MAHAVEER
INSTITUTE OF SCIENCE & TECHNOLOGY
Approved by AICTE, Affiliated to JNTU, Hyderabad.
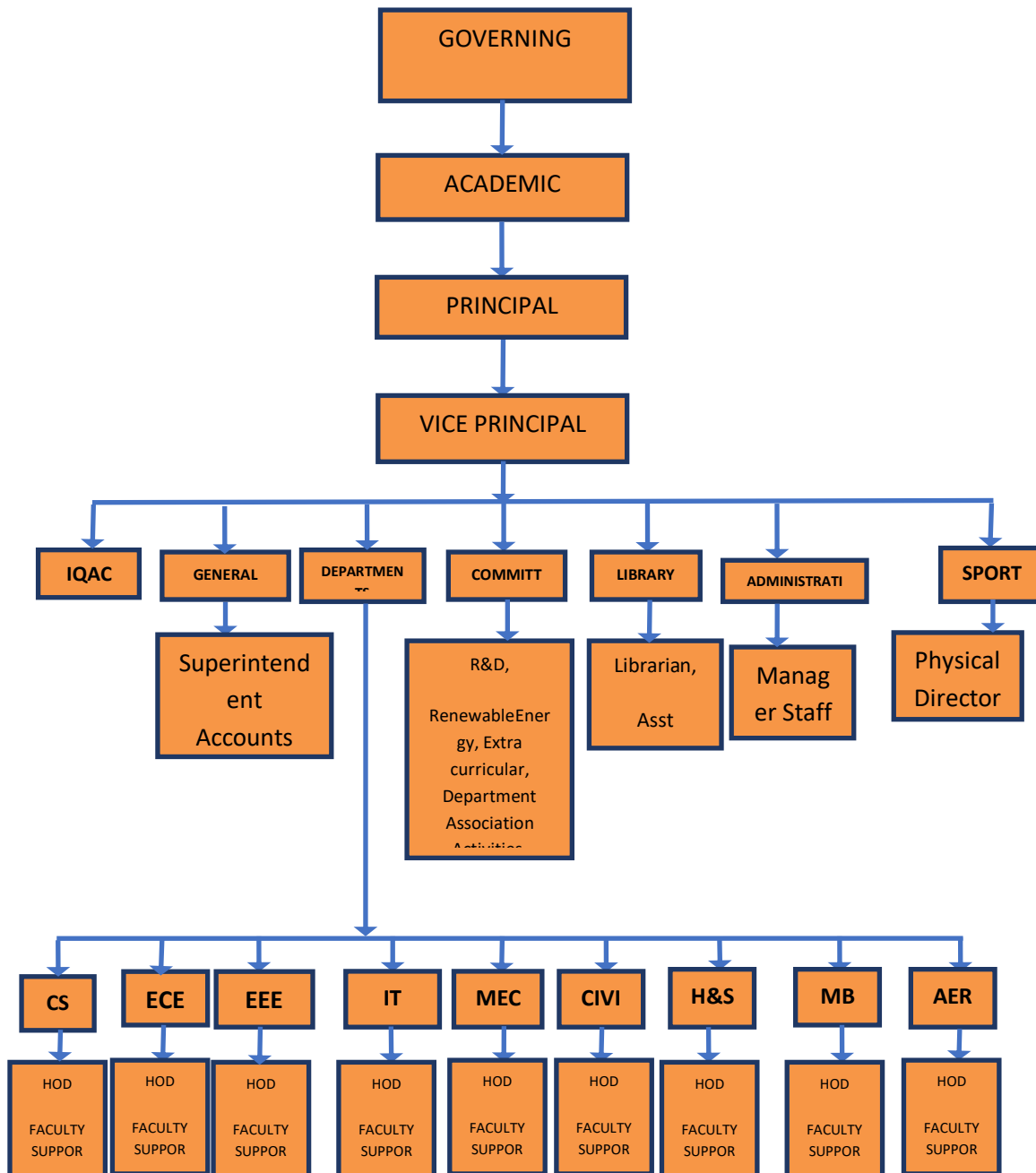Vyasapuri, Bandlaguda, Post: Keshavgiri, Hyderabad-500005.

ESTD : 2001
NAAC

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

Fig; The functioning of the institutional bodies

The organization has a well- defined administrative set up with Governing Body as the highest decision-making body and various committees. As per the guidelines prescribed by AICTE, Mahaveer Institute of Science and Technology regularly oversees the operations of various functions. This body has the administration with a composition of eminent and renowned personalities from academic, industry and service sectors along with a representation from all of its stake holders. It prepares institutes academic, financial, physical and staffing strategies, aiming the institutes growth and development towards its vision. In order to govern and review the progress, the governing body meets at least twice in an academic year.

Functions of Various Bodies:

Governing body is consists of Academic council/principal/vice principal, Senior Faculty members as well as HoD's. The body meets once in a semester in general and few more times on the basis of any ad-hoc need, Decisions like introduction of new course, closure of existing courses, construction of new blocks , enhancement of physical facilities and other initiatives for improvement of the institution are taken in the form of society resolutions in the governing body, Governing body is the ultimate authority for any decision in the institution. Administrative head of the institution is as per the organization chart of the organization Governing body being the ultimate authority will have the principal is the academic and administrative head of the institution. Heads of the department report to Dean Academics, staff report to respective coordinators. coordinators are under Heads of the department. there are directors, deans and leads under chairman for development activities.

Service rules have been formulated asper the guidelines of competent authorities like affiliating university and approval body(JNTUH and AICTE) and institutional values.

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The following faculty members were nominated in Governing Body Committee .

They are requested to accept the duty.

