



sasi INSTITUTE OF
TECHNOLOGY &
autonomous ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by **UGC** under section 2(f) & 12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to **JNTUK, SBTET**,
Ranked as "A" Grade by Govt. of A.P.,

COMMITTEES	
STATUTORY COMMITTEE	
1	Governing Body
2	Academic Council
3	Finance Committee
4	Internal Quality Assurance Cell
NON-STATUTORY COMMITTEE	
1	Academic Administrative Audit Committee
2	Admission Committee
3	Alumni Coordination Committee
4	Antidrug Committee
5	Anti ragging Committee
6	Arts/Culture/Literary & Hobby Club Committee
7	Canteen/House Keeping/Hygiene/Sanitation Committee
8	Code of Conduct Monitoring committee
9	College Academic Committee
10	Differently Abled Committee
11	Disciplinary Committee
12	Entrepreneurship Development Committee
13	Ethics/Innovation /IPR Committee
14	Electrical/Computer Networks Maintenance Committee
15	Examination Committee
16	Extra-Curricular Committee
17	Faculty Staff Grievance Committee
18	General Maintenance Committee
19	Hostel Committee
20	ICT-ITL-LHS Committee
21	Industry Institute Partnership Committee
22	Institution's Innovation Cell
23	Library Advisory Committee
24	Minority Committee
25	NSS-NCC Committee
26	Other Backward Caste Committee
27	Placement Committee
28	Planning & Development Committee
29	Professional Societies Committee
30	Press, Media And Publication Committee
31	Renewable Energy Committee
32	Research, Development & Consultancy Committee
33	Constitution Of SC-ST Committee
34	Sports Committee
35	Student Council Committee
36	Student/Grievance Redressal Committee
37	Timetable Committee
38	Training Committee
39	Transport Committee
40	Women Empowerment Cell


IQAC

Sasi Institute of Technology &
Engineering (A), Tadepalligudem,
W.G. Dist., A.P.


Principal

Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.







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STATUTORY COMMITTEES OF SITE



Governing Body

S.No.	Name	Designation	Title in the Governing Body	Photo
1	Sri B Venu Gopala Krishna	President	Chairperson	
2	Sri M Narendra Krishna	Vice President	Member	
3	Smt. B Kranthi Sudha	Secretary cum Correspondent	Member	
4	Smt. B Radha Rani	Joint Secretary	Member	


Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

S.No.	Name	Designation	Title in the Governing Body	Photo
5	Sri. G S Venkata Vara Prasad	Joint Secretary	Member	
6	Dr. Mohammed Ismail	Principal of College	Member & Secretary	
7	Dr.B.Satyanarayana	Dean Academics	Member	
8	Dr. K Bhanu Prasad	CoE	Member	
9	Sri V.V.N.Sujit	Assistant Professor	Member	

Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

S.No.	Name	Designation	Title in the Governing Body	Photo
10	Mr N Srikanth	Asst. Professor of CSE	Member	
11	Sri. M. Venkatrayudu	Industrialist	Member	
12	Dr. K Padma Priya	University Nominee	Member	
13	Prof. Dinesh P Sankar Reddy	State Government Nominee	Member	
14	Prof. A. K. Tripathi	UGC Nominee	Member	

Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.D., A.P.

Functions of Governing Body:

1. Governing body will meet twice a year to take up the college agenda.
2. Ensure that the administrative head is fully supported in promoting the vision and mission of the college and given the tools and resources to do so.
3. Ensure that the college is meeting the needs of society by designing its academic programs so as to stay relevant and so as to train students to address current problems and challenges.
4. Ensure that there is academic and research excellence in the campus.
5. Administer the preparation of the College annual report.
6. Facilitate decentralized decision making at the departmental level.
7. Assume annuity responsibility for the college and provide budgetary allocations to departments to speed up implementation of projects.
8. Approve and comply in the matters proposed and passed through the Academic Council of the college after discussions and also endorse the prescribed new courses of study and syllabi, and restructure and redesign the courses to suit the local needs, to make it skill oriented and in consonance with the job requirements.
9. Prescribe the rules for admission in consonance with the reservation policy of the state govt /national policy.
10. Evolve methods of assessment of student's performance, the conduct of examinations and notification of results.
11. Use modern tools of effective implementation of education technology to achieve higher standards and greater creativity.
12. Constitute Academic Council and Boards of Studies.
13. Have complete administrative autonomy and have the privilege of appointing administrative staff and teaching faculty.
14. Institute scholarships, medals, prizes and certificates.
15. Perform such other functions and institute committees, as may be necessary.


Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

Academic Council

S.No.	Name	Designation	Title in the Academic Council	Photo
Chairman				
1	Prof. Md. Ismail	Principal	Chairman	
2	Dr.B.Satyanarayana	Dean Academics	Member & Secretary	
Heads of Departments				
1	Dr. Shaik Mohammed Rafee	HOD-AIML	Member	
2	Dr. M V S S Nagendranath	HOD-CSE	Member	
3	Dr. Pulamolu Kiran Kumar	HOD-CST	Member	
4	Dr. Avagaddi Prasad	HOD-EEE	Member	






 Principal
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S.No.	Name	Designation	Title in the Academic Council	Photo
5	Dr. Subhash Bhagavan Kommina	HOD-IT	Member	
6	Mr. B Krishna Murthy	HOD-ME	Member	
7	Dr. M.Rama Rao	HOD-CE	Member	
8	Dr. P Rama Krishna	HOD-MS	Member	
9	Dr. T. Venkata Raghu	HOD-ASH	Member	
10	Dr.P.N.Malleswari	HOD-ECT	Member	




Principal
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S.No.	Name	Designation	Title in the Academic Council	Photo
Senior Faculty				
1	Dr. K Bhanu Prasad	CoE	Member	
2	Dr.Ch.Srinivas	Dean R & D	Member	
3	Mr. V.V.N.Sujit	Asst Professor	Member	
4	Dr. T J V S Rao	Dean Student Affair	Member	
5	Mr. P V Srinivasa Sarma	Dean CDC	Member	


 Principal
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6	Mr. E John Moshe	Dean Placements	Member	
7	Dr. P Rama Krishnaveni	Professor	Member	
8	Mr. E V Sandeep	Assistant Professor	Member	
9	Mr. K Srinu	Librarian	Member	
External Experts				
1	Dr. Srinivasa Reddy Putluri	Tata Consultancy Services Ltd, Assistant Consultant	Member	
2	Dr. Anil Kumar Vuppala	Associate Professor	Member	
3	Dr. Md Z Rehaman	Professor	Member	
4	Dr. P Krishna Prasad	Associate Professor	Member	


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JNTUK Nominees				
1	Dr. M Sailaja	Professor of ECE	Member	
2	Dr. KVSG Murali Krishna	Professor of Civil Engineering & Director, Academic Planning	Member	
3	Dr. B Bala Krishna	Professor of ME & Director of Evaluation	Member	

Functions of Academic Council

1. Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect
2. Review the academic and other related activities of the college;
3. Review the students and faculty development programs;
4. Visualize and formulate perspective plans for the development and growth of the college;
5. Prepare and review Academics Calendar and Class Routine for the college;
6. Plan for sustaining the quality of education, quality improvement and accreditation of the college;
7. Keep vigilance on the attendance of teachers and regularity in taking the classes;
8. Review student's attendance/malpractices in examinations;
9. To consider such other activities for furtherance of academic excellence.


 Principal
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Board of Studies of SITE

S.No.	Name of the Program	BOS Chairman
1.	Civil Engineering	Dr. M.Rama Rao
2.	Computer Science and Engineering	Dr. M V S Nagendranadh
3.	Electronics and Communication Engineering	Dr.G.Naveen Kishore
4.	Electrical and Electronics Engineering	Dr. A.Prasad
5.	Information Technology	Dr. K Subhash Bhagavan
6.	Mechanical Engineering	Mr. B. Krishna Murthy
7.	Management Science	Dr. P. Rama Krishna
8.	Engineering Mathematics	Dr. T. V. Raghu
9.	Engineering Physics	Dr. Ch Srinivas
10.	Engineering Chemistry	Dr. P. R. Krishna Veni
11.	Technical English	Mr. Y. Punnaiah

JNTUK University Nominees :

S.No.	Name of the Program	JNTUK Nominees
1.	Civil Engineering	Dr. D Koteswara Rao Professor Dept of CE JNTUK, Kakinada
2.	Computer Science and Engineering	Dr. O Srinivasa Rao Professor Dept. of CSE JNTUK, Kakinada
3.	Electronics and Communication Engineering	Dr. A M Prasad Professor Dept. of ECE JNTUK, Kakinada
4.	Electrical and Electronics Engineering	Dr. K Sri Kumar Professor Dept. of EEE, UCEK, Kakinada
5.	Information Technology	Dr. O Srinivasa Rao Professor Dept. of CSE, JNTUK, Kakinada
6.	Mechanical Engineering	Dr. Meera Sehab Professor Dept. of ME UCEK, Kakinada
7.	Computer Science and Technology	Dr. O Srinivasa Rao Professor Dept. of CSE JNTUK, Kakinada


8.	Electronics and Communication Technology	Dr. A M Prasad Professor Dept. of ECE JNTUK, Kakinada
9.	Artificial Intelligence and Machine Learning	Dr. O Srinivasa Rao Professor Dept. of CSE JNTUK, Kakinada
10.	Management Science	Dr. P Viay Kumar Program Director(Retd) School of Management Studies UCEK, Kakinada
11.	Engineering Mathematics	Dr. G V S R Deekitulu Professor Dept. of Mathematics UCEK, Kakinada
12.	Engineering Physics	Dr. Padmaja rani Professor Dept. of Physics UCEK, Kakinada
13.	Engineering Chemistry	Dr. Satya Veni Assoc. Professor Dept. of Chemistry UCEK, Kakinada
14.	Technical English	Dr. R Madhavi Professor Dept. of English St. Theresha college, Eluru

Functions of Board of Studies

The Board of Studies of all Departments in the college shall:

1. Prepare syllabus for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
2. Suggest methodologies for innovative teaching and evaluation techniques;
3. Suggest panel of names to the Academic Council for appointment of examiners; and
4. Coordinate research, teaching, extension and other academic activities in the department/college


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Ref: SITE/AO/IQAC/06/2023-24/018

Date: 27.06.2023

OFFICE ORDER

Sub: Re-Constitution of Finance Committee -Reg.

Ref: From Prof. Mohammed Ismail Principal

The Finance Committee is a vital part of any organization, but the position often comes with some unknowns. Determining responsibilities as a Finance Committee member is necessary for securing the financial health of the organization

Management Members:

Sri. Burugupalli Venu Gopala Krishna	Chairman
Sri. M Narendra Krishna	Vice Chairman
Smt. B Kranthi Sudha	Treasurer

Finance Committee members:

S.No	Name	Department	Designation
1	Prof. Mohammed Ismail	ECE	Chairperson
2	Mr. A.V.S.N. Phani Kumar	Accounts	Coordinator
3	Mr. V.V.N.Sujit	ECE	Secretary
4	Dr. M V S S Nagendranath	CSE	Member
5	Mr. N. Srikanth	CSE	Member
6	Dr. T J V Subrahmanyeswara Rao	ECE	Member
7	Dr. Ch. Srinivas	AS&H	Member
8	Dr. Shaik Mohammed Rafee	AI & ML	Member
9	Dr. P.N.Malleswari	ECT	Member
10	Mr. B Krishna Murthy	ME	Member
11	Dr. B. Satyanarayana	ECE	Member
12	Dr. A. Prasad	EEE	Member
13	Dr. M. Rama Rao	CE	Member
14	Dr. T. Venkata Raghu	AS&H	Member
15	Dr. Pulamolu Kiran Kumar	CST	Member
16	Dr. Subhash Bhagavan Kommina	IT	Member
17	Dr. P Rama Krishna	MS	Member
18	Dr. C R S Hanuman	ECE	Member
19	Mr. A Venkata Srinivasa Rao	ECE	Member
20	Mr. U. Srinadh	IT	Member
21	Dr. B. Kiran Kumar	ME	Member
22	Mr. P V Srinivasa Sarma	CDC	Member
23	Mr. E John Moshe	Placements	Member
24	Mr. K. Srinu	Central Library	Member

The Finance Committee shall have the following responsibilities.

- The Finance Committee shall meet at least twice a year to examine the accounts and scrutinize proposals for expenditure.
- The Finance Committee shall have the powers and functions as specified in the UGC regulations
- A meeting of the Finance Committee shall be convened with advance notice of a minimum of 7 days.
- A meeting notice shall also mention clearly the agenda to discuss in the Finance Committee.
- The Finance officer who is the Secretary of the Finance Committee shall prepare the agenda and minutes of the meeting with prior approval of the principal.
- The Finance Committee shall meet as par as possible in the month of February of every year to discuss and recommend the annual budget and the revised estimates to the Governing Body.
- The annual accounts and financial estimates of the college shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Management together with the comments of the Finance Committee for approval.
- The Finance Committee shall fix limits of the total recurring expenditure and the total non recurring expenditure of the year based on the income and resources of the college. No expenditure shall be incurred by the college in excess of the limits so fixed.
- No expenditure other than that provided in the budget shall be incurred by the College without the approval of the Finance Committee
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of college development Committee participating in the annual audit and carry out meticulous pre audit check
- To protect the organization from legal challenges and liabilities
- Ensuring that the financial elements of the organization are in accordance with its vision, mission, and strategic plan.


PRINCIPAL
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Sasi Institute of Technology & Engineering
TADEPALLIGUDEM
West Godavari District - 534106

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: Director, SITE
Mail & Hard copy to: Principal polytechnic
Mail & Hard copy to: Mr.A.V.S.N.Phani Kumar, Coordinator
Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
Mail copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostels/Training/Placements
Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/024

Date: 05.01.2024

OFFICE ORDER

Sub: Constitution of Internal Quality Assurance Committee (IQAC) -Reg.

Ref: From Prof. Mohammed Ismail Principal

A Committee has been constituted with the following members, under the coordinator ship of Mr.N.Srikanth. The committee has to prepare the documentation, procure all the required data, certificates if any and has to prepare a draft application for applying for NBA and NAAC accreditation as early as possible.

S.No	Name of the Member	Designation In The Institute	Designation in IQAC Cell
Chair Person Head of the Institution			
1.	Prof.Mohammed Ismail	Principal	Chair Person
Management Members			
1.	Mr.B.Venu Gopala Krishna	Chairman	Member
2.	Mr.M.Narendra Krishna	Vice Chairman	Member
Senior Administrative Officers			
1.	Dr.K.Bhanu Prasad	Controller of Examinations	Member
2.	Dr.B.Satyanarayana	Dean, Academics	Member
3.	Dr.Ch.Srinivas	Dean, Research & Development	Member
4.	Dr.T.J.V.S.Rao	Dean, Student Affairs	Member
5.	Dr.Sohel Rana	Dean, ICT & ITL	Member
6.	Dr.C.R.S.Hanuman	Dean, Admissions	Member
7.	Mr.E.John Moshe	Dean, Placements	Member
8.	Mr. P.V.Srinivasa Sarma	Dean, Career Development Cell	Member
9.	Mr.V.V.N.Sujith	Administrative Officer	Member
Senior Teachers			
1.	Dr.M.V.S.S.Nagendranadh	HoD, Computer Science & Engineering	Member
2.	Dr.P.Kiran Kumar	HoD, Computer Science & Technology	Member
3.	Dr.M.Rama Rao	HoD, Civil Engineering	Member
4.	Dr.T.V.Raghu	HoD, Applied Science & Humanities	Member
5.	Dr.Shaik Mohammed Rafee	HoD, Artificial Science & Machine Learning	Member
6.	Dr.G.Naveen Kishore	HoD, ECE	Member
7.	Dr.P.N.Malleswari	HoD, ECT	Member
8.	Dr.A.Prasad	HoD, Electrical & Electronics Engineering	Member
9.	Dr.K.Subhash Bhagavan	HoD, Information Technology	Member
10.	Mr.B.Krishna Murthy	HoD, Mechanical Engineering	Member
11.	Dr.M.Rama Krishna	HoD, Management Science	Member
Employer/Industry/Stake holder/Members Employer			
1.	Joshua David	Lead India Campus Head, Emphasis Ltd, Bangalore	Member
2.	Mr.B.Srinivas	Balaji Aqua & Poultry Feed LLP, Velivenu	Member
Alumni/Student/Local Society			
1.	Mr.I.Sai Babu	Alumni	Member
2.	G.Chiranjeevi Srinivasu	Director, Vignan Public School, Alampuram (Local Society)	Member
3.	Mr.D.Praveen (21K61A1210)	Student	Member
4.	Mr.M.Sharan (22K61A0204)	Student	Member

5.	Mr.S.Vamsi Chand (22K65A0119)	Student	Member
IQAC Coordinator			
1.	Mr.N.Srikanth	Associate Professor, CSE	Coordinator
2.	Mrs. K.Leelavathi	Junior Assistant , Admin Office	Computer Assistant

All the members are requested to attend the meeting as when convened.

Introduction

- Quality assurance involves all activities in the institute that are necessary for fulfilling the purposes of sustaining high quality education and educational services
- Ensuring continuous enhancement of the quality education
- Maintaining consistency and effectiveness in quality assurance activities
- Promoting the culture of quality assurance system.

