

# JSS Academy of Technical Education, Bangalore

## Roles and Responsibilities of Various Committees

### General Instructions

The Dean's, HOD's and all the committee members are requested to bestow personal attention to the committees assigned and conduct the meetings as and when it is necessary. Otherwise atleast two meetings in a semester and maintain the records.

A report on the same has to be send to the undersigned without fail.

Sl. No	Name of the Committee	Members	Responsibilities
1.	Anti Ragging Committee	<ol style="list-style-type: none"><li>1. Dr. Mrityunjaya V Latte, Principal</li><li>2. Dr. Nagabhushana, Dean – Academics</li><li>3. Dr. Jagadish Prabhu, Dean –Student Welfare</li><li>4. Dr. Anand Kumar Annigeri, Professor &amp; Head, Mech En</li><li>5. Dr. B P Mahesh, Professor &amp; Head, IEM Dept.</li><li>6. Dr. B G Shivaleelavathi, Professor, E&amp;C Dept</li><li>7. Dr. P B Mallikarjun, Warden, Boys Hostel – Convener</li><li>8. Mrs. Sowmya R. Bangari, Warden. Ladies Hostel</li><li>9. Mr. Shanmukha, Chief Administrative Officer</li><li>10. Mr. Rahul M, 6<sup>th</sup> Sem, BE, Mech Engg - student</li><li>11. Ms. Bhavana, 6<sup>th</sup> Sem, BE, E&amp;C - Student</li><li>12. Circle Inspector, Kengeri Police Station, Kengeri</li></ol>	<ul style="list-style-type: none"><li>• To maintain discipline in the campus and to ensure the implementation of guidelines / order issued by AICTE / UGC / University / Govt. in order to prevent ragging in the Campus</li><li>• To take cognizance of any breach of discipline and suggest immediate disciplinary action in such cases to implement and coordinate anti-ragging measures along with Convener and members of teaching staff, Students and Alumni.</li><li>• To decide the quantum of punishment to be imposed on the erring students.</li><li>• To monitor discipline among students' community in classroom, in the whole campus and as well as at other places.</li><li>• To conduct enquiries of the defaulter students against individual / collective indiscipline</li><li>• Collection of relevant evidences of incidence of indiscipline</li><li>• Liaison with District administration in matters</li></ul>

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			<p>regarding law and order situation in the institute (if necessary)</p> <ul style="list-style-type: none"> <li>To take preventive steps such as issue of notices, warnings, instructions, regulating certain actions etc. against individual or collective indiscipline.</li> </ul>
2.	Anti Ragging Flying Squad	<ol style="list-style-type: none"> <li>Dr. Mrityunjaya V Latte, Principal</li> <li>Dr. D R Swamy, Dean – Research</li> <li>Dr. B P Shivakumar, Professor, Mech Engg Dept</li> <li>Dr. H S Aravinda, Professor &amp; Head, E&amp;C Dept</li> <li>Dr. C V Vinay, Professor, Maths Dept. , Convener</li> <li>Dr. D Mahesh Kumar, Assoc Prof &amp; Head, E&amp;IE Dept.</li> <li>Dr. Suresh B Naidu, Assoc Prof &amp; Head, MBA dept.</li> <li>Dr. Mallikarjuna P.B, Warden, Associate Professor, CSB</li> <li>Dr. TSN Swamy, Associate Professor, IEM Dept.</li> <li>Dr. Sharanabasappa, Asst. Professor, Physics</li> <li>Mrs. Sowmya R. Bangari, Warden Ladies Hostel (Ex-off)</li> <li>Mr. Shanmukha, Chief Administrative Officer</li> <li>Sub Inspector, Kengeri Police Station, Kengeri</li> </ol>	<ul style="list-style-type: none"> <li>It shall work under the overall guidance of the Anti-Ragging Committee</li> <li>The Squad shall have vigil and patrolling functions.</li> <li>It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other places (canteen, Parking space, etc.).</li> <li>It will conduct regular and surprise checking at various places, hostels and class rooms from time to time and will appraise the ARC.</li> <li>It shall carry out on-the-spot investigation into any incident of ragging and make recommendations to the ARC.</li> <li>It shall conduct anonymous random surveys among fresher's to check whether the Campus is indeed free from ragging.</li> <li>It shall ensure that anti-ragging posters are displayed in designated places.</li> <li>It shall occasionally dine with the newcomers in the hostels to instill confidence among them.</li> <li>It shall provide a report to the Anti-Ragging Committee every day for the first month and</li> </ul>

