



ESTD : 2001

MAHAVEER

INSTITUTE OF SCIENCE & TECHNOLOGY

Approved by AICTE, Affiliated to JNTU, Hyderabad.
Vyasapuri, Bandlaguda, Post: Keshavgiri, Hyderabad-500005.



6.1.1 Additional information of affective leadership in tune with vision and mission

S. No.	Particulars	Page No.
1	Vision and Mission	2
2	Members of Academic Council	3
3	Sample of Participation of Teachers in Various Decision-Making Bodies	4
4	Sample of SC/ST Committee	12


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Vision of MIST

To be a centre of excellence in Technical Education with Research Orientation and to Develop Human Resources to serve the society and Nation building.

Mission of MIST

M1: To provide comprehensive technical education programmes in various disciplines and to contribute effectively to the profession and the society.

M2: Establishing centre of excellence in inter disciplinary areas which are important and relevant to industry and employment with scope for research.

M3: To inculcate human values and ethical practices to the graduates through co-curricular and extracurricular activities.


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The following faculty members are appointed for Members of the Academic council of Mahaveer Institute of Science and technology under the chairmanship of the undersigned for the academic year 2022-23.

S.No.	Member	Position	Designation in the Committee
1	DR.M.NAGESHWAR RAO	Principal	Chairperson
2	DR H.S.N.MURTY	Academic Director	Academic Advisor
3	DR.NAKKEERAN	HOD-CSE	Member
4	CH.SWETHAMBER	HOD-Civil	Member
5	DR.RAJENDER REDDY	HOD-EEE	Member
6	DR.JASPAL KUMAR	HOD-ECE	Member
7	DR.A NANDA GOPAL REDDY	HOD-IT	Member
8	DR.S.R.DHINESH KUMAR	HOD-Aero	Member
9	DR.K.MADHUSUDHANA	HOD-H&S	Member
10	DR.M.VENKATA SUBBA REDDY	HOD-MBA	Member


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Sample of Participation of Teachers in Various Decision-making Bodies

SNo	Statutory Body/ Committee	Major Function	Responsibilities of the Committee
1	Governing Council	Review of academic performance of the institution and suggest remedial measures, if required. Mobilizes funds and utilize the resources maximum, towards the development of the institution. Introduction of new programs and/or increasing intake/closure of programs/reduction in intake.	<ol style="list-style-type: none"> 1. Uphold the legal stature of the college in line with the policies of AICTE, UGC, State Government and affiliating university (JNTUH University) or any other body or agency. 2. Fix the fee structure and any charges applicable in accordance with the recommendation of the affiliating university. 3. Approve the budget for the respective financial year. 4. Approve the appointment of faculty members recommended by the selection committee of the institution in accordance with the norms prescribed by AICTE and Anna University. 5. Introduction of new programs and/or increasing intake/closure of programs / reduction in intake. 6. Review of highlighted feedback summary of stakeholders and planning for corrective actions towards the satisfaction of stakeholders.
2	Academic Council	The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university and the	<ol style="list-style-type: none"> 1 To monitor and evaluate new courses a teaching programmes in the college and suggest remedial measures. 2. Advisory Committee To monitor institutional performance and quality assurance arrangements. 3.To advise the Governing Board on all academic matters

