

# K. S. INSTITUTE OF TECHNOLOGY

## BANGALORE

Ref: KSIT/Com/6183/2021-22

Date: 16.09.2021

### CIRCULAR

#### FORMATION OF VARIOUS COMMITTEES FOR THE ACADEMIC YEAR 2021 - 22

The following committees have been formed for the academic year 2021-22, to take care of the various activities in our Institution.

Sl.No	Committee	Responsibility	Members
1	Cultural Committee	Cultural Events, Teachers Day, Engineers Day, Graduation Day and other important functions.	Dr. M.Umashankar, MED, Co-ordinator Mr. Anil Kumar.A, MED Mr. Rangantha.N, MED Dr. Sangappa, ECE Mr. Sunil Kumar.G.R, ECE Ms. Sangeetha.V, ECE Ms. Pooja.S, ECE Mr. Satish Kumar.B, ECE Dr. K.Venkata Rao, CSE Mr. Roopesh Kumar.B.N, CSE Mr. Raghavendrachar.S, CSE Ms. Beena.K, CSE Ms. Anu Mathews, AI & ML, Mr. Sunil Kumar.N, BS & H Ms. Anuradha.M.V, BS & H
2	Sports Committee	Conducting Sports activities, Intra-mural games, Inter-Collegiate/university/interstate sports, Sports Day etc... and sport related issues.	Mr. Umesh.S, PED, Coordinator Dr. Nagaprasad.K.S, MED Mr. Christo Jain, ECE Mr. Dileep.J, ECE Mr. Roopesh Kumar.B.N, CSE Mr. Kiran Kumar.S.R, BS & H Students Representatives
3	Training & Placement Cell Committee	Placement activities, calling companies for conducting interview / On the campus / off the campus and mock interview & Personality Development Programme, organizing training programme.	Dr. Harish, TPO, Co-ordinator Mr. Harish.U, MED Mr. Sunil Kumar.G.R, ECE Mr. Praveen.A, ECE Mr. Krishna Gudi, CSE Ms. Swapna Gopala Jois, CSE Mr. Manoj Kumar.S, CSE Ms. Shylaja.K.R, BS & H
4	R & D Committee	The Committee has to monitor the research interests of faculty and encourage submissions for funding from various agencies like VGST, DST etc. Organize necessary talks, training programmes.	Dr. B.Surekha, ECE, Co-ordinator Dr. L.Nirmala, MED Dr. B.Sudarshan, ECE Dr. Dayananda.R.B, CSE Dr. Deepa.S.R, CSE Dr. Vaneeta.M, CSE Dr. Renuka.C, BS & H
5	Alumni Committee	Formation of committee. Committee has to arrange meet once in six months and give suggestions on placement activities, according to the existing scenario. Conducting of orientation/seminars/workshops programme for students. Organizing Graduation Day.	Mr. Anil Kumar.A, MED, Co-ordinator Mr. K.Prasad, MED Dr. Rekha.N, ECE Ms. Jayasudha.B.S.K, ECE Mr. Prashanth.H.S, CSE Ms. Beena.K, CSE Mr. Venkataramana.B.S, BS & H

