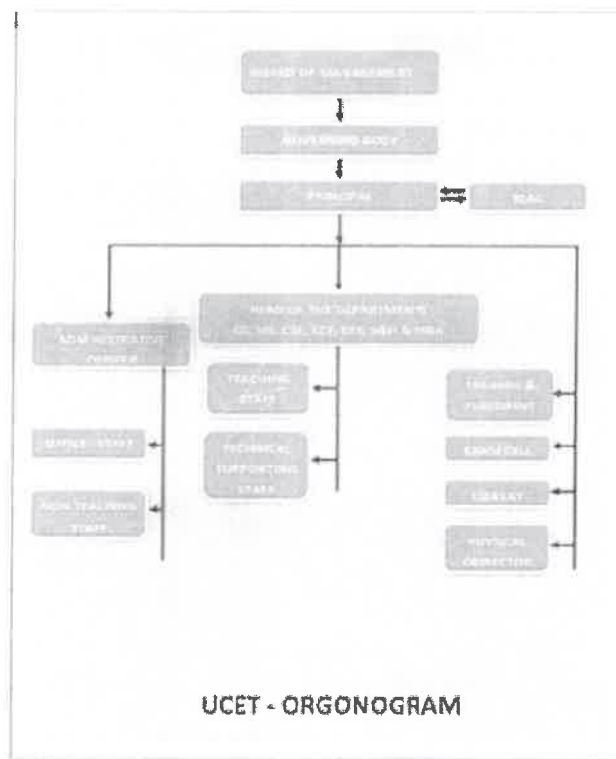
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ADMINISTRATIVE SET UP

With the vast experience of management in education system, the institute management has taken a great initiative to design a specific way to attain the desired results. A hierarchical set up is established which clearly defines the Duties, Responsibilities, Accountability and Authority at every stage.

The Diocese of Guntur Society has established this Universal College of Engineering and Technology in the year 2008. The Governing body of the institute monitors and guides to attain its Vision and Mission. It has an effective organizational structure which operates and monitors. The organogram of the institution is given below.



The over-all structure of the Institutional Management is categorized as “ACADEMICS” and “ADMINISTRATION”. Keeping in view all the stakeholders more on students an effective administrative system is structured.



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Position	Functions
Principal	Principal is the key in designing Organisation structure
	Principal delegates Hierarchical responsibilities to the members
	Principal monitors and evaluates all the processes in the system
	Principal looks after the development aspects of the organisation
	Annual budgets preparation
	Periodical meetings of various committees and bodies
	Principal manages finance and accounts
	Sole authoritative in recruitment process
HOD	Follows Principal authority
	Plans, operates and review the academic part at the department level
	Maintains reports, records and achievements at the department level
	Promotes the strength of the staff
	Promotes the strength of the students
EXAMCELL	Conducts Internal and External examinations as per the university guidelines
	Issues Examination circulars for both the theory and practicals as per the university guidelines
A.O.	Maintains and keeps all attendance registers
	Maintains and keeps files of the faculty
	Involves in recruitment process
	Maintains Governing body minutes
	Coordinates all the departments of the office
TPO	Connects Industry with the College
	Understands and provides the training needs of the students
	Arranging On campus and Off campus Drives
	Preparing T & P budgets annually
	Maintaining database of top companies HR team contacts



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	Preparing and assisting students in successful strategies in attaining Job.
	Projectworks/ internships/ trainingprograms
	PreparingplacementBrochure
	Conductingcareerguidanceworkshops
Librarian	Executingroutineactivityofthelibrary
	Maintainthelibraryclean,neatanddiscipline
	Preparing annualbudgets
Physical Director	Promotingsportscultureamongstudents
	Ensurethefacilitiesforsports
	Preparingbudgetsfortheevents
	OrganisingInter-departmentalsports
	Encouragestudentstogotreadyforregionalandzonal games and sports meet
	Monitoringsecurity

GoverningBody:

The institution has a Governing body headed by the chairman of the institute. Principal prepares agenda and meets frequently to review the performance of the institute and to makepolicydecisions. The budget approvals will always takeplace in this governing body meetings.

Governing Body Functions:

The governing body of Universal College of Engineering and Technology is constituted as per the guidelines of AICTE and JNTUK.

- AspertherequirementsoftheInstitutionandAffiliateduniversityguidelines, the vacancy positions are to be created and filled.
- BudgetapprovalsforAcademicdevelopmentandstandardInfrastructure.
- New course approval plans and change of intake (increase / decrease) inthe existing courses



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- Designing various committees and cells and also monitoring their reviews.
- Approving quality improving short/long term plans of Teaching –Learning Process.
- Ratification of appointments from time to time.
- Monitoring and Review the execution of plans.
- Guiding the organization in attaining smoother functions

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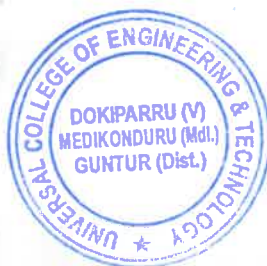
List of Governing Body Members

S.No.	Name of the Member	Position
1	Most Rev. Dr. Ch. Bhagyaiah Chairman	Chairman
2	Rev. Fr. M. Marreddy Secretary & Correspondent	Member
3	Rev. Fr. Ch. Kishore Babu Administrator & Treasurer	Member
4	Rev. Fr. P. Balaswamy	Member
5	Rev. Fr. P. Sagar	Member
6	Nominee of AICTE, SCRO	Member
7	Nominee JNTUK University ()	University Nominee
8	Nominee State govt. CTE-AP, Member (Ex Officio)	Nominee - State Govt.
9	Dr. M. Koti Reddy,	ECE Dept. - Staff Member
10	T. Suman Paul	HOD - EEE Dept., Staff Member
11	Dr. Ch. Kesava Reddy	Principal, Member Secretary



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Internal Quality Assurance Cell:

The Internal Quality Assurance Cell ensures the development of quality parameters for the various academic and administrative activities of the institution. The quality enhancement is a continuous process; the IQAC becomes a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance.

