

Functions and responsibilities

The organization has a well-structured administrative setup with Governing Council as the highest decision-making body and 36 other functional bodies and committees.

S. No.	Names of academic and administrative bodies	Functions and responsibilities
1.	Governing Council (Governing Body)	<p>Governing Council shall have powers to function subject to the existing provision in the bye-laws of Vignana Jyothi and rules lay down by the state government/ affiliated university. The following are the functions of Governing Council:</p> <ul style="list-style-type: none"> • Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved • Ensures Total Academic and Administrative Autonomies for achieving Short Term and Long Term objectives of the Institute. • Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalisation Policy, Innovation & Incubation Policy and Patent Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student’s academic and non- academic activities, also it ensures that they are periodically updated • Approves the curriculum as recommended by the Academic Council. • Approves new programmes of study leading to degree. • Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management • All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. • It administers the physical resources of the Institute. • Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations. • Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Principal, HoD and other Officers of the Institute in all matters of fundamental concern. • Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC

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		<ul style="list-style-type: none"> • Reviews to apply Accreditations of different regulatory bodies (NBA, NAAC, UGC and ABET etc.) • 13.Monitors on the effective functioning of different non statutory committees of the college • 14.Encourages and gives directions to apply for funds from different funding agencies
2	Academic Council	<ul style="list-style-type: none"> • To promote the overall academic affairs of the institute. • To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards • To consider matters of academic interest either on its own initiatives or at the insistence of the governing council and take proper action there on. • To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus and evaluation methods. • To introduce value added courses/ certificate courses which are required to meet industry needs • To prescribe courses of study leading to undergraduate and Post graduate degree of the institute • To develop the regulations for student's admission based on government policies. • To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university • To maintain proper standards of the examination • To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels • To promote research within the institute and acquire reports on such research from time to time for further guidance and advice • To prescribe measures for departmental coordination • Ratifies and resolves the minutes of Board of Studies • To make recommendations to the governing council for the following: <ul style="list-style-type: none"> i. Inception of new courses ii. Initiate measures for improvements of standards of teaching, Training and research iii. Institution of fellow ships, Travelling fellowships, scholarships, medals, prizes etc. iv. Establishment or discontinuation of courses / centers and formulate bylaws guiding the academic functioning of the institute admissions and examinations.
3	Finance Committee	<ul style="list-style-type: none"> • The annual accounts and financial estimates of the Institute shall

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		<p>be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Finance Committee for approval.</p> <ul style="list-style-type: none"> • The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed. • No expenditure other than that provided in the budget shall be incurred by the Institute 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 Institute Development Committee. • Estimates the income from fees and other sources • Estimates the fund received from UGC/AICTE/any other funding agency • Prepares plan of expenditure for running of the institution on day to day basis • Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget. • Proposes the budget for the financial year for the departments and the institute. • To consider audited accounts of the Institute and submits the audited accounts to GC. • To make recommendations to the Governing Council for the following to: <ul style="list-style-type: none"> i. Advise the Governing Council on all financial matters. ii. To scrutinize the budget submitted by the different departments and monitor the utilization of department budget iii. Propose the budget for the financial year for the departments and institute iv. Consider and submit the audited accounts.
4	Boards of Studies	<ul style="list-style-type: none"> • To approve the Course Outcomes (COs), Program Outcomes(POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department • Design the syllabus as per mission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department

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		<ul style="list-style-type: none"> • Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional/global developmental needs. • Approve the curriculum and its structure for all the programs of the department. • Advises innovative pedagogical methods teaching and evaluation methods • Suggest panel of names to the academic council for appointment of examiners • Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute. • To make recommendations to the Academic Council for the following: <ul style="list-style-type: none"> i. Starting of new courses ii. Initiate measures for improvements of standards of teaching, Training and research
5	Institute Academic Committee	<ul style="list-style-type: none"> • Plan, monitor and control of the academic systems of all the Departments. • Introduce innovations in Teaching, Learning and Evaluation practices. • Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs curriculum revision or introduction of new disciplines. • Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.
6	Research Advisory Board	<ul style="list-style-type: none"> • Identifying the funding agencies • Finalize thrust areas for institutional R&D projects • Identifying the Research projects • Review the progress of the research projects • Review of new/ existing Center for Excellence in the Institute • Efforts looking for additional resources for research infrastructure • Contributing towards the development of curriculum. • Recognizing recent trends in science and technology • Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.
7	Internal Quality Assurance Cell (IQAC)	<ul style="list-style-type: none"> • Dissemination of information on various quality parameters of higher education. • Facilitating the creation of a learner-centric environment.