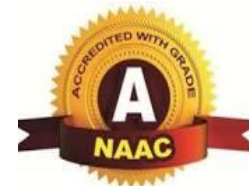


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		government.	
3	Advisory Committee	Advise on priorities, directions, and new frontiers for education, research, and outreach. Suggest strategies that might be employed to achieve the College's goals. Offer guidance to the College on existing and proposed academic programs and research.	<ol style="list-style-type: none"> 1. Review of academic performance of students from Ist year to final year and suggesting remedial action for improvement in the academic performance of students. 2. Review of the strength of faculty, faculty training programmes. 3. Training and placement of students and student's welfare. 4. Framing and amending of policies, rules and procedures in the Institution 5. Other academic matters placed before the committee.
4.	Research & Development Cell	It is decided to conduct one conference in a year	<ol style="list-style-type: none"> 1. Update information about research work of all faculty members. 2. Minimum 1-2 quality research paper per faculty per year 3. Create and updating of research gate and google scholar account of each faculty.
5	Library Advisory Committee	<ol style="list-style-type: none"> 1. Scrutiny of the indents for purchase of library books/journals/digital library contents, from the departments and recommending purchase. 2. Ensure that the renewal of subscription for the journals is done in time. 3. Preparation and submission of budget estimates for the library. 	<ol style="list-style-type: none"> 1. To assist the Librarian in formulating Library policy. 2. To look after general maintenance of the library in terms of reading material and infrastructure. To effectively involve in fostering the reading habit of staff and students. 3. To recommend / justify / sanction / approve withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
6	Internal Quality Assurance Cell	<ol style="list-style-type: none"> 1. Evaluation of teaching and learning process and suggest measures for improvement in the quality of teaching. 2. Obtaining the feedback information from alumni, 	<ol style="list-style-type: none"> 1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution 2. Facilitating the creation of a



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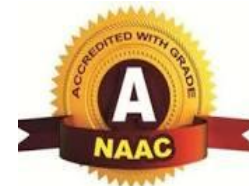
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		<p>parents and industry.</p> <p>3. Feedback analysis and suggest implementation of corrective measures.</p> <p>4. Syllabus coverage as per academic calendar and revision. Emphasis on laboratory and project work and self-learning facilities.</p>	<p>learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</p> <p>3. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC</p> <p>4. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles</p> <p>5. Documentation of the various programmes / activities leading to quality improvement</p>
7	Student council	<p>A Student Council is a group of elected and volunteer students working together with an adult advisor within the framework of a constitution or bylaws to provide a means for student expression and assistance in school affairs and activities give opportunities for student experience in leadership and encourage student / faculty / community relations.</p>	<p>1. Academic Result Improvement through Effective Mentoring Creating Industry ready graduates by giving Soft Skills, Technology Based Training, and</p> <p>2. Research Skills & Personality development of students. Providing training on latest technology through Centre of Excellence.</p> <p>3. Motivating the students to utilize the Laboratories</p>
8	Student Grievance Redressal Cell	<p>To address the students grievances and give solutions to their problems</p>	<p>1. The cases will be attended promptly on receipt of written grievances from the students.</p> <p>2. The committee formally will review all cases and will act accordingly as per the Management policy</p> <p>3. The committee will give report to the authority about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.</p> <p>4. The students may feel free to</p>



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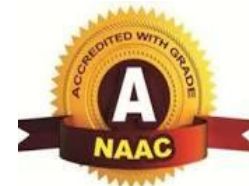
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			<p>put up a grievance in writing and drop in the grievance box or handover to the officer- in-charge of the committee.</p> <p>5. The Grievance committee will assure that the grievance has been properly solved in a stipulated time limit provided by the committee</p>
9	Women Empowerment & Anti-Sexual Harassment Cell	<p>Mahaveer Institute of Science and Technology is committed to provide safe academic and working environment to all girl students and its women employees. As per the guidelines of Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee (ICC) on Sexual Harassment has been established by the college in the year 2015. This committee has been constituted under the policy prevention and punishment for sexual harassment of women at workplace</p>	<ol style="list-style-type: none"> 1. The committee shall examine the various measures taken for the welfare of women employees/ students and recommend any further improvements, if required. 2. The committee shall examine the complaints of sexual and/ or other acts of harassment received from the women employees/ students and recommended suitable disciplinary action. 3. If the committee finds an employee of the Institute involved in sexual harassment of the complainant, then immediately it recommended disciplinary action in the form of dismissal and any other relevant mechanism 4. If the committee finds a student of the Institute is involved in sexual harassment of the complainant, it can recommended disciplinary action in the form of suspension for a specific period of time or expulsion from the institution.
10	Anti-Ragging committee	<p>The committee will consider the application submitted by the individuals or group of individuals from among the faculty, non-teaching staff or students for grievance redressal and referred to this committee by principal. The</p>	<ol style="list-style-type: none"> 1. Give wide publicity regarding anti-ragging laws and policies across the college. 2. Monitor activities during start of academic year. 3. Solicit affidavits from parents/guardians and students. 4. Conduct counseling sessions