IQAC- Vision

- To achieve excellence in holistic development of students to their full potential
- To ensure quality in every walk of campus life

IQAC – Mission

- Commitment to group effort
- To ensure quality service to all stakeholders of the institute
- Commitment to development of core competencies of both students and the faculty

IQAC – Motto

- Innovation
- Integrity
- Leadership

IQAC - Objectives (As per guidelines of NAAC)

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Quality Assurance Framework

The Quality Assurance Framework of institute contains the following elements:

- **Quality Assurance Policy** and the **mechanism for continuous review** of the Quality Assurance Systems
- **Guidelines for various academic processes**
- **Collection of feedback** information for **monitoring the operation of various academic processes**
- **Follow-up actions**, continuous improvement of the academic quality

Strategies:

IQAC shall evolve a mechanism and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative & financial Units.
- Adoption of relevant and quality academic and research programmes.
- Ensuring equitable access to and affordability of academic programmes for various sections of the Society.
- Optimization and integration of modern methods of teaching and learning.
- Ensuring credible assessment and evaluation processes.
- Ensuring the proper allocation, adequacy and maintenance of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad.

IQAC - Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks.
- Setting parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters to all the stakeholders.
- Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles.
- Documentation of various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC

Benefits:

IQAC will facilitate / contribute to:

- Ensuring clarity and focus in the institution's march towards quality enhancement;
- Ensuring internalization of quality culture;
- Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;

- Providing a sound basis for decision-making to improve institutional functioning;
- Acting as a dynamic system for quality changes in HEIs Building a sound methodology for documentation and internal communication




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West Godavari District - 53410*

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: COE & All Deans

Mail & Hard copy to: Mr N.Srikanth, Assoc.Professor.,Coordinator

Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML

Mail copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostels/Placement/Training

Mail to: Individuals Concerned/all faculty members/ All members of IQAC – External



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Ref: SITE/AO/IQAC/11/2023-24/01

Date: 24.11.2023

OFFICE ORDER

Sub: Constitution of ACADEMIC and ADMINISTRATIVE AUDIT COMMITTEE (AAAC) -Reg.
Ref: From Prof. Mohammed Ismail, Principal.

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments, and appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra- curricular activities.

Academic and Administrative audit was conducted in the institution by an internal expert committee (AAAC: Academic & Administration Audit Committee) constituted by the principal. The academic audit team meets PG and UG students for taking their feedback about the teaching, research and infrastructure. The committee also meets the Teaching and Nonteaching staff to confirm the students' feedback and any other issues of the faculty.

The institution has an Internal Quality Assurance Cell (IQAC) to monitor and maintain the standard of academic affairs of the institution. The cell is chaired by the principal and the activities of the cell are being planned, executed and coordinated by a senior professor with the assistance of representative members of faculty from each domain. The details of IQAC cell is provided on institute website www.sasi.ac.in with various actions taken.

The following documents are made available to the AAAC committee:

- Copy of the Time Table
- Course File
- Lab. Equipment Details
- Students Projects
- Various Grants received by the Institute/Department
- Internal evaluation marks
- Details of Remedial classes
- Result Analysis

Functions:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. 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
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development of Quality Culture in the institution.
9. The principal may include any other related academic matter for audit in the terms of reference, which he feels desirable.
10. To identify the bottlenecks in the existing setup, to identify the opportunities for academic and examination reforms in tune with vision and mission of the college and to face the challenges of Internationalization in Higher education.



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Ref: SITE/AO/IQAC/11/2023-24/01

Date: 24.11.2023

OFFICE ORDER

Sub: Constitution of ACADEMIC and ADMINISTRATIVE AUDIT COMMITTEE (AAAC) -Reg.
Ref: From Prof. Mohammed Ismail, Principal.

The purpose of the Academic and Administrative Audit is to evaluate the performance of the various departments, and appreciate their achievements and give suggestions for further improvement of the quality of teaching, research, administration, and curricular and extra- curricular activities.

Academic and Administrative audit was conducted in the institution by an internal expert committee (AAAC: Academic & Administration Audit Committee) constituted by the principal. The academic audit team meets PG and UG students for taking their feedback about the teaching, research and infrastructure. The committee also meets the Teaching and Nonteaching staff to confirm the students' feedback and any other issues of the faculty.

The institution has an Internal Quality Assurance Cell (IQAC) to monitor and maintain the standard of academic affairs of the institution. The cell is chaired by the principal and the activities of the cell are being planned, executed and coordinated by a senior professor with the assistance of representative members of faculty from each domain. The details of IQAC cell is provided on institute website www.sasi.ac.in with various actions taken.

The Academic and Administrative Audit consist of the following members.

S.No	Name	Designation	Role
1	Prof.Mohammed Ismail	Principal	Chairman
2	Dr.B.Satyanarayana	Dean Academics	Convener
3	Mr. N Srikanth	Asst.Professor ,CSE	Coordinator
4	Mr. P Siva Durga Rao	ECE, Asst Professor	Member
5	Dr. M Satya Srinivas	CSE, Asst Professor	Member
6	Dr.Avagaddi Prasad	EEE, Assoc Professor	Member
7	Dr.A.V.N.Chandra Sekhar	IT, Professor	Member
8	Dr. Ch Tirupathi	CE, Assoc.Professor	Member
9	Mr.G Vijaya Krishna	AS&H, Asst Professor	Member
10	Mrs.B.Kusuma	MS, Asst.Professor	Member
11	Mr. K Srinu	Librarian	Member
12	Mr.V.V.N.Sujit	Administrative Officer, SITE	Member
13	Mr.A.V.S.N.Phani Kumar	Finance Officer	Member
14	Mr. B Kiran Kumar	ME, Asst Professor	Member

The academic audit focuses on:

- Assuring quality of learning process
- Determining desired learning outcomes
- Assessing course content and curriculum
- Assessing teaching and learning process
- Implementing quality education
- Student assessment and evaluation

The academic audit is based on

- Annual Reports of the Departments
- Annual Quality Assurance Report AQAR of the institution
- Feedback from stakeholders
- Visits to Departments
- Presentation of Achievements by the Departments


The following documents are made available to the AAAC committee:

- Copy of the Time Table
- Course File
- Lab. Equipment Details
- Students Projects
- Various Grants received by the Institute/Department
- Internal evaluation marks
- Details of Remedial classes
- Result Analysis

Functions:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. 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
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development of Quality Culture in the institution.
9. The principal may include any other related academic matter for audit in the terms of reference, which he feels desirable.
10. To identify the bottlenecks in the existing setup, to identify the opportunities for academic and examination reforms in tune with vision and mission of the college and to face the challenges of Internationalization in Higher education.

11. To evaluate the optimum utilization of financial and other resources, issues concerning with leadership and organization, functional autonomy and financial management
12. In addition to the above, the committee is expected to take up any suggestions put forward in the academic and administrative audit taken up by the inspection committees, including the NBA, UGC and such other bodies apart from private/corporate institutions like ISO.
13. The Committee should submit a report to the principal from time to time.


PRINCIPAL
Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: Principal polytechnic
Mail & Hard copy to: Mr N.Srikanth, Asst.Professor.,Coordinator
Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI&ML
Mail copy to: Exam. Section/Automation/Central
Library/IQAC/AO/Transport/Hostels/Placement/Training
Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/03

Date: 01.04.2023

OFFICE ORDER

Sub: Constitution of Admission Committee-Reg.

Ref: from Prof.Mohammed Ismail, Principal

Admission Committee has been constituted with the following members for the Academic year

S.No	Department	Name	Designation
1	Principal	Prof .Mohammed Ismail	Chairman
2	HoD, ECE	Dr. C R S Hanuman	Coordinator
3	Sr.Asst, Admin.Office	Mr. N V V Satish	Member
4	AO, SITE	Mr. V.V.N.Sujit	Member
5	Sr.Asst Professor, ASH	Mr. Y Punniiah	Member
6	Assistant Professor, ECE	Mr. P Srinivas	Member
7	Assistant Professor, ECE	Mr. M Ravi Shankar	Member
8	Assistant Professor, ME	Mr. M Vijay Krishna	Member
9	Assistant Professor, ME	Mr. Sheik Salman Basha	Member
10	Assistant Professor, EEE	Mr. V.Chandra Sekhar	Member
11	Assistant Professor, CSE	Mr. S Siva Rama Raja	Member
12	Assistant Professor, CSE	Mrs M Anantha Lakshmi	Member
13	Assistant Professor, CE	Mr. M Venu	Member
14	Assistant Professor, IT	Mrs. G.Saraswathi	Member
15	Assistant Professor, AS&H	Mrs. K Bharathi Devi	Member
16	Assistant Professor, AS&H	Mrs. N S V G Bhavani	Member
17	Assistant Professor, AS&H	Ms. K Suneeta	Member
18	Assistant Professor, ECT	Mr.K.Chandra Sekhar	Member
19	Librarian, Central Library	Mr. K Srinu	Member
20	Lab Asst, AS&H	Mr.Ch. Narasimha Raju	Member
21	Jr Asst,AS&H	Mr.D. Manikyala Rao	Member
22	Jr Asst, Admn.Office	Mrs.V. Madhura Meenakshi	Member

Objective:

The objectives of this committee are to increase number of admission in various courses conducted by the SITE. Also to give advertisement by way of distributing pamphlets, by counseling and by organizing camps etc.

Functions & power of committee:

- Committee assists to the management in getting maximum admissions in various courses conducted by the SITE.
- To act as a coordinator with other college committees and faculty staff to receive and to give suggestions regarding admissions.
- To prepare list of admitted students and to submit to principal.
- To check original documents of the students.
- To keep personal file of the students with proper certificates.


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Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

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Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
Mail copy to: Dr.C R S Hanuman, Professor, ECE, Coordinator
Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
Mail copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostel/Placement/Training
Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2022-23/04

Date: 07.08.2023

OFFICE ORDER

Sub: Alumni Coordination Committee -Reg.

Ref: From Prof. Mohammed Ismail, Principal.

An Alumni coordination committee has been constituted with the following members, under the coordinator ship of Dr. K. Subhash Bhagavan to look after the activity in the institution.

Advisory Board:

S. No	Name	Designation
1	Sri.Burugupalli Venu Gopala Krishna	Chairman
2	Mr. M.Narendra Krishna	Vice- Chairman
3	Prof.Mohammed Ismail	Principal
4	Mr. V.V.N.Sujit	Administrative Officer

Site Alumni Departments- Coordinator:

S.No	Name	Department	Cell No	Designation
1	Dr. K. Subhash Bhagavan	IT	8096900006	Coordinator
2	Mr. Y.V.B. Sai Kumar	CE	9494022936	Member
3	Mr. M. Vijay Krishna	ME	8500906881	Member
4	Mr. G. Satyanarayana	EEE	9490676218	Member
5	Mr. T.V. Reddy	ECE	8500247798	Member
6	Mr. K. Sandeep	CSE	9866994482	Member
7	Mr. G. Nageswara Rao	IT	7013658295	Member
8	Mr. M. Sameer Kumar	MS	7288025166	Member
9	Mr. G. Vijaya Krishna	AS&H	9885996320	Member
10	Ch.Veda Kumar (22K61A1213)	II-IT	6300228780	Student Member

Functions:

- To establish and maintain an alumni association.
- To maintain a database of alumni, enabling them to reconnect with their friends.
- To provide guest lectures and employment opportunities for the present students through alumni.
- To strengthen relation between the Institute and alumni and encourage them to participate in the various cultural and social activities.
- To support the institute with resources that it will need for its various activities.
- To provide information about the current issues and trend going on in real-time environment.
- To assist students in availing project facilities.
- To help alumni in solving their technical problems through other alumni and faculty of the institute.
- To provide and organize funds for the needy and deserving students of the institute.

Duties and Responsibilities:

The Alumni Relations Cell Advisory Board /Executive Members who are the senior members of the SITE, who extend suggestions and support for the upliftment of SITE Alumni fraternity.

S.No	Duties and Responsibilities of Departments Coordinator's
1	To organize and develop the sound professional practices and an accepted code of professional ethics
2	To promote the common interest of the members of the Alumni Cell
3	To promote social, educational and cultural activities.
4	To do all things necessary or expedient to promote the above objectives.
5	To publish journals, Magazines, News Letters, books, monograms, etc., for dissemination of knowledge among the professionals of SITE.
6	Skill development: Having an active alumni network is immensely beneficial to the students presently studying in the college as well.
7	Brand building: With mushrooming educational institutions around the world, one way for an institute to stand out from the domestic and international competition is by promoting its brand. And an institute's alumni are its best bet.

8	Grading and giving back: Year after year, the race for rankings gains more prominence as more institutions throw their hat into the ring. While factors from infrastructure, quality of faculty, Curriculum design and research facilities are taken into consideration, now alumni success and engagement are also increasingly being given weightage for the additional edge. Donating to one's alma mater or fund raising by colleges is a relatively newer practice in Indian colleges, that have woken up to the support that these funds can provide: scholarships
9	To establish the network every year with Alumni.
10	To organize the alumni meet every year
11	To take necessary action to establish alumni chapters and to conduct various programs.


Principal
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Sasi Institute of Technology & Engineering (A)
 Tadepalligudem, W.G.Dt., A.P.

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 Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
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 Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/01/2023-24/01

Date: 07.08.2023

OFFICE ORDER

Sub: Constitution of Anti-Drug Committee (ADC) -Reg.

Ref: From Prof.Mohammed Ismail Principal

* * *

The Anti-Drugs committee of the SITE has been constituted to ensure a drug-free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels. The duties of the anti-drugs committee includes organizing awareness programs in the college and hostels with the help of government authorized agencies/organizations. Educating the students regarding the ill- effects of drugs and alcohol, encouraging peer policing among students against the use of drugs.

The Anti-Drug Committee is constituted with the following Members:

S. No.	Name of the Faculty	Branch	Designation	Role	Phone No.
1	Prof. Mohammed Ismail	ECE	Principal	Chairman	8096900008
2	Dr. TJ VS Rao	ECE	Dean Student Affairs	Co-Chairman	9491174001
3	Mr. P Ram Babu	CSE	Assoc. Professor	Coordinator	9492400800
4	Mr.M.R.Balusula Rao	EEE	Asst. Professor	Member	9666608012
5	Mr. M Ravi Shankar	ECE	Asst. Professor	Member	8185817014
6	Mr. Md. Subhani	ME	Asst. Professor	Member	9441755553
7	Mr. Y Punniah	AS&H	Asst. Professor	Member	9441563790
8	Dr. A V Siva Rama Rao	CSE	Asst. Professor	Member	9441443837
9	Mr. P Sekhar	PD	Phy. Director	Member	8099119652
10	Mr. K Srinu	Library	Librarian	Member	9491372286
11	Mr. N Krishna	MS	Asst. Professor	Member	9963748509
12	Mr. M Venu	CE	Asst. Professor	Member	8500714776
13	Mr. M Nani Babu	Diploma	Asst. Professor	Member	9704953314
14	Mrs. G Saraswathi	IT	Asst Professor	Member	9121634510
15	Miss G Vijaya Lakshmi	CST	Asst. Professor	Member	8919903629
16	Mr. P .Srinivas	ECE	Asst. Professor	Member	8125558887
17	Mr.P.Hemanth	III-IT	Student	Student Member	6300228780

OBJECTIVE OF ANTI- DRUG COMMITTEE

“To achieve and maintain premises and surroundings by imposing total ban on consumption or use of drugs, alcohol and tobacco products.”

FUNCTIONS OF ANTI- DRUG COMMITTEE

- I. Organizing induction program/awareness programs by government authorized agencies/organizations to educate the students about the ill effects of the use of drugs as well as the legal action for violation of the laws.
- II. Regular as well as surprise checking in hostels, toilet block of cafeteria and few remote/hiding places.
- III. Encouraging students' volunteer (peer group) to stand vigilant and reporting the case to Anti-Drug Committee with evidence.
- IV. Banner displaying Anti-Drug initiatives at prominent places.


PRINCIPAL
Principal

Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

Copy To:

All Committee members

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: Principal polytechnic

Mail & Hard copy to: Mr. P Ram Babu, Assoc. Professor, CSE

Mail & Hard copy to: Mr.N.Srikanth, IQAC, Coordinator

Mail & Hard copy to: HoDs., CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML/

Mail & Hard copy to: Dean Academics/Exam. Section/Automation/Central Library/AO/Hostels/Transport/

Mail to: Registrar, JNTUK, Kakinada

Mail to: All faculty members



Ref: SITE/AO/IQAC/06/2023-24/02

Date: 04.10.2023

OFFICE ORDER

Sub: Re-Constitution of Anti-Ragging Committee (ARC) -Reg.
Ref: From Prof. Mohammed Ismail Principal

Anti-Ragging Committee (ARC) has been constituted under section 4(1) of G.O.Ms.No.19, Higher education (EC.2) Dept. with the following members

S.No	Name of the Faculty	Department	Designation
1	Prof. Mohammed Ismail	ECE	Principal
2	Dr. T.J.V.S. Rao	ECE	Dean Student Affairs
3	Mr. B Kiran Kumar	ME	Coordinator
4	Mr. A.S. N. R. Gopal	EEE	Asst. Professor
5	Mr. M.Ravi Shankar	ECE	Asst. Professor
6	Mr. Md. Subhani	ME	Asst. Professor
7	Mr. Y. Punnaiah	AS&H	Sr.Asst. Professor
8	Dr. A.V. Siva Ramarao	CSE	Assoc. Professor
9	Lt. P. Soma Sekhar	PD	Phy. Director
10	Mr. K. Srinu	Library	Librarian
11	Mr. N. Krishna	MS	Asst. Professor
12	Mr. M. Venu	CE	Asst. Professor
13	Mr. M. Nani Babu	Diploma	Asst. Professor
14	Mr. U .Srinadh	IT	Sr. Asst Professor
15	Ms. G .Vijaya Lakshmi	CST	Asst. Professor
16	Mr. N. Subbarayudu	ECT	Asst. Professor
17	Mr.M.George Raju (21K65A0528)	IV-CSE	Student Member

Anti-Ragging Helpline, UGC, New Delhi: 1800-180-5522.

