

ACHARYA INSTITUTE OF GRADUATE STUDIES

(NAAC Re-Accredited "A" and Affiliated to Bengaluru City University)

Soladevanahalli, Bengaluru-560107



STATUTORY DECLARATION

under

Section 4 (1) (b) of the RTI Act 2005



PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES

Sl. No.	Title	Details
1.	Name of the College	ACHARYA INSTITUTE OF GRADUATE STUDIES
2.	Address for Communication	Acharya Dr. Sarvepalli Radhakrishnan Road, Acharya P. O., Soladevanahalli, Bengaluru 560107
3.	Phone No.	080 22555555
4.	Fax No.	080 23700242
5.	Email	gurunath@acharya.ac.in
6.	Website	www.aigs.ac.in
9.	The Principal	Dr. Gurunath Rao Vaidya
10.	Mobile No.	9886833013
11.	Email	principalaigs@acharya.ac.in

12. Introduction

At Acharya, our educational philosophy is broader than simply academics. Being one of the best colleges in Bangalore, our mission is to provide our students with a holistic life experience, by integrating carefully planned facilities and activities into the daily campus routine, we ensure our students become responsible human beings and prepare them to face the challenges of life.

13. The Vision

Acharya Institutes, committed to the cause of value-based education in all disciplines, envisions itself as fountainhead of innovative human enterprise, with inspiration initiatives for academic excellence.

14. The Mission

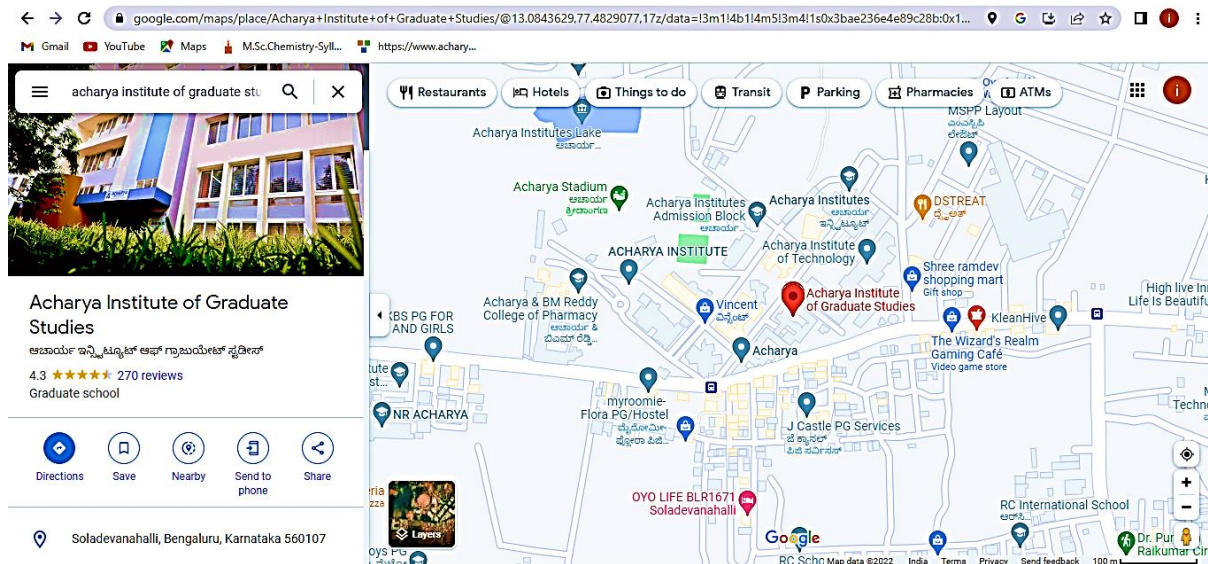
To prepare students for enhance knowledge in independent learning skills provide inputs beyond curriculum and enable the professional development for enhanced employability and engage in the research, education, and service activities required to create and disseminate the knowledge of problem solving using computers.



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15. Location of the College

<https://www.google.com/maps/place/Acharya+Institute+of+Graduate+Studies/@13.0843629,77.4829077,17z/data=!4m5!3m4!1s0x3bae236e4e89c28b:0x14e699e18bc4c151!8m2!3d13.0843629!4d77.4850964>



17. Governance

The Institution functions under the aegis of J.M.J Society, headed by **Shri. B. M. Reddy**, founder Chairman **Shri. B. Premnath Reddy**, Executive Director **Smt. Shalini Reddy**, Executive Secretary to the Chairman, **Shri. C.B.M. Bhooshan**. The Management frame the policies and plans for the Institutions administrative and academic functions to implement the statutes laid down by the Management and Statutory Bodies like UGC and AICTE. The Principal of the Institution to the Head of the Departments Coordinators and Student representatives like IQAC Coordinator, Controller of Examination, Administrative Officer, R & D Coordinator, Academic Coordinator, Committees and Cells Coordinators, Class Representatives and through QA Office.