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		committee, if necessary, calls for and discusses the matter with any individual or group of individuals in its effort to resolve the issues. 2. One teaching staff nominated from the department will counsel a group of 20 students and initiate action for students welfare prevention of ragging incidents in the campus	for senior students. 5. Conduct counseling sessions for incoming students at the time of admission and induction. 6. Prevent ragging by students in the institute by pro-actively involving, taking rounds. 7. Promote and maintain discipline in the institute by pro-actively giving suggestions to curb ragging
11	NSS /NCC Committee	The National Service Scheme is an Indian government-sponsored public service program conducted by the Department of Youth Affairs and Sports of the Government of India. Popularly known as NSS, the scheme was launched in 1969. Aimed at developing student's personality through community service, NSS is a voluntary association of young people in Colleges, Universities.	1. Enrolment of cadets in NSS & NCC (Boys & Girls) from the students. 2. Planning and conducting regular activities and camps from time to time. 3. Proper accounting of uniforms etc received from NCC. 4. Maintenance of accounts and submission of accounts to university for the assistance received for NSS activities. 5. NSS coordinator will plan NSS regular activities and special camping programme. 6. The programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements
12	SC/ST Committee	To create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus. Submission and processing of applications of the eligible students of SC/ST/BC categories admitted in the institution for the sanction of Post Metric Scholarships and reimbursement of tuition fees. Look after their welfare and	1. To look into the complaints, if any, received from the concerned staff and students belonging to SC / ST. 2. To liaison with any statutory bodies, in case of necessity



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		grievance, if any.	
13	Discipline Committee	<ol style="list-style-type: none"> 1. Routine checkups of classes. 2. The committee, if necessary, calls for and discusses the matter with any individual or group of individuals in its effort to resolve the issue. 	<ol style="list-style-type: none"> 1. It shall be the responsibility of Exam Supervisors (University Exam/Class Test) to report in writing any malpractice or anomaly found during the examination to the Principal. The Principal in turn shall hand over the matter to the Committee. 2. To promote and maintain discipline in the institute by pro-actively assisting the college authorities, HODs, Principal and Director by involvement and giving suggestions
14	Sports & Cultural Committee	To promote and arrange extracurricular activities to bring out the talents of students in the performing arts.	<ol style="list-style-type: none"> 1. Planning and organizing various games and sports for the students and participation of students in zonal tournaments. 2. Ensure proper maintenance of the sports, grounds and equipment's. 3. Preparation and submission of budget estimates for games and sports. To provide teaching and learning activities, cultural programs, arts and hobbies, clubs like short film making, photography, robotics, environmental protection etc.
15	Alumni Association	<p>Frequency of Meetings: Once in an academic year.</p> <p>Inculcate exchange of ideas among alumni and between alumni and students</p>	<ol style="list-style-type: none"> 1. Maintenance of records of former students of MIST along with their particulars and contact numbers. 2. Conducting alumni association gathering in the institution each year. 3. Inviting alumni students well placed in reputed companies to visit the institution and give guest lecturers to the students. 4. Obtaining feedback information from the alumni. 5. Take care of the statutory provisions in respect of