UGC Video Clippings on Ragging Issues.: <https://www.ugc.ac.in/page/Videos-Regarding-Ragging.aspx>

The committee shall be meeting twice in a year to overview the effectiveness of the steps taken by the Institution to curb ragging and to make timely decision as and when required.

Objectives-

- Creating Ragging free atmosphere in and outside the campus.
- Creating awareness among students regarding acts and punishments pertaining to ragging activities.
- Creating cordial relations among students for fulfilling organizations missions and objectives
- Creating awareness among students regarding how the self-confidence of the individual influences the national interest
- To implement the provisions of UGC regulations on curbing the menace of ragging.
- To regulate and punish those who indulge in ragging, as provided under the UGC regulation, 2009.

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of fear, shame, torment or embarrassment, so as to adversely affect the physique or psyche of such fresher or any other student;
- Act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students involved in ragging;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the

discomfiture to fresher or any other student;

- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student or students over any fresher or any other student.

Provision of Punishment at the Institution as recommended by the UGC-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the Institution, the possible punishments for those found guilty of ragging at the Institution level shall be any one or in any combination of the following.

- Cancellation of admission
- Suspension from attending classes withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process with holding results
- Debarring from representing the institution in any regional, National or International meet, tournament, youth festival, etc. Suspension/expulsion from the hostel, Rustication from the Institution- for a period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution. Fine of Rupees 25,000/-
- Collective punishment: when the persons committing or abetting the crime of ragging are not Identified, the institution shall resort to collective punishment as a deterrent to ensure community Pressure on the potential raggars.

Functions of Anti-Ragging Committee.

- It shall monitor the anti-ragging activities in the institution, consider the recommendations of Anti-Ragging Squad and take appropriate decisions.
- It shall be empowered to spell out suitable punishments to those found guilty.

Anti-ragging Committee Role & Responsibilities

- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging.
- From anti-ragging committees/squads to make surprise visits and takes effective steps to prevent ragging.
- Oversee the procedure of obtaining undertaking from the students in accordance with the provisions.
- Conduct workshops against ragging menace and orient the students
- To provide students the information pertaining to contact address and telephone numbers of the persons identified to receive complaints/distress calls.
- To take all necessary measures for prevention of ragging inside the campus/Hostels.
- To associate with Grievances committee and help in anti-ragging activities.

- To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.
- To secure almost all areas in the college (i.e. canteen, parking places, different blocks, play grounds etc.) and ensure that at least one faculty member is present at a particular time at all locations to avoid ragging.

Constitution of Anti Ragging Squad:-

The members of Anti-Ragging Squad shall be nominated by the Head of the Institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The squad shall comprise of faculty members with a Nodal Officer appointed by the College

Dr. T J V S Rao, Dean Student affair is currently the Nodal Officer of the Anti-Ragging Squad.

S.No	Name of the Faculty	Block Name	Contact Cell No
1	Dr.TJ VS Rao	Over all	9491174001
2	Mr. B Kiran Kumar	Over all	9701187001
3	Mr. B Raghavenrda	Einstein	9666608012
4	Mr. M Ravi Shankar	GD Naidu	8185817014
5	Mr. Md. Subhani	C V Raman - 1	9441755553
6	Mr. Y Punniyah	C V Raman - 2	9441563790
7	Dr. A V Siva Ramarao	Pascal	9441443837
8	Mr. P Sekhar	Cosmos	8099119652
9	Mr. K Srinu	B Rattayya	9491372286
10	Mr. N Krishna	Armstrong	9963748509
11	Mr. M Venu	G D Naidu	8500714776
12	Mr. M Nani Babu	Diploma block	9704953314
13	Mrs. G Saraswathi	C V Raman -1	9121634510
14	Ms. G Vijaya Lakshmi	Pascal	8919903629

The functions of the Anti-Ragging Squad —

- The squad comprises of a nodal officer, nominated by the principal, who would be responsible for the effective implementation of the anti-ragging measures in the college. The Nodal officer will be supported by other teaching and non-teaching staff members from various faculties and sections of the college, nominated by the principal.
- The squad shall be responsible to vigil, oversight, and patrolling to ragging prone areas and considered hot spots. The members of the squad shall be empowered to inspect such places and arrange surprise visits to the hostel and other vulnerable areas.
- The Squad shall be empowered to investigate incidents of ragging and make timely recommendations to the Anti-Ragging Committee.

Affidavit by Student:-

In order to ensure strict compliance and monitoring of anti-ragging measures and make students aware of the prohibition of ragging and the punishment, the college has prescribed, an affidavit to be signed by the student to the effect that he/she will not indulge in the act of ragging, and will be severely punished if found indulging in such activity, both under penal as well as under UGC Regulations and also affirm to the effect that he/she has not been expelled and/ or debarred by any Institution and further confirms that he/ she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/ or abating ragging, shall be liable to be proceeded under the regulations and / or under any Penal Law or any other Law for the time being in force. The college shall obtain the affidavit from students duly signed in by them, while seeking admission to the college in every academic year. Apart from filling in the affidavit by the fresher's, the seniors will also sign in the undertaking, declaring that they shall not indulge in the ragging both in and outside the college premises.

Affidavit by Parents:-

In order to achieve the objective & as laid down in the UGC Regulations, for curbing the menace of ragging, the college shall obtain affidavit from parents/guardians of students also, duly signed by the concerned parents/ guardians of the applicant to the effect that he/ she has read and understood the provisions of these regulations with same effect as laid down in the affidavit by students.

Display of names and contact numbers of members of Anti Ragging Squad:- The names and contact numbers of Members of the Anti-Ragging Squad shall be uploaded on the college website and displayed at various visible points, also at the entry passage which is conspicuous to all students. The members of anti-ragging squad shall be deployed at all vulnerable areas to monitor any activity which calls on for ragging.

Complaint Box- For registering complaints against ragging or other grievances, a Complaint Box shall be placed at prominent areas of the college where any student can write and drop his/her complaint or can give any suggestion regarding ragging, if any.

The Complaint Boxes shall be locked and can be accessed by the Nodal Officer of the AntiRagging Squad, once in a week. In case the Nodal Officer is not present on the campus, then a person nominated by the nodal officer shall be permitted to open the complaint box, the report of which shall be submitted by him/her to the Anti-Ragging Committee. Upon getting any grievance related to ragging, the nodal officer shall be empowered to investigate the case and report the same to the Anti-Ragging Committee, which shall be further dealt strictly, as per the UGC Regulations.

Online Anti-ragging Feedback Mechanism- the college shall be collecting online feedbacks from the fresher's during July to September, so that the students could be given a fair platform to register their complaints against ragging. The feedback report shall be submitted to the Anti-ragging Committee for further analysis of complaints found, (if any) and taking appropriate action against those found guilty as per the UGC Regulation.

Complaint Redressal Procedure:

In order to deal with the complaints against ragging and help students in distress, the UGC has

introduced National Anti- ragging helpline 1800-180-5522 (24 x 7 Toll Free). The grievances related to ragging can also be registered through email at helpline & antiragging.in for bringing the matter to public attention.

For any further information regarding ragging, the students can visit the UGC website i.e. www.ugc.ac.in and www.antiragging.in or can also contact UGC Monitoring Agency i.e., Amman Satya Kachroo Trust on following No. 09871170303, 09818400116 (only in case of emergency)


PRINCIPAL
Principal
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CC To:

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Mail copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostels/Placement/Training

Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/06

Date: 16.09.2023

OFFICE ORDER

Sub: Re Constitution of Arts/Cultural/Literary & Hobby Club Committee-Reg.

Ref: from Prof.Mohammed Ismail, Principal

SITE encourages the holistic development of the students by coordinating and promoting a variety of educational, recreational, social, and cultural and entertainment programs and services. These programs and services provide students with opportunities to develop better insights into group process, enhances creative thinking skills, leadership skills and nurture individual talents.


So, the proposed club consists of a chairperson, a coordinator, organizers and members from the faculty as well as students. These selected members are persons with a record of commitments to enrich and empower the members in respective areas, having relevant knowledge. Interested students can register their names for the following mentioned club activities. All the active members shall be entitled to all rights and privileges of the club.

The following members are appointed as the Members for Arts/Cultural/literary & Hobby Club committee:

S.No	Name	Designation	Department
1	Dr. A. Praveena	Coordinator	AS&H
2	Ms.B.V.Pujitha	Member	AS&H
3	Mr. M Rama Krishna	Member	CE
4	Mr.P.Vijay Kumar	Member	MECH
5	Mr.V.Chandra Sekhar	Member	EEE
6	Ms.R.Tulasi	Member	ECE
7	Mrs.Ch.Lalitha Syama Sundari	Member	IT
8	Mrs.B.Vimala Victoria	Member	CST
9	Mrs.D.Sowmya	Member	CSE
10	Ms.Ch.Naga Venkata Tirumala	Member	ECT
11	Mr.M.Sameer Kumar	Member	MS
12	S.Tanuja Sri (22K61E0054)	Student Member	MS

Functions:

- To bring out hidden talents of the students.
- To encourage the students to express their inner feelings to the outside world
- To increase the social relationship in the college hence to mingle with society to make the students more active in their academics by providing a platform for recreation and self-expression.


PRINCIPAL
PRINCIPAL
Sasi Institute of Technology & Engineering
TADEPALLIGUDEM
West Godavari District - 534109

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: Director, SITE
Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
Mail copy to: Dr.A. Praveena , Associate Professor, AS&H,Coordinator
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
Mail copy to: Exam. Section/Automation/Central Library/AO/Transport/Hostel/Placement/Training
Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/07

Date: 09.12.2023

OFFICE ORDER

Sub: Canteen/ House Keeping/Hygiene/Sanitation Committee -Reg
Ref: from Prof.Mohammed Ismail, Principal

A Canteen Committee /House-Keeping /Hygiene /Sanitation committee has been constituted with the following members, under the Coordinator ship of Dr. P Hema Chandu, Professor of EEE to look after the Canteen Committee activities in the institution.

A committee is established to be known as the Canteen Committee, to exercise the powers and to perform the functions here after described:

The Committee shall be composed of the following membership:

S.No	Name	Designation	Department
1	Dr. P Hema Chandu	Coordinator	EEE
2	Mr.S.N.V.P.RaviTeja	Member	ECE
3	Mr.Ch.Syam Kumar	Member	ME
4	Mr.A.Anjaneyulu	Member	EEE
5	Mr. K.Rakesh	Member	CSE
6	Mr.T. Mohan Rao	Member	CE
7	Mr.M.Babi	Member	AS&H

Canteen Committee:

A Canteen Committee is responsible for monitoring the operations of the canteen and implementing and reviewing the canteen policy. They may also be responsible for specific decisions as specified in the canteen policy, such as employing staff, authorizing major purchases or authorizing changes in the menu.

A Canteen Committee is a proven way to give the canteen enough autonomy to operate as a business while maintaining strong connections with the institute. Some advantages of having a canteen committee are:

The workload of overseeing the canteen can be shared amongst a team.

- It is a forum where different views and ideas from the organization can be considered without disrupting the day to day management of the canteen.
- It separates the direction of the canteen from the management of the canteen, giving the organization more flexibility in how the canteen operates.

Functions:

- To plan, organize, control and identify the needs of the canteen and also recommend any changes or facilities to make canteen the best hangout in campus.
- To prepare canteen menu and price list.
- To plan and allocate separate space for staff and also ensure safe, healthy, hygienic atmosphere at the canteen.


PRINCIPAL

PRINCIPAL
Sasi Institute of Technology & Engineering,
TADEPALLIGUDEM
West Godavari District - 534109

CC To:

- Mail & Hard copy to: Hon'ble Chairman, SITE
- Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
- Mail & Hard copy to: Director, SITE
- Mail & Hard copy to: Principal polytechnic
- Mail & Hard copy to: Dr.P.Hema Chandu.Professor & Coordinator
- Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
- Mail & Hard copy to: Mr. N Srikanth. IQAC, Coordinator
- Mail & Hard copy to: HoD's.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
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- Mail to: Individuals Concerned/all faculty members



OFFICE ORDER

Ref: SITE/AO/01/2023-24/01(B)

Date: 02.07.2023

Sub: Code of Conduct Monitoring Committee- Reg.

Ref: From Prof. Mohammed Ismail Principal

A committee is constituted to monitor the code of conduct of students and staff with the following members.

S.No.	Name	Designation	Department
1	Prof.Mohammed Ismail	Principal	ECE
2	Dr.T.J.V.S.Rao	Coordinator	Dean Student Affairs
3	Dr.M.Rama Rao	Member	HoD-CE
4	Dr.A.Prasad	Member	HoD- EEE
5	Mr.B.Krishna Murthy	Member	HoD-ME
6	Dr.C R S Hanuman	Member	HoD- ECE
7	Dr.M V S S Nagendranath	Member	HoD-CSE
8	Dr.K.Subhash Bhagavan	Member	HoD- IT
9	Dr.Shaik Mohammed Rafee	Member	HoD-AIML
10	Dr.G.Leenendra Chowdary	Member	HoD- ECT
11	Dr.P.Kiran Kumar	Member	HoD-CST
12	Dr.P.Ramakrishna	Member	HoD- MS
13	Dr.T.V.Raghu	Member	HoD-AS&H
14	Mr.P.Teja Venkat Naidu (20K61A0641)	Student Member	IV-CST

Functions and responsibilities

1. To educate the stake holders regarding the code of conduct of the Institute.
2. Mechanism to monitor the code of conduct violations by the academic staff towards discharging their academic and research responsibilities.
3. Explore the possible means to provide wide publicity for the code of conduct amongst the teaching & non-teaching staff and students.
4. To monitor the adherence of students and faculty to the Institute's code of conduct



PRINCIPAL

Principal

Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: Principal polytechnic

Mail & Hard copy to: Dr.T J V S Rao, Professor & Coordinator

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Ref: SITE/AO/IQAC/06/2023-24/09

Date: 21.08.2023

OFFICE ORDER

Sub: Constitution of College Academic Committee - Reg.

Ref: From Prof. Mohammed Ismail, Principal

Ref: COMMON ACADEMIC REGULATIONS (R20) for ALL AUTONOMOUS COLLEGES OF JNTUK

* * *

College Academic Committee has been constituted with the following members, under the Coordinator ship of **Dr. P Rama Krishna** to look after the College Academic Committee activities in the institution.

S.No	Name	Designation	Department
1	Prof. Mohammed Ismail	Chairman	ECE
2	Dr. K Bhanu Prasad	Special Invitee	ECE
3	Dr. P Rama Krishna	Coordinator	MS
4	Dr. C R S Hanuman	Member	ECE
5	Dr. Ch Srinivas	Member	AS&H
6	Mr. N Srikanth	Member	CSE
7	Dr. A Prasad	Member	EEE
8	Dr. T V Raghu	Member	AS&H
9	Dr. Ch Tirupathi	Member	CE
10	Dr. Subhash Bhagavan Kommina	Member	IT
11	Mr. B Krishna Murthy	Member	ME
12	Mr. M Ramakrishna	Member	CE
13	Dr. Leenendra Choudary	Member	ECT
14	Dr. Pattur Hema Chandu	Member	EEE
15	Dr. Pulamolu Kiran Kumar	Member	CST
16	Dr. Shaik Mohammed Rafee	Member	AIML
17	Dr. T J V S Rao	Member	ECE
18	Dr. Khan Sohel Rana	Member	ECE

Monitoring Functions of Committee towards the Attendance Requirements

- a) A student is eligible to write the End Sem examinations if he acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.
- b) **Condonation of shortage of attendance in aggregate up to 10% (65% and above, and below 75%) may be granted by the College Academic Committee. However, this condonation concession is applicable only to any two semesters during the entire programme.**
- c) Shortage of Attendance below 65% in aggregate shall not be condoned.
- d) A student who is short of attendance in a semester may seek re-admission into that semester when offered within 4 weeks from the date of commencement of class work.
- e) Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
- f) A stipulated fee of Rs. 1,000/- in the concerned semester shall be payable towards condonation of shortage of attendance. Students availing condonation on medical ground shall produce a medical certificate issued by the competitive authority.
- g) A student will be promoted to the next semester if he satisfies the (i) attendance requirement of the present semester and (ii) minimum required credits.
- h) If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.
- i) For induction programme attendance shall be maintained as per AICTE norms.
- j) For non-credit mandatory courses the students shall maintain the attendance similar to credit courses

Academic Functions:

- Members of the committee give their suggestions and directions for the smooth running of the college in academic aspect;
- Review the academic and other related activities of the college;
- Review the students and faculty development programs;
- Visualize and formulate perspective plans for the development and growth of the college;

- Prepare and review Academics Calendar and Class Routine for the college;
- Plan for sustaining the quality of education, quality improvement and accreditation of the College
- Keep vigilance on the attendance of teachers and regularity in taking the classes;
- Review student's attendance/malpractices in examinations;
- To consider such other activities for furtherance of academic excellence.