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			thereafter as directed by The Dean.
3	Women's Committee	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. Nagabhushana, Dean Academics</li> <li>3. Dr. Rathna A, Professor, Chemistry , Convener</li> <li>4. Dr. Sneha Y S, Associate Professor, CSE</li> <li>5. Dr. Malini Patil, Associate Professor, ISE</li> <li>6. Mrs. Snehalatha N, Asst. Professor, CSE</li> <li>7. Mrs. Mythra G S, Asst. Professor, Maths</li> <li>8. Mrs. Sowmya R. Bangari, Warden. Ladies Hostel</li> <li>9. Mr. Shanmukha, Chief Administrative Officer</li> <li>10. Mrs. K P Shubha, Librarian</li> <li>11. Pooja Shanbhag, 6<sup>th</sup> semester E&amp;C Student</li> </ol>	<ul style="list-style-type: none"> <li>• To receive complaints, if any, from the lady staff and girl students who have been subject to sexual harassment.</li> <li>• To keep all records intact and in proper order of the complaints received.</li> <li>• To enquire into such complaints and establish the facts.</li> <li>• To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.</li> </ul>
4	Grievance /Grievance Redressal Committee	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. D V Ashok, Professor, ISE Dept.</li> <li>3. Dr. Nagabhushana, Dean - Academics.</li> <li>4. Dr. Nityanand Choudhary, Professor, Physics</li> <li>5. Dr. D Maheshkumar, Asso Professor &amp; Head, E&amp;IT dep</li> <li>6. Dr. Chayadevi, Assoc Professor &amp; Head, ISE Dept.</li> <li>7. Dr. B Mahesh, Assoc Professor &amp; Head, Chemistry</li> <li>8. Dr. Shashidhar, Assoc Professor &amp; Head, Physics Dept</li> <li>9. Mr.Suresh Holi, Assistant professor, Mech Engg Dept.</li> <li>10. Mr. Shanmukha, Chief Administrative Officer (conv)</li> </ol>	<ul style="list-style-type: none"> <li>• This cell should help the staff students and parents to record their complaints and solve their problems related to academics, resources and personal grievances. Complaint / suggestion boxes can be installed.</li> <li>• To receive Grievance from faculty, staff and students / parents.</li> <li>• To find the facts of the grievances and to suggest remedial and preventive measures.</li> <li>• To review the suggestions / complaints raised by the students during periodical counseling.</li> <li>• To review the outgoing students feedback.</li> </ul>
5	Ombudsman Cell	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. Nagabhushana Dean - Academics</li> <li>3. Dr. D R Swamy, Dean – Research</li> <li>4. Dr. Prabhudev Jagadish, Dean – Student Welfare -Conv</li> </ol>	<p>The Ombudsman committee shall exercise its powers to hear any grievance —</p> <ul style="list-style-type: none"> <li>• of any student against the institution or Department. After that, student has availed of remedies available in the institution for redressal of grievance; and of any applicant for admission as student.</li> <li>• Of application for revaluation or remarking of answer sheets shall be entertained by the</li> </ul>

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			<p>Ombudsman unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.</p> <ul style="list-style-type: none"> <li>○ The Ombudsman shall have power to seek the assistance of any person belonging to the Scheduled Caste, Scheduled Tribe, Socially and economically backward classes (SEBC) minority or disabled category, as amicus curiae, for hearing complaints of alleged discrimination.</li> </ul>
6	Canteen Committee	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. D R Swamy, Dean-Reaserch</li> <li>3. Dr, B P Shivakumar, Maintanance Engineer</li> <li>4. Dr. D Jayadevappa, Professor, E &amp; IE Dept</li> <li>5. Ms. Shanthala C, Asst. Professor, CSE Dept.</li> <li>6. Mr. Hemanth, Foreman, E&amp;C Dept.</li> <li>7. Mr. Shanmukha, Chief Administrative Officer (convenor)</li> </ol>	<ul style="list-style-type: none"> <li>• Monitoring the quality of food provided in the canteen and also in the hostel.</li> <li>• Maintenance of canteen, Availability of pure drinking Water.</li> <li>• Collection of feedback from hostel students on the quality of food and act accordingly.</li> <li>• Monitoring the canteen and Cafeteria timings.</li> <li>• Conduct surprise visit to the Canteen Kitchen to check the hygiene.</li> </ul>
7	Career Guidance Cell	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. Jagadish Prabhu, Dean –Student Welfare</li> <li>3. Dr. B P Mahesh, Professor &amp; Head, IEM Dept.</li> <li>4. Sri. Krishna Prasad U, T &amp; P Officer - Convener.</li> <li>5. Sri. Prabhushankar, Asst. Prof., IEM Dept</li> </ol>	<ul style="list-style-type: none"> <li>• To gather and disseminate information on job avenues and placement in different institutions and concerns related to the courses that the college offers to interested students.</li> <li>• Organize seminars and guidance workshops by experts from the industry and institutions on <ul style="list-style-type: none"> <li>Soft skills</li> <li>Arrange know-how programmes on Higher education</li> </ul> </li> <li>○ Emerging professional trends and events, job profiles, leadership roles, entrepreneurship and career opportunities in different fields of study.</li> <li>○ Creating awareness about the opportunities to pursue higher studies in India and</li> </ul>

