



# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated by JNTUH)

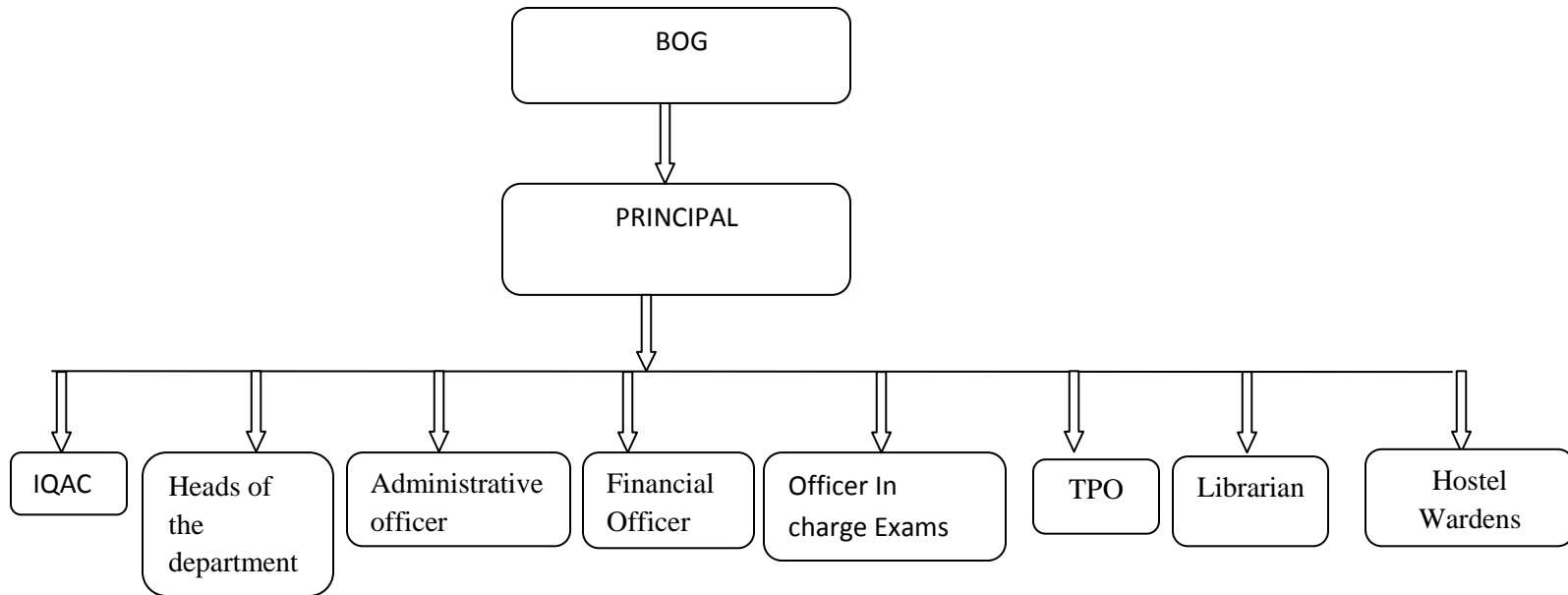
Medbowli, Meerpet, Saroornagar, Hyderabad – 500 097.

Phone: 040-24092838 Fax: +91-040-24092555

E-mail: [tkrec@rediffmail.com](mailto:tkrec@rediffmail.com) Website: [www.tkrec.ac.in](http://www.tkrec.ac.in)

## DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

### Institution Hierarchy



### Decentralization:

Institute as a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

### Decentralization

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system. Through effective decentralization, the institution practices successful delegation and enhances the productivity of the college. Through participative management, the committees handle and ensure their activities in a complete and constructive way.

**Governing Body**, the highest body of policy making, meets periodically to discuss various issues and aspects related to the development of the institution. It includes considering and approving the institution strategic plan which sets the academic aims and objectives of the institution and identifies the financial, physical and staffing strategies.

Governing body considers the recommendations of various Committees and it chalks out a roadmap to achieve the goals of the institute.