Enc: Minutes of the meeting content


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TADEPALLIGUDEM
West Godavari District - 534107

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Ref: SITE/AO/IQAC/06/2023-24/42

Date: 02.10.2023

OFFICE ORDER

Sub: Constitution of Differently Abled Committee -Reg

* * *

Differently Abled Committee (DAC) has been established with following composition with an aim to ensure that necessary facilities and assistance are available in campus for the differently abled students.

S.No.	Name of the Faculty	Department	Designation	Role
1	Mr.S N V P Ravi Teja	ECE	Asst.Professor	Coordinator
2	Mr.G Nageswara Rao	IT	Asst.Professor	Member
3	Mr. G Satyanarayana	EEE	Asst.Professor	Member
4	Mr. M Satya Srinivas	CSE	Asst.Professor	Member
5	Mr.Y. Raghu Ram	MECH	Asst.Professor	Member
6	Mr.M Venu	Civil	Asst.Professor	Member
7	Mr.M Sameer Kumar	MS	Asst.Professor	Member
8	Mr.G Vijay Krishna	AS&H	Asst.Professor	Member
9	Mr.K.Mohan (21K65A0206)	IV-EEE	Student	Student Member

OBJECTIVES:

The objectives include but not limited to:

1. Establish a welcoming atmosphere for persons with disabilities on college campuses.
2. Attend to the need based requirements of differently abled people and the programmes that are accessible to them.

3. Provide a disability-friendly atmosphere on campus.
4. Make resources easily accessible to students with disabilities.

MAJOR FUNCTIONS:

1. Facilitating admission for differently abled persons in all the courses.
2. Building ramps at all Institute infrastructure such as buildings, furniture, common facilities: toilets, washrooms and provide lift facility in library, hostel and class rooms.
3. Providing additional support in terms of professional, personal and academic counseling to enhance their learning experience.
4. Providing the essentially required resources and infrastructure facilities.
5. Adhering to the orders dealing with fee concessions, examination procedures, reservation policies, etc., referring to persons with disabilities as per the government policies from time to time.
6. Enlightening the faculties about the approaches to teaching in the case students with disability.
7. Assessing the educational needs of students with disability from time to time.
8. Support to the students with disability in getting employment after their studies.
9. Providing wheel chair facility and railing facility where it is necessary in the campus.
10. Implement the university guidelines in terms of the facilities to students with disabilities during the exam.
11. Providing various provisions in creating a disabled friendly campus from time to time.


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Ref: SITE/AO/IQAC/06/2023-24/012

Date: 26.06.2023

OFFICE ORDER

Sub: Re-Constitution of Disciplinary Committee - Reg.

Disciplinary Committee has been constituted with the following members, under the Coordinator ship of **Dr. T J V S Rao** to look after the Disciplinary Committee activities in the institution.

S.No	Name	Designation	Department
1	Dr. T J V S Rao	Coordinator	DEAN Student Affairs
2	Dr. M V S S Nagendranath	Member	CSE -Professor & HOD
3	Dr. P Rama Krishna	Member	MS- Associate Professor & HOD
4	Dr. T V Raghu	Member	AS&H - Associate Professor & HOD
5	Dr. G.Naveen kishore	Member	ECE-Associate Professor & HOD
6	Dr. K.Subhash Bhagavan	Member	IT - Associate Professor & HOD
7	Mr. B Krishna Murthy	Member	ME- Assistant Professor & HOD
8	Mr. M RamaRao	Member	CE- Professor & HOD
9	Dr. P.N.Malleswari	Member	ECT-Assoc. Professor & HOD
10	Dr. A.Prasad	Member	EEE-Professor & HOD
11	Dr. P. Kiran Kumar	Member	CST- Associate Professor & HOD
12	Ms.P.Meghana Rajyam	Student Member	IV-EEE (20K61A0260)

Objectives:

- To uplift the student's potential and to develop them as a balanced citizen in the society.
- The institute is driven with a passion and mission for imparting peaceful, safe and friendly environment.
- To scrutinize and prevent any in-disciplinary activities (lack of attendance, unpunctuality, misbehaving with staff, colleague, damage to college property) and riots.
- To provide a medium through which the committee can monitor and control the discipline of its students.

Functions:

- The college Disciplinary Committee will function under the direct control of the Principal and will have the following functions.
- To hear individual cases.
- All the members of the committee will function as a team and not as independent entities and they also will not take any decision which may be against the interests of either party.
- To render fair and appropriate decisions in a timely fashion.
- To maintain & enforce strict discipline in the college campus.
- To enforce strict dress code among students, please note that wearing of Jeans by students is not permitted & anyone found wearing jeans should not be allowed to enter the college.
- To enforce total prohibition of Cell phone usage by the students inside the college campus. Please note that Cell phone is totally prohibited in the college campus and if a student is found carrying Cell phone, the Cell phone needs to be confiscated & returned to the principal.
- To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.
- To ensure that all the students attend classes without bunking & prevent the students leaving the college early. Please note that no student can leave the college early without prior permission of the higher authorities (Gate pass issued needs to be produced). Smoking is strictly prohibited in the college campus and ensures that this is being strictly followed.
- To ensure that students maintain utmost silence in the library.
- To maintain proper discipline in the college canteen, Students waiting room and the student mess during the college working hours.
- To assist the college anti-ragging committee in preventing ragging in the college and to spread anti-ragging campaign throughout the students community.


PRINCIPAL
Principal

Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

CC To:

- Mail & Hard copy to: Hon'ble Chairman, SITE
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- Mail & Hard copy to: Dean Academics/R&D/Student Affairs/ICT&ITL
- Mail copy to: Dr. T J V S Rao, Professor, ECE, Dean Student affairs
- Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
- Mail & Hard copy to: HoDs., CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
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- Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/014

Date: 11.01.2024

OFFICE ORDER

Sub: Entrepreneurship Development Committee-Reg

Ref: From Prof. Mohammed Ismail Principal

Entrepreneurship Development Cell was established at Sasi Institute of Technology and Engineering on 11th July, 2013 for the purpose of encouraging the students to consider self-employment as a career option, provide training in Entrepreneurship through designed technical and managerial courses. The cell organizes different activities and events to train and motivate the students on entrepreneurship development.

The Entrepreneurship Development Cell comprises of the following members:

S.No	Name	Designation	Department
1	Dr. P Rama Krishna	Coordinator	MS
2	P. Ravi Krishna	Member	ECE
3	Mr. E.V. Sandeep	Member	CSE
4	Dr. Shaik Mohammad Rafee	Member	AIML
5	Mr. Ch.Syam Kumar	Member	ME
6	Mr. N.Murali Mohan	Member	AS&H
7	Dr. Ch. Tirupathi	Member	CE
8	Mr. T.Vinay	Member	IT
9	Mr. A. Anjaneyalu	Member	EEE
10	Mr.M.Srinivasa Rao	Member	MS
11.	Mr. Ch. Veda Kumar (22K61A1213)	Student Member	II-IT

VISION:

To become a novel and renowned center of excellence for entrepreneurship Development.


MISSION:

To train and develop the student's community to be a successful Entrepreneurs towards their contribution for healthy and prosperity of our nation.

The Cell had sought to develop and improve entrepreneurial skills to start small and medium scale industries in and around the West and East Godavari Districts of Andhra Pradesh. The EDC considered as a part of the Institution Policy which was articulated in the Vision and Mission of Sasi Institute of Technology and Engineering. Students should contribute their knowledge for the Economic and Social Development of the construction of strong industrial country with the following important objectives:

Functions:

- To identify the required skills for entrepreneurs and conduct relevant trainings for sharpening entrepreneurship skills.
- To prepare yearly action plan for conducting entrepreneurship training programs.
- To identify resource person and conduct entrepreneurship training program as per the calendar.
- To interact with different Professional and Government Organizations like ni-MSME, MSME, NSCI etc for collaborative Entrepreneurship activities
- To arrange interactive sessions with successful business people.


PRINCIPAL
Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

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Ref: SITE/AO/IQAC/06/2023-24/015

Date: 04.12.2023

OFFICE ORDER

Sub: Ethics / Innovation / IPR Committee - Reg.

Ref: From Prof. Mohammed Ismail Principal

Research Ethics Committee has been constituted with the following members

Chair :

Principal	Prof. Mohammed Ismail	Chairman
-----------	-----------------------	----------

Ethics Committee members:

S.No.	Name of the Authority	Department	Role
1	Dr. Ch Srinivas	Dean R & D	Coordinator
2	Dr. G Prasad	AS&H	Member
3	Mr. S. A.V. Prasad	AS&H	Member
4	Mr. P Rambabu	CSE	Member
5	Mr. M Rama Krishna	CE	Member
6	Mr. C.H.L.S.S. Pavan Kumar	ECE	Member
7	Dr. R. Pavan Kumar Naidu	EEE	Member
8	Mr. U. Srinadh	IT	Member
9	Mr. B. Kiran Kumar	ME	Member

Tasks of the Ethics Committee:

1. To provide advice and guidance to the SITE faculty members on all matters pertaining to academic research ethics
2. To advise the Academic Council on compliance with the 'Code of Ethics in Academic Research' of the various academic activities at the SITE
3. To provide guidance and academic support to students on ethical issues in respect of teaching, research and other academic activities. On an entirely voluntary basis, researchers may ask the Ethics Committee for consultation on ethical aspects of their research.
4. To confirm to external parties on behalf of the SITE compliance with ethical standards in respect of research projects undertaken.

5. To advise the Academic Council of any policies that may be required in relation to accepting funds from particular sponsors of research
6. To act as an investigative/consultative body for any disputed matter concerning research ethics and conduct.
7. To promote academic freedom and safeguard in creation of intellectual property at the Institute;
8. To provide legal support, wherever necessary, to defend and protect the intellectual property rights obtained by the Institute against any infringement/ unauthorized use;
9. Review practices of decision making, leadership functions, transparency and actions to avoid any perceived or real conflict of interest or undue influence

Records management:

The documents pertaining to the IPR of the researchers of the Institution shall be maintained and managed in soft and hard copies for minimum five year after granting the patents, copyrights and trademarks.

Reporting:

The R&D cell will report to the principal by way of its minutes.


PRINCIPAL
Principal
Sasi Institute of Technology & Engineering (A)
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Ref: SITE/AO/IQAC/06/2023-24/013

Date: 04.12.2023

OFFICE ORDER

Sub: Electrical / Computer Networks Maintenance Committee - Reg.

Ref: From Prof. Mohammed Ismail, Principal

Electrical / Computer Networks Maintenance committee has been constituted with the following members, under the Coordinator ship of Dr. E. Aswani Kumar to look after the Electrical / Computer Networks Maintenance activity in the institution.

The Committee shall be composed of the following members:

S.No.	Name	Designation	Department
1	Dr. E. Aswani Kumar	Coordinator	EEE
2	Mr. KNV Siva	Asst. Coordinator	EEE
3	Dr. P. Kiran Kumar	Member	CST
4	Mr. V. Vinod kumar	Member	ME
5	Mr. P. Ravi Krishna	Member	ECE
6	Mr. M. Babi	Member	AS&H
7	Mr. T. Mohan Rao	Member	CE
8	Mr. S. Siva Rama Raju	Member	CSE
9	Mr. G. Sekhar	Member	CSE
10	Mr. Y.S.B.Surya Prakash	Member	EEE

Functions:

1. To ensure electrical safety and plan electrical maintenance.
2. To identify and resolve computer network maintenance issues.
3. To ensure fire safety in the campus.

4. To look after Generators maintenance.
5. To draw floor plans to apply for fire safety certificates.
6. To collect and follow-up electrical /computer network maintenance in the campus.
7. To get Diesel generator commitment schedule

[Handwritten Signature]
PRINCIPAL
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Sasi Institute of Technology & Engineering
TADEPALLIGUDEM
West Godavari District - 534109

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
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Mail & Hard copy to: Principal polytechnic
Mail & Hard copy Dr.E.Aswani Kumar.Professor& Coordinator
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Ref: SITE/AO/IQAC/06/2023-24/016

Date: 26.06.2023

OFFICE ORDER

Sub: Examinations Committee for - Reg.

From Prof. Mohammed Ismail, Principal

Examinations committee has been constituted with the following members, under the Coordinator ship of Mr. G. V. Appa Rao, Assistant Professor in Electrical and Electronics Engineering to look after the activities in the institution.

Committee members:

S.No	Faculty Name	Designation	Department
1	Mr. G. V. Appa Rao	Coordinator	EEE
2	Mr. U. Srinadh	Members	IT
3	Dr. A. Sombabu	Members	ASH
4	Mr. Y. B Sai Kumar	Members	CE
5	Mr.G.Satynarayana	Members	EEE
6	Mr.R.Narendra Kumar	Members	ME
7	Mr. B. Kusuma	Members	MS
8	Mr. P. R. Mahidhar	Members	ECT
9	Mr. P. Ram Babu	Members	CSE
11	Mr.P.Srinivas	Members	ECE

About the Committee:

A senior faculty will be nominated as the coordinator of the committee. Faculty who are acting as timetable coordinators in the department will be co-opted as members in the committee. Usually, the committee is framed before beginning of the academic year.

The Examination committee is responsible for setting, marking and reviewing questions and question papers of internal examinations. The committee ensures the standard, validity and fairness of examinations and produces appropriate pass lists. The committee oversees the function of the Examination department, including communication with candidates, the logistics of preparing for examinations. The coordinator is responsible for providing advice to the principal on matters pertaining to examinations.

Functions:

- To set standards and frame rules and regulations for internal evaluation without violating the rules and regulations of the University.
- To ensure fair and unbiased system of examinations in the campus.
- To review the results at the end of each examination and produce the report for further analysis and steps for improvement.
- To ensure timetables are framed according to the rules and regulations of university


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West Godavari District - 534101

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Mail & Hard copy to: Principal polytechnic

Mail & Hard copy to: Mr.G.V.AppaRao, Asst.Professor, Coordinator

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Ref: SITE/AO/SA/08/2023-24/02

Date: 13.11.2023

OFFICE ORDER

Sub: Constitution of Extra-curricular Activities committee -Reg.

Ref: from Prof.Mohammed Ismail, Principal

Extra-curricular Activities committee has been constituted with the following members:

S.No	Name	Designation	Department
1	Dr. M Deepthy	Coordinator	AS&H - Assoc. Prof
2	P S Shekar	Co- Coordinator	Physical Education
3	CRS Hanuman	Member	ECE – Asso.Prof
4	G Nageswara Rao	Member	IT- Asso. Prof
5	A.Sailaja	Member	ECE-Asst. Prof
6	N Sannajaji	Member	ECE - Asst. Prof
7	M Venu	Member	CE - Asst. Prof
8	A V Surya	Member	AS&H-Asso. Prof
9	V S Srinivas	Member	MS- Asst Prof
10	Dr K S Balamuragan	Member	ECE – Asso. Prof
11	K Sandeep	Member	CSE-Asst Prof
12	G.Yamini	Student Member	IV-IT (20K61A1221)

Roles and Responsibility:

- Preparing schedule for various co-curricular and extracurricular activities class for the entire academic session
- Planning and organizing intra-college, inter-college and inter-house sports and extracurricular activities competition
- Identify students' interest and encourage them to form clubs through which they would meet their goals to suit their needs

- Maintain the record of every club activity
- Timely report to the management about every ongoing club activity and to seek approval before executing any event.
- Handle every kind of conflict arising in the club, maintain the discipline, financial transparency and smooth operation of the club
- Encourage action-plan at least one event per year under each club. Action-plan must be in a formal proposal form whose proper book keeping is to be maintained.
- The Committee shall display on the Notice Board/Website information about events to be conducted by the Cultural Committee like (a) Freshers' Day (b) Festival Celebrations (c) Independence Day (d) Republic Day (e) College Foundation Day etc.
- To assist in organizing the SITE yearly Sports Festival.
- Motivate the students to involve in physical activities and sports
- To bring out hidden talents of the students.
- To increase the social relationship in the college hence to mingle with society.
- To encourage the students to express their inner feelings to the outside world.
- To make the students more active in their academics by providing a platform for recreation and self-expression.


PRINCIPAL
 Principal

Sasi Institute of Technology & Engineering (A)
 Tadenaliqudem, W.G.Dt., A.P.

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
 Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
 Mail & Hard copy to: Director, SITE
 Mail & Hard copy to: Principal polytechnic
 Mail & Hard copy to: Mrs.M.Deepthy, Coordinator
 Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
 Mail & Hard copy to: HoD's.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
 Mail copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostels/Placement/Training
 Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/017

Date: 21.06.2023

OFFICE ORDER

Sub: Faculty/Staff Grievance Committee-Reg

Ref: From Prof. Mohammed Ismail, Principal

* * *


A Faculty/Staff Grievance Committee has been constituted with the following members, under the Coordinator ship of Dr. Sohel Rana to look after the activity in the institution.

