ORGANIZATIONAL MANUAL

(The regulations and norms given in the manual are approved)

CMR INSTITUTE OF TECHNOLOGY

(UGC - Autonomous)

Approved by AICTE, Permanently Affiliated to JNTUH, Accredited by NBA and NAAC with A Grade

Kandlakoya(V), Medchal District, Hyderabad-501 401, Telangana State

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BRIEF PROFILE OF THE PROMOTERS

Sri. Ch. Malla Reddy, Founder Chairman, MGRES & Hon'ble Cabinet Minister, TS

Sri Ch. Malla Reddy is the Founder Chairman of CMRGI, recipient of Vidya Ratna Award by India Today and the Hon'ble Cabinet Minister, Telangana State. Driven by unprecedented quench for learning & knowledge for over 27 years, he pioneered in establishing the most promising CMR Group of Institutions. He continues this unswerving journey to further his aims, objectives and mission - all leading towards reaching the zenith.

Smt. Ch. Kalpana, Chairperson, CMRGI

Smt. Ch. Kalpana is the Chairperson of CMRGI. She is a pioneer in the field of education from last 20 years for establishing several schools and colleges in diverse fields of Engineering, Pharmacy, MCA, MBA and Medicine.

Sri. Ch. Narasimha Reddy, Vice-Chairman, MGRES

Sri Ch. Narasimha Reddy is the Vice-Chairman of CMRGI. An agriculturist by profession, he nurtures deep inclination for the rural masses and has been exemplified as an able administrator, offering quality education to the down-trodden. With his amicable nature he maintains cordiality with all the members of CMR family.

Sri. Ch. Gopal Reddy, B.E., Secretary & Correspondent, MGRES

Sri Ch. Gopal Reddy is the prolific Secretary and Correspondent of CMRGI and recipient of Alumnus Award for the year 2009 from faculty of Engineering, Manipal University. As an academic entrepreneur with outstanding leadership qualities, he is dedicated and ambitious to carry out his functions with remarkable competence. He has been successful in blending teaching and research.

Smt Ch. Vasantha Latha, Joint Secretary, MGRES

Smt. Ch. Vasantha Latha, the Joint-Secretary of CMRGI is a visionary educationist. She has been instrumental in aligning major policies and regulations, driving towards imparting quality education. Being a good orator has delivered lectures on Women empowerment and employment at various gatherings.

Sri Ch. Mahender Reddy, Treasurer, MGRES

Sri Ch. Mahender Reddy is the Treasurer of CMRGI has the legacy of providing the best education for the students. His dedication, determination and discipline inspire and enlighten surround people in a simple and strategic way.

Dr. M. Janga Reddy, M.Tech. (IT), Ph.D., MISTE, Director

Dr. M. Janga Reddy, Founder Principal & Director CMRIT since inception, is a distinct personality and honored with IKON-Dronacharya Award. He has been awarded as the Best Teacher by Lions Club. With his abundant energy & patience, he enables the employees & students to perform with commitment for the welfare of the Institution. He contributed 149 research articles to various journals of national and international repute and a Research Supervisor, Member of RRM, BOS and Purchase Committee – SIT, UGCASC, JNTUH and life member of ISTE/CSI/IETE/IEEE, on editorial boards of several journals and guided nine Ph.D. scholars of which three are awarded and six are in submission stage.

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INTRODUCTION

The guidelines published in this document are for the Governance of CMR Institute of Technology (Autonomous) sponsored by MGRES, Hyderabad.

The document is a fusion product based on

1. The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
2. Bye laws of CMRIT.
3. Telangana State rules and regulation for affiliated colleges
4. Previous documents/manuals of the college
5. Existing Best Practices in the institution.

Guidelines Document has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders based on core principles of good governance. The document provides information on governance of the institution along with its organization structure, functions and responsibilities of statutory bodies such as Governing Body, Academic Council, BOS, Finance & Audit Committee and IQAC. The implementation of these guidelines shall lead to an effective utilization of manpower; infrastructure and facilities available in the institute and in-turn enhance the quality of education that leads to transparency and accountability in the institutional administration. Some of the expected benefits of these guidelines may include:

1. To strengthen the existing good practices
2. To implement transparency at all levels of governance and administration
3. To follow integrity in appointments at all levels
4. To strengthen the industry-institute interaction
5. To establish fair and transparent processes in internal audit and control.
6. To comply with rules and regulations of affiliating bodies.
7. To establish strong financial audit systems & procedures for mobilization and utilization of funds.
8. To involve stakeholders at all levels in academics & administration decision making processes.
9. To maintain registry of interests of members of governing body.
10. To achieve optimum utilization of infrastructure, resources for better output.
11. To establish processes in risk management and mitigation.
12. To meet the requirements of accreditations and rankings.
13. To enhance the quality of teaching-learning process.
14. To set up R&D centers of excellence and enhance quality of R&D and consultancy services.
15. To support & strengthen student academics, training, placement, higher education and R&D.
16. To improve system of feedback, self appraisal report & action taken mechanism of staff/ students.
17. To create benchmarks/rubrics/attainments/achievements on par with institutes of national repute.
18. To accomplish the targets of the institution on time.

Preamble

1. The Organizational Manual shall be called as "The **CMR Institute of Technology**, Kandlakoya, Hyderabad, Organizational Manual".

2. They shall be deemed to have come into effect and shall apply to all the employees of the college as per their date of joining.

Definitions

1. 'College'/'Institute' means The CMR Institute of Technology, Kandlakoya (V), Medchal Dist., Hyderabad.

2. 'Management' means The Management Committee of the college constituted as per AICTE norms.

3. 'Student' means a candidate who has taken admission into B. Tech./M.Tech./MBA course of this college as per the guidelines stipulated from time to time by the Government of Telangana for admissions into various courses of study and the affiliating university, i.e J.N.T. University Hyderabad, Hyderabad.

4. 'Government' means the Government of Telangana.

5. 'Governing Body' means the Governing Body of the college constituted as per UGC/AICTE norms.

6. 'Academic Council' means the Academic council constituted as per the guidelines of UGC.

7. 'Board of Studies" means Board of Studies constituted in each department as per the guidelines of UGC.

8. 'Finance Committee' means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution.

9. 'Chairman' means The Chairman of the Managing Committee/The Governing Body of the college.

10. 'Secretary& Correspondent' means the Secretary & Correspondent of the college.

11. 'Director' means the Director of the institution.

12. 'University' means "J.N.T. University Hyderabad".

13. 'Principal' means Head of the institution.

14. 'Dean' means The Dean of the respective cell of the college.

15. 'Controller of Examinations' means the Controller of Examinations of the College.

16. 'Head of the Department' means the Head of an Academic Department of the College.

17. 'Employee' means a person who is employed by the college including Principal and Vice-Principal excluding those who are engaged on part time basis or daily wages.

18. 'Faculty member' means the teacher (Assistant/Associate/Professor) working on regular or adhoc basis in any of the Academic Departments of the College.

19. 'Vacation' means any recess in an academic year, which is for a minimum period of Ten days.

20. 'Vacation' Staff means employees who are allowed to avail vacation. All other employees are deemed to be Non-Vacation staff.

21. Teaching Staff means Principal, Deans, Vice-principal, Professors, Associate Professors, Assistant Professors, Librarian, Physical Education Director and any other category of post declared so by the Management.

22. 'Technical Staff' means Workshop Superintendent, System Administrator, Programmers, Asst. Programmers, Computer Operators, Technicians and Lab assistants:

23. 'Non – Teaching staff' means *Office:* Administrative Officer, Deputy AO/Superintendent, PA to Principal, Accountant, Cashier/Accounts Clerk, Office Assistant - Staff Related Functions, Office Assistant - Student Related Matters, Office Assistant – scholarship and liaison Office, Receptionist/Telephone Operator, Estate In-charge, Electrician; ***Group IV employees / Contingent staff*** Watchman/Security/NMR, Attenders, Gardner and Sweepers etc.

24. Competent Authority - Chairman/Secretary & Correspondent in the case of Principal and Principal in the case of all other employees.

