




**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional strategic / perspective development plan etc.**

## **Institutional Governing body**

Institutional Governing Body is the functional head of the institution. It primarily looks after the overall growth of the institute.

- The Principal is Chief Academic Administrator who administers both academic and administrative matters. The management gives suggestions to the principal and he conveys the information to staff and students.
- The principal in consultation with the management make financial decisions, relating to the procurement of the lab equipment, funding of seminars, workshops and departmental general expenditure.
- HODs with the support of principal and the policies of the institution, function their respective departments
- The College Academic Committee/ academic council consist of all the HODs, Principal as Chairperson. It provides guidelines for the department.
- The Administrative officer looks after the regular administration of the institute. Office management helps the principal in complying with the regulatory bodies.
- Each department one faculty member works as the coordinator of the every committee. The coordinator is the in-charge of the committees and its activities.
- All the committee coordinators report to their HODs and the respective HOD will report to the principal.
- Training and placement officer deals with the training of the students and organizing campus drives, and reports to the principal.

  
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## The Institutional Strategic/ Perspective plan is effectively deployed


SJCET has practiced a strategic plan to encourage and develop influential Teaching Learning methodologies. The institute plans a different programme for the period of five years to achieve its aim.

SJCET has established the Research and Development Cell to encourage and inspire an environment of innovation. The faculty members are supported to carryout research work and most of them published articles.

## Some of the initiatives taken to develop Effective Teaching Learning Methodologies are:

- A one week faculty development programme on **Innovative Business Practices and sustainability** on different aspects of business practices.
- Faculty Development Programme on **Communication skills** on different aspects of communication skills like listening, speaking, reading and writing was organized by the institute
- A one week Faculty Development Programme on **“Health with special reference to work life balance challenges”** to encourage the faculty members to balance the stress on both personal and work life.

SJCET continued ceaseless efforts in providing new teaching learning strategies and also English communication skills among the faculty. Various FDP programmes have conducted in this institution. There was a profound transformation in the planning of teaching and execution by using PPTs, e-resources, activity base teaching which result of the continuous efforts was made by the institute. The new faculty members who unaware of these methodologies were co-operated by the senior faculty members and they were practicing these methodologies to their teaching carrier to update and enhance their knowledge. The strategic plan to develop new teaching learning strategies was highly successful.

  
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