The Faculty/Staff Grievance Committee which comprises the following:

S. No	Name	Designation	Department
1.	Dr. Sohel Rana	Coordinator	ECE - Assoc. Professor
2.	Dr. T.V. Raghu	Member	AS&H - Assoc. Professor
3.	Dr. A.V. Siva Rama Rao	Member	CSE - Assoc. Professor
4.	Mr. Y. Raghuram	Member	ME - Asst. Professor
5.	Dr. Shaik Mohammad Rafee	Member	AIML – Professor
6.	Mr. M. Srinivasa Rao	Member	MS – Asst. Professor
7.	Mr. S. Rambabu	Member	ECE - Assoc. Professor
8.	Dr. A.V.N. Chandra Sekhar	Member	IT - Professor

Functions:

- Receiving and addressing all the complaints/grievances of faculty/staff.
- Addressing and counseling the faculty/staff.
- Making suggestions to improve the welfare of all the faculty/staff.
- Follow documentation of the procedures and of all necessary steps taken to resolve the Problem/complaint.


PRINCIPAL
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Sasi Institute of Technology & Engineering
TADEPALLIGUDEM
West Godavari District - 534101

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE

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Mail & Hard copy to: Principal polytechnic

Mail copy to: Dr.Sohel Rana, Associate Professor , Coordinator

Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL

Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator

Mail & Hard copy to: HoDs., CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML

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Ref: SITE/AO/IQAC/06/2023-24/019

Date: 04.07.2023

OFFICE ORDER

Sub: General Maintenance Committee-Reg.

Ref: From Prof. Mohammed Ismail, Principal

The General Maintenance Committee is constituted with the following members to look after the General Maintenance activities in the Institute.

S.No	Name	Designation	Department
1	Mr. M. Venu	Coordinator	CE
2	Mr. K. Viswa Prasad	Member	CSE
3	Mr. N. Subbarayudu	Member	ECT
4	Mr. A.S.N.R.Goopal	Member	EEE
5	Mr. Ch.Venkateswara Rao	Member	MECH
6	Mr.T.V.Reddy	Member	ECE
7	Mr. P. Murali Krishna	Member	AS&H
8.	Mr.T.Vinay Kumar	Member	IT
9.	Mr.K.Srinu	Member	Supervisor

Goal:

The General Maintenance Committee is responsible for planning and supervising all maintenance and repair activities in the Institute. The committee must work closely with the head of the department, dean and principal in order to figure out how much money is available for repairs and maintenance and how it should be used.

Objectives

- To take up regular repairs and maintenance
- To handle emergency repairs
- To process routine repair requests
- To handle maintenance contracts
- To hire and supervise contractors
- To receive complaints

Functions:

- Develop maintenance and repair policy and propose it to the head of the Institute.
- Gather information about the Institute's repair needs
- Discuss repair needs with higher authorities
- Develop an annual and monthly budget that spells out how much can be spent on repairs
- Compile a list of contractors whom you can call regularly for estimates, and check their references to confirm their qualifications and reputation.
- Develop a "scope of work" which clearly explains what is required or expected for each contract repair job and advise the principal on selection of a qualified contractor.
- Develop and maintain a schedule of upcoming repairs and projects-in- progress, which the contractor is, the payment schedule, etc.
- Maintain an up-to-date file containing complete records for all past and present maintenance and repair works.


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Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

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Ref: SITE/AO/IQAC/06/2023-24/21

Date: 14.08.2023

OFFICE ORDER

Sub: Hostel Committee.-Reg.

Ref: From Prof. Mohammed Ismail, Principal

This Committee has been constituted with the following members, under the coordinator-ship of Mr. R V Babu, Associate Professor and Department of CSE to look after the hostel activities in the institution.

There is hereby established and constituted a committee known as Hostel Committee, to provide resident facility to students and staff. This committee performs the functions hereafter described.

This committee is constituted of following members:

Hostel Committee:

S.No	Name	Designation	Department
1	Mr. R.V. Babu	Coordinator	CSE-Assoc Professor
2	Mr. E. V. Sandeep	Member	CSE-Asst Professor
3	Mr. M. Vijay Krishna	Member	ME - Asst Professor
4	Ms.V.Mahalakshmi	Student Member	III-CE (22K65A0125)

Administration:

The hostels and the mess are under the control of the warden who is responsible to the college Secretary. There is a resident supervisor for each block who assists the warden in managing the affairs of the hostel and the mess associated with it. The Hostel Committee consists of the warden and the supervisors, who frame the rules and regulations for hostel and mess administration and discipline of the hostel. The warden's decision is final in the interpretation of the rules in all matters connected with the hostel. The warden has powers to issue standing orders to regulate internal matters and other details not explicitly covered by these rules.

Functions:

- Monitors the discipline of resident students
- Looks after the hygienic conditions and development of hostel.
- Has the right to amend /change /make new rules whenever required for the smooth functioning of the hostel.
- May ask any member of teaching staff /Hostel student's association to attend the meeting of the hostel committee as a special invitee to share their opinion.


PRINCIPAL

Principal

Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

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Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator

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Ref: SITE/AO/IQAC/06/2023-24/39

Date: 25.06.2023

OFFICE ORDER

Sub: ICT- ITL-LHS Committee -Reg.

Ref: From Prof. Mohammed Ismail, Principal.

An ICT-ITL-LHS Committee has been constituted with the following members, under the Coordinator ship of Dr. Sohel Rana to look after the activity in the institution. The committee also creates and provides various (free) online services to the Student and Staff community.

There is hereby established and constituted a committee to be known as the Website Committee, to exercise the duties and powers and to perform the functions here after described:

The Committee shall be composed of the following membership:

S.No	Name	Designation	Department
1	Dr. Sohel Rana	Coordinator	Dean-ICT&ITL
2	Mr.A.Kabir Das	Member	ECE
3	Mr.K.B.V. Satya Prakash	Member	ME
4	Dr.T.Vamsee Krishna	Member	EEE
5	Mrs. B. Kusuma	Member	MS
6	Ms.B.Poojitha	Member	AS&H
7	Mrs.G.Saraswathi	Member	IT
8	Mr.K.Viswaprasad	Member	CSE
9	Mr.M.Murali Krishna	Member	CE

Functions:

- If you are a member of the website committee you might be expected to:
- To Monitor / maintain the college website and ensure that the website content is up to date.
- To make website more interactive the committee recommends the latest technology or concepts for further improvement.
- To recommend new online courses and maintenance of e-Learning for Mechanical, CSE and IT Departments.
- To recommend new online courses and maintenance of e-Learning for Civil, MBA, Departments.

- To recommend new online courses and maintenance of e-Learning for EEE, ECE and AS&H Departments.
- To maintain the content (files or other info) related to the committee.
- To Collect Department wise (AS&H, CSE, IT, EEE & ECE, ECT & CST) data to update in the website.
- To Collect Department wise (MBA, ME, CE) to update in the website.
- To Update or maintain training related data in the website.
- To upload data to Website and to maintain backup periodically.

Duties and Responsibilities:

The Website committee is mandated to look after the Sasi Institute of Technology and Engineering web presence including information, Gallery, and development.

Primary objectives:

- The SITE Website Committee is responsible for maintaining the college's website. The committee ensure that content is up-to-date and accurate
 - Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content
 - Collect and discuss feedback from college members
 - Generate and communicate ongoing task list
 - Implement new features, and determine what should be included in the website.
- Collection of data from placement (company name, package, no.of students placed)

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
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 Mail & Hard copy to: Dr.Sohel Rana, Assoc.Prof, Coordinator
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 Sasi Institute of Technology & Engineering (A)
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Ref: SITE/AO/IQAC/06/2023-24/022

Date: 27.06.2023

OFFICE ORDER

Sub: Re-Constitution Industry Institute Partnership Committee - Reg.

Ref: From Prof. Mohammed Ismail, Principal

The Industry Institute and Partnership Committee were constituted under the Coordinator ship of Dr. B Kiran Kumar with the following members as the members of the committee.

The Members of the Committee:

S.No	Name	Designation	Department
1	Dr. B Kiran Kumar	Coordinator	MECH
2	Mr. G. Nageswara Rao	Member	IT
3	Mrs. P .N. Malleswari	Member	ECE
4	Mr. K. Srinivas	Member	ME
5	Mr. S Venkata Ramana	Member	MS
6	Dr .K .N. Murali Krishna	Member	CE
7	Mr. A Anjaneyulu	Member	EEE
8	Mr.K .Vinay Kumar (22K61A0250)	Student Member	EEE

OBJECTIVE:

Industry Institute Partnership Committee Cell is established and maintained under the guidance with a team of 9 members headed by Training & Placement Officer.

The Industry Institute Partnership Cell (IIPC) of the college is a dedicated cell to promote the close interaction of industry and various departments of the institute. The IIP Cell facilitates consultancy, sponsored R&D projects and industrial and academic trainings those are not prescribed in the syllabus in addition to conducting industrial exhibitions and interaction meets.

The initial focus of this cell was to closely interact with industries situated in and around Andhra Pradesh State and later expand the efforts to move the partnership and activities across India and Abroad. Industries and Technical Institution have a strong mutuality of interest which forms the basis of a partnership between them. This cell will enable the people and industries in particular to know about the facilities on training, testing and research activities in the college's departments.

FUNCTIONS:

- To develop close links between Industry-Institute by interaction programs.
- To sign MoU's with leading organizations and reputed companies.
- To identify the present and future requirements for professionals (engineers/ technologists / managers) and meeting the human resource needs of the industry.
- To organize seminars, symposia, exhibitions and workshops.
- To collaborate with other societies (National and International) having similar objectives.
- To promote and develop Industry research in all Departments and development organizations.


PRINCIPAL
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Sasi Institute of Technology & Engineering
TADEPALLIGUDEM
West Godavari District - 534101

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Mail & Hard copy to: Dean Academics/R & D /Student affairs/ICT & ITL
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Ref: SITE/AO/IQAC/06/2023-24/22

Date: 29.08.2023

OFFICE ORDER

Sub: Institution's Innovation Cell Committee - Reg.

Ref: From Prof. Mohammed Ismail, Principal

Institution's Innovation Cell committee is reformulated with the following committee members, under the Coordinator ship of Dr. A Ramaswamy, Asst. Professor, ME to look after the activities in the institution.

Members Composition:

S.No.	Name	Department	Designation	Position
1	Dr. A. Ramaswamy	ME	Asst. Prof	President
2	Mr. A S N R Gopal	EEE	Asst. Prof.	Innovation Coordinator
3	Mr. K Srinivasa Rao	ME	Asst. Prof.	Start-up Coordinator
4	Mr. M Murali Krishna	CE	Asst. Prof.	Internship Coordinator
5	Dr. TJ VS Rao	ECE	Professor	Member
6	Dr. G Naveen Kumar	ME	Assoc. Prof	NIRF Coordinator
7	Dr. M V S S Nagendranath	CSE	Professor	IPR Activity Coordinator
8	Dr. P. Rama Krishna	MS	Asso. Prof.	Social Media
9	Dr. G Leenendra Chowdary	ECT	Asso. Prof.	Member
10	Mr. M Gopinath Reddy	AIML	Asst. Prof.	ARIIA Coordinator
11	Dr. Subhash Bhagavan Kommina	IT	Asso. Prof.	Member
12	Dr. Pulamolu Kiran Kumar	CST	Asso. Prof.	Member
13	Dr. T.Venkata Raghu	AS&H	Asso. Prof.	Member
14	Dr. P. Hema Chandu	EEE	Professor	Member
15	Mr. B Krishna Murthy	ME	Asst. Prof.	Member

Major Focus of IIC:

1. To create a vibrant local innovation ecosystem
2. Start-up/ entrepreneurship supporting Mechanism in HEIs
3. Establish Function Ecosystem for Scouting Ideas and Pre-incubation of Ideas
4. Develop better Cognitive Ability amongst Technology Students

Functions of IIC:

- Promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campus
- To conduct various innovation and entrepreneurship-related activities prescribed by Central MIC in time bounded fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc., with the involvement of industries.

Roles and Responsibilities of Coordinator

- He/She will lead the IIC Council.
- He/ She will have the IIC portal Login ID and will be the custodian of IIC portal login and data/ reports uploaded therein.
- He/ She will call the meetings, set meeting agenda and will monitor the deliverable.
- He/ She will be the main point of contact with MHRD Innovation Cell.
- He/ She will respond to all communication from IIC National Coordination team (MHRD Innovation Cell) and will be responsible to ensure decent performance of IIC.
- He/ She will coordinate with MHRD innovation cell and responsible for all the IIC activities in the institute.
- He/ She will ensure Institution's participation in IIC calendar activity and take lead in the institution driven activities (own initiatives).
- He/ She will ensure the effective implementation of IIC activities with the help of members.
- He/ She could change the council members as per the decision taken in council meetings and update the information on portal.
- He/ She will be responsible for submitting the progress/activity reports on the IIC portal.

Roles and Responsibilities of Members

- Ensure the Institution's Innovation Council's logo and the words "in association with Institution's Innovation Council, Ministry of Education (MoE), Govt, of India", is included in the brochure compulsorily for all the academic activities of their respective departments like webinars, seminars and workshops related to Industry Interaction, Startup, Entrepreneurship, Research and Innovation / Intellectual Property Rights (IPRs).

- Establish Innovation Clubs for students with facilities and equipment needed for Innovation and Entrepreneurship (I & E) activities in their respective departments.
- Developing an Innovative and Entrepreneurial mindset through a series of activities like workshops, awareness, market outreach events, orientation, advocacy meetings, campus hackathons, networking events (Intra and Inter institutional, enablers, stakeholders).
- Encourage faculty and students to pursue research studies related to Entrepreneurship.
- Develop short term certificate courses on Innovation and Entrepreneurship.
- Convince departments to offer Major or Minor Specializations or credit courses related to Innovation and Entrepreneurship (I & E) and IPR
- Organize Employment Generation skill development programs of minimum 30 contact hours of duration.
- Organize entrepreneurial skill development / employment generating programmes for external participants (local residents, community members, alumni etc.)
- Coordinate with IPR Cell to generate revenue from patents, copyrights, trade secrets and others.
- Obtain grants from Government, Non-Govt, and CSR Bodies towards promoting and supporting innovations.


PRINCIPAL
Principal

Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

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Ref: SITE/AO/IQAC/06/2023-24/08

Date: 04.07.2023

OFFICE ORDER

Sub: Library Advisory Committee-Reg.

Ref: From Prof. Mohammed Ismail, Principal

* * *


Central Library & Information Committee has been constituted with the following members, under the coordinator ship of Mr.Y.Punnaiah for the overall supervision of various activities of the library, including Digital Library. The Central Library & Information Committee which comprises the following.

List of Committee Members:

S.No	Name	Designation	Department	Position
1	Prof. Mohammed Ismail	SITE, Principal	ECE	Chairman
2	Dr. B.Satyanarayana	Professor	ECE	Co-chairman
3	Mr. Y.Punnaiah	Sr.Asst Professor	AS&H	Coordinator
4	Mr. K Srinu	Librarian	Library	Convener
5	Mr. T. Mohan Rao	Asst. Prof	CE	Member
6	Mr. M. V. Kiran Kumar	Asst. Prof	ME	Member
7	Mr.V.Venkata Supura	Asst.Prof	EEE	Member
8	Dr. Sohel Rana	Assoc.Prof	ECE	Member
9	Mrs. A. Durga Bhavani	Asst.Prof	CSE	Member
10	Mr. U. Srinadh	Sr.Asst.Prof	IT	Member
11	Dr. P. Kiran kumar	Assoc.Prof	CST	Member
12	Mrs. B Kusuma	Asst. Prof	MBA	Member
13	Mr. S. A. V. Prasad	Asst. Prof	AS&H	Member
14	Mr.S.Naveen Kumar	Student	III-ME	Student Member

The duties and functions of the committee shall be as under:

- 1) To consider policy matters regarding Central Library and Departmental Libraries including the policy for procurement of books and journals and render advice to the Librarian for Library procurements.
- 2) Advice on library collections, services, space use, and operation including the broader issues that impact the library as well as how the library services and operation have an impact on the educational, research, and community outreach programs at the SITE campus.
- 3) To consider and put forward the views of faculty members, Students, and Research Scholars regarding books/journals/online journals selection and ordering process etc.
- 4) To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the Central and Departmental Libraries.
- 5) Participating in the strategic planning of library services supporting teaching and research, and taking part in preparing the campus operation and plan.
- 6) To make the library as one of the state-of-the-art libraries in India.


PRINCIPAL
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CC To

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Mail & Hard copy to: Y.Punayya Sr.Asst.Professor, Coordinator
Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
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Ref: SITE/AO/IQAC/06/2023-24/35(B)

Date: 16.09.2023

OFFICE ORDER

Sub: Minority Committee-Reg.

Ref: From Prof. Mohammed Ismail, Principal.