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		<ul style="list-style-type: none"> • Development and application of quality benchmarks /parameters for all the academic and administrative activities of the institution. • Acting as a nodal agency of the Institution for coordinating quality-related activities. • Development of quality concerned culture in the institute.
8	Finance, Planning and Development Committee (FPDC)	<ul style="list-style-type: none"> • To advise the Governing Council / Academic Council on matters related to academic management of the institute. • To estimate the future requirement of the infrastructural facilities, human resources and to plan future course of action. • To propose new programs & courses, increase in intake and plan for accreditation by various agencies. • To advise the Governing Council on all financial matters. • To scrutinize the budget submitted by the different depts. and monitor the utilization of departments budget. • To propose the budget for the financial year for the departments and the institute. • To consider and submit the audited accounts to GC.
9	Staff Selection Committee	<ul style="list-style-type: none"> • Properly scrutinize and short list the applications as per the Job Requirements • Conduct the tests and rank the applicants as per the test scores • Conduct the Interviews and rank the applicants as per the Interview scores • Make final list of selected candidates and recommend for the approval by the Governing Council. • To select the qualified, meritorious, talented and efficient faculty. • Responsible for appointment of technical, administrative and other staff. • To recommend the Governing Council for approval/ratification of appointments made to different positions.
10	Purchase Committee	<ul style="list-style-type: none"> • Maintains the approval letters • Collects the quotations from various vendors • Compares the prices from these quotations • Finalizes the competitive prices • Places the Purchase Order • Settles the bills and submits the same for auditing purpose
11	Examination Committee	<ul style="list-style-type: none"> • Prepares relevant time tables of the Institute based on the Examination Time Table • Prepares and display an overall Supervision Duty List • The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures

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		<p>and the role and responsibilities of A report of same shall be submitted to the Principal.</p> <ul style="list-style-type: none"> • Committee collects list of examiners for assessment and moderation of each subject from respective HODs. • Ensures that the evaluation and moderation process is completed on time • Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc. • Ensures that the entire exam related documents reach the university in time. • Conducts Internal Assessment examination as per academic calendar. • Distributes marks lists to the students after the results of various examinations received from the University. • Processes all Circulars, Guidelines, Office Orders, Notifications received by the University
12	Departmental Academic Committee (DAC)	<ul style="list-style-type: none"> • Departmental academic Committee (DAC) is responsible for the academic audit of the department • Plan, monitor and control of the academic system of the department • DAC also will consider the recommendations of Departmental Development Committee that relate to any of the development that must include programs of study, change in syllabus, Laboratory up gradation and maintenance, introduction of new courses and make further recommendations to the Board of studies. • Planning, monitoring and control of the academic system of the department concerned • Procure the additional infrastructural facilities required for strengthening the department as per the suggestions of the DDC (Department Development Committee) • Implementing the innovative practices in the Teaching and Learning methods • Implementing the innovative practices in teaching and evaluation system • Recommending for the establishment of the New/Additional infrastructural facilities for the department • Defines the educational objectives of the Department at all levels • Keeps the quality of teaching and learning at all levels in the Department under review at all times • Discussion on Industry visits

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		<ul style="list-style-type: none"> • Reviews Result Analysis • Review on research proposals from different funding agencies • Review on research publications • Preparations related to NBA, NAAC and UGC etc. • B.Tech and M.Tech Projects • Decides Certificate Courses
13	Department Development Committee	<ul style="list-style-type: none"> • Collect feedback from all the stake holders viz. the students, staff, parents, Industry experts, academic peers etc regarding the course requirements, emerging trends and the corrections needed in the existing academic system and verifies whether it relates to the conduct of the course work or organizing the laboratories. • Analyze the feedback and make reviews • Review on FDP/Workshops/\conferences/Any Other • Funding proposal to various funding agencies • Review on Budget utilization • Review on Infrastructure • Reconstitution of Committees • Result Analysis • Recommend the following: <ul style="list-style-type: none"> a. Changes to the syllabus b. Introduction of the new courses c. Upgrading the Laboratories d. Introduction of the New laboratories e. Recommending for the requirements of new infrastructural facilities to the department concerned.
14	Class Review Committee	<ul style="list-style-type: none"> • Monitor the lesson Plan • Syllabus coverage/ • Student attendance and Academic performance • Assignments/ Tutorials/any other • Industrial Visits • Analyze the student Feedback • Counsel the Course Coordinator in case of Poor Performance, the poor performance is reported to the principal, if the performance cannot be improved even after repeated counseling by the Committee.
15	Research Incentives Review Committee	<ul style="list-style-type: none"> • Reviews the faculty publications • Recommends the incentives for all those papers published in the peer reviewed journals • Suggests the faculty for further patent work
16	Library and	<ul style="list-style-type: none"> • Collecting the requirements of the text books, reference books,

