

K. S. POLYTECHNIC, BENGALURU - 109

Ref:

Date : 04/05/2022

CIRCULAR

It is hereby informed to all the staff that the following committees have been formed for the smooth functioning of the activities in the institution. The corresponding staff shall know their responsibilities & actively involve in all the activities to execute the same.

1. Sports & Cultural Committee

Secretary-Ravindra B.S - HOD/AT

Members

1. Satish Hurali - L/AT
2. Chetana M Patil - L/ME
3. Satish Kumar M - L/SCI
4. Mamathashree K - L/CE
5. Deepak M - L/CE
6. Roja Rani V - L/CSE

Responsibilities

- To plan and schedule Sports & cultural events for the academic year.
- The Coordinator of the committee shall conduct a meeting of the committee to discuss and delegate tasks.
- To prepare the Annual Budget for various Sports & cultural events.
- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time and agenda of the programs & inform staff and students about the events.
- To arrange the venue and logistics (audio/video system, dais, podium etc).
- To invite the Chief Guest and other dignitaries.
- To arrange mementos for guests and gifts/certificates for the participants.
- The committee shall display on the Notice Board/Website information about festivals to be celebrated.







- Arrange events like Fresher's Day, Teachers' Day, Festival Celebrations, Engineers Day etc.
- Coordination with the Student Sports Secretary
- Keeping stock of previous and current years sports goods & ordering sports goods in consultation with the Director
- Arranging the venues for sports events in consultation with the Director
- Obtaining permission to hold sports events in the college
- To recommend students for permission to participate in the intra-or inter- college events.
- To recommend sanction for Entry/Registration Fees to participate in various sports events.
- To recommend attendance to students who have taken part in sports events.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc)
- Maintaining discipline in all events happening in and outside the college.
- Holding sports events for staff members.
- Maintaining records of cultural & sports events attended by students
- The schedule of events for the whole academic year shall be finalized

2. Placement , Training & Alumni Committee

Placement Officer – Bhanuprakash B T - SL/EC



Members

1. Ilahi K N – L/EC 
2. Nayana G M – L/CSE 
3. Karthik C – L/ME 
4. Priyanka N B – L/CE 
5. Satish Hurali – L/AT 
6. Charan Kumar B – INS/ME – 
7. Shankar A – INS/EC 




Responsibilities

- The Placement Committee shall organize Campus Placement Programs for various IT and non IT companies visiting our institute during the placement season under the guidance of the TPO.
- organizing employability tests
- The Training and Placement cell empowers groups of students to visit websites of industries of different sectors like Banking, Insurance, Retail, Hospitality, Communication sector, Finance sector etc and contacts H.R. Managers of these firms under the guidance of the TPO.
- Accordingly, letters/e-mails shall be sent to generate a larger data base for placements





- To display a welcome poster at the entrance on the ground floor showing the name of the company visiting, names of their team members, program and venue for the test and interviews.
- To arrange the Assembly Hall for the pre-placement talk and company presentation i.e, sound system, L.C.D. projector, chairs, table etc.
- Records of the lists of students placed, company name, branch and salary offered shall be maintained.
- Other data like branch wise placements, students' profiles, year wise placements, list of companies visited etc shall also be maintained.
- During the year, short meetings shall be held to communicate the status on placement and to discuss the comments made by the recruitment team on our students performance.
- Organizing various student support activities like seminars, guest lectures, industrial visits, Workshops & Personality Development programmes etc.
- Organizing Faculty development programmes
- Organizing internship/Inplant training programmes
- To invite the Alumni to visit the College to interact with the students to enhance the knowledge and skills of the students.
- To encourage them to bring industries and companies for campus placements.
- To give an opportunity to the Alumni who are entrepreneurs to motivate the students.
- To conduct Alumni meet every year & maintain an up-to-date and detailed database of the alumni

3. DISCIPLINE & ANTI-RAGGING COMMITTEE

Squad

1. Jagadeesha D K - HOD/CE 
2. Ravindra B S - HOD/AT 
3. Satish Kumar M - L/SCI 

Members

1. Savitha M - HOD/EC 
2. Prathima Raju - HOD/CSE 
3. Umadevi B C - HOD/SCI 
4. Shafi-Ur-Rahman - HOD/ME 
5. Satish Hurali - L/AT 
6. Mangala R - L/CSE 
7. Charan B - INS/ME 

Responsibilities






- Maintain & enforce strict discipline in the college campus.

- To enforce strict dress code among students.
- To enforce total prohibition of Cell Phone usage by the students inside the College Campus.
- 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
- To maintain proper discipline in the college during the College Working hours.
- To prevent ragging in the College
- To create and maintain safe, healthy and supportive environment for women and girl students in the campus.
- To address issues faced by women at work place and to organize awareness generation programmes and to take preventive steps towards protection of women staff / female students
- To organize workshops affecting women in general and especially in the following areas: 1. Sensitization and gender equality on campuses 2. Issues of women arising from societal concerns 3. Any other theme based activities and events concerning significant issues of women.

4. Website & IT Committee

Coordinator - Mangala R - L/CS 

Members

1. Nayana G M - L/CSE 
2. Rohith Kumar K - L/CE 
3. Deepak M - L/EC
4. Karthik C - L/ME 
5. Santhosh Balla - L/AT 
- 6: Kiran Kumar - Sys Adm. 

Responsibilities

- Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
- Update all communications, notices, announcements etc on a regular basis.
- Strive to make improvement in the website with respect to design, preventability etc on a continuous basis

5. Internal Quality Assurance Cell (IQAC)

Coordinator - Shafi Ur Rehman - HOD/ME *SR*

Members

1. Savitha M - HOD/EC *SM*
2. Ravindra B.S - HOD/AT *RS*
3. Jagadeesha D.K - HOD/CE *JK*
4. Prathima Raju - HOD/CSE *PR*
5. Umadevi B C - HOD/SCI *UBC*

Responsibilities



- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the 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 best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality

6. Media & Publicity Committee

Coordinator-CHIDANANDA - L/EC *CH*

Members

1. Basavaraj A M - L/A *BA*
2. Shashi Kumar G S - L/ME - *Shashi*
3. Rohith Kumar K - L/CE *Rohith*
4. Satish Hurali - L/AT *SH*
5. Nayana G M - L/CSE *Nayana*

1. Jagadeesan K - INS/AT 
2. Praveen M - INS/CS 
3. Charan Kumar B - INS/ME - B. Charan
4. Shankar A - INS/EC - B. A. Shankar



Responsibilities

- Establish links with the local media and provide regular reports and press releases on campus news and opportunities.
- Design and arrange printing materials like banners to be used in different events
- Conduct various activities to promote the brand value of the college
- Generate innovative ideas to improve admissions
- Maintaining the media database of various events
- Developing various advertisement ideas
- Update the college activities on social media

7. NSS Unit

NSS Officer – Basavaraj A M – L/AT 

Members

1. Shashi Kumar G S - L/ME - Shashi
2. Rohith Kumar K - L/CE Rohith
3. Satish Hurali - L/AT Satish
4. Nayana G M - L/CSE Nayana
5. Deepak M - L/EC
6. Jagadeesan - INS/AT 
7. Praveen M - INS/CS 

Responsibilities

- create the environment of NSS in the colleges and encourage the students to participate in NSS activities.
- Responsible for planning and implementing the NSS activities
- Prepare the NSS volunteers for self discipline and self reliant way of life.


4/5/22

PRINCIPAL
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