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			<p>abroad.</p> <ul style="list-style-type: none"> <li>• Facilitating the actual recruitment procedure.</li> <li>• Maintaining record of all the activities and the outcome of each of them.</li> <li>• Preparing the database of the graduating students giving details about their educational qualification, career choices etc.,</li> </ul>
8	R&D Cell	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. D R Swamy, Dean Research - Convenor</li> <li>3. Dr. Aravind H S, Professor &amp; Head, E&amp;C Dept.</li> <li>4. Dr. Rathna A, Professor, Chemistry Dept</li> <li>5. Dr. B G Shivaleelavathy, Professor, E&amp;C Dept.</li> <li>6. Dr. B. Mahesh, Assoc Professor &amp; Head, Chemistry</li> <li>7. Dr. D V Ashoka, Professor, ISE Dept.</li> </ol>	<ul style="list-style-type: none"> <li>• To undertake consultancy and R&amp;D work.</li> <li>• To get Tie-up with industries.</li> <li>• To get fund from external agencies to support research activities in the college and for carrying out projects.</li> <li>• To coordinate the research and consultancy activities among the departments in the college.</li> <li>• Scrutinize the research projects submitted by the faculty members, and recommend the deserving projects to the appropriate funding agencies for financial support.</li> <li>• Scrutinize the student's project proposals to various agencies for financial support and recommend the suitable projects.</li> <li>• Examine the applications received from the faculty members / students for patents / awards and recommend to the concerned authorities.</li> <li>• Examine the research consultation projects and recommend the suitable projects.</li> </ul>

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9	Library Committee	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. B P Shivakumar, Professor, Mech Dept.</li> <li>3. Dr. Malini Patil, Associate Professor, ISE Dept.</li> <li>4. Sri. Rudramurthy, Asst. Prof., Civil Engg</li> <li>5. Ms. Kathyayini, Asst. Professor, Chemistry</li> <li>6. Ms. Savitha, Asst. Professor, E&amp;C</li> <li>7. Mr. B N Venkatesh, Asst. Professor, Mech Engg</li> <li>8. Smt. K P Shubha Librarian Convener</li> </ol>	<ul style="list-style-type: none"> <li>• To guide the Librarian in formulating general library policies and regulations which govern the functions of the library.</li> <li>• To provide for proper documentation services and updating the Library collection.</li> <li>• To work towards modernization and improvement of Library and documentation Services.</li> <li>• To formulate policies and procedures for efficient use of Library resources.</li> <li>• To prepare budget and proposals for the development of the Library.</li> <li>• To recommend to the authorities the fees and other charges for the use of the Library.</li> <li>• To seek feedback on Library functions from readers.</li> <li>• To submit the annual report on the functioning of the library.</li> <li>• To take measures to increase the membership of the Library beyond the boundaries of the College.</li> <li>• To prepare the lists of books/journals as per the requirement of various departments.</li> <li>• To suggest improvements to run the library smoothly, orderly and satisfactorily.</li> <li>• To suggest the fine structure for the late returning of books.</li> <li>• To suggest the punishments to be awarded for the students violating the guidelines of the library.</li> </ul>
10	Eco Club	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Ms. Hemalatha H N, Asst Professor, Civil Dept</li> <li>3. Ms. Puneetha, Asst Professor, Chemistry Dept</li> <li>4. Sri. Nagesha, Asst. Prof., E &amp; IE Dept.</li> <li>5. Ms. Shubha, Asst. Prof., ECE Dept.</li> <li>6. Mr. Prabhushankar M R, Asst Prof, IEM Dept – Convener</li> </ol>	<ul style="list-style-type: none"> <li>• Hold one meeting in a month to discuss the course of actions to be carried out. Create Action Plans for each semester.</li> <li>• Carry out the activities of the plan without much deviation.</li> <li>• Managing E wastes, innovating methods of lessing the adverse effect using the modern devices like, cell phones, microwave ovens, etc.</li> </ul>
11	Student Welfare Committee	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. Nagabhushan, Dean – Academics</li> </ol>	<ul style="list-style-type: none"> <li>• Coordinating problems in distribution of BC, MBC, SC / ST scholarship to the deserving candidates.</li> <li>• Refund / Renewal of Scholarship details.</li> </ul>