18. Finance Committee

All financial activities are completely automated. There is provision of Single Window Approach System for students to pay their fee. Every student has their unique ID number for online transaction of course fee payment.



19. ERP System

Biometric Access Control System is adopted for effective Time Management in the Institution through the ERP system. This facilitates in processing and maintaining the staff attendance data, payrolls and employees record. Leave Management system is part of ERP software. Here an employee can provide requests for his leave by this system; a HoD, HoI and Head HR approve/disapprove the applied leave. The employee can check the leave status. Official on duty, compensatory off, leave regularization, casual leave, maternity leave and special leave can be availed through the present management system.

The system enables to create class time table, lesson plan, event creation, store indent and entry of admission data. In addition, the requests raised by the staff on ERP for any noticed maintenance of the infrastructural facilities is timely monitored.

20. Working hours

- **Office Work Hours:** 9.00 AM to 4:45 PM – Monday to Saturday
- **Lunch Break Hour:** 1.00 PM to 2.00 PM
- **Official Visiting Hours:** 10:00 AM to 4:00 PM on all working days
- **Library – Week days :** 8 AM to 8 PM (Sunday: 10:00 AM to 1:00 PM)

21. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Sl. No.	Title of the Authority	Responsibilities
1	The Principal	Overall administration
		Admissions as per Rules & Regulations of Autonomous Guidelines, Parent University and GoK
		Staffing of teaching, technical and supporting staff
		Budgetary optimization of income and expenditure
		Deployment and monitoring of strategic plan to enhance quality initiatives in academics and research and development arenas.
		To schedule and engage meetings of the Statutory Bodies as per norms
2	IQAC Coordinator	Monitoring the timely progression of academic and administrative tasks
		Enhancing quality in academic, research and administrative
		Ensuring the availability of staff and infrastructural facility



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		<p>National and International connect among the academia and industries/companies</p> <p>Impose the evaluation procedures</p> <p>Promoting the enough usage of ICT, LMS and modern methods of teaching and learning</p> <p>Conduct of regular meetings with the stakeholders</p> <p>Interact with HoI and correspond the plans and actions to all students, faculty and non-teaching staff</p>
3	Administrative Officer	Establishment of administrative management to support Affiliation and Admission procedures
4	Controller of Examination	<p>Acquire and maintain the circulars related to examination issued by the affiliated University</p> <p>Plan the examination schedules and communicate to staff, parents and students</p> <p>Smooth conduct of internal and external examination</p> <p>Assign invigilation, relieving and squad duty</p> <p>Documentation of all the functioning of examination</p> <p>Prompt correspondence and rapport with the stakeholders</p>
5	R & D Coordinator	<p>Create and circulate the SOP</p> <p>Organise events for new recruits</p> <p>Imbibing the Research Ecosystem, Entrepreneurship, Research Innovations and IPR among the students and faculty</p> <p>Conduct Extension activities</p> <p>Strengthening the rural development and employability under UBA and Swachh Bharath Abhiyan initiatives</p>
6	Academic Co-ordinator	<p>Actively assisting the Principal and IQAC</p> <p>Monitoring academic profile of the each Department</p> <p>Co-ordinate with Departmental coordinators to suggest the teaching and learning of the subjects</p> <p>Ensuring timely and adequate provision of textbooks, study materials, e-resources and equipment's</p> <p>Budget creation as required for the academic engagements</p> <p>To conduct Academic and Administrative Audits</p>
7	Placement Co-ordinator	<p>Conduct employability, entrepreneurship and soft skill programs</p> <p>Awareness camps and programs for personality development for students</p> <p>Counsel students for education/job opportunities</p>



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		Arrange campus interviews.
		Promote Industry-Institute Interaction for internships sponsored projects, placement etc.
9	Physical Director	Organise intra and inter college sports events for the students from time to time
		Maintain adequate availability of the sports material and equipment's
		To promote good health, giving students a new way to make them fit and learn their lessons at the same time.
		Inculcate the values and importance of team spirit
10	Alumni Association Committee	Constitution of committee and maintaining minutes of meeting
		Maintaining and updating alumni database
		Organise Alumni Meet
		Continuous liaison with alumni for curriculum enrichment, activities of entrepreneurship development cell etc
11	Anti-Ragging Committee	Ensure compliance with the provisions of regulatory authorities
		Enforcement of act and its amendments as published from time to time
		Maintain the discipline with zero ragging in campus/ off campus / hostel / any other place in the premises.
		Ensure conducts of Anti-ragging squad observing of fair and transparent procedure
12	Grievances Redressal Committee	Provision for students to drop in grievances in written in the grievance / suggestion boxes kept in college.
		Grievance & Redressal are taken up for discussion and appropriate decisions are taken.