



# PRAGATI ENGINEERING COLLEGE

(Autonomous)

ADB Road, Surampalem, E.G.Dt., A.P. – 533 437

(Approved by AICTE, Permanently Affiliated to JNTUK, Kakinada)

(Recognized by UGC Under Sections 2(f) and 12 (B) of UGC act, 1956)

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**The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.**

A clear organizational framework governs Pragati Engineering College (PEC). The colleges' administrative procedures, co-curricular programmes, and outreach initiatives are all reviewed and evaluated by College Administration. The organization's management systems are directed by the Governing Body, who also oversees its implementation and ongoing development.

The Academic Council (AC) reviews the college's academic matters and gives suggestions for further improvement. The Finance Committee prepares the annual budget proposals.

The college's administration, academics, co-curricular, and extracurricular activities are under the purview of Principal and executed through delegation. The colleges' IQAC is working to create a quality system for deliberate, planned action to enhance the colleges' academic and administrative performance. At the departmental level, it is entirely the responsibility of the department heads to organize BoS meetings and all departmental academic and administrative activities. Students' academic and curricular development is the responsibility of the faculty. Department faculty are appointed in various committees. Students participate in the committees as active participants.

**Functions of various organizations/committees:** Several committees are identified for the efficient operation of college activities. Each committee has a convener who organizes the meetings at regular intervals with the faculty and students who are the members of the committee. The Principal and IQAC review the functioning of various committees from time to time.

PEC emphasizes on developing and implementing policies and guidelines that govern various aspects of its operations. These policies are designed to provide a framework for decision-making and ensure consistency across the Institution. From academic policies to codes of conduct, these guidelines serve as the cornerstone of the Institution's operations. The availability and accessibility of these policies reflect the commitment of PEC towards transparency and accountability.

**Policies:**

1. Research & Development Policy
2. IT Policy
3. E-Governance Policy
4. Examination Reforms
5. Anti-Ragging Policy
6. Code of Conduct Policy
7. Green Campus Policy
8. Scholarship Policy

PEC has established a streamlined administrative setup that facilitates effective coordination and communication among different departments. The availability of a clear hierarchy, defined roles, and responsibilities ensures smooth functioning and enhances the overall effectiveness of the institutional bodies. The administrative staff members are well-trained and equipped with the necessary skills to handle administrative tasks efficiently.

The recruitment process at the college is carried out meticulously, ensuring that only qualified candidates are selected. The Institution follows a transparent and merit-based approach, adhering to all applicable rules and regulations. The appointment of qualified faculty members, administrative staff, and other personnel is pivotal in maintaining the quality of education and services offered by the Institution.

PEC has implemented comprehensive service rules and procedures that govern the conduct and responsibilities of its employees. These rules ensure that employees are aware of their obligations and are accountable for their actions.

Service Rules include following policies

1. Recruitment Policy
2. Promotion Policy
3. Leave Policy
4. Incentives Policy
5. Retirement Policy

To ensure the effectiveness of the institutional bodies, PEC has established a robust monitoring and evaluation mechanism. Regular assessments are conducted to gauge the performance and identify areas for improvement. Feedback from faculty, students and other stakeholders is actively sought and utilized to refine policies, procedures, and administrative practices. This continuous monitoring and evaluation framework contributes to the Institution's ability to adapt and respond to emerging challenges and opportunities.