



Balaji Institute of Technology & Science

Laknepally, NARSAMPET, Warangal (Rural) – 506331

Accredited By NBA (UG – CE, ME, ECE & CSE Programmes) & NAAC

(Affiliated to JNTUH, Hyderabad and Approved by the AICTE, New Delhi)

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The institution practices decentralization and participative management

Strategic Level

- The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute.
- For the various programs to be conducted by the institute all the staff members will meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others.
- Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Functional Level

- At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Staff members are involved in preparation of annual budget of the institute. They also correspond with the University and AICTE.
- Faculty members also write joint research papers and share their knowledge.

Operational level

- The principal of the institution is a member secretary of the Governing Body. The Governing Body gives suggestions and monitors the procurement, introduction of new programs and welfare activities.

Committee/cell/Coordinator	Roles and responsibilities
Principal	Implementation and monitoring of academic and administrative system to cater to vision and mission of the Balaji Institute of Technology & Science
Examination Cell	Internal & University examination activities
Research & Development Cell	Academic and research activities of Balaji Institute of Technology & Science.
NSS Cell	NSS activities of the Institution
Training and Placement Cell	Training and Placement activities of the Institution

Principal

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Dist. Warangal

EDC Cell	EDC activities
Student welfare committee	Planning, execution and supervision of activities of student association
Cultural Club	Planning, execution and supervision of cultural
Sports Club	Planning, execution and supervision of Sports activities
Grievances redressal Cell	Attending and redressal of Staff and Students problems

- The Principal of the institution is responsible for academic, non academic and administrative activities of the institution.
- On behalf of the institution, he interacts and corresponds with AICTE, Govt. of Telangana UGC, JNTUH, etc.,
- The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the management in order to maintain and achieve the quality standards..


Case study: College Academic Committee (CAC)

Role: AMC is centralized (Institute level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth & uniform conduction of academics throughout the institute.

Committee Hierarchy: CAC is headed by Chairman who is the Principal of the institute. Other members of the committee are Academic Coordinator, subject experts for respective subjects, class teachers and exam in-charge.

Activities conducted by CAC:

- CAC monitors the teaching learning process. It prepares the academic calendar of the institute which is a reflection of University's academic calendar that includes curricular, co-curricular, extracurricular activities.
- Academic calendar is meticulously planned and prepared in advance by academic coordinator and ensures the proper implementation of the academic calendar.
- Academic co-ordinator is responsible for confirmation and observation of academic activities.
- Academic co-ordinator confirm lab and course file audit, does defaulter counseling, takes action against findings, issues appreciation and show cause notice and gives input to IQAC
- CAC does lab and course file audit before commencement of semester and in the middle of semester, random confirmation of attendance once in a month, ensures


Principal

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student and faculty uniform and ID card and takes action on defaulter student and faculty and gives feedback to Principal.

- CAC prepares daily attendance report of each class and submits it to Principal twice a day.
- Class Incharge ensures smooth conduction of practical and lecture of class, Prepare roll call list, does result analysis, takes feedback and syllabus coverage after 15 days, does student counseling and undertaking two times and takes monthly attendance.
- Class Incharge conducts average, weak and advance learner activity at class level and gives feedback to department CAC.

Outcome: In our Institution meetings are held periodically for discussing the issues and challenges, developmental aspect of the Institute. Thus, the institute encourages faculty, students, parents, corporate resource persons, employers, alumni, staff, class coordinators and class representatives to share their ideas, views, opinions, suggestions through proper channels, through parent-teacher meet (PTM), alumni meet, class teachers meetings, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of the institute are reviewed periodically and those which are in line with our institute's Vision and Mission Statements will be considered by the CAC for the decision making.



PRINCIPAL

Principal
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