S.No	Name of the Committee	Functionalities
1	Staff and student welfare committee	<p>STAFF:</p> <ul style="list-style-type: none"> <li>➤ Arrange for extra-curricular activities for all members of staff.</li> <li>➤ Ensure favorable working environment for members of staff.</li> <li>➤ Coordinate benevolent fund for the members of staff.</li> <li>➤ Arrange for regular casual meetings for all.</li> <li>➤ Mentor and orientate junior members of staff.</li> <li>➤ Organize the annual event in which awards and accomplishments of college members are announced.</li> <li>➤ Ensure the college has staff coffee room for all members of college</li> </ul> <p>STUDENT:</p> <ul style="list-style-type: none"> <li>➤ <b>To provide Orientation to students and parents to inculcate the feeling of accountability about their goals and discipline for upholding the reputation of the college.</b></li> <li>➤ To develop unity and integrity among students. Various on-campus events will be conducted, which will represent different Indian festivals. These events will make students aware of customs of others.</li> <li>➤ To organize social service groups and clubs to encourage and involve students in social service activities.</li> <li>➤ <b>To ensure cleanliness of common areas for hygiene of the students in coordination with maintenance department.</b></li> <li>➤ To help students in times of illness and difficulties Dispensary is provided.</li> <li>➤ To provide Library and self learning Facilities after college hours.</li> </ul>
2	Staff Selection committee	<ul style="list-style-type: none"> <li>➤ To conduct SCM as per requirement in department wise for teaching faculty</li> <li>➤ Prepare an evaluation sheet filled up during the interview by each committee member and signed, it is submitted with the committee minutes</li> <li>➤ An interview schedule was designed to conduct for the short listed applicants.</li> <li>➤ Each committee member fills up an interview evaluation format with recommendation for each applicant</li> <li>➤ Committee met after each interview to discuss the interview evaluation scores of each committee member</li> </ul>

		<ul style="list-style-type: none"> <li>➤ In selection, recruitment and appointment of competent available faculty and other staff in the college in line with university rules and regulation, in a streamlined, organized and efficient manner, keeping in liaison with the departments, for their needs</li> </ul>
3	Discipline and grievance Redresses committee	<ul style="list-style-type: none"> <li>➤ To develop an organizational framework to resolve Grievances of Students and other stakeholders</li> <li>➤ To provide the Students access to immediate, hassle free recourse to have their Grievances redressed</li> <li>➤ To enlighten the Students on their duties and responsibilities to access benefits due under the policies</li> <li>➤ To establish structured interactions with Students to elicit information on their expectations</li> <li>➤ To identify systemic flaws in the design and administration of various general insurance products and to seek solutions thereon, and</li> <li>➤ To institute a monitoring mechanism to oversee the functioning of the Grievance Redressal Policy</li> </ul>
4	Finance committee	<ul style="list-style-type: none"> <li>➤ To seek all major and minor expenditure proposals from different committees, analyze them, establish the priorities and forward a tentative budget to Governing Body in time.</li> <li>➤ To plan proper utilization of resources for implying effective fund management.</li> <li>➤ To update the budgetary provisions by working out the budgetary implications of various plans of Planning &amp; Institutional Development Committee</li> <li>➤ To mobilize resources through donations from society, through funding agencies under various schemes, etc.</li> <li>➤ To identify the potential areas of research in various disciplines of engineering and from the faculty into various clusters based on their specialization</li> <li>➤ To prepare and submit proposals to government agencies like AICTE, UGC, DST, IE (I) etc... for obtaining funded projects</li> <li>➤ Encourage the staff to attend /papers in various national/international conferences of their specialized areas/ research oriented faculty development program</li> <li>➤ To coordinate the research activities among the various departments of college</li> <li>➤ Encourage the faculty to attend various research oriented faculty development program</li> </ul>
5	Women well fare committee	<ul style="list-style-type: none"> <li>➤ To inculcate Human values and ethical practices to girls through co curricular, extracurricular activities and make them strong.</li> <li>➤ Create and sustain a community of learning in which girls acquire knowledge and learn to apply it professionally.</li> <li>➤ To create a friendly environment, integrated with</li> </ul>