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		3. Dr. Jagadish Prabhu Dean – Student Welfare - Convener 4. Dr. Anandkumar Annigeri, Prof & Head, Mech Engg 5. Mr. P M Shivakumaraswamy, Asst. Professor, E&C 6. Mrs. Mythra, Asst. Professor, Maths 7. Mrs. Bhanumathi, Asst. Professor, E&IT 8. Dr. C V Vinay, Professor, Maths Dept. 9. Mr.Sreenatha.M, Assistant Professor, CS&E.	Students Library facility <ul style="list-style-type: none"> <li>• Scrutinize the applications received from the students for welfare scholarships and recommend to the welfare office.</li> <li>• Scrutinize the request from the students and recommend to the management for financial support to deserving students.</li> <li>• Recommend to the governing body for the Institution of scholarships, student fellowships, prizes and medals and to frame regulations for the award of the same</li> </ul>
12	Hostel Committee	1. Dr. Mrityunjaya V Latte, Principal 2. Dr. Nagabhushan, Dean & Head, Civil Dept 3. Dr. C V Vinay, Professor, Maths Dept. 4. Sri. Praveen Asst. Prof., E&IT Dept. 5. Smt. Soumay R Bangari, Asst. Professor, E&C Dept.. 6. Dr. P B Mallikarjuna, Warden, - Convener	<ul style="list-style-type: none"> <li>• Look into any complaints on Internet Facility, maintenance of Hostels</li> <li>• Monitoring the activities of the Hostel Students, Tutor Facility</li> <li>• Maintenance of cleanliness in hostel.</li> <li>• Maintenance of common facilities.</li> <li>• To interact with students on a regular basis</li> </ul>
13	Sports Committee	1. Dr. Mrityunjaya V Latte, Principal 2. Dr. Jagadish Prabhu Dean Student Welfare 3. Mr. M R Kaushik, Asst. Professor, Mech Engg Dept 4. Mr. Mahesh kumar M R Asst Prof CSE – Convener 5. Mr. Veereshkumar, Asst Prof. Mechanical Engg 6. Mr. Basavaraj, Instructor Chemistry	<b>1. Inventory management</b> Responsibility of procuring all types of sporting inventory as per requirements. Maintaining the inventory. Avail sports material or Instruments to the students on daily basis <b>2. Team selection and coordination for other college sports fests</b> The college is invited by lot of prominent colleges for their prestigious sports fests that happen all through the year. Responsible for selecting the teams, coordinating with the hostel and college. students and make sure the process of participation is smooth. <b>3. Arrange screening of important matches/events</b> for the benefit of sports of students
14	Staff Welfare Committee	1. Dr. Mrityunjaya V Latte, Principal 2. Dr. Bhimsen Sargoan, Professor, IEM Dept.	It contributes to the smooth running of the college by providing a channel for the expression of opinion by the staff. It works at a general level, by defending the

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		<ol style="list-style-type: none"> <li>3. Dr. Prasannakumar, Professor, Physics</li> <li>4. Dr. B P Shivakumar, Profesor, Mech Engg</li> <li>5. Mr.Suresh Holi, Asst. Professor, Mech Dept.</li> </ol>	<p>staff's interests as a whole, and at an individual level, by helping staff members who encounter problems in their daily working life.</p> <ul style="list-style-type: none"> <li>• to issue opinions on administrative and staff related matters (General implementing provisions, Staff Policy Plan etc.)</li> <li>• to submit proposals concerning the organisation and operation of the Centre, and the improvement of working conditions or general living conditions;</li> <li>• to participate in discussions concerning staff policy in general, through the Assembly of Agency Staff Committees (AASC);</li> <li>• to participate in the social welfare bodies set up by the Centre for its staff, such as the Inter institutional Social Activities Committee.</li> </ul>
15	Alumni Cell	<ol style="list-style-type: none"> <li>1. Dr. Mrityunjaya V Latte, Principal</li> <li>2. Dr. Jagadish Prabhu, Dean –Student Welfare</li> <li>3. Mrs. Latha B N , Asst. Professor, E&amp;C</li> <li>4. Mrs. Snehalatha N, Asst. Professor, CSE</li> <li>5. Mrs. Nagamani Purohith, Asst. Professor, ISE</li> <li>6. Dr. Gowreesh Subrahmanya, Assoct. Prof, Mech Engg</li> <li>7. Mr.Prabhushankar M R IEM Dept.</li> <li>8. Mr. Rudramurthy, Asst. professor, Civil Engg</li> <li>9. Mrs.Chandrakala, Asst. Professor, MBA</li> <li>10. Sri. Krishnaprasad, T &amp; P Officer - Convener</li> </ol>	<ul style="list-style-type: none"> <li>• Ask the alumni to participate faithfully and consistently in Alumni meetings and functions, regional alumni chapter events and other Institute functions;</li> <li>• Participate actively in strategic and long range program planning to promote alumni awareness, engagement and commitment to the Institute.</li> <li>• Enthusiastically communicate the mission and purpose of the Institute and Alumni Association to the wider alumni population;</li> <li>• Support a strong relationship between the Alumni Association and current students</li> <li>• Assist current students and alumni in career planning, placement and transitions;</li> </ul>