

# **Statutory Declaration under Section 4(1)(b) of the RTI Act 2005**



## **SRI VENKATESA PERUMAL COLLEGE OF ENGINEERING & TECHNOLOGY**

**(Approved by AICTE, Accredited by NAAC, Bengaluru**

**Affiliated to JNTUA,**

**Anantapuramu)**

**R V S Nagar, K.N. Road, Puttur, Chittoor Dist.,**

**Andhra Pradesh – 517 83**

**[www.svpcet.org](http://www.svpcet.org)**

## Address of the Institute

Name of the College : Sri Venkatesa Perumal college of Engineering & Technology  
Address : R V S Nagar, K.N.Road, Puttur  
Andhra Pradesh – 517 583.  
Contact No : +91 9133471113  
Email ID : principal@svpcet.org

## About the Institute:

Sri Venkatesa Perumal College of Engineering (SVP CET), Puttur, Tirupati, Chittoor (dt.), A.P was established in 2001, and is Promoted by TAMILIAN EDUCATION ACADEMY.

Since its inception, it has transformed itself into a truly premier integrated interdisciplinary technological institute spread in an area 25 acres , accommodating well ventilated classrooms, state-of-the art labs, well maintained outdoor & indoor sports and games facilities.

SVP CET is affiliated to Jawaharlal Nehru Technological University Anaparthi (JNTUA); ISO 9001-2000 certified, approved by the All India Council for Technical Education (AICTE), New Delhi; and Accredited by NAAC with 'A' grade. The departments of Computer Science and Engineering (CSE), Electronics and Communication Engineering (ECE), Electrical and Electronics Engineering (EEE), are all accredited by the National Board of accreditation (NBA), New Delhi during 2012-13. SVP CET Offers 5 Under graduate courses with a total intake of 540 seats, in addition it also offers 7 Post graduate Engineering courses with an intake of 18 in specialization. Besides it offers 2 PG courses namely MBA with an intake of 120 seats and MCA with an intake of 60. The campus is enabled with WiFi. Central library equipped with Audio-Visual Theatre, Digital Library, Good number of text books and journals of national and international repute. A fleet of 20 luxurious buses connecting the college from various places in the district.

SVP CET recruits only distinguished academicians, research scientists and experienced faculty who have been carefully chosen through a search from a pool reputed organizations.

Our computing and engineering laboratories and workshops are equipped to meet all commercial and industrial standards and these facilities are available both in and out of class time for the students. Research centers use latest software such as AutoCAD, CATIA, Pro/E, MATLAB, VHDL, IBM Rational Rose, and so on.

Students not only benefit from excellent teaching and research facilities, but also from

strong links with the industry. Collaborative MOU's with companies such as YIIT, SeventhSense, Infosys, Cyient, Wipro, Zenopsys & ERDL not only help us remain at the forefront of technological advances, but also ensure that we keep pace with employers' changing expectations.

Our focus on employment runs through everything that we do and we will actively support you in your search for internships during your study.

SVPCET also enjoys geographical advantage, as it is well connected by air, rail and road. The Campus is situated on Chennai –Bangalore Highway and is 20 Minutes drive from Tirupati Airport. In a lush green and pollution free environment.

## **VISION & MISSION**

### **Vision**

Sri Venkatesa Perumal College of Engineering & Technology, is dedicated for carving the youth as dynamic, competent, valued and knowledgeable professionals who shall lead the Nation to a better future.

### **Mission**

- Providing Quality Education, student – centered teaching – learning processes and state-of-art infrastructure for professional aspirants hailing from both rural and urban areas.
- Imparting technical education that encourages independent thinking, develops strong domain of knowledge, hones contemporary skills and positive attitudes towards holistic growth of young minds.
- Evolving the Institution into a Center of Academic and Research Excellence.

### **Working hours of the office:**

#### **Monday to Saturday:**

For office : 09:30 AM to 05:00 PM  
Lunch Time : 12.30 PM to 01.30 PM  
Visiting hours for Public : 9:30 AM to 4:00 PM of every working day. Sundays are Holidays.