6	Disciplinary & Anti Ragging Committee	Restriction of usage mobile in the campus, monitoring Dress Code, grievances & anti-ragging; control of students, talking in the corridors & disturbing classes. Strict implementation of rules & regulations laid by Govt. of Karnataka & VTU in and around the College. Enquiry to be called if any case reported. Report to be submitted to the Principal with their recommendations. Monthly report needs to be submitted with Minutes and action taken	Dr. Girish.T.R, MED, Co-ordinator Dr. Sangappa, ECE Mr. Christo Jain, ECE Mr. Harshavardhan.J.R, CSE Mr. Sanjoy Das, CSE Mr. Sunil Kumar.N, BS & H Ms. Vasantha.M, Library Mr. Umesh.S, PED Mr. A.Balakrishna Naidu, Hostel Supervisor, Students Representatives
7	Academic Committee	Attendance / IA / Counselling, students' handbook, Calendar of events. Monitoring all the department activities with regard to attendance, I.A. Progress report of students, results, Students feedback (to be monitored by inter department) etc....	Dr. M.Umashankar, MED, Co-ordinator Mr. K.Prasad, MED Dr. B.Devika, ECE Mr. Kushal Kumar.B.N, CSE Mr. Krupesha.D, AIML Mr. Sunil Kumar.N, BS & H Ms. Jyothi.C, Exam Section
8	Mentoring Committee	Monitoring, scheduling the mentors meeting, providing the information to parents and students, one to one interaction.	Mr. Kushal Kumar.B.N, CSE, Co-ordinator Mr. K.Prasad, MED Mr. Praveen.A, ECE Mr. Dileep.J, ECE Ms. Sougandhika Narayan, CSE Ms. Anu Mathews, AIML Mr. Sunil Kumar.N, BS & H
9	Grievances & Student Welfare Committee/	Students / Staff Redressal and also work with Disciplinary & Anti Ragging Committee. Monthly meeting to be conducted and record the action taken.	Dr. K.Venkata Rao, CSE, Co-ordinator Dr. M.Umashankar, MED Dr. Saleem Khan, MED Dr. Devika.B, ECE Ms. Aruna Rao.B.P, ECE Ms. Anu Mathews, AI & ML Mr. Kushal Kumar.B.N, CSE Mr. Sunil Kumar.N, BS & H Students Representatives
10	Anti Sexual Harassment Committee	Ours is Co-educational Institution, the committee has to set right the grievances / complaints raised by the girl students. Need to protect gender policy. Formulate committee as per VTU Norms	Dr. Chanda.V.Reddy, ECE, Co-ordinator Dr. Girish.T.R, MED Dr. L.Nirmala, MED Ms. Sangeetha.V, ECE Mr. Harshavardhan.J.R, CSE Dr. Vijayalaxmi Mekali, CSE Ms. Neelam Patil Radhika, BS & H Ms. M.Vasantha, Library Students Representatives – One / dept.
11	Technical Bodies & Technical Activities Committee	Conduction of ISTE & IEI Chapters, Registration of students every year. Conducting of events, seminars... Formation of Technical Associations, Registration of students every year, Conducting of events, seminars, Guest Lecturers / Special Invitees...etc. under association banner	<u>Co-ordinators:</u> ISTE – Dr. Sangappa, ECE, IEI – Mr. Ranganath.N, MED, IETE – Dr. Dinesh Kumar.D.S, ECE, CSI – Dr. Deepa.S.R, CSE SAE – Dr. Nagaprasad.K.S, MED, IEEE – Mr. B.R.Santhosh Kumar, ECE BITES – Dr. Vaneetha.M, CSE Satellite Club–Mr.Saleem.S.Tevaramani, ECE <u>Members:</u> Mr. M.Nagabhushana, MED Mr. Anil Kumar.A, MED Mr. Sunil Kumar.G.R, ECE, Garud Club Mr. Praveen.A, ECE Ms. Sangeetha.V, ECE Mr. Dileep.J, ECE