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	Information Resource Centre Committee	<p>journals and ensuring adequate number of copies are made available in the library as per norms.</p> <ul style="list-style-type: none"> • Planning and implementing the library automation, procedures, digital library development and usage. • Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration. • Conducting annual stock verification
17	Grievance Redressal Committee	<ul style="list-style-type: none"> • All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. • Committee tries to settle the issues amicably in a time bound manner. • Introduces a reasonable and reliable solution for grievances of various issues received from students/parents • Ensures that the grievances are resolved on time impartially and confidentially.
18	Anti-Ragging Committee	<ul style="list-style-type: none"> • Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. • Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points. • Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. • Arranges counseling and guidance programs arranged for the fresher's and parents regarding ragging. • Takes affidavits from the students and parents regarding Ragging during the Admission. • Provides helpline details inside and outside college premises. • Resolves the complaint received from the victim • Verifies the facts through enquiry • Awards disciplinary action against culprit.
19	Women Welfare Committee/ Women Cell	<ul style="list-style-type: none"> • Eve teasing incidents in the campus and the college buses. • Inappropriate behavior towards women staff. • Improper treatment of girl students • Passing of unaesthetic and provocative comments and messages. • Equips the female students, faculty and staff members with the knowlwdge of ther legal rights. • Safeguards the rights of female students, faculty and staff

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		<p>members.</p> <ul style="list-style-type: none"> • Provides a platform for listening to complaints and redressal of grievances
20	Disciplinary Committee	<ul style="list-style-type: none"> • Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises • Counsels the indiscipline students • Counsels the students about ill-effects of ragging Enlightens the students on the consequential administrative and legal implications. • Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours. • Ensures that all the students attend classes without bunking & prevent the students from leaving the college early • Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours. • Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.
21	Editorial Board, Vignana Vahini, The Annual Magazine	<ul style="list-style-type: none"> • Gathers and sorts information under various headings • Checks and edits the information • Does proof reading • Gives a final shape to the magazine • Invites quotations from the printers, identifying printer • Receives printed copies from printer and arranges for distribution
22	Editorial Board, Vignana Vartha Quarterly News Bulletin	<ul style="list-style-type: none"> • Gathering and sorting information under various headings • Checking and editing the information • Proof reading • Giving a final shape to the magazine • Inviting quotations from the printers, identifying printer • Receiving printed copies from printer and arranging for distribution
23	ECA & CCA Committee	<ul style="list-style-type: none"> • The committee shall plan for creating the infrastructural facilities • Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities • The committee is responsible for: <ul style="list-style-type: none"> ○ Event planning

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		<ul style="list-style-type: none"> ○ Scheduling the events ○ Budget planning ○ Ensuring maximum possible participation ○ coordinating the student activities
24	Sports Committee	<ul style="list-style-type: none"> ● To plan, conduct all sports in the college including competitions ● Train students for inter college and inter university, state and national level competitions ● Monitor and maintain the discipline in student players ● For up keep of all play grounds, sports equipment, ● For scheduling all the related activities without effecting the class/Lab work, examination schedules ● To give System of development of sports and extra curricular activities ● To plan for all the infrastructural facilities required as per norms through Professor In charge resources ● To plan and monitor the maintenance of all the infrastructural facilities related to sports and games ● To Organize competitions of Intramural, Republic Day Cup, Freshers Day Cup, Independence Day cup etc., ● To Organize Inter collegiate tournaments. ● To Coach players to participate in All India Inter University and various Inter collegiate meets. ● To Organize Annual Sports Fest.
25	Training & Placement Committee	<ul style="list-style-type: none"> ● Collects and maintains the students database for the purpose of T&P activities ● Does the training need analysis for all third year students. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills. ● Responsible for identifying placement opportunities across reputed organizations. ● Arrange for interaction with industry and bridge the gap between Institute and industry. ● Arranges for better conduct of industry – specific Training programmes ● Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus. ● Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students ● The Training and placement Cell conducts lectures on personality development communication skills and conduct