### **Contact Information:**

<b>SNo</b>	<b>Name of the Staff</b>	<b>Designation</b>	<b>Phone</b>	<b>Email ID</b>
1.	Dr.Naveen Kilari	Principal	91334 71113	principal@svpcet.org
2.	Dr.N.Sudhakar Reddy	HOD ECE	99854 95299	ecehod@svpcet.org
3.	Dr.V.Janardhan Babu	HOD CSE	84980 82021	csehod@svpcet.org

4.	Dr.G.Naresh Kumar	HOD ME	84980 82020	mechhod@svpcet.org
5.	Dr.K.Harun	HOD MBA	84980 82025	mbahod@svpcet.org
6.	Dr.V.Ganesh	HOD HBS	84980 82026	hbshod@svpcet.org
7.	T.Madhurantaka	HOD EEE	94408 64164	eeehod@svpcet.org
8.	P.P.Nagaraja Rao	Placement Officer	97059 77759	tap@svpcet.org
9.	G.G.V.S.Vara Prasad	HOD CIVIL	95331 50309	civilhod@svpcet.org
10.	I Sankara Babu	HOD MCA	84980 82008	mcahod@svpcet.org
11.	Y.Koteswar Rao	AO	97059 77753	adm@svpcet.org
12.	M.Hemadri	Accounts officer	97059 77763	accounts@svpcet.org

## **DUTIES AND RESPONSIBILITIES**

### **PRINCIPAL**

The Principal shall be the Executive Head of the Institution appointed by the Governing Body of the College and shall exercise general supervision and control over the affairs of the Institution and implement the decisions of all authorities of the Institution.

The Principal, unless otherwise provided, shall be the Ex-officio Member Secretary of the Governing Body, Chairman of the Academic Council and the Finance Committee.

The responsibilities of the Principal are:

1. To exercise general control over the affairs of the Institution and be responsible for implementation of recommendations of the various committees of the Institution, in consultation with Vice Chairman.
2. To convene meetings of the various bodies of the Institution.
3. To prepare the agenda items, coordinate the conduct of meetings, record the minutes and arrange for follow-up actions for the development of the Institution.
4. To apply to AICTE (for extension of approval, sanction of new programs and courses and variation in intake).

5. To apply to JNTUA, Anantapur for affiliation.
6. To apply for accreditation to different agencies like NBA, NAAC etc
7. To ensure timely correspondence with APSCHE, Commissioner of Technical Education, Convener EAMCET, Convener ECET, and Convener ICET for student admissions and other relevant matters.
8. To correspond with Social Welfare Department (for submission of scholarship applications for students of SVP CET), and all other relevant Govt. offices (like office of the District Collector for attending meetings on anti-ragging).
9. To send statistical data to State Government and University Grants Commission, New Delhi etc. and other apex agencies.
10. To comply with all statutory obligations pertaining to the Institution.
11. To conduct internal, end and other examinations.
12. To maintain student discipline and orderly functioning of SVP CET and for taking all the decisions in this regard with the help of the disciplinary committee.
13. To inculcate discipline, decency, decorum and dignity among the faculty and staff of SVP CET.
14. To be responsible for the general amenities and arrangements for students and employees of SVP CET.
15. Any other work assigned by the Chairman/vice chairman connected with the development of SVP CET.

## **HEAD OF THE DEPARTMENT**

HOD of any department shall report to the Principal regarding the various activities and take his guidance and advice, in all academic matters. HOD is solely responsible in all aspects to run the department democratically, giving leadership and direction and monitor and control progress of his department. HOD is responsible for:

- Planning for department operational, maintenance and development budgets and submit reports to GC for approval in consultation with Principal.
- Submitting performance appraisals of faculty and staff.
- Preparing and submitting the departmental annual report to Principal.
- Assigning teaching schedules and work loads to all faculty & staff.
- Distributing departmental work by forming appropriate committees with faculty members and assigning duties and responsibilities to run the department effectively, efficiently and democratically regarding.
  - Administration
  - Academic planning & development
  - Maintenance and up-keeping
  - Examinations
  - Association activities
  - Organizing industrial tours / visits
  - Counseling Students
  - Training & Placement activities
  - Co and Extra curricular works
  - Research and project works
  - Entrepreneur awareness
  - Alumni contacts and others
  - Library books, Journals, relevant to department
  - Organizing expert lectures, add-on courses
- Monitoring of faculty discharging their academic and other duties mainly in
  - Preparing of lesson plans & course work schedules
  - Encouraging to enhance new skills and techniques
  - Displaying students attendance, internal marks, lab, performance, results
  - Intimating Parents in critical cases
  - Obtaining faculty feedback and offering necessary counseling
  - Appraising the faculty, students and parents about SVP CET's mission and goals
  - Maintaining constant rapport with faculty and students
  - Identifying thrust areas of R & D and interdisciplinary areas useful for employability of students
  - Improving qualifications
  - Overseeing the general maintenance of classrooms, Labs, Library etc.