Minority Cell of the SITE was established in 2021-22 with the purpose of empowering the minority communities. 'Every student has a right of education' and by following this fact, our Institute is very much keen to provide services to the educational and cultural needs of the minority community along with other caste, creed and Nationality. The Minority Cell basically helps minority students including Christian, Muslim, Jain, Buddhists etc. for their academic development.

Minority Committee Staff Members:

S.No	Name	Designation	Department	Role
1.	Mr.Mohammed Subhani	Asst.Professor	MECH	Coordinator
2.	Mrs.Sk.Fathima	Asst.Professor	ECE	Member
3.	Mr.T.Prasad	Asst.Professor	CSE	Member
4.	Mr.Sk.Salman Basha	Asst.Professor	MECH	Member
5.	Mrs.Vimala Victoria	Asst.Professor	CST	Member
6.	Mr. Mohammed Mustafa	Programmer	CSE	Member
7.	Ms.P.Sri Manvitha (21K61A05C9)	Student	IV-ECT	Student Member

Objectives:

- To provide Equal opportunity for education of minorities
- To create awareness among the minority students regarding various scholarships program of state Government and UGC

- To facilitate financial support to students from minority communities from governmental agencies and other sources
- To take follow-up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To encourage participation for career orientation programs this would empower and equip them with the necessary skills to choose a career options.
- To provide prompt counselling for any emotional emergencies arising on account of any event at the campus.
- To ensure protection and reservation as provided in the constitution of India

Nature of Activities of the Cell:

- Collection of reports and information of State Government and UGC orders on various aspects of education, employment of minority students
- Circulate State Government and UGC'S decisions about different scholarships programs.
- Communicate with the students and motivate them for better future planning
- The cell is committed to provide assistance to the minority students through counselling personality development ,development of communication skill and preparatory classes for professional and employment purposes etc.
- The Cell is actively engaged in coordinating and resolving the problems in the matter of conduct of coaching and other measures with the view to see that the education system succeeds in bringing to a level quantitatively as well as qualitatively indistinguishable from the level of the rest of the society


PRINCIPAL
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Ref: SITE/AO/IQAC/06/2023-24/25

Date: 07.08.2023

OFFICE ORDER

Sub: NSS & NCC Committee -Reg.

Ref: From Prof. Mohammed Ismail Principal

Sasi Institute of Technology and Engineering (A), NSS and NCC Committee has been constituted, under the coordinator ship of NSS Officer Mr. Sk. Salman Basha and also Coordinator ship of NCC Officer Lt. P. Soma Sekhar with the following members, to make the students aware of social responsibilities, unity, and discipline and make them self-reliant.

The NSS and NCC committee which comprises the following:

S.No.	Name	Designation	Department
1	Mr. Sk. Salman Basha	Coordinator	ME
2	Lt. P. Soma Sekhar	Coordinator	AS&H
3	Mr. K. Rama Mohan Rao	Member	IT
4	Mr. G. Prasanth Kumar	Member	CSE
5	Mr. V. Chandra Sekhar	Member	EEE
6	Mr. M. Venu	Member	CE
7	Ms. Tulasi Routhula	Member	ECE
8	Mr. M. Sameer Kumar	Member	MBA
9	Mr.U.Bala Satya Ravi (20K61A0276)	Student Member	IV-EEE

NSS (National Service Scheme)

Motto of NSS:

The Motto of NSS "**Not Me But You**", reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students' development & appreciation to other person's point of view and also show consideration towards other living beings.

NSS:

The programme aims to inculcate social welfare in students and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. It also provides help in natural and man-made disasters by providing food, clothing and first aid to the disaster victims.

Functions of NSS

- To encourage students to take active participation in social responsibilities.
- To arrange road shows and processions for creating awareness to people on certain health and social problems.
- To arrange Blood donation camps.
- To organize free health check-up camp us by inviting willing doctors to the campus.
- To organize special camping programs.
- To organize plantation programs.

Annual NSS Camps

- Campuses are held annually, funded by the government of India, and are usually located in a rural village or a city suburb. Volunteers may be involved in such activities as:
 - Cleaning
 - A forestation
 - Stage shows or a procession creating awareness of such issues as social Problems, education and cleanliness
 - Stage shows or a procession creating awareness of such issues as social Problems, education and cleanliness
 - Awareness Rallies
 - Inviting doctors for health camps

NSS Special Camping Program:

Special Camping forms an integral part of National service Scheme. It has special appeal to the youth as it provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community.

Special camping's organized generally on various developmental issues of national importance. In the past the themes of the special camping programs have been 'Youth against Famine', 'Youth against Dirt and Disease', 'Youth for Rural Reconstruction', 'Youth for Eco-Development' and 'Youth for Mass Literacy', youth for National Integration & Social Harmony'; "Youth for Sustainable Development with special focus on watershed Management and Wasteland Development". The current theme of special Camp is "Youth for Emergency Interventions and Education". Every year 50 percent of the volunteers of each NSS unit are expected to participate in special camp which is often days duration.

Report

- The coordinator shall coordinate with the "NSS Coordinator of JNTUK" in respect of various activities taken up and submit a report to him.

NCC (National Cadet Corps)

Motto of NCC:

Unity and Discipline

Aims of NCC:

- Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst the Youth of the Country.
- To Create a Human Resource of Organized, Trained and Motivated Youth, To Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.

Activities of the NCC:

- Institutional Training.
- Camp Training
- Annual Republic Day Camp
- Prime Minister's Rally
- Attachment Training
- Social Service and Community Development
- Youth Exchange Programme (YEP)
- Adventure Based Learning
- Sports

Certification:

- B'-Certificate is the initial recognition of training and qualification of a Senior NCC cadet.
- C'-Certificate is the highest recognition of training and qualification of a Senior NCC cadet


PRINCIPAL

Principal
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CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: Principal polytechnic
Mail & Hard copy Mr.Sk.Salman Basha , Coordinator of NSS
Mail & Hard copy Lt..P.Soma Sekhar , Coordinator of NCC
Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
Mail & Hard copy to: Mr. N Srikanth. IQAC. Coordinator
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Ref: SITE/AO/IQAC/06/2023-24/28

Date: 27.12.2023

OFFICE ORDER

Sub: Constitution of Other Backward Caste Committee (OBC) for Academic Year. -Reg

Ref: From Prof. Mohammed Ismail, Principal.

* * *

Other Backward Caste Committee (OBC) is constituted with the following members. The committee's goal is to ensure equitable chances and access to all Other Backward Caste (OBC) students in terms of admission and academic progression.

S.No.	Name of the Faculty	Designation	Role	Department
1	Dr. Mohammed Ismail	Principal	Chairman	ECE
2	Mr.M.V.S. Pavan Kumar	Assistant Professor	Coordinator	ME
3	Dr. K N Murali Krishna	Associate Professor	Member	CE
4	Mr. G. A. V. N. Raju	Assistant Professor	Member	ECE
5	Mr. K.Venkatesulu	Assistant Professor	Member	ECT
6	Mr.M.Gopinath Reddy	Assistant Professor	Member	AIML
7	Mrs.Ch. Lalitha Syama Sundari	Assistant Professor	Member	IT
9	Mr.S.A.V. Prasad	Assistant Professor	Member	AS&H
10	Ms.A.Lakshmi Tulasi (20K61A1401)	Student	Student Member	IV-ECT

OBJECTIVES:

Promotion of Inclusivity: The primary objective is to ensure that OBC students and faculty members feel included and valued within the institution's academic, social, and cultural fabric.

Equal Opportunity: To provide equal opportunities for academic, professional, and personal growth for all students, regardless of their OBC status.

Addressing Concerns: To address any grievances, concerns, or discrimination faced by OBC students and faculty, and to work towards resolving these issues in a fair and timely manner.

Cultural Awareness and Sensitivity: To promote cultural awareness, sensitivity, and respect among all members of the institution, fostering an environment of mutual understanding.

Community Building: To create a supportive community for OBC students and faculty, offering them a platform to connect, share experiences, and collaborate on various initiatives.

Skill Development: To facilitate workshops, seminars, and training programs aimed at enhancing the academic and professional skills of OBC students and faculty members.

Mentorship and Guidance: To offer mentorship and guidance to OBC students, helping them navigate academic challenges and career choices.

FUNCTIONS:

Advocacy: The OBC Committee serves as an advocate for OBC students and faculty, raising awareness about their needs and concerns among the institution's administration and decision-makers.

Counseling and Support: Providing counseling services and support to address academic, personal, and professional challenges faced by OBC students.

Awareness Programs: Organizing events, seminars, workshops, and awareness campaigns that promote diversity, inclusion, and cultural understanding.

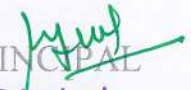
Scholarships and Financial Assistance: Identifying and facilitating scholarships and financial assistance programs specifically targeted towards OBC students.

Conflict Resolution: Mediating and resolving conflicts related to discrimination, bias, or harassment that might arise within the institution.

Policy Recommendations: Offering recommendations to the institution's administration for the development and implementation of policies that support the interests and needs of OBC students and faculty.

Celebrating Diversity: Organizing cultural events, festivals, and activities that celebrate the diverse backgrounds and traditions of OBC communities.

Collaboration: Collaborating with student organizations, faculty, and other institutional bodies to create a more inclusive and welcoming environment.


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Mail & Hard copy to: Principal polytechnic

Mail & Hard copy to: Mr.M.V.S.Pavan Kumar,,Asst Prof.,Coordinator

Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL

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Ref: SITE/AO/IQAC/06/2023-24/27

Date: 23.06.2023

OFFICE ORDER

Sub: Placements Committee -Reg.

Ref: From Prof. Mohammed Ismail, Principal.

The Placement Committee was constituted under the Coordinator ship of Mr. E.John Moshe to extend support to the students in planning and molding their career. It has been decided that the committee shall consist of the following office bearers and students.


Faculty Members:

S.No	Name	Designation	Department
1	Mr. E. John Moshe	Coordinator	Placements
2	Mr.P.C.S.Nagendra Setty	Member	CSE
3	Mr.T.Venkateswara Reddy	Member	ECE
4	Mr.U.Srinadh	Member	IT
5	Mr.A.S.N.R.Gopal	Member	EEE
6	Mr.M.Venu	Member	CE
7	Mr.Sk.Salman Basha	Member	MECH
8	Ms.K.Nikhitha	Student Member	IV-IT

FUNCTIONS:

- To be responsible for student's enrollments for Placement activities.
- To find best training partners from the industry and organizing company specific training during campus season.

- To interact with industry experts and students on a regular basis to bridge the gap between Industry & Academia by arranging industry connect programs.
- To arrange programs for career guidance and counseling of the students with regard to higher education in national & international universities.
- To identify the need of training to the students.
- To collect and maintain the reports of student's online assessment practice tests.


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Ref: SITE/AO/IQAC/06/2023-24/28

Date: 27.06.2023

OFFICE ORDER

Sub: Constitution of Planning and Development Committee for Academic Year _ Reg

Ref: From Prof. Mohammed Ismail Principal

* * *

The Planning and Development Committee shall be the principal Planning Body of the institution and shall be responsible for the monitoring of the development programs of the Institution.

Management Members:

Sri. Burugupalli Venu Gopala Krishna	Chairman
Sri. M Narendra Krishna	Vice Chairman
Smt. Kranthi Sudha	Treasurer

S.No	Name of the Member	Designation	Designation in P&D Committee
1	Prof Mohammed Ismail	Principal	Chairman
2	Dr. K Bhanu Prasad	CoE	Special Invitee
3	Dr. G Naveen Kishore	Assoc.Prof	Coordinator
4	Mr. V.V.N.Sujit	AO, SITE	Secretary
5	Dr. T J V Subrahmanyeswara Rao	Dean Student Affairs	Member
6	Dr. Shaik Mohammed Rafee	HOD, AI & ML	Member
7	Dr. P.N.Malleswari	HOD, ECT	Member
8	Mr. B Krishna Murthy	HOD, ME	Member
9	Dr. M V S S Nagendranath	HOD, CSE	Member
10	Dr. A.Prasad	HOD, EEE	Member
11	Mr. M Rama Rao	HOD, CE	Member
12	Dr. T. Venkata Raghu	HOD, AS&H	Member
13	Dr. Pulamolu Kiran Kumar	HOD, CST	Member
14	Dr. Subhash Bhagavan Kommina	HOD, IT	Member
15	Dr. P Rama Krishna	HOD, MS	Member
16	Dr A V Siva Rama Rao	CSE,Asso Prof	Member
17	Dr. K Naga Murali Krishna	CE, Assoc Prof	Member
18	Dr. B. Kiran Kumar	ME, Assoc Prof	Member
19	Director, CDC	Mr. PV Srinivasa Sarma	Member
20	Director, Placements	Mr. E John Moshe	Member
21	Mr. K.Srinu	Librarian, Central Library	Member

The Planning and Development Committee shall have the following responsibilities:

- The Planning and Development Committee shall have the right to advise the Governing Body on the physical infrastructure and other matters relating to the development of the College.
- The Planning and Development Committee may recommend the future planned for the suspension of infrastructure and other facilities required.
- The Planning and Development Committee may submit proposals for starting of new programs to the Governing Body and Academic Council.
- The Planning and Development Committee may make proposals relating to academic matters to the academic council.
- The Planning and Development Committee would have the right to advise the Governing Body and the Academic Council on any matter which it considers necessary for the fulfillment of the objectives of the college.
- Review and recommend the budget of various departments and monitor budget utilization for previous year.
- Periodically review the minutes of HoD's meeting and all committee meetings in the institution


PRINCIPAL

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CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE

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Mail & Hard copy to: Dr. G Naveen Kishore, Assoc Prof., Coordinator

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Ref: SITE/AO/IQAC/06/2023-24/30

Date: 11.12.2023

OFFICE ORDER

Sub: Professional Societies Coordination committee-reg..

Ref: From Prof. Mohammed Ismail, Principal

* * *

Professional Societies activities committee has been constituted with the following members, under the Coordinator ship of Dr.P.Siva Kumar, Assistant Professor of Civil Engineering to look after the activity in the institution. The Professional Societies activities committee which comprises the following:

S.No	Name	Designation	Department
1	Dr.P.Siva Kumar	Coordinator	CSE
2	Mr. B. Kiran Kumar	Member	ME
3	Mr. T. Prasad	Member	ECE
4	Mr. G. Nageswara Rao	Member	IT
5	Dr. M.Parthiban	Member	CSE
6	Mr. A.V. Srinivasa Rao	Member	ECE
7	Mr. V. Chandra Sekhar	Member	EEE

Objectives of the committee:

- To maintain Professional ethics in the Department by faculty as Professional members
- To organize and conduct Professional activities in the campus to develop professional skills of the students for their growth in the career

Responsibilities:

- To motivate the faculty and students to maintain Professional memberships within their discipline.
- To organize different events in the campus with the involvement of students.

Functions:

- Motivating all the faculty members of the Department to maintain two paid life member ships of professional societies or organizations to develop and improve their Professional skills.
- Student's chapters opening in the department to get benefit to the students.
conducting department wise technical events to develop the knowledge levels of the students and faculty.

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Mail & Hard copy to: Principal polytechnic

Mail & Hard copy Dr.P.Siva Kumar Assoc. Professor & Coordinator

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Ref: SITE/AO/IQAC/06/2023-24/29

Date: 7.08.2023

OFFICE ORDER

Sub: Press, Media and Publications Committee (PMPC) - Reg

Ref: from Prof.Mohammed Ismail, Principal

* * *

A Press, Media and Publications Committee (PMPC) has been constituted with the following members, under the coordinator ship of Dr. P. Rama Krishna to look after the activity in the institution for

The PMPC Committee which comprises the following:

S. No	Name	Designation	Department
1.	Sk.Salman Basha	Coordinator	MECH
2.	M.Srinivasa Rao	Member	MS
3.	G.Nageswara Rao	Member	IT
4.	Y.Raghuram	Member	ME
5.	P.Siva Durga Rao	Member	ECE
6.	B.Ramesh	Member	EEE
7.	M. Satya Srinivas	Member	CSE
8.	S.A.V. Prasad	Member	AS&H
9	M. Venu	Member	CE

Functions:

- To disseminate the institution information to community through various mediums.
- To keep a record of press coverage news and other related information.
- To Conducts regular assessments of the SITE Publications and recommends new modes of dissemination as needed
- To maintain cordial relationship with print and electronic media.


Objectives of the Committee:

- Continually improve the quality of publications.
- Keep our members informed on recent issues concerning research.
- Intimate the faculty members about workshops/Conferences/Seminars.
- Maintain the Publications Data Warehouse of faculty publications.

- Upload the Publications in the concerned departments on the college website.
- Maintain the cordial relationship with the press and media.

Guidelines of the Committee:

- The Publications Committee is responsible for the formulation of the overall policies governing the Institute's research and publications activities.
- The Committee undertakes processing of research and publications proposals submitted by faculty members or referred to the Committee.
- The Publications Committee publishes college newsletters, department newsletter and technical magazines of the departments.
- Serving as a channel for communication among Publications Committee members, the Council, other users of the Institute's publications, the Governing Board for Publishing to ensure that needs and support are recognized, researched, and addressed;
- Advising the Board, Committees, and staff on copyright policy and recommending actions to protect Sasi Publishing House copyright. Monitoring developments on copyright issues at international and national levels.
- The committee appoints the editorial committee (department wise) members for this department publication.
- The screening committee is responsible for finalizing the content of the newsletter.
- The printing department responsible for the printing & distribution.


