

The Particulars of the Organization, Functions and Duties

Name of the Organization	Aditya College of Engineering
Establishment	Established by Sarojini Educational Society, Kakinada
Address	Aditya Nagar, ADB Road, Surampalem- 533 437, East Godavari District, Andhra Pradesh
Contact	Phone : 0884-2326224 Fax : 08852-252243 Email : principal@acoe.edu.in
Website	www.acoe.edu.in

Functions & Duties:

The institution was established under Sarojini Educational Society, Kakinada lead by Dr. N. Sesha Reddy as Chairman of the College Governing Body in the year 2008. The college was established to cater professional education with a commitment to create, sustain and improve the learning process in Scientific and Technological learning so as to achieve the necessary objectives.

The duties, powers and functions of the College Administration are laid as per guidelines of the management and concerned authorities (affiliating University, Directorate of Higher Education, AICTE, UGC etc.,) from time to time. It shall be the duty of the College administration to provide necessary education and training to the students and conduct examinations to the students as per university norms. In addition to this, it is part of the college administration to provide necessary skills to the students to enable them to get employment or to become entrepreneurs.

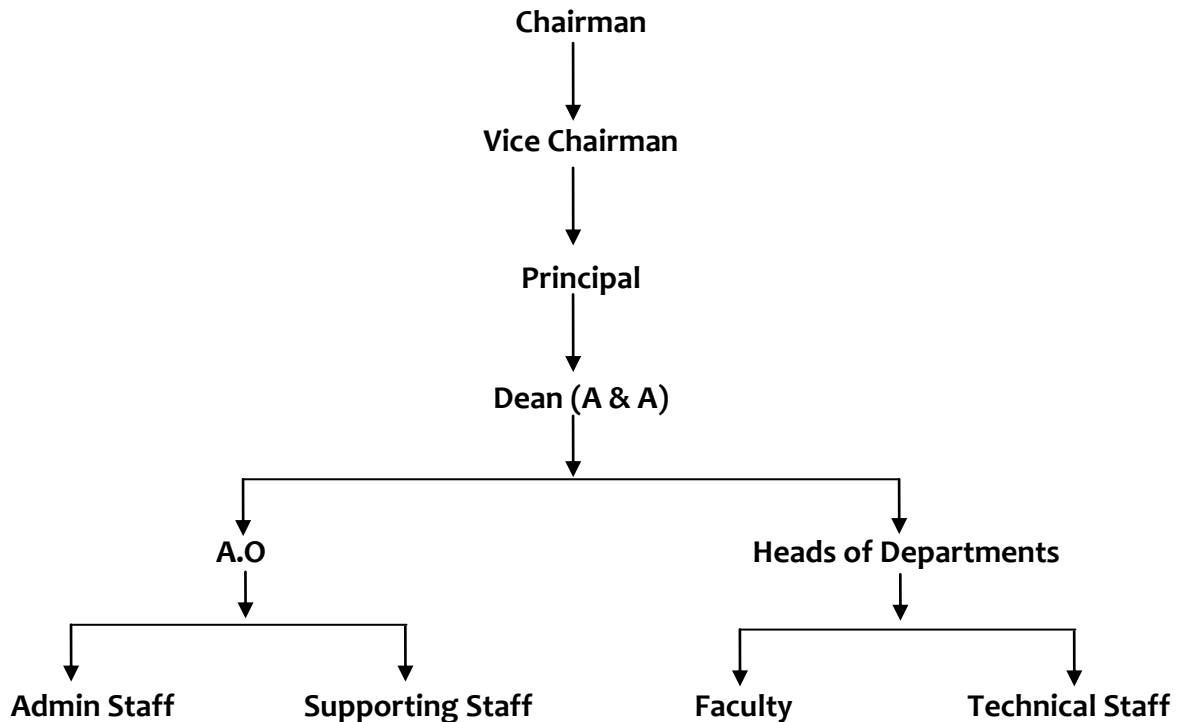
The powers and Duties of its officers and employees

The powers and duties of the college administration and employees are laid as per the guidelines of the College management and the affiliating university.

The procedure followed in the decision making process, including channels of supervision and accountability

The College administration follows the procedure laid down by the college management and other concerned authorities and other applicable rules and regulations for this purpose.

Hierarchy of Authority



The norms set by it for the discharge of its functions

The norms for the discharge of functions by the college administration are laid by the college management and may vary from time to time.

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

Necessary rules and regulations will be circulated to employees on their employment which may be revised from time to time. The employee should adhere to the regulations framed by the management while discharging their duties.

A statement of the categories of documents that are held by it or under its control

Documents related to academic performance of the students.

Documents related to educational qualification of the students

Scholarship details and their related eligible student information

Documents related to qualification and appraisal of the faculty members

The particulars of any arrangement that exists for consultation with, or representation by, the Members of the public in relation to the formulation of its policy or implementation thereof

In the formulation of policies and their implementation, necessary feedback will be received from students on regular basis and time to time from stake holders.

A directory of its officers

Dr. A Ramesh, Principal	Mob: 9000476662
Dr. Pullela S V V S R Kumar, Dean (Academics & Admin.)	Mob: 9848163227
Prof. K Manoz Kumar Reddy, Head of the Department-EEE	Mob: 7731829995
Dr. Y K S Subba Rao, Head of the Department-ME	Mob: 7396659369
Dr. G Rama Krishna, Head of the Department-ECE	Mob: 9701293003
Dr. G S N Murthy, Head of the Department-CSE	Mob: 9553548444
Dr. T Anil Kumar, Head of the Department-PT	Mob: 8011919193
Sri. Ch Naresh, Head of the Department-CE	Mob: 8328175253
Dr. N Visalakshi, Head of the Department-Management Studies	Mob: 9391350838
Mr. T N V S Ramachandran, Administrative Officer	Mob: 9949566059
Mr. S V V Satyanarayana, Superintendent	Mob: 9866606483

Details in respect of the information, available to or held by it, reduced in an electronic form

The academic information regarding the student is made available to the concerned parent through College Website through individual parent login. From time to time the academic progress, attendance and other related information of the ward will be intimated to parents through letters.

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

The Public can obtain necessary information from the college administration during college hours (9.30 AM to 5.00 PM) during working days.

The Library is kept open for staff and students only:

- 8.00 AM to 8.00 PM during working days and
- 8.00 AM to 5.00 PM during holidays (announced by University/Government)
- 8.00 AM to 10.00 PM during days of Examinations
- 8.00 AM to 10.00 PM Library Annex in Hostels

The names, designations and other particulars of the Public Information Officers

First Appellate Authority - Dr. A. Ramesh, Principal
Information / Transparency Officer - Dr. Pullela S V V S R Kumar, Dean (Acad. & Admin.)