		<p>education, in establishing centers of excellence and sharing knowledge in all areas.</p> <ul style="list-style-type: none"> <li>➤ To provide solutions to their problems related to academics and general and make them dynamic.</li> <li>➤ To develop them physically and mentally on par with changing trends in society through their hidden talents.</li> <li>➤ To improve their integrated development through inspiration for women empowerment.</li> </ul>
6	Sports and cultural activities committee	<ul style="list-style-type: none"> <li>➤ prepare sports calendar and an action plan to implement the same, suggest methods which encourage students and faculty to utilize sports and games facilities available in the college</li> <li>➤ Increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.</li> <li>➤ Take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.</li> <li>➤ Selection of teams to represent the college in various tournaments.</li> <li>➤ Conducting Tournaments.</li> <li>➤ Encouraging students by awarding prizes.</li> <li>➤ Providing the facilities for the day-to-day sports activities with supervision.</li> </ul>
7	N.S.S committee	<ul style="list-style-type: none"> <li>➤ To enable the students to understand the community in which they work.</li> <li>➤ To understand themselves in relation to their community.</li> <li>➤ To identify the needs and problems in the community in the solution of which they can be involved.</li> <li>➤ To develop among themselves a sense of social and civic responsibility.</li> <li>➤ To apply education- find practical solution to individual &amp; community problems.</li> <li>➤ To develop competence required for group living and sharing responsibilities.</li> <li>➤ Gain skills in mobilizing community participation.</li> <li>➤ To acquire leadership qualities and democratic attitude.</li> <li>➤ To develop capacity to meet emergencies and national disasters</li> <li>➤ To practice national integration.</li> </ul>
8	Anti Ragging committee	<ul style="list-style-type: none"> <li>➤ To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on nay acts amounting to ragging;</li> <li>➤ To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging;</li> <li>➤ To consider the complaints received from the students and conduct enquiry and submit report to the Anti-Ragging Committee along with punishment</li> </ul>

		<p>recommended for the offenders;</p> <ul style="list-style-type: none"> <li>➤ Oversee the procedure of obtaining undertaking from the students in accordance with the provisions;</li> <li>➤ Conduct workshops against ragging menace and orient the students;</li> <li>➤ To provide students the information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints/distress calls;</li> <li>➤ To offer services of counselling and create awareness to the students;</li> <li>➤ To take all necessary measures for prevention of Ragging inside the Campus/ Hostels.</li> </ul>
9	Training and placement committee	<ul style="list-style-type: none"> <li>➤ Organizing MNCs On - campus as well as off-campus selection activities.</li> <li>➤ Inviting HR Person to address students on self-enhancement, confidence, building, Career awareness program, etc.</li> <li>➤ Conducting On-Line and Off-Line Training programs to students.</li> <li>➤ Interacting with recruiters for campus placement.</li> <li>➤ Conducting Campus Recruitment.</li> <li>➤ All industry Institute Interaction activities to develop knowledge and skills of students.</li> </ul>
10	Academic committee/ Advisory committee	<ul style="list-style-type: none"> <li>➤ Arranging teaching requirements for completing academic programs.</li> <li>➤ Supervising the functioning of the Central Library of the college.</li> <li>➤ Promoting research activity within the college.</li> <li>➤ Ensuring discipline amongst the students.</li> <li>➤ Ensuring effective Mentoring and counseling of students.</li> <li>➤ To prepare students to meet the needs of emerging technology and industry.</li> <li>➤ Motivating and guiding students in order to utilize the placement and training activities.</li> <li>➤ Facilitating and supervising the co-curricular activities for the students.</li> <li>➤ Planning and executing the overall academic growth of the college including apprising. Finally making recommendations to the Governing Committee, wherever necessary.</li> </ul>
11	R&D committee	<ul style="list-style-type: none"> <li>➤ To identify the potential areas of research in various disciplines of engineering and from the faculty into various clusters based on their specialization</li> <li>➤ To prepare and submit proposals to government agencies like AICTE, UGC, DST, IE(I) etc.. for obtaining funded projects</li> <li>➤ Encourage the staff to attend /papers in various national/international conferences of their specialized areas</li> </ul>