PRINCIPAL
Principal
Sasi Institute of Technology & Engineering (A)
Tadepalligudem, W.G.Dt., A.P.

CC To:

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Mail & Hard copy Sk.Salman Basha, Asst.Professor& Coordinator
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Ref: SITE/AO/IQAC/06/2023-24/32

Date: 17.07.2023

OFFICE ORDER

Sub: Renewable Energy Committee-Reg.

Ref: From Prof. Mohammed Ismail, Principal

Renewable Energy committee was established at Sasi Institute of technology and Engineering on 16th August, 2013 to promote the use of Renewable energy technologies to partially meet the energy need of the college campus. The committee organizes different activities and events to promote the importance of renewable energy technologies.

The Renewable Energy Committee comprises of the following members:

S.No.	Staff/Student Name	Designation	Department	Designation
1	Mr. M.Krishna Chaitanya	Coordinator	EEE	Associate.Prof
2	Mr. M.Vinod Kumar	Member	ME	Assistant.Prof
3	Mr. T.Mohan Rao	Member	CE	Assistant.Prof
4	Mr. P Srinivas	Member	ECE	Assistant.Prof
5	Ms. N.S.V.G. Bhavani	Member	AS&H	Assistant.Prof
6	Mr. K.Rakesh	Member	CSE	Assistant.Prof
7	Mr.V.Uma Mahesh (22K65A0218)	Student Member	II- EEE	Student

VISION:

Make Sasi Institute of Technology and Engineering to meet the energy needs at least Partially through renewable energy sources.

MISSION:

To install green energy technologies in the college campus. The committee was formed to study the scope of using renewable technologies within the college campus and if so to install the technologies to meet the energy needed at least partially. The committee to promote the importance of green energy technologies in local area.

Functions:

- To popularize, promote the use of Renewable Energy Technology in the college.
- To generate ideas and technologies that can be used to improve the use of energy usage in college campus.
- To protect the environment.
- To energy efficiency and conservation and energy education on the college campus.
- To develop the commercially viable alternative energy resources in the college.
- To Study the scope for using renewable energy sources in the college campus.

Social responsibilities programs

- To create awareness of renewable energy sources to the local people.
- To encourage rural people to use renewable energy sources.
- To create slogans and conduct rallies to promote the importance of renewable energy sources.
- To conduct workshop and seminars to promote the importance of renewable energy sources.

Technologies mainly concerned:

- Solar energy
- Solar photovoltaic system
- Solar water heating system

Biomass:

- Biogas
- Improved cooking stove
- Bio fuel

Wind Energy :

- Wind Turbine induction generator set for generation of electricity.



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Mail & Hard copy to: Dr. T Raghu HoD & Professor, Coordinator
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Ref: SITE/AO/IQAC/06/2023-24/33

Date: 08.12.2023

OFFICE ORDER

Sub: Re-Constitution of Research, Development & Consultancy Committee – Reg..

Ref: From Prof. Mohammed Ismail Principal

A Research and Development cell has been constituted with the following members, to look after the research and development activity in the institution. The committee also creates and develops research activities among faculty and students

There is hereby established and constituted a committee to be known as the R & D cell, to exercise the duties and powers and to perform the functions hereafter described.

Principal	Prof. Mohammed Ismail	Chairman
-----------	-----------------------	----------

S.No.	Department	Name of the Authority	Role
1	Dean R & D	Dr. Ch.Srinivas	Coordinator
2	ME	Dr.A.RamaSwamy	Member
3	IT	Dr.K.Subhash Bhagavan	Member
4	AS&H	Dr.M.Deepthy	Member
5	ECE	Dr. G.Naveen Kishore	Member
6	CSE	Dr.K.S.N.Prasad	Member
7	CE	Dr. Ch Tirupathi	Member
8	EEE	Dr.P.Hema Chandu	Member
9	CST	Dr.E.Asواني Kumar	Member
10	AIML	Dr.Shaik Mohammed Rafee	Member
11	ECT	Dr,P.N.Malleswari	Member
12	MS	Mr.N.Krishna	Member

The Research Advisory Committee shall discharge the following functions:

- Monitor the research progress in terms of publications and Sponsored Research of College.
- Review and monitor the status of Internal Funding, Incubation centre, Start ups.
- Identify and promote Excellency centers and SITE Journals.

- Monitor and review the patents of SITE.
- Discuss strategies for strengthening and promotion of Research in SITE
- Recommend the budget for the purchase of equipments, Internal Funding, Excellency centres etc.
- To coordinate the research and consultancy activities among the departments in the college.
- Scrutinize the research projects submitted by the faculty members, and recommend the deserving projects to the appropriate funding agencies for financial support.
- To gather advertisements calling for PhD admissions and circulate to the faculty members interested in pursuing higher education.
- To monitor the progression of PhD pursuing faculty members and facilitate them in completion of their experimental work and in preparing their paper publications, report writing etc. To conduct Induction/Refresher FDPs.
- Scrutinize the students' project proposals to various agencies for financial support and recommend the suitable projects.

Objective:

- The RAC assists to achieve mission, vision of college by effective operation of research programme of faculty and students by assigning subcommittee roles to each of the member for smooth working of activities to be conducted in an academic year.
- RAC shall plan and develop broad objectives for research including research proposals to various funding bodies, MOU involved therein, as well as should evaluate the extent to which the research programme has met its objectives
- Providing consultancy services in the emerging research areas to the industries.
- Conducting various Faculty Development programs, Workshops, Conferences and Seminars related to R&D with the association of various agencies like CSIR, ISTE, and AICTE.
- Providing technical training to staff and students in different areas with the expertise available in the college as well as external experts.
- Examine the applications received from the faculty members/students for patents/awards and recommend to the authorities concerned.
- Examine the research consultation projects and recommend the suitable projects. The development of infrastructure conducive to promoting the quality and quantity of research and development.
- The quality of postgraduate education to be brought up to a. An evaluation of PG program to be carried out by the R&D committee.
- To foster the development of multi-disciplinary research endeavors across faculty members and departments.
- Providing research experience for students during their studies.

Roles and Responsibilities of Members:

- To gather details of FDPs/Seminars/Workshops/Symposia conducted by reputed organizations to submit the same to Principal through the R&D Cell.
- To collect information regarding PhD Programs offered by reputed universities.
- To coordinate department level R&D activities like guest lectures by scientists.

- To prepare and maintain documents like research proposals, papers published, and achievements of senior faculty members related to department concerned.
- To collect information of refereed/SCI/Scopus listed journals.
- To help new staff members in refining their research proposals/research papers communicated.

Meeting Schedule

- The R&D cell will meet twice in month, i.e. 7th and 21st of every month.

Reporting:

- The R&D cell will report to the principal by the way of its minutes.


PRINCIPAL

Principal
Sasi Institute of Technology & Engineering (S)
Tadepalligudem, W.G.Dt., A.P

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- Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
- Mail & Hard copy to: Principal polytechnic
- Mail & Hard copy Dr.Ch.Srinivas Dean R&D & Coordinator
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Ref: SITE/AO/IQAC/06/2023-24/40

Date: 11.08.2023

OFFICE ORDER

Sub: Re-Constitution of SC/ST Committee - Reg.

Ref: From Prof.Mohammed Ismail Principal

Students Welfare Committee targets at avoiding the hindrances that may come in the path of a student's learning process so that they can be qualified professionally upon the national and international levels. This committee complies with the policies set by the College in order to facilitate a positive academic environment to the students and help them to proceed in their career with minimal obstruction. During the stay of a student in the campus, this committee is responsible for solving all the student's grievances.

Students Welfare Committee has been constituted with the following members:

S.No	Name	Designation	Department
1	Mr.B. Kiran Kumar	Coordinator	ME- Asst. Professor
2	Mrs.B. Kusuma	Member	MS-Asst Professor
3	Mr.G .V. Appa Rao	Member	EEE - Asst Professor
4	Mr.P. RajendraBabu	Member	ME - Asst Professor
5	Mr.G. Prasanth Kumar	Member	CSE - Asst Professor
6	Mr.G. Vijaya Krishna	Member	AS & H - Asst Professor
7	Mrs.N. Sannajaji	Member	ECE - Asst Professor
8	Mr.T. Mohana Rao	Member	CE - Asst Professor
9	Mrs.N.S.V.G. Bhavani	Member	AS&H-Asst Professor
10	Mr.K Rama Mohan Rao	Member	IT-Asst Professor
11	Mr.M Nani Babu	Member	Diploma-Asst Professor
12	Mrs.B Vimala Victoria	Member	CST- Asst Professor
13	Mr.K.Venkatesulu	Member	ECT- Asst Professor
14	Mrs.K.Harshini	Member	AIML- Asst Professor
15	Ms.B.Lakshmi Ganesh (21K65A0101)	Student Member	Student

Objective Objectives:

- To Give Maximum benefits to the students through various welfare activities organized by the college authorities.
- To Analyze and solve the problems of students regarding academic & Institutional activities
- To increase access to higher education to persons belonging to SC and ST communities.
- To provide advanced training to meritorious BC, SC and ST students
- To facilitate students in applying for reimbursement of tuition fees
- To provide additional coaching facilities to deserving BC, SC and ST students.
- Strive for educational advancement of Scheduled Caste students
- Ensure welfare and protection of Scheduled Castes students

Functions:

- The main objective of SWC is to identify and encourage creative talents, inculcate a spirit of discipline, leadership, social awareness and promote physical and mental development among the students.
- Guide the SC/ST/OBC/PWD students of the College, to optimally utilize the benefits of the schemes offered by the State Governments and Government of India (GOI)
- To conduct competitions in creative, cultural literacy, sports and general awareness activity.
- To arrange symposia, seminars on topics of local, national and international interest.
- To ensure cleaning and maintenance of building, toilets, garden, electrical fittings, provision of sufficient drinking water in the college and hostels, to supervise services of college canteen. First Aid Center, information Bureau and post Office.
- The committee is responsible for arranging Scholarships, Railway Concession, Part- Time Jobs during study, & Placement etc.
- Arrange Medical Checkups, Tours... time to time for the students.
- Ensure the coordination between Students, Parents & College authority.
- To increase access to higher education to persons belonging to SC and ST communities.
- To provide advanced training to meritorious SC and ST students.
- To facilitate students in applying for reimbursement of tuition fees.

- To provide additional coaching facilities to deserving SC and ST students.
- To give counseling to get more percentage in the academics and also get the jobs.
- Ensure welfare and protection of Scheduled Castes students.
- Assist in taking admission in Department Attached Hostels.
- Facilitate in applying for Post Matriculation Scholarships.


PRINCIPAL
Principal
Sasi Institute of Technology & Engineering (A)
Tadepalliuudem, W.G.Dt., A.P.

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: Principal polytechnic

Mail & Hard copy to: Mr.B Kiran Kumar, Coordinator

Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL

Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator

Mail & Hard copy to: HoD's.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML

Mail copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostels/Placement/Training

Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/34

Date: 04.11.2023

OFFICE ORDER

Sub: Sports & Games Committee-Reg

Ref: From Prof. Mohammed Ismail, Principal.

A Sports Committee is constituted with the following committee members.

Sports & Games Committee Staff Members:

S.No	Name	Designation	Department
1	Dr.T J V S Rao	Coordinator	ECE
2	Lt..P.S.Sekhar	Physical Director	Physical Education
3	Mr.B.Naga Raju	Member	Physical Education
4	Mr.M.Venu	Member	CE
5	Mr.K.Sandeep	Member	CSE
6	Mr.P.Murali Krishna	Member	AS&H
7	Mr.K.Ram Mohan Rao	Member	IT
8	Mr.M.Vijaya Krishna	Member	MECH
9	Mr.A.S.N.R.Gopal	Member	EEE
10	Mr.M.Ravi Shankar	Member	ECE
11	Mr.T.J.V.Rama Krishna	Member	DIPLOMO
12	Mr.M.Srinivasa Rao	Member	MS
13	Dr.Shaik Mohammed Rafee	Member	AIML
14	Mr.N.Subbarayudu	Member	ECT
15	Mrs.A.S.S.M. Pravallika	Member	CST
16	Mr.R.Rishyendra Mani(21K61A0486)	Student Member	III-ECE

Objectives:

- To improve physical fitness and strength
- To improve competitive spirit
- Motivate the students to involve in physical activities and sports
- To make the students participate in the tournaments and loyalty to the college.
- To assist in organizing the SITE yearly Sports Festival.


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Principal
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Tadepalligudem, W.G.Dt., A.P.

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Mail & Hard copy to: Dr.T.J.V.S.Rao, Professor & Coordinator
Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
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STUDENT COUNCIL

The Student Council is a nominated body which stands for the progress of the students and works in-line with the institute administration. The goal of establishing the Council is to serve as an interactive medium between the administrative body and the students. All the activities of the council are monitored by one faculty coordinator of the institute.

The Council keeps on providing students with opportunities to improve their skills as leaders and tries to make the student's life better inside and outside the campus. It works on the metrics of student's success, wellness and career building.

Being the nominated student body, the council values the opinions and feedback of student community and put forth at the right platform in the campus. It facilitates the students to participate in various clubs and committees that showcase their talents in various student extension and outreach activities in the campus. These clubs and committees provide opportunities for students to use campus resources for constructive development of their skills.

Roles of the Student Council

1. To stand authoritatively for student community of the institute.
2. To facilitate sharing information between administrative officials and students.
3. To create a platform for sharing ideas and suggestions to the institute administration.
4. To encourage students in organizing and participating various co-curricular and extra-curricular activities.
5. To address and solve the problems encountered by students as their family head.

Responsibilities of the Student Council

1. To work with institute administration for planning and development of student related activities.
2. To involve maximum number of students in various student related activities
3. To participate in planning various academic and recreational activities for students.
4. To retain healthy relations with the institute administration and the staff.
5. To encourage the efforts of students in organizing various activities.


Principal




Academic Year 2023-24

Student Council Members

Following is the list of Student Council members for the academic year 2023-24.

S.No	Regd. No	Name of the Student	Class & Section
1	21K65A0101	B Lakshmi Ganesh	IV B.Tech CE-A
2	20K61A0276	U Bala Satya Ravi	IV B.Tech EEE-A
3	21K65A0206	K Mohan	IV B.Tech EEE-B
4	20K61A0306	B Aditya	IV B.Tech ME-A
5	21K65A0315	D Durga Prasad	IV B.Tech ME-B
6	21K65A0407	E Harika	IV B.Tech ECE-A
7	20K61A04B3	P Lokesh	IV B.Tech ECE-B
8	20K61A04E6	T Kusuma Sai	IV B.Tech ECE-C
9	21K65A0528	M George Raju	IV B.Tech CSE-A
10	20K61A0597	M Tanuja	IV B.Tech CSE-B
11	20K61A05D9	S Naren Sai	IV B.Tech CSE-C
12	20K61A1221	G Yamini	IV B.Tech IT-A
13	20K61A1401	A Lakshmi Tulasi	IV B.Tech ECT-A
14	20K61A0641	P Teja Venkat Naidu	IV B.Tech CST-A
15	22K65A0112	J Sai Kumar	III B.Tech CE-A
16	21K61A0258	M Sai Sri	III B.Tech EEE-A
17	22K65A0227	P Vaasanta Sri Sai	III B.Tech EEE-B
18	21K61A0322	A Sushil Kumar	III B.Tech ME-A
19	22K65A0383	A Mani Durga Prasad	III B.Tech ME-B
20	21K61A0413	A M V Ramachandra Naidu	III B.Tech ECE-A
21	21K61A0478	Kavya Sri Veera	III B.Tech ECE-B
22	21K61A0453	G Satya Durga Saran	III B.Tech ECE-C
23	21K61A0561	J Vasantha Siva Nageswari	III B.Tech CSE-A
24	21K61A0521	Ch Bala Venkata Sheshadri	III B.Tech CSE-B
25	21K61A05C9	P Sri Manvitha	III B.Tech CSE-C
26	21K61A1240	P Hemanth	III B.Tech IT-A
27	21K61A1401	A Bala Ganapathi	III B.Tech ECT-A
28	21K61A0653	S Vishnu Priya	III B.Tech CST-A
29	22K61A6124	K Narendrachari	III B.Tech AIML-A
30	22K61A0112	K Dinesh	II B.Tech CE-A
31	22K61A0210	B Mounika	II B.Tech EEE-A
32	22K61A0294	T Sankara Narayana	II B.Tech EEE-B
33	23K65A0304	A Durga Govindaraju	II B.Tech ME-A
34	22K61A0402	A Monika Devi	II B.Tech ECE-A
35	22K61A0463	K V R G S K Kamal Varma	II B.Tech ECE-B
36	22K61A04E2	P Navya Lakshmi Durga	II B.Tech ECE-C
37	22K61A0519	B Akhil	II B.Tech CSE-A
38	22K61A05C2	P Divya Krishna Satya Sri	II B.Tech CSE-B
39	22K61A05G7	T Anantha Abhinav	II B.Tech CSE-C

40	22K61A1202	A Manoj Kumar	II B.Tech IT-A
41	22K61A1422	K Pavani	II B.Tech ECT-A
42	22K61A0655	V Sri Rama Karthik	II B.Tech CST-A
43	22K61A6106	B Laxmi Sri Vidhya	II B.Tech AIML-A
44	22K61A4249	R Sai Subhash	II B.Tech CSM-A
45	22K61A4408	A Sujatha	II B.Tech CSD-A
46	22K61A4723	K Aditya Bhargava Reddy	II B.Tech CIC-A
47	23K61A0321	M Tarun	I B.Tech CE-A
48	23K61A0248	S Sai Sri	I B.Tech EEE-A
49	23K61A0407	A Vamsi Krishna	I B.Tech ECE-A
50	23K61A0487	K Naga Anjali Sri	I B.Tech ECE-B
51	23K61A0411	T Vinod Kumar	I B.Tech ECE-C
52	23K61A0524	B Indu Swetha	I B.Tech CSE-A
53	23K61A05A6	M Susatwik	I B.Tech CSE-B
54	23K61A05J0	Y Chandi Priyanka	I B.Tech CSE-C
55	23K61A1248	G Tarun	I B.Tech IT-A
56	23K61A1240	G Renuka Sri Bhavani	I B.Tech IT-B
57	23K61A1440	N Rohith Sai	I B.Tech ECT-A
58	23K61A0650	P Swathisree	I B.Tech CST-A
59	23K61A6126	K Punith Varma	I B.Tech AIML-A
60	23K61A4206	B Ratna Kumari	I B.Tech CSM-A
61	23K61A4284	N Sai Pavan	I B.Tech CSM-B
62	23K61A4446	P M N V Sai Ganesh	I B.Tech CSD-A
63	23K61A4731	K Hemanth	I B.Tech CIC-A


Principal
Principal
Sasi Institute of Technology & Engineering (A)
Tadepattigudem, W.G.Dt., A.P.