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		<p>mock sessions for improving presentation skills.</p> <ul style="list-style-type: none"> • Plan, designs, and imparts Soft skills to the students. • Plan, designs and imparts personality development to the students. • Plan, designs and finishing schools to the students. • Coordinates with Training Officer for identifying the training requirements related to Soft and communication skills
26	Hostel Committee	<ul style="list-style-type: none"> • To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel • To supervise all facilities/amenities and their up keep, receive complaints from students, redress of grievances etc. • To control, counsel the behavior of students in the hostel, monitor study schedules and patterns, etc. • To plan for all the infrastructure facilities required as per • Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel • Responsible for the receipts and the payments of the hostel
27	Alumni Coordination Committee	<ul style="list-style-type: none"> • Responsible for the registration of all the outgoing students as alumni members and maintenance of the database. • Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers. • Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute. • Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc. • Responsible for establishing alumni chapters and conducting their annual meets frequently. • Identifies and forwards the information to main Chapter at VNRVJIET regarding the Alumni occupying good positions in Industry / R&D / Academics / Business etc. • Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly. • Circulates the details of alumni to the present students for their benefit. • Invites the Alumni in good professional position for guest lecturers under discussions with HOD. • Host a Web Site for online registration of Alumni as well for funning information • Forwards information through E-News Letter and update the

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		<p>Yearly Calendar of Events.</p> <ul style="list-style-type: none"> • Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation, Imparting any Special Skills, Career Opportunities, Admission into Foreign Universities etc. and forward the same to the concerned HOD's / Principal / Management, if any action needs to be taken from their side. • Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni. • Collects Funds to develop Library / Equipment / computer centers, Buildings etc.
28	Industry Institute Interaction Committee	<ul style="list-style-type: none"> • Assists in bringing the R&D Projects from Research Organizations • Guides in getting financial support from industry the R&D Projects from Governmental organizations which include DST, CSIR, UGC, AICTE etc. • Assists in bringing the R&D Projects from Research Organizations • Facilitates in marketing the consultancy services offered by departments • Arranges industrial visits, internships and industrial tours • Involves industrial experts to be on college Governing council, Academic council, BOS, Department Development committees, Training and Placement committee, etc. • Fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs • Organizes student and Faculty Training at the Industry • Assists in bringing in sourcing live projects to be done by Final Year B.Tech and M.Tech Students • Tie-up with the Industry to implement Virtual development center • Plans and implements the Entrepreneur development programs within campus.
29	Canteen Committee	<ul style="list-style-type: none"> • To supervise, take steps for the maintenance of canteen facilities with hygiene • To maintain and control the quality of food supplied in the canteen • To modernize the canteen equipment and cooking procedures • To control and make suggestions to the canteen management • To plan for all the infrastructure facilities required as per norms

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		<p>through Professor In charge resources</p> <ul style="list-style-type: none"> • To plan and monitor the maintenance of all the infrastructure facilities related to Canteen • To maintain the canteen premises clean and Hygiene.
30	RTI Committee	<ul style="list-style-type: none"> • Facilitates the citizens to know about the organization or the matters related to the organization like budget, expenditure, employee's selection etc. • Resolves the issues received from affiliating University
31	Sexual Harassment Committee	<ul style="list-style-type: none"> • To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute. • To provide the healthy and safe environment in the Institute for the female students/employees. • To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution. • To resolve issues pertaining to girls or women sexual harassment.
32	SC & ST Cell	<ul style="list-style-type: none"> • Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems. • Looks after the work related to SC/STs matters and no other work is assigned to the Cell. • Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. • Collects data regarding the implementation of the policies in respect of admissions, appointments to teaching and non-teaching positions in the institute and informs the same to the deserve people. • Gives wide publicity through circulars to all the faculties and informs the students about the various scholarships
33	Minority Cell	<ul style="list-style-type: none"> • Plans to implement, coordinate and control all schemes related disadvantaged groups. • Conducts coaching classes for competitive exams and prepares students for professional examinations. • Ensures the safe and secure environment for minorities • Provides counseling for any emotional emergencies arising on account of any events in the institute