ABOUT THE INSTITUTION

CMR Institute of Technology established in the year **2005** under **MGR Educational Society** in Kandlakoya village is a **UGC Autonomous, NBA Accredited** and **NAAC 'A' Grade Institution.** Located amidst lush green environs in **10 acres** of land with a built up area of **31193.72 Sqm** is one such academic destination to cherish intellectual acumen. CMRIT imparts quality education to students in Engineering & Technology and Management. Since inception, CMRIT has been consistently ranking top among engineering institutions of Telangana. CMRIT is the right place to define one's future with a will to question ideas, pursue long-held passions and explore new interests**.**

Good Governance Practices: The Governing Body of the institution consists of prominent academicians, policy makers, industrialists, philanthropists and nominated student members for balanced policy making, utilization of funds and student/staff welfare measures. The perspective plans are laid down and incorporated in strategic plan document of the institution in association with deans, heads and coordinators. The staff members under the guidance of Governing Body and Management Committee members are responsible for continuous improvement of academic & research activities and future strategies. Execution & implementation of plans, procedures, and guidelines are done through heads and coordinators to outreach targets and benchmarks at all levels. Well-structured feedback systems are in place to address the stakeholders need and to improvise the institutional processes and to adapt innovative practices in all spheres.

Teaching Learning Process: The curriculum of each program has been developed to meet the Program Outcomes (POs) with emphasize on inclusiveness through interdisciplinary courses and Experiential Learning. The programs are well-designed in balancing the curriculum with the requisite number of foundation courses, advanced courses, mandatory courses, professional and open electives, certification / online / value-added courses using NPTEL / SWAYAM / MOOCS / EKALAVYA / PODCAST / INTERNSHALA, industry-based electives and manufacturing-laboratories to facilitate the competency-enhancement of the students in all the main-stream/relevant domains and mentor them to be employable and prepare them for higher studies, entrepreneurship and public service. The foundation courses are well designed as per the requirements/needs of accreditation / affiliation / industrial agencies. Students are allowed to take up inter-disciplinary projects in the final year along with students of other programs/departments. Both UG and PG students are provided with internship opportunities in industries, which help them for better understanding of industry-academia gaps and to build career. These initiatives help the graduates to attain / achieve the multi facet skills for higher-education, employment, R&D and entrepreneurship.

Enhancing Employability: The Placement Cell of the institution holds a good stake of employability/placement record and it broke the targeted pay packages, placements, interns and companies visited (on/off/pool campus and onsite interviews). Many of the offers are from MNCs with average respectable pay packages, our best pay package till now being Rs 26 lakhs per annum.

Interdisciplinary Research: Faculty and students have keenness to carryout research in various areas. The institution has constituted interdisciplinary research groups to take up R&D work in the thrust/identified areas such as centers of excellence, innovation, incubation and entrepreneurship cell. The Institute/department puts all its efforts to create necessary infrastructure and testing facilities for carrying out research in thrust areas. Faculty and students are provided with financial and other necessary support to participate in national /international conferences/ seminars, file IPRs, technical competitions/contests and startups by involving as many stakeholders as possible. The institution has developed well-knit off networking with industries and institutes of higher learning including IITs, IISc, NITs, IIMs and premier universities in India & abroad. The institution is also providing opportunities for faculty and students to take up innovative projects, handholding junior faculty in the preparation of project proposals, providing financial support for patents, publications, pursuing Ph.D. and Post Doc. Around 85% of the UG and PG projects are research oriented.

Industry-Institute Interaction: CMRIT has established strong Industry links with various organizations and over 90% of companies that visited the campus are engaged in employability/ developmental activities. Some of them are Intel, American Express, Capgemini, Genpact, TCS, Infosys, Virtusa, NTT Data, HSBC, IBM, Oracle, Jaro, Byjus, Zensar, Service now, Wipro, SAP, HCL, Mindtree, Cognizant, Accenture, Hitachi, cyient, L&T Infotech, MEIL, Welsfargo, Reliance Industries, Xilinx, Mentor-graphics, Mphasis, etc. Several industry-based labs have been set up and industry prescribed electives taught to enable strong bondage between Institute and Industry.

Scholarships: Around 50 percent of the students secure various scholarships SC/ST/BC/EBC/PH/ Minority scholarships from TS-Govt./AICTE/MHRD. In addition to Government Scholarships the institute also provides financial assistance to meritorious students.