Objectives:

- The IQAC enhance the quality of students and faculty through constant motivation by providing excellent ambience for learning.
- To adopt innovative methods of teaching learning process and collaborate with industry.
- The IQAC monitors the quality performance of academic and administrative activities.

Functions:

- The IQAC ensures the maximum utilization of laboratories and ICT resources.
- The IQAC ensures the subject allocation at the beginning of the semester and also the syllabus coverage regularly.
- The IQAC conducts academic audit twice in a year
- The IQAC assesses review of student performance.
- The IQAC ensures the proper implementation of academic calendar.
- The IQAC conducts regular meetings to discuss various measures related to quality enhancement in which the recommendations made by Board of Studies, Academic Council and Governing Body are discussed and analyzed for further improvement.
- The IQAC gives suggestions to feedback analysis committee to review the online and offline feedback received from students.
- The IQAC forwards the appraisals of teaching and non-teaching staff to higher authorities after evaluation made by the head of the institution.
- Attendance registers and teaching diaries are checked by IQAC daily.
- The IQAC ensures the maximum utilization of library facilities both faculty and student community.



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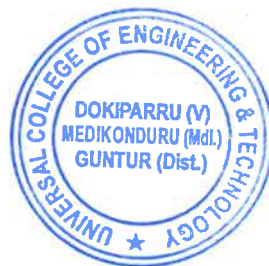


- The IQAC ensures the automation and strengthening of Library.
- The IQAC reviews the feedback received from the parent-teacher meetings.
- The IQAC ensures the organizing seminars, conferences and workshops at department level as well as institution level.
- It observes the extension and upgradation of classrooms and laboratories.
- It monitors the better improvements in students' supporting systems.
- Finally, the IQAC is always forefront for the well-being of the institution in all aspects.
- For the smooth conduct of academic activities and institutional growth, these committees meet periodically or whenever required based upon the situation.



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COMPOSITION OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

S.No.	Name of the Staff	Designation	Position
1	Dr Ch Kesava Reddy	Principal	Chairperson
2	Rev. Fr. M.Marreddy	Management Member	Member
3	Dr S V Kota Reddy	Academic Expert (VITAP-VC)	Member
4	Dr B Sudheer Prem Kumar	Secretary APSCHE	Member
5	Mr. Y. Suresh Reddy	Administrative Officer	Member
6	Dr M Koti Reddy	Associate Professor-ECE	Coordinator
7	Mr.V. Swamy Srinath	HOD - CIVIL	Member
8	Mr.T.Suman Paul Reddy	HOD - EEE	Member
9	Mr.N. Ramesh	HOD-MECH	Member
10	Mr.K. Vijaya Kumar	HOD - ECE	Member
11	Dr M.Veerakumari	HOD - CSE	Member
12	Mr A Inna Reddy	HOD - S&H	Member
13	Mrs. D Mary Sharmila Rani	HOD - MBA	Member
14	Mr. M. Jayarami Reddy	Professor S&H	Member
15	Mr G Manikya Rao	Assistant Professor - CIVIL	Member
16	Mr Y Harimadhava Reddy	Assistant Professor -EEE	Member
17	Mr.D.Winny	Assistant Professor - MECH	Member
18	Mr.K.Babu Rao	Associate Professor -ECE	Member
19	Mr. G.Ranganadha Rao	Associate Professor -CSE	Member
20	Mrs. D Mary Sharmila Rani	Associate Professor -MBA	Member
21	Dr.D.Balaji Naik	Placement Officer	Member
22	Mr.T.Suman Paul Reddy	Exam Section - S&H	Member
23	Mr. G. Prashanth, Manager HR, Automotive Manufacturers Pvt. Ltd.	Industrialist	Member
24	Mr. M. Madhava Reddy, Electrical Technical Engineer, Shipping Corporation of India	Alumni	Member
25	B. Lalitha Sujala	Student Member	Member
26	B.Ravi Kishon	Parent	Member
27	Dr Ch Kesava Reddy	Principal	Chairperson

IQAC Coordinator

Principal



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Committee Members List for the academic year 2023-24.

S.NO.	NAME OF THE COMMITTEE	COORDINATOR
1	College Academic Committee	Dr. Ch.Kesava Reddy
2	Examination Committee	Mr.T.Suman Paul Reddy
3	Discipline and Anti-Ragging Committee	Mr.M.Jayarami Reddy
4	Admissions Committee	Mr.Hari Krishna
5	IQAC	Dr.M. Koti Reddy
6	Maintenance Committee	Mr.G.Manikya Rao
7	Training & Placement	Mr.D.Winny
8	Entrepreneurship Development Centre	Mr.K.Vijay Kumar
9	Grievance Redressal Committee	Mr.M.Ratnam
10	Women Empowerment Committee	Mrs.B. Sujatha
11	Cultural Committee	Mrs.M.Mary Sujatha
12	Sports Committee	Mr.G.Venkateswara Reddy
13	Alumni Committee	Ms.Iswarya Lakshmi
14	R&D Cell	Mr.K.Vijay Kumar
15	NSS Unit	Mr.N.Ramesh
16	SC-ST Committee	Mr.K.Babu Rao

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