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34	Internal Compliance Committee	<ul style="list-style-type: none"> • Provides a mechanism to redress the grievances of minorities • Creates awareness about the internal compliance committee cell among the Institute academic and administrative units. • Promotes effective communication and collaboration among those responsible for compliance. • Ensures that the complainant and witnesses are not victimized or discriminated because of their complaint. • Encourages an open-dialogue with the complainant from the committee members. • Monitors emerging compliance trends and circulate the information as needed. • Serves as a resource in developing or improving compliance related processes. • Works with the University Policy Review Committee to ensure proper reporting of the complaints and their follow-up procedures. • Makes recommendations to senior management as to any resources or actions required for Institute compliance.
35	OBC Cell	<ul style="list-style-type: none"> • Collects reports and information from the Government of India and the UGC orders on various aspects of education, training and employment of OBC. • Circulates Government of India orders and UGC's decisions and to collect information in respect of appointing, training these communities in teaching and non-teaching posts in the University. To help them apply for post within the University a stipulated date and take follow up action where required. • Collects statistics on OBC students and employees. • Functions as a Grievances Redressal cell for the Grievances of OBC students including minority students and employees
36	Anti Drugs Committee	<ul style="list-style-type: none"> • Educates the students about the ill effects of taking drugs through series of lectures, seminars etc. • Plans of preventive measures such as arranging counseling sessions for drug abused students. • Keeps the channels of communication open for all the students/faculty. • Organizes anti-drug student campaigns with a frequency of twice in a year.

Service rules, Procedures, Recruitment and Promotional Policies:

- The Institute has a set of well-established rules, policies and regulations within the frame work of AICTE, State Govt. and the affiliating university, which are approved by the Governing Council of the Institute. The rules and regulations of the institute were first published in Nov 1997 and are revised periodically. The following documents are published and are made available in the institute library and in all departments to create awareness among the employees and students. The same is also available in the college website – www.vnrvjiet.ac.in. The copies of the institute Administrative Manual containing service rules, Procedures, Recruitment and Promotion Policies are circulated among all the staff (both Teaching and Non-teaching) for their information.
- The following are the few manuals in which all the functional aspects of day to day activities are provided:
 - Administrative Manual
 - Standard Operating Procedures (SOP's)
 - SOP for Civil maintenance
 - SOP for Mechanical maintenance
 - SOP for Electrical equipment maintenance
 - SOP for EPABX and Telephones
 - SOP for maintenance of Computers and Networking
 - SOP for Stock Verification
 - General Maintenance: Engineering Cell, Security Wing
 - Institute Autonomy Policy
 - Research Policy
 - Consultancy Policy
 - Manual for Examination Procedures
 - Anti-Ragging, anti-eve teasing and anti-drug policy
 - Hostel rules and regulations
 - IQAC – Quality Management document

Grievance Redressal Mechanism:

The Grievance Redressal Mechanism of the institution is established with an aim to provide easy and readily accessible procedure for prompt disposal of the day to day genuine grievances of the student and faculty community to maintain a congenial atmosphere.

Grievance Redressal Committee was constituted in VNR VJIET in accordance with the University Grants Commission regulations. Any student and faculty with a genuine grievance may approach the Grievance Redressal Committee to submit his/her grievance in writing to "The Chairman, Grievance Redressal Committee, VNRVJIET or send e-mail to grievanceredressal@vnrvjiet.in.

The Grievance Committee considers only individual grievances of specific nature of members of the employee. The Grievance Committee considers all grievances submitted in writing by an individual member related to employment, working conditions, and quality of services assured to them and any other alleged injustice done to an employee while discharging his /her duties at the Institute.

Grievances received are addressed systematically with active involvement and cooperation of the respective department/section concerned with the grievance; maintain necessary confidentiality in handling process. The objectives of Grievance Redressal Committee are:

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee.
- Committee tries to settle the issues amicably in a time bound manner.
- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents
- Ensures that the grievances are resolved on time impartially and confidentially.