			registration of MIST alumni association, and submission of returns, if any to the appropriate authorities.
16	College News Letter Committee	Decided to publish college news letter for every half of the academic year	<ol style="list-style-type: none"> 1. Advance the mission and well-being of their institutions in an ethical and socially responsible manner. 2. Reflect the basic values of educational institutions, including an abiding respect for diverse viewpoints and a firm commitment to the open exchange of ideas. 3. Maintain scrupulous standards of accuracy, fairness, editorial integrity, taste, and sensitivity. 4. Welcome ideas and criticism from readers and campus colleagues through open and professional communications. 5. Recognize their responsibility as stewards of a key communication instrument, and advocate for strategies that maximize readership and ensure the periodical's effectiveness.
17	Canteen Committee / Housekeeping / Hygiene/ Sanitation and Transport Committee	<p>Canteen Facility is available for staff members and students separately. Two Canteen has a attached kitchen and the canteen staff take extra care to provide the students and staff with nutritious and hygienic food. Adequate seating facilities are provided to accommodate students and staff even during peak time. Facility of two RO treatments for purified water is available for staff, students and visitors.</p> <p>The main function of this committee is to provide</p>	<ol style="list-style-type: none"> 1. Canteen Committee takes care of Quality of Food and Hygiene 2. Everyday a routine checking is made to ensure hygiene 3. Monitors the hygiene keeping and sanitation staff. <ol style="list-style-type: none"> 1. Development of buses for the day scholars, faculty and staff from different parts of Hyderabad and Secunderabad and notification of bus starting and departure times (to & from) for information of students, faculty and staff at the beginning of the semester and during examinations/vacations. 2. Repair and maintenance of



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		Proper Transport in the institute. It also deals with the allocation of efficient route maps , the maintenance of the buses and communicating the information to the students and staff regarding the timings etc.	buses (not under lease) from time to time. Preparation of budget estimates for transport
18	Hostel Committee	<p>Acts As A Bridge Between The Administration, Caterers, Hostel Authorities On One Side And The Students On The Other.</p> <p>Facilitates The Grievance Redressal Of Students And Communicates The Same To The Concerned Authorities.</p> <p>Keeps A Check On The Daily Issues Regardin</p> <p>g The Hostel Infrastructure, The Housekeeping Issues, Mess Facilities, Etc.</p>	<ol style="list-style-type: none">1.Ensure proper discipline among the boarders2. In the hostel and report cases of misuse/ indiscipline by any boarder to the principal for necessary action.3. Review and recommend improvements / maintenance of the hostel4. Ensure availability of proper mess facilities to the boarders. Oversee the maintenance of proper hostel records by the warden and ensure timely collection of prescribed hostel fees.


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MIST/SC-ST/2021-22/1

Date: 01-11-2022

CIRCULAR

A meeting of the SC/ST Committee will be held on 10-11-2022 at 11:30 a.m. in Board Room. All committee members are requested to be present in the meeting on time.

Agenda:

1. Welcome SC/ST Committee Members for the Academic session 2021-22
2. Review of SC/ST Committee Activities.
3. To conduct interactive sessions and informal meetings with SC/ST students.



Coordinator

Copy to

1. Principal
2. All Members of committee.
3. All HoDs



MIST/SC-ST/2022-23/1

Date: 10-11-2022

Minutes of meeting

The following are the Members attended for SC/ST Committee meeting at the Board room of the College on Thursday the 10-11-2022 at 11:30am.

Name	Designation	Members
Dr.B V Sankar Ram	Principal, MIST	Chairman
N. Ravi Kumar	Asso.Prof., ECE	Coordinator
B. Seva Naik	Asso.Prof., CSE	Member
Mr.Kishore	Asst.Prof,MBA	Member
N. Saraswathi	Asst.Prof, EEE	Member
B. Nageshwar Rao	Asst.Prof, MECH	Member
D.Sunitha	Asst.Prof,ECE	Member
Nayak Gayathri	Student	Member
Nenavath Srinivas	Student	Member
Chityala Manoj Kumar	Student	Member
Dama Rani	Student	Member
Gattu Manish	Student	Member

Meeting started with welcome greetings.

The following points were discussed in the meeting for further needful action at the Institute level:

- ✓ The members reviewed the minutes of previous meetings and necessary action taken.
- ✓ Decide to conduct interactive sessions and informal meetings with SC/ST students to help them deal with personal, social and academic problems.
- ✓ The committee decided to look after the prompt disposal of grievances of the employees of SC/ST categories.

The chairman thanked the members.

Coordinator

Copy to

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2. All Members of committee.

All HoDs

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