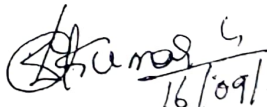


			Mr. Kumar.K, CSE, Hackathon Ms. Beena.K, CSE, Toycathon Ms. Swapna Gopala Jois, CSE Mr. Krupsha.D, AI & ML Ms. Lakshmi.C, BS & H
12	Students Project / KSCST / VGST Committee	The Committee has to monitor the project work carried out by the students of the Institution. Inter-department projects should also be encouraged. Preparing proposals for external funding.	Dr. B.Sudarshan, ECE, Co-ordinator Dr. L.Nirmala, MED Dr. Dinesh Kumar.D.S, ECE Dr. Dayananda.R.B, CSE Mr. Kumar.K, CSE Dr. Kiran Kumar.S.R, BS & H
13	Library & Stock Verification Committee	Procurement of Books, maintenance of Journals, Magazines, Newsletter Issue & library related issues. Verification of stock in various departments after the practical examination. – once in an year within one weeks' time and submit the report to the Principal	Dr. V.Bharathi, Library, Co-Ordinator Dr. Girish.T.R, MED Mr. Harish.U, MED Ms. Tejaswini.M.L, MED Ms. Vishalini Divakar, ECE Ms. Aruna Rao.B.P, ECE Ms. Bhargavi Ananth, ECE Dr. Vijayalaxmi Mekali, CSE Ms. Raghavendrchar.S, CSE Dr. Kiran Kumar.S.R, BS & H Ms. Neelam Patil Radhika, BS & H
14	Internet / e-Wastage, Chemical Wastage Committee	Effective usage of Firewall-related activities. Monitoring UPS Storage, Internet, Wi – Fi, CCTV and Biometric maintenance.	Mr. K.Rajesh, CSE, Co-ordinator Mr. M.Nagabhushana, MED Ms. Pragati.P, ECE Ms. Geetha.R, CSE Ms. Neelam Patil Radhika, BS & H Mr. Kiran Kumar.G, Library Mr. Hemanth Kumar.D, TPO
15	Website Committee	Updating the Students academic details Institutions data in the website, which includes students / attendance & IA Marks etc., Dept. Programs conducted, organizing & planned need to forward to www.ksit.ac.in to upload in the College Website.	Dr. K.Venkata Rao, CSE, Co-Ordinator Mr. M.Nagabhushana, MED Dr. B.Devika, ECE Ms. Pragati.P, ECE Ms. Sougandhika Narayan, CSE Mr. Prashanth.H.S, CSE Ms. Lakshmi.C, BS & H Ms. Vasudha.N.M, Office Mr. P.Rajesh, Exam Section Mr. G.Kiran Kumar, Library Mr. Hemanth Kumar.D, TPO
16	Digital, Social Media, Publicity & Information Committee	Any publicity issues to be handled by the committee. Newspapers preparation of college brochures / CDs information to the publishers etc.	Mr. Kumar.K, CSE, Co-ordinator Mr. Anil Kumar.A, MED Ms. Tejaswini.M.L, MED Dr. Sangappa, ECE Mr. Dileep.J, ECE Ms. Pooja.S, ECE Mr. Krishna Gudi, CSE Mr. Prashanth.H.S, CSE Ms. Anuradha.M.V, BS & H Dr. V.Bharathi, Library
17	Newsletter & Magazine Committee	It is the duty of committee to bring out 2 newsletters and one Souvenir in a year. Consisting students / staff participation in workshop / seminar / paper presentation which includes sports / games. Magazines / Souvenir will be the collection of Annual Events of the College	Ms. Anuradha.M.V, BS & H, Co-ordinator Dr. L.Nirmala, MED Mr. N.Ranganath, MED Dr. Rekha.N, ECE Ms. Sangeetha.V, ECE Dr. Vijayalaxmi Mekali, CSE Ms. Pallavi.K.N, CSE Ms. M.Vasanth, Library Mr. Hemanth Kumar.D, TPO

18	Hostel, Canteen and Transport Committee	Welfare of hosteliars with regard to Food, accommodation and all other related issues. Meeting has to be convened to get grievances/ complaints from students with regard to taste, change of menu, timings of the mess/canteen. Monthly report need to be submitted with meeting minutes and action initiated. Bus maintenance, timings, RTO, Insurance, transport timings at the time of examination and transport related issues. Routes plan	Dr. Sangappa, ECE, Co-Ordinator Mr. B.Ramana Reddy, Transport Mr. Manjunath.B.R, MED Mr. Parashuram.A.K, MED Mr. Sampath Kumar.S, ECE Mr. Praveen.A, ECE Mr. Harshavardhan.J.R, CSE Ms. Pallavi.K.N, CSE Mr. Venkataramana.B.S, BS & H Mr. A.Balakrishna Naidu, Hostel Supervisor, 2 Students Rep. – Boys & Girls – Hostel
19	NSS Committee Red Cross & Rotary Committee	Plantings of saplings, conduction of one day & special programmes, road laying, community attachment, blood donation etc..... Orientation of Youth Red Cross, Observing World Red Cross, World Blood Donors, World AID's, World Health and National Youth Day. Organizing Photo – Poster Exhibitions, Question – Answer Sessions on health issues, Blood Camps, Health Surveys, Community out-reach programmes. Plantings of saplings, conduction of one day & special programmes, road laying, community attachment, blood donation etc.....	Mr. V.Naveen, BS & H, Co-ordinator Mr. Manjunatha.B.R, MED Mr. Saleem.S.Tevaramani, ECE Mr. Harshavardhan.J.R, CSE Mr. Manoj Kumar.S, CSE Ms. Shylaja.K.R, BS & H Mr. Umesh.S, PED Students Representative
20	Industrial Interaction, Incubation, NISP	Arranging Industrial Visit for all the departments, registration fees, writing letters for permission from the Company, arranging transportation & other facilities.	Mr. Rajesh.G.L, MED, Co-ordinator Mr. Manjunatha.B.R, MED Mr. B.R.Santhosh Kumar, ECE Mr. Satish Kumar.B, ECE Mr. Harshavardhan.J.R, CSE Ms. Swapna Gopala Jois, CSE Dr. Kiran Kumar.S.R, BS & H
21	EDC / IIP / IPR Committee	Formation of EDC/IEDC, organizing training programme, proposals for external funding. Formation of IIP cell, organizing awareness programs for staff and students on IPR, proposals for external funding.	EDC – Mr. Krishna Gudi, CSE, Co-ordinator IIP/IPR – Mr. Rajesh.G.L, MED, Co-ordinator <u>Members:</u> Mr. M.Nagabhushana,, MED Dr. B.Sudarshan, ECE Ms. Jayasudha.B.S.K, ECE Mr. Kushal Kumar.B.N, CSE Mr. Kumar.K, CSE Dr. Renuka.C, BS & H
22	Purchase Committee	Requirements of materials for the entire College should be done solely by the Committee, getting requirements for the department, calling for quotations from the dealer, making comparative study, getting approval from Co-ordinator, after purchase, planning & installation of equipment, finally recommendations for payment.	Dr. Dilip Kumar.K, Principal, Co-ordin Dr. M.Umashankar, MED Dr. P.N.Sudha, ECE Dr. Rekha.B.Venkatapur, CSE Dr. Ram Prakash Rustagi, AIML Dr. P.Jalaja, BS & H Dr. V.Bharathi, Library Dr. Harish, TPO
23	Appointment Committee	Committee has to verify the application which was recommended by HOD's and call for personal interview, assessing their personality, capacity and the recommendation has to be done for appointment or rejection.	Dr. Dilip Kumar.K, Principal, Co-ordinator Dr. M.Umashankar, MED Dr. P.N.Sudha, ECE Dr. Rekha.B.Venkatapur, CSE Dr. Ram Prakash Rustagi, AIML Dr. P.Jalaja, BS & H Dr. V.Bharathi, Library Dr. Harish, TPO
24	NAAC / NBA / NIRF Committee	Preparation of documents as per NBA, Vision, Mission of the College / departments, Pos, PEOs, Mapping of Cos with Pos, Result Analysis, Students, Parents, Alumni and	Experts from other Institutions Dr. P.N.Sudha, ECE, Co-ordinator Dr. M.Umashankar, MED Dr. Nagaprasad.K.S, MED