Students Innovation & Extra-Curricular Activities: CMRIT's unique initiative includes catering to the holistic development of the students. In order to provide full-fledged learning, the institution always ensured that the learning environment catered not only to instill academic outlook but also competitive spirit, interpersonal skills, team work, leadership qualities through encouraging extra-curricular activities. Focus in this direction, has led the students to gear up with unique personality traits suitable to the global challenges. Lateral thinking capacity and innovative ideas in myriad fields are some among such qualities which students are acquainted with. To illustrate a few among many of students' talents and innovations include the development of hybrid automobile vehicle, drones, robots, racing cars, automated blind sticks, smart street light system, dynamic traffic signaling system, fool proof website, leave management system, etc. In addition, students are motivated to participate in various competitions by offering them financial assistance for participating in the same. Every academic year, students convey abundant enthusiasm to represent the institute in various competitions at regional, university, national and international level and have won laurels to the institute. With their consistent competitive-spirit the institute has been credited with many awards by their participation in innovation/technical/games/sports/cultural contests.

Professional Society Associations and Chapters: Students actively involve, participate and organize various technical talks/events/seminars/workshops/conferences/symposiums/contests through professional student chapters/clubs/cells like IEEE, IETE, CSI, ACE, SAE, ISTE to understand contemporary practices in industry.

Sustainability and Environmental Practices: In line with the vision, CMRIT is in pursuit of building a sustainable and environment friendly campus. As a part of its green initiatives, 5000 trees have been planted in and around the campus by the students/ staff and management under the flagship of NSS cell/state and central government sponsored agencies. The institution is making efforts towards self- sustainability in terms of energy, water and waste management. Solar water heaters are also in place in the hostels. A 100 kW solar power unit is installed for generating renewable energy. Rain water harvesting schemes by direct collection, storage for reuse as well as direct ground water table recharge techniques through open well, bore well etc. have been implemented. A sewage water treatment plant (STP) of 200k liters capacity is provided for treatment of all sewage generated within the campus.

Vision, Mission and Quality Policy of the Institute

Vision: To create world class technocrats for societal needs.

Mission: Impart global quality technical education for a better future by providing appropriate learning environment through continuous improvement and customization.

Quality Policy: Strive for global excellence in academics & research to the satisfaction of students and stakeholders.

Objectives and Goals

Objectives

Short Term Objectives

1. Continuous review of curriculum to bridge gaps, effective TLP, use of modern pedagogy, extensive training to both staff & students and capacity building to cope-up global societal needs.

2. Extensive support to all students, alumni, faculty and other stakeholders for effective interaction and growth through peer & collaborative learning to fill gaps & hit the targets among academia, industry, employability, entrepreneurship, R&D training, higher employment and education.

3. Encourage activities through Innovation Incubation Entrepreneurship Cell to tap entrepreneurship, technical employment/training/R&D and contribute to student/staff/alumni/economy/society.

4. Abreast of global academic culture through collaborative activities with institutional MOUs with industries/universities/R&D centers/IITs/NITs/PCOE/TBI and to enhance R&D publications.

5. Encourage value-added/multidisciplinary/interdisciplinary courses/electives/programmes/R&D to enrich curriculum in the interest of global stakeholders and enhancement of quality of learning.

Long Term Objectives

1. Sponsored/collaborative R&D, consultancy, testing, calibration and professional extension services with industries/institutions and to provide MDPs/EDPs, tailor-made/adhoc programmes.