		<ul style="list-style-type: none"> <li>➤ To coordinate the research activities among the various departments of college</li> <li>➤ Encourage the faculty to attend various research oriented faculty development program</li> </ul>
12	Staff and Student feedback committee	<ul style="list-style-type: none"> <li>➤ Collect the faculty and student feedbacks under different areas.</li> <li>➤ To identify the weakness in departments as well as college.</li> <li>➤ To take the proper action to enhance the institution qualities.</li> <li>➤ It is used to identify the faculty needs.</li> </ul>
13	Alumni Committee	<ul style="list-style-type: none"> <li>➤ Ensuring and facilitating the continual bonding of our alumni is one of the main objectives of our Alumni Association. It brings together a wealth of talented and capable professionals who share their expertise and experience, and brainstorm on the prospective avenues.</li> <li>➤ To provide good interaction between the former students and the college through periodical meetings, project consultancy, placement activities and guest lecturers / seminar thereby making the alumni to be a part of developmental activities, taking place in the college.</li> <li>➤ To maintain a continuing and life long relationship among the students, faculty and Alma matter.</li> <li>➤ To strengthen the cooperation and coordination with industries.</li> <li>➤ To enhance Placement Opportunities for juniors.</li> <li>➤ To create opportunities for training and special projects apart from guest lectures, industrial visits and seminars.</li> <li>➤ To suggest modifications and up gradation, updating of curriculum to meet the industrial needs.</li> <li>➤ To arrange Alumni Lectures and Guest Appearances for various events like quiz, etc.</li> <li>➤ To organize frequent alumni meets to develop the bonding between Alumni and the institution every year.</li> </ul>
14	Library advisory committee	<ul style="list-style-type: none"> <li>➤ The Committee will recommend acquisition of Books, Subscription of Periodicals, Reports, Conference Proceedings etc., for the Library as Necessary in respect of all Departments.</li> <li>➤ Updating the Library in terms of Departmental Needs.</li> <li>➤ Periodically meetings to Assess, Review, suggest and Recommend the purchase of Books, Journals, Periodicals and other items like Furniture's Stationary software and Hardware etc. For updating the Library &amp; Information Centre.</li> <li>➤ The Committee may meet at least twice in a Year and more frequently, if necessary, for the purpose.</li> <li>➤ To supervise the allocation and utilization of funds for</li> </ul>

		<p>different departments for purchase of books and journals for the Central and Departmental libraries</p> <ul style="list-style-type: none"> <li>➤ To consider and put forward the views of faculty members regarding books/journals selection, ordering process etc.</li> <li>➤ To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.</li> </ul>
15	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> <li>➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution</li> <li>➤ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</li> <li>➤ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes</li> <li>➤ Dissemination of information on various quality parameters of higher education</li> <li>➤ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles</li> <li>➤ Documentation of the various programmes/activities leading to quality improvement.</li> <li>➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.</li> <li>➤ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.</li> <li>➤ Development of Quality Culture in the institution.</li> <li>➤ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC</li> </ul>
16	Examination Monitoring committee	<ul style="list-style-type: none"> <li>➤ The Examination Committee shall prepare relevant time tables for our College based on the examination time table of the JNTUH.</li> <li>➤ The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board.</li> <li>➤ Though the teaching faculty is entitled to vacation if eligible, it is expected that they are available for examination duty at least for two weeks. Hence they shall give their vacation preference dates to the Exam Committee in the specified format.</li> <li>➤ The Exam Committee shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty, List on the Staff Notice.</li> <li>➤ The Exam Committee shall ensure that adequate</li> </ul>