Ref: SITE/AO/IQAC/06/2023-24/30

Date: 23.06.2023

OFFICE ORDER

Sub: Constitution of Student Counselling /Mentoring, Grievance Redressal Committee -Reg.
Ref: From Prof. Mohammed Ismail, Principal

* * *


A Students Grievance Redressal Committee has been constituted with the following members, under the coordinator ship of Dr. T Venkata Raghun to look after the activity in the institution. The Students Grievance Redressal Committee which comprises the following:

Faculty Members:

S.No	Name	Designation	Department
1	Dr. T Venkata Raghun	Coordinator	AS&H - HOD
2	Y.Raghun Ram	Member	ME- Asst Professor
3	S.Rambabu	Member	ECE- Asst Professor
4	P.RamaSwamy	Member	MS- Asst Professor
5	B.Ramesh	Member	EEE- Asst Professor
6	Y.Yashoda	Member	CSE - Asst Professor
7	V.Prema Latha	Member	CSE- Asst Professor
8	G.Saraswathi	Member	IT- Asst Professor
9	Y.V.B.Sai Kumar	Member	CE- Asst Professor
10	Dr.P.Kiran Kumar	Member	CST- Professor
11	K.Hema Kumari	Member	ECT-Asst Professor
12	M.Gopinadh Reddy	Member	AIML-Asst Professor
13	N.Murali Mohan	Member	AS&H-Asst Professor
14	Mr.P.Durga Rao (21K61A0647)	Student Member	III-CST

Functions:

1. To conduct student counseling at regular intervals for healthy progress in Professional Guidance, career advancement and all-round development.
2. To conduct student counseling at regular intervals for healthy progress in course work specific, laboratory specific and all-round development.
3. To make suggestions to the principal in matters related to problems faced by students like ragging, examinations, transportation, and canteen facilities etc, and report the principal on a regular basis and support smooth running of the college.
4. To oversee that the suggestion boxes are set at the right places and complaints are filed and noted in proper way.


PRINCIPAL
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Sasi Institute of Technology & Engin.
TADEPALLIGUDEM
West Godavari District - 534104

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: Dean Academics/R & D/Student Affairs/ICT & ITL
Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
Mail & Hard copy to: Dr. T Raghu HoD & Professor, Coordinator
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
Mail copy to: Exam. Section/Automation/Central Library/AO/Transport/Hostels/Training/Placements
Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/037

Date: 04.09.2023

OFFICE ORDER

Sub: Re- Constitution of Timetable Committee – Reg.
Ref: From Prof. Mohammed Ismail, Principal.

Time-Table committee has been constituted with the following members, under the Coordinator ship of Dr. E. Aswani Kumar to look after the activities in the institution.

Member Composition:

S.No	Name	Designation	Department
1	Dr. E. Aswani Kumar	Coordinator	EEE
2	Mr.S.A.V.Prasad	Member	AS&H
3	Mr.T.Mohan Rao	Member	CE
4	Mrs.B. Kusuma	Member	MS
5	Mr.M.V.Kiran Kumar	Member	ME
6	Mr.P.Purna Chandra Rao	Member	EEE
7	Mr.P.Siva Durga Rao	Member	ECE
8	Mr.K.Ram Mohan Rao	Member	IT
9	Mr.P.R.Mahidhar	Member	ECT
10	Mr.M.Gopinath Reddy	Member	AIML
11	Mr.K.Sandeep	Member	CSE

Roles & Responsibilities:

- To allot subjects to the faculty based on their specialization and preferences (Subject willingness).
- To ensure better utilization of time and resources.
- To provide a balanced workload for the faculty in order to have better performance.
- To allocate classes in Lecture halls, Computer Lab and Library without any overlapping
- To prepare the timetables of individual faculty members and labs.

Procedure:

- To prepare the class time table at the beginning of each semester with the active involvement of the committee members by collecting data on teaching load distribution of individual faculty members, assigning classrooms
- With the information gathered, prepare the class time tables in the prescribed format
- Checking the Provisional Timetable for accuracy

- By referring to the class timetables, prepare the timetables of individual faculty members.
- Communicate and widely publicize the class time tables to staff and students.
- Make the class time tables available in the notice board for students' reference and send a copy of timetable to all faculties

Roles and Responsibilities of coordinator:

- Ensuring that conflicts in Timetable are avoided.
- Providing the information regarding Timetables and venue to any of the departmental committees.
- Coordinating the Timetables and making it available to the faculty on the prescribed day before each semester.
- Ensuring the Timetable is available on the departmental notice boards before each semester.
- Reviewing and managing the Timetables and addressing any of the conflicts regarding the clashes in the Timetables.
- Providing support and training to the committee members as required.

Roles and Responsibilities of members:

- Preparing the class and lab Timetables at the beginning of every semester.
- Preparing faculty Timetables and workload.
- Assigning subjects to the faculty based on their specialization and preferences that were approved by the Head of the department.
- Maintaining a Timetable committee file.
- Posting the class and lab Timetables on the respective classroom boards.
- Making sure that the faculty individual Timetables are submitted to each faculty before the beginning of the semester.
- Working collaboratively with other members to meet the Timetable requirements.
- Attempting to resolve the conflicts within the faculty regarding the published Timetable.

Meetings:


The committee shall hold at least one meeting per semester and more on any exigency.

Tenure:

The selected committee members shall function for at least one academic year and shall continue to be in force until reconstitution.

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
 Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
 Mail & Hard copy to: Principal polytechnic
 Mail & Hard copy to: Dr. E. Aswani Kumar, Prof, Coordinator
 Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL
 Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
 Mail & Hard copy to: HoD's.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML
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TADEPALLIGUDEM
West Godavari District - 534101



Ref: SITE/AO/IQAC/06/2023-24/34

Date: 23.06.2023

OFFICE ORDER

Sub: Training Committee-Reg.

Ref: From Prof. Mohammed Ismail, Principal.

The Training and Career Guidance Committee was constituted under the Coordinator ship of Mr. P.V.Srinivas Sarma to extend support to the students in planning and molding their career. It has been decided that the committee shall consist of the following office bearers and students.

Faculty Members:

S.No	Name	Designation	Department
1	Mr. P.Srinivas Sarma	Coordinator	CDC
2	Mr.A.V.S.Siva Rama Rao	Member	CSE
3	Mr .T.V.Reddy	Member	ECE
4	Mr.U.Sinadh	Member	IT
5	Mr.A.S.N.R.Gopal	Member	EEE
6	Mr.M.Venu	Member	CE
7	Mr.Sk.Salman Basha	Member	MECH
8	Mr. A.Phani Kumar (21K61A0511)	Student Member	III-CSE

FUNCTIONS:

- To be responsible for student's enrollments for Training activities.
- To find best training partners from the industry and organizing company specific training during campus season.

- To interact with industry experts and students on a regular basis to bridge the gap between Industry & Academia by arranging industry connect programs.
- To arrange programs for career guidance and counseling of the students with regard to higher education in national & international universities.
- To identify the need of training to the students.
- To collect and maintain the reports of student's online assessment practice tests.


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West Godavari District - 534104

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Mail & Hard copy to: Principal polytechnic
Mail & Hard copy to: Mr.P.Srinivas Sarma, Coordinator
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Mail to: Individuals Concerned/all faculty members



Ref: SITE/AO/IQAC/06/2023-24/40

Date: 30.08.2023

OFFICE ORDER

Sub: Transport Committee -Reg.

Ref: From Prof. Mohammed Ismail, Principal.

This committee has been constituted with the following members, under the coordinator-ship of Mr.K.N.V.Siva to look after the activity in the institution.

There is hereby established and constituted a committee as known as Transportation Committee, to provide Transportation facility to students and staff. This committee performs the functions hereafter described.

This committee is constituted of following members:

S. No	Name	Designation	Department
1	Mr. K.N .V. Siva	Coordinator	EEE
2	Dr. K.N. Murali Krishna	Member	CE
3	Mr. R. Narendra Kumar	Member	ME
4	Mr. B. Krishna Murthy	Member	ME
5	Mr.T. Prasad	Member	ECT
6	Mr. G.Rama Krishna	Member	EEE
7	Mr.K.Rakesh	Member	CSE
8	Mr. S. Siva Rama Raja	Member	CSE
9	Mrs. Pravallika	Member	CST
10	Mr. K. Rama Mohana Rao	Member	IT
11	S.Venkata Ramana	Member	MS
12	Mr. G.Brahmaji	Member	Diploma
13	Mr.A Purna Rajesh (21K61A0605)	Student Member	III-CST

Objective:

To smooth functioning of transportation facility for students and staff members in the Institution.

Functions:

- Coordinate various bus routes regularly with the help of bus in-charges.
- Supervise the daily bus operation and giving instructions to the bus in-charges.
- Inspecting the condition of the buses and recommending necessary actions.
- Maintaining the RTA documents.

myw
PRINCIPAL
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Sasi Institute of Technology & Engineering,
TADEPALLIGUDEM
West Godavari District - 53410*

CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE

Mail & Hard copy to: Hon'ble Vice-Chairman, SITE

Mail & Hard copy to: Principal polytechnic

Mail & Hard copy to: K.N.V.Siva, Asst.Prof & Coordinator

Mail & Hard copy to: Dean Academics/ R & D /Student affairs/ICT & ITL

Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator

Mail & Hard copy to: HoD's.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS/AI & ML

Mail copy to: Exam. Section/Automation/Central Library/AO/Transport/Hostels/Placement/Training

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No. SITE/AO/IQAC/06/2023-24/024

Date: 14.09.2023

OFFICE ORDER

Sub: Women Empowerment Cell -Reg

Ref: From Prof. Mohammed Ismail, Principal

Rules and Regulations of Sexual Harassment Issues

SITE is committed to provide all women who fall within its jurisdiction including its academic, non-academic staff and students, a place of work and study, free from sexual harassment, intimidation and exploitation. Every woman will have a right to work in an environment free from any form of Sexual Harassment and this is achieved from the mandate given to Women Empowerment Cell.

Members of Internal Complaint Committee:

S. No	Name & Designation	Position in the committee	Mobile number	E-mail ID
1	Dr. P. Rama Krishna Veni, AS&H - Assoc. Professor	Coordinator	9985623253	pkrishnaveni@sasi.ac.in
2	Ms. B. V. Pujitha, AS&H - Asst. Professor	Member	6281331143	pujithabandaru@sasi.ac.in
3	Mrs. N. Sannajaji, ECE - Asst. Professor	Member	9494599822	sannajaji@sasi.ac.in
4	Mrs. B. Kusuma, MS - Asst. Professor	Member	9951693757	bkusuma@sasi.ac.in
5	Mrs. Ch.Jayasri EEE - Asst.Professor	Member	9866965184	jayasri@sasi.ac.in
6	Mrs. K. Yasodha, CSE - Asst.Professor	Member	7993961845	yasoda.kumbham@sasi.ac.in
7	Mrs. B.Gayatri, CE - Asst.Professor	Member	8249009090	gayatribehara89@sasi.ac.in
8	Mrs. A.S.S.M. Pravillika, CST - Asst.Professor	Member	8309748667	pravallika@sasi.ac.in
9	Mrs. K.Hema Kumari ECT - Asst. Professor	Member	8099198299	hemabellapukonda@sasi.ac.in
10	Mrs. G. Saraswathi, IT- Asst.Professor	Member	9121634510	gsaraswati@sasi.ac.in
11	Mrs.I Usha CSE - Programmer	Member	9494066311	iusha@sai.ac.in

12	Mrs.M.Pavani CSE- Programmer	Member	8688211230	mpavani@sasi.ac.in
13	Ms.E. Harika (21K65A0407)	Student Member	9848537213	Harika.eedepalli@sasi.ac.in
14	Ms.A.Manasa Devi (23K61A0502)	Student Member	6302179705	amanasadevi@sasi.ac.in
15	Ms.A.Devi Harshitha (23K61A0504)	Student Member	7981686422	deviharshitha@sasi.ac.in

Definition of sexual harassment:

For this purpose, sexual harassment includes such unwelcome sexually determined behavior (whether directly or by implication) as:

1. Physical contact and advances;
2. A demand or request for sexual favours;
3. Sexually coloured remarks;
4. Showing pornography;
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Objectives of the committee:

1. To comply with the provisions of the Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Act) and to develop and implement a policy against sexual harassment of women at the SITE.
2. To uphold Women's Right to Protection against Sexual Harassment and for the prevention and redressal of sexual harassment of women.
3. To undertake all necessary and reasonable steps including the constitution of appropriate committees for purposes of gender sensitization and to conduct enquiries into complaints of sexual harassment.
4. The foremost objective of this cell is to safeguard the self-esteem and rights of the women in the college; empowering them to take part in all the activities of the college and thereby make them to feel that they are no longer inferior to men.
5. Women's Welfare Cell renders its support for the upliftment of girl students of rural areas.
6. Women's Welfare Cell also provides a platform to uphold the dignity of women at work.
7. Any type of sexual harassment i.e. physical, verbal or mental shall come under the purview of the cell, and it is empowered to initiate legal actions against such offences.

8. The person who becomes victim of any act of sexual harassment narrated in Paragraph-1 should report to the chairperson of the complaint committee. The chairperson will also work as counselor in this regard. The committee will process individual grievances concerning any kind of harassment including sexual in the SITE and its institutions and take suitable actions in the manner and mode provided as under:
 - a. Any women employee or girl student will file a complaint concerning any sexual harassment against a boy student or a male officer or an employee
 - b. Such a complaint may either be oral or in writing.
 - c. Any complaint in writing has to be signed by the person making the complaint.
 - d. If the complaint is oral, the same shall be put in writing (in detail) by the counselor and will read out to the complainant and will not be acted upon till the same is signed by the complainant.
 - e. The complainant shall be afforded full secrecy at each stage.
 - f. The chairperson will convene a meeting of the committee at the earliest but within a period of one week from the date of such complaint.
 - g. Advance intimation shall be given to the complainant about the meeting and at the first meeting, the complainant shall be heard. The committee shall, then decide whether the complainant deserves to be proceeded with depending on the evidence and presentation made before it.
 - h. In case the committee decides to proceed with the complaint, the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting, heard and if so satisfied that a warning is just and proper, he may be warned about his behavior. The matter shall be treated as concluded and disposed of with a note to that effect made in the complaint.
 - i. In case the complainant requests that the complaint should be proceeded with beyond a mere warning, the same be proceeded after observing law of natural justice and full opportunity should be given to present their version to both the concerned parties.
 - j. Based on the inquiry made by the complaint committee and also the presentation and evidences presented, the committee will give its final report including the recommendations of the penalty to be imposed.

Powers of the committee:

1. The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.
2. If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce

such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.

3. Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced.
4. Upon production of documents / information called for by it, the Committee shall have the power to (i) make copies of such documents / information or extracts there from; or (ii) retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it.
5. The Committee shall have the power to issue interim directions to / with regard to any person participating in the proceedings before it.
6. The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it; and (c) making false charges of sexual harassment against the accused person.

Penalties:

The penalties may be minor or major depending upon the nature of guilt for the employees and the students as the case may be as per the Discipline Appeal Rules and Maintenance of Discipline of the Students on the campus respectively.


PRINCIPAL
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CC To:

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: Principal polytechnic
Mail & Hard copy to: Dr P. Rama Krishna Veni, Associate Professor, Coordinator
Mail & Hard copy to: Dean Academics/R&D /Student Affairs/ICT & ITL
Mail & Hard copy to: Mr. N Srikanth, IQAC, Coordinator
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