		Stakeholders reports / feedback. Uploading of the department activities in web including related articles and proposals. Co-ordination with Pupilpod for preparation of NBA documents / files.	Dr. Chanda.V.Reddy, ECE Dr. B.Sudarshan, ECE Dr. Rekha.B.Venkatapur, CSE Dr. K.Venkata Rao, CSE Dr. Vaneeta.M, CSE Dr. Ram Prakash Rustagi, AIML Dr. P.Jalaja, Bs & H Mr. Sunil Kumar.N, BS & H Dr. V.Bharathi, Library
25	IQAC Committee	Quality assurance towards Academic by required guidelines. Guidelines towards Accreditation Committees.	Dr. Chanda.V.Reddy, ECE, Co-ordinator Dr. Saleem Khan, MED Mr. Praveen.A, ECE Ms. Geetha.R, CSE Mr. Sunil Kumar.N, BS & H
26	Covid Task Force Committee	Implementation of SOPs by VTU, Government of Karnataka. Submission of timely information and reports to VTU. Organizing covid tests and vaccination drives as and when required.	Dr. B.Surekha, ECE, Co-ordinator Dr. Girish.T.R, MED Dr. Nagaprasad.K.S, MED Dr. Rekha.N, ECE Dr. Dinesh Kumar.D.S, ECE Dr. K.Venkata Rao, CSE Dr. Deepa.S.R, CSE Mr. Venkataramana.B.S, BS & H Dr. V.Bharathi, Library Mr. Umesh.S, PED
27	Branding Committee		Mr. Sunil Kumar, BS & H, Co-ordinator Dr. M.Umashankar, MED Mr. M.Nagabhushana, MED Mr. Dileep.J, ECE Dr. K.Venkata Rao, CSE Mr. K.Kumar, CSE Mr. Venkataramana.B.S, BS & H Ms. Lakshmi.C, BS & H Dr. Renuka.C, BS & H Ms. Anuradha.M.V, BS & H Dr. Harish, TPO
28	NEP	Implementation of NEP	Dr. Renuka.C, BS & H, Co-ordinator
29	UHV		Ms. Anuradha.M.V, BS & H, Co-ordinator
30	ATAL		Dr. Rekha.B.Venkatapur, CSE, Co-ordinator
31	Graduation Committee	Organize Graduation Day	All HODs with Cultural Committee

  
 16/09/21  
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**K.S. INSTITUTE OF TECHNOLOGY**  
**BENGALURU - 560 109**

Copy to : CEO – For Information  
 : All Co-ordinators  
 : Office/Library/Placement/Sports/Transport/Hostel