

Vyasapuri, Bandlaguda, Post: Keshavgiri,
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MAHAVEER Educational Society

(Regd No: 6322 of 1999, dated 06-09-1999)



Date : 08.04.2022

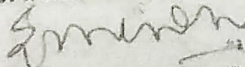
Mahaveer Educational Society was established under A.P (Telangana Area) Public Societies Registration Act in the year 1999, and granted certificate of Registration bearing No. 6322 of 1999 dated 06.09.1999 by the Office of the Registrar of Societies, to serve the sublime cause and objective for spread of general Professional and Engineering education by a team of societal conscious and enlightened and vision persons, under the stewardship of the Chairman, Mahaveer Educational Society.

RESOLUTION OF THE EXECUTIVE COMMITTEE

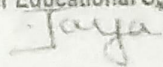
It is resolved that the new Governing Body constituted under the Chairmanship of Smt. S. Jaya Lakshmi for the educational institution " Mahaveer Institute of Science and Technology[E3], Vyasapuri, Bandlaguda, Keshavgiri(Post), Hyderabad – 500 005 under Governance of Mahaveer Educational Society[MES], Hyderabad. The board of members will monitor the academic environment of the institution. The Governing Body Members is as follows.

S.No	Name of the Governing Body Member	Designation of the member where working at parent Organization
1.	Smt. S. Jaya Lakshmi	Chairman, MES
2.	Mr. S. Surender Reddy	Secretary, MES
3.	Mr. S. Dhananjaya Reddy	Joint Secretary, MES
4.	Mr.K. Dharma Reddy	Former Director, Ministry of Industries & Commerce (Govt. of India)
5.	Mr. Dr. A Ramachander	Director, ESI and panel doctor for GHMC
6.	Mr. S. Rama Krishna Reddy	Industrialist
7.	Mr. K. Rama Krishna Reddy	Retd. Dist Principal Judge
8.	Dr. H.S.N. Murthy	Former Professor, Dept. of ECE, JNTUH-Hyderabad
9.	Dr. V. Kama Raju	Former Principal & Prof. in EEE, JNTU-Kakinada
10.	Dr. K. Vijaya Kumar Reddy	Prof. in Mech. Director(R&D), University Nominee, JNTUH- Hyderabad
11.	Dr. B.V. Sanker Ram	Principal, Mahaveer Institute of Science & Technology

For Mahaveer Educational Society


Secretary, MES Secretary
(Mr. S. Surender Reddy)

For Mahaveer Educational Society


Chairman, MES
Chairman, S. Jaya Lakshmi



21.04.2022

CIRCULAR

This is informed to all HoDs and staff that the following are the members constituted under

Women's Grievance & Redressal Committee:

Sno	Name	Department	Designation	Signature
1	Dr. M Pratibha	HOD-H&S	Coordinator	M. Pratibha
2	B.Pramoda	TPO	Co-coordinator	B. Pramoda
3	Sarala Devi	Asst.Prof, CSE	Member	S. Devi
4	R. Priyanka	Asst.Prof, ECE	Member	P. Priyanka
5	Beena Jessilet	Asst.Prof, H& S	Member	Beena
6	Jyothi	Asst.Prof, EEE	Member	G. Jyothi
7	Thirumala	Asst.Prof, MBA	Member	Thirumala
8	Priyanka	Asst.Prof, IT	Member	K. Priyanka
9	Aruna	Asst.Prof, Civil	Member	Aruna

Copy to:

- The Chairperson
- The Secretary
- All HoDs
- Members

Prof.Dr. B.V. Sanker Ram

Principal

PRINCIPAL
MAHAVEER
INSTITUTE OF SCIENCE & TECHNOLOGY
Bandlaguda, Hyd-500 005





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INSTITUTE OF SCIENCE & TECHNOLOGY

ESTD : 2001

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

Functions of Key Administrative Positions:

Position	Position Functions
Chairman	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ Employee Recruitment and development▪ Purchase Process▪ Annual Magazine▪ Resource Provision▪ Preparing Budget▪ Office Administration▪ Compliance with AICTE, DTE & University▪ Admission▪ Transport▪ Alumni interaction

K. Srinivas
PRINCIPAL
MAHAVEER
INSTITUTE OF SCIENCE & TECHNOLOGY
Bandlaguda, Hyd-500 005.



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	<ul style="list-style-type: none">▪ Public relations▪ Resource Generation▪ Housekeeping including hostels
Research and Development	<ul style="list-style-type: none">▪ 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 funding projects.▪ Facilitate the Consultancy work in the institution.▪ Maintain and update record of research publications.
Training and Placement Officer	<ul style="list-style-type: none">▪ Liaison with industry▪ Identify and provide for training needs of students▪ Arrange campus interviews▪ Proposing annual T & P budget
Administrative Officer	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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

K. Sankar
PRINCIPAL
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Alumni Incharge	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ Smooth running of college workshop▪ Preparing Material Requirement▪ Oversee the routine work▪ Oversee the college bus service▪ Oversee the generator facility
Counseling Cell Incharge	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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


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Counseling code: MHVR, University Code: E3

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Ref: MIST/WGRC/07/2021

12-09-2021

CIRCULAR

A meeting of the Women's Grievance & Redressal Committee members will be held on 13-09-2021 at 12.00 p.m. in Board Room. All committee members are requested to be present in the meeting on time.

Principal

Copy to

All Faculty Coordinators

PRINCIPAL
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INSTITUTE OF SCIENCE & TECHNOLOGY
BANDLAGUDA, HYD-500 005



MIST/2021/WGRC

Minutes of the Meeting

13-09-2021

The following members were present:

Sno	Name	Department	Designation	Signature
1	Dr. M Pratibha	HOD-H&S	Coordinator	
2	Jyothi	Asst.Prof, Civil	Member	
3	M Jayasree	Asst.Prof, H&S	Member	
4	Sunitha	Asst.Prof, ECE	Member	
5	B.Pramoda	Asst.Prof, MBA	Member	
6	Jyothi	Asst.Prof, EEE	Member	
7	A.S. Latha	Asst.Prof, H& S	Member	
8	Priyanka	Asst.Prof, IT	Member	

Principal welcomed all Committee members.

The following were discussed:

Reviewed existing Grievances and necessary actions were taken.

Grievances raised by the Students:

- Washrooms were not hygienic.
- Drinking water problem



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9652216001, 9950544411 Website - www.mst.ac.in
E-mail: principal@mst.ac.in
principal.mahaveer@gmail.com
Counseling code: MHVR, University Code: E3

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Action Taken:

Cleaning lady was instructed to clean the washrooms daily.

Supervisor was informed about the drinking water problem and asked to take necessary action.


Dr. M. Pratibha

Coordinator

Copy to

Principal

All committee Members



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Ref: MIST/WGRC/03/2022

18-03-2022

CIRCULAR

A meeting of the Women's Grievance & Redressal Committee members will be held on 21-03-2022 at 12.00 p.m. in Board Room. All committee members are requested to be present in the meeting on time.

Principal

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Bandlaguda, Hyd-500 005

Copy to

All Faculty Coordinators





MIST/2021/WGRC

Minutes of the Meeting

21-03-2022

The following members were present:

Sno	Name	Department	Designation	Signature
1	Prof.Dr. B.V. Sanker Ram,	Principal MIST	Chairman	
2	Dr. M Pratibha	HOD-H&S	Coordinator	
3	Jyothi	Asst.Prof, Civil	Member	
4	M Jayasree	Asst.Prof, H&S	Member	
5	Sunitha	Asst.Prof, ECE	Member	
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Action Taken:

Cleaning lady was instructed to clean the washrooms daily.

Supervisor was informed about the drinking water problem and asked to take necessary action.

Dr. M Pratibha

Coordinator

Copy to

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All committee Members