		<p>stationary, like on answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs, etc. are made available.</p> <ul style="list-style-type: none"> <li>➤ The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal.</li> <li>➤ .3All the results (First Year to Final Year) shall be sent to the respective HOD's.</li> <li>➤ Under the guidance of the Exam cell shall analyze the exam results and the same shall be verified by the respective HOD's, After due verification,copies of the result analysis shall be sent to HODs,the Principal and Management.</li> <li>➤ Preparation of smooth conduct of Examinations, preparation of time-table schedules, Invigilation duty chart, allotment in the Examination halls etc.</li> <li>➤ To conduct Internal Assessment examination as per academic calendar.</li> <li>➤ Distribution of marks lists to the students after the results of various examinations received from the University</li> <li>➤ Any Circular, Guideline, Office Order,Notification received by the University are dispatched or circulates to the concerned Departments/ Students.</li> </ul>
17	Hostel committee	<ul style="list-style-type: none"> <li>➤ Act as a bridge between the administration, caterers, hostel authorities on one side and the students on the other</li> <li>➤ Facilitate the addressing of issues that the students have and communicate the same to the concerned authorities</li> <li>➤ Keeps a check on the daily issues regarding the hostel infrastructure, the housekeeping issues, etc.</li> <li>➤ Caters to the generic issues related to campus.</li> </ul>
18	SC/ST Committee	<ul style="list-style-type: none"> <li>➤ To resolve all the problems related to SC/ST students, Faculty, Non teaching employees of the institute</li> <li>➤ To improve the learning levels of Schedule Caste and Schedule Tribe students to bring them up to the general level of the other communities.</li> <li>➤ To give wide publicity of various scholarships and schemes of government to all students and staff and advise them to utilize the facilities and sources available in the institute to empower themselves.</li> </ul>
19	Minotity/OBC Committee	<ul style="list-style-type: none"> <li>➤ To ensure provisions for an environment where all such students feel safe and secure.</li> <li>➤ To empower the faculty and students belong to minority and other backward communities (OBC).</li> <li>➤ To handle the issues and short and long-term needs of the minorities and OBC.</li> </ul>



		<ul style="list-style-type: none"> <li>➤ The Minority and OBC cell helps students and faculty belong to minority religion including Christian, Muslim, Jain etc. and OBC for their spiritual requirement and academic development.</li> <li>➤ To provide the facilities for Namaz for Islam faculty and students in the college campus</li> </ul>
20	EDC Cell	<ul style="list-style-type: none"> <li>➤ To conduct Entrepreneurship Development Programmes.</li> <li>➤ Organize industrial visits to invigorate the students to become Entrepreneurs.</li> <li>➤ To conduct Faculty Development programmes.</li> <li>➤ Providing impetus for final year students to launch their own enterprise/business</li> </ul>
21	BOG	<ul style="list-style-type: none"> <li>➤ to strengthen the existing good practices</li> <li>➤ to implement transparency at all levels of governance and administration</li> <li>➤ to follow integrity in appointments at all levels</li> <li>➤ to strengthen the Industry-Institute interaction</li> <li>➤ to establish fair and transparent processes in internal control</li> <li>➤ to comply with rules and regulations</li> <li>➤ to establish strong and capable financial processes and procedures relating to</li> <li>➤ to achieve optimum utilization of infrastructure, resources for better output</li> <li>➤ to establish processes in risk management</li> <li>➤ to meet the requirements of accreditations</li> <li>➤ to enhance the quality of teaching-learning process</li> <li>➤ To set up centre of excellence in research &amp; development and enhancement of quality of research and consultancy.</li> <li>➤ To set up and strengthen student support programs, training for enhancing quality in placements and higher education.</li> <li>➤ To place improved systems for feedback, self appraisal of faculty and staff.</li> <li>➤ To create bench marking with other institutes of repute</li> </ul>
22	Industry-Institution Interaction Committee (IIIC)	<ul style="list-style-type: none"> <li>➤ Establish linkage between industry and the institute.</li> <li>➤ Identify industry problems and provide solutions</li> <li>➤ Joint research projects</li> <li>➤ Industrial consultancy</li> <li>➤ Dissemination of knowledge</li> <li>➤ Continuing education programs</li> <li>➤ Greater utilization of resources</li> <li>➤ Access to library and other infrastructure</li> <li>➤ Access to laboratory testing</li> <li>➤ Promoting industrial training for students</li> <li>➤ Faculty training in industry</li> </ul>

### **Participative Management**

The institute promotes a culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculty allowed expressing themselves of any suggestions to improve the excellence in any aspect of the Institute.

### **Strategic Level**

The GB is involved in defining the policies/procedures, framing guidelines and rules/regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute. For the various programs to be conducted by the institute, committee members involving staff and students- meet, discuss, share their opinions and plan for the activities and get them approved by GB.