S.NO	Name	Dept	Designation in the Committee
1	Dr. V. Usha Sree	Principal	Chairman
2	S.Surender Reddy	Secretary	Management nominee
3	Dr.V.Gunasekhar Reddy	Prof ECE	Coordinator
4	Ch swethamber	HOD Civil	Member
5	J Sambasiva Rao	HOD-CSE	Member
6	Dr.K. Sureshkumar	HOD-ECE	Member
7	Dr.M.Rajender Reddy	HOD-EEE	Member
8	Dr.C.K.Rani	HOD-HNS	Member
9	Mr.A Nanda Gopal Reddy	HOD-IT	Member
10	L Rajesh Goud	HOD-MBA	Member
11	Dr.G.Chakraverti	HOD- MECH	Member
12	Mahesh	AERO	Member
13	Rama latha	Library	Member
14	Md Jahangheer	PD	Member

L.No-3/MIST /2022-23/2   Date: 10.11.2023

    The following faculty members were nominated in   Academic Council Committee. They are requested to accept the duty.

SNO	NAME	DEPT	Designation in the Committee
1	Dr. V. Usha Sree	Principal	Chairman
2	Dr.B. Nageshwara Rao	HOD-MECH	Convenor
3	Dr. R Nakkeeran	HOD-CSE	Coordinator
4	N.Ravi Kumar	ECE	Member
5	R. Chander	EEE	Member
6	P.Srinivas Kumar	HNS	Member
7	CH NAGALAKSHMI	IT	Member
8	Syeda Amina	MBA	Member
10	P. Ramesh	MECH	Member
11	J MallaReddy	CSE	Member

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Functions of Key Administrative Positions:

Position	Position Functions
Chairman	- Frame directive principles and policies. - Amend and approve policies from time to time - Approve budgets and place before finance committee and GoverningBody for sanction.
Academic Council	- Prepare and execute academic calendar - Monitor the teaching-learning process - Carry out result analysis and suggest corrective measures to Principal - Initiate supplementary teaching measures - Internal and External examinations - Library Up gradation - Student Training and Placement - Proper conduct of co-curricular activities - Formation of student council - Proper conduct of cultural activities - Proper conduct of sports activities - Student discipline - Student health care - Student orientation
Principal	- Mobilize internal & external resources to strengthen the institute - Plan & provide necessary facilities/equipment for development. - Instill confidence and devotion in every member of the institute - Periodic monitoring & evaluation of various processes - Ensure effective purchase procedure - Define quality policy and objectives - Annual budget allocation and spending - Arrange periodic meeting of various bodies and committees. - Accounts and finance - Employee recruitment
Vice- Principal Administration	- Employee Recruitment and development - Purchase Process - Annual Magazine - Resource Provision - Preparing Budget - Office Administration - Compliance with AICTE, DTE & University

	▪ Admission ▪ Transport ▪ Alumni interaction ▪ Public relations ▪ Resource Generation ▪ Housekeeping including hostels
Research and Development	▪ Up-scaling and enhancing the research activities within the institute ▪ Raise awareness of funding opportunities to support faculty research and externally funded sponsored/consultancy projects ▪ Encourage industry institute linkages and collaborative research ▪ Motivate faculty to write projects ▪ Monitor the effective utilization of funds of externally fundingprojects. ▪ Facilitate the Consultancy work in the institution. ▪ Maintain and update record of research publications.
Training and Placement Officer	▪ Liaison with industry ▪ Identify and provide for training needs of students ▪ Arrange campus interviews ▪ Proposing annual T & P budget
Administrative Officer	▪ Liaisoning with AICTE, DTE and SU ▪ College roster ▪ Service Books ▪ Faculty personal files ▪ Recruitment process ▪ Maintain minutes of meeting (all) ▪ New proposals ▪ Co – ordinate day to day activities of office ▪ Purchase process ▪ AICTE, DTE, SU committee preparation ▪ Annual College budget ▪ Shikshan Shulka Samiti requirements
Heads of Department	▪ Plan and execute academic activities of the department ▪ Maintain discipline and culture in the department ▪ Maintain the department neat and clean ▪ Pick and promote strengths of students / faculty / staff ▪ Monitor academic activities of the department ▪ Propose Department Budget ▪ Adhere to QMS Procedures

	▪ Maintain records of departmental activities and achievements
Librarian	▪ Plan and execute modus operandi of routine activity of the library ▪ Plan and propose expansion / development ▪ Maintain library discipline and culture ▪ Prepare annual budget for library
Alumni Incharge	▪ Formation of student council (SC) ▪ Arrange periodic meetings of SC ▪ Ensure alumni registration ▪ Prepare alumni news letter ▪ Arrange "Runanubandha" meet ▪ Proposing annual budget
Workshop Incharge	▪ Smooth running of college workshop ▪ Preparing Material Requirement ▪ Oversee the routine work ▪ Oversee the college bus service ▪ Oversee the generator facility
Counseling Cell Incharge	▪ Facilitate career guidance to students ▪ Assist students suffering from psychological disorders ▪ Arrange for professional counselors ▪ Maintain record of counseling activities ▪ Student academic counseling ▪ Provide slow-pace programme for weaker students ▪ Arrange remedial classes for weaker students
Student Professional Activities Incharge	▪ Organize events through students professional societies / chapters ▪ Organize paper and design contests ▪ Encourage student participation ▪ Publication of technical magazine and news letters ▪ Record of student participation and achievements in Co-curricular ▪ and extra – curricular activities ▪ Maintain record of such events
Physical Instructor	▪ Ensure smooth conduct of sports ▪ Ensure proper use of gym ▪ Purchasing of sport items ▪ Encourage students to participate in zonal tournaments

	▪ Creation and upkeep of sports facilities ▪ Proposing annual budget

Copy to:
1. Concern Person
2. Office Admin