2. Involve external resource persons/experts to offer special courses/TTPs to staff/students.

3. Transform faculty from primarily teaching to research, development and innovation.

4. Inviting industry to start value added programmes in the college.

5. Offer online/offline courses through video conferencing, electronic library, World Wide Web etc.

Goals

Short Term Goals

1. Achieve enhancement in Paper publication by 25% every year.

2. Target atleast one Government sponsored R&D project.

3. Strengthen the performance of R&D Cell in all areas.

4. Achieve enhancement in Placements by 25% every year.

5. Strive to sustain among the top 5 of JNTUH Engg. Colleges

Long Term Goals

1. Achieve 100% Placements.

2. Contribution in nation building through full-fledged functioning of R&D Cell.

3. Strive to achieve NIRF rank below 100 by 2024.

4. Deemed to be University status by 2025.

5. Incubate atleast five start-ups by 2025.

6. Fully Residential Campus by 2026.

7. Part of ISRO Student Satellite program by 2027.

ORGANIZATIONAL STRUCTURE AND GOVERNANCE

Organizational Structure

The following chart shows the decentralization and delegation process of the CMRIT:
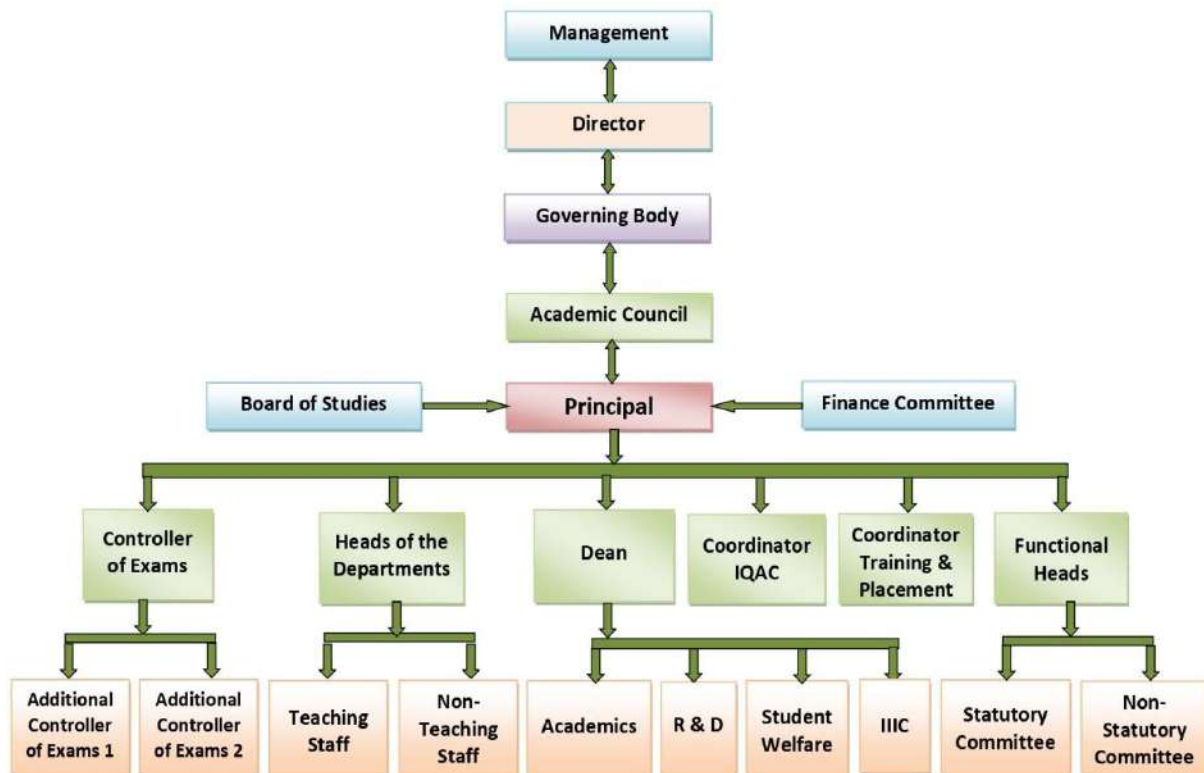
MANAGEMENT COMMITTEE

The Management Committee is the implementation and reviewing body for making suggestions to the Governing Body. It formulates the policies for consideration of the Governing Body. The Management Committee is constituted with the following members:

1. Chairman : Smt. Ch. Kalpana Reddy
2. Vice-Chairman : Sri. Ch. Narsimha Reddy
3. Secretary : Sri. Ch. Gopal Reddy
4. Joint Secretary : Smt Ch. Vasantha Latha
5. Treasurer : Sri Ch. Mahender Reddy

Frequency of Meeting: The Management Committee meets at least once in six months or as the case may be to take stock of academic, administrative, maintenance and developmental activities and to implement the policies. The committee suggests measures / recommendations to the Governing Body for better prospects in the respective areas. The committee has the authority to invite any of the members of advisory council as per need. The Minutes of the meeting are recorded and circulated. The decisions are communicated to the HOI through proper channel, time to time.

Functions: The roles and responsibilities of the management committee are to,

1. guide on vision, mission, quality policy and strategy development at institution level.

2. provide guidelines to constitute Governing Body, Academic Counsel, IQAC, and Institutional Advisory committee, NBA/NAAC Steering Committee, Finance and Audit Committees for effective functioning of the institution.

3. advice on issues related to academic-administration, infrastructure, accounts, audits, finance, budgeting, industry-interaction, consultancy, R&D and extension services.

4. maintain appropriate student teacher ratio and appoint staff members accordingly.

5. provide guidelines on process, metrics and levels of feedback to be collected from stakeholders for mutual interest and welfare.

6. initiate disciplinary actions on the staff and students through Secretary & Correspondent.

7. recommend on introduction of new courses/programmes, variations in intake in existing courses and curriculum development to meet the global challenges.

8. provide guidelines for establishment of new facilities and procurement of equipment & materials, from time to time.

9. deliberate and decide on such other issues as the case may be.

10. communicate to the Governing Body the decisions taken by the management committee, from time to time, for necessary recommendations.

CHAIRMAN

The Chairman is the honorary administrator, chairs all the meetings of CMRGI and executes all the policy decisions through the Secretary& Correspondent and the Director. The Chairman represents the CMRGI/CMRIT before any Statutory Regulatory Authority of the State/Central Governments and in all official conventions. The Chairman leads all the official delegations with external agencies and looks after academics, development of education and overall growth of institution.

The Roles and Responsibilities of the Chairman:

1. Advise to adapt innovative practices in all the areas of academic-administration.

2. Provide guidelines to develop strategic alliances to bridge the academic gaps if any found.

3. Advice the Secretary & Correspondent and/or Director to formulate various expert teams/search-committees particularly at senior administration level to lead institutional leadership, curriculum development, R&D, consultancy, Innovation, Incubation and entrepreneurship.

4. Provide strategic advice to attract admissions and highly qualified professionals & administrators.

5. Address the students/alumni/staff/stakeholders every year on institutional policy & development.

6. Guide Secretary & Correspondent on budget, R&D revenue generation and other policies.

7. Institution of scholarships, fellowships, studentships, medals, prizes, awards and certificates.

8. Communicate the road map & blue-print of the vision to the stakeholders on various occasions.

9. Motivate the faculty to apply for various sponsored research projects/proposals and Accreditations/Certifications/Ranking agencies.

10. Advise on new UG/PG programmes, academic flexibility/diversity, delegation to national/ international alliances and take-up foreign assignments & staff/student exchange programs.

11. Suggest on appointment of auditor, seek advice on legal/court cases and lay down service rules.

12. Advice on approvals of investments in movable/immovable property and related title transfers.

13. Accept and approve endowments for specific purpose(s).

14. Provide basic information to develop vision, mission & quality policies.

15. Advice on appointment of Director, Professor-Emeritus and Visiting-Professors under any state/ central government schemes.

SECRETARY & CORRESPONDENT

The Secretary& Correspondent is the ultimate authority in all matters concerning CMR Group of Institutions. He plays a pivotal role as a Nerve Centre for the wellbeing and continuous development of the Institution. He is the Chairman of the Governing Body and coordinates the entire system of the institution.

The Roles and Responsibilities of the Secretary & Correspondent are to,

1. represent CMRIT in all transactions with the Governments, statutory bodies, other institutions or individuals concerned in all matters.

2. monitor the functioning of the institutional head, the Principal through the Director and instruct the Principal to attend the legal/court cases, if any

3. represent and delegate the institution to all statutory agencies with his team such AICTE, Department of Technical Education, Universities and Welfare Board.

4. appoint, withdraw, transfer, separate, dismiss, terminate, re-instate the Principal, the Deans, the Professors, the Heads of various Departments/Cells at the same level, change location, designation and compensation at the discretion based on the severity of the case.

5. exercise discretionary powers to waive the fee arrears from the students.

6. execute the decisions of the Board of Management after ratification in Governing Body.

7. appoint the Director, the Principal, the Staff and issue the relevant orders.

8. sanction all kinds of leaves to the Director.

9. open and operate the bank accounts jointly with the Director/Principal/Coordinator for the tuition fees, examinations, associations, projects, and schemes of state/central government.

10. approve and release salaries, financial transactions and other bills of expenditure.

11. adapt innovative practices in all the areas of academic-administration.

12. develop strategic alliances to bridge the gap through industry-institution interface.

13. appoint members for GB, AC, IQAC, FAC, IAC, SCM and such other committees.

14. lead institution towards R&D, consultancy, innovation, incubation and entrepreneurship.

15. lay-down measures to attract, maintain and sustain highly qualified faculty above the norms.

16. ensure to implement policy decisions and important instructions.

17. fix the fees and other charges payable by the students as per the recommendations of the Finance Committee and as approved by the State Govt./University, from time to time.

18. institute scholarships, fellowships, studentships, medals, prizes and certificates on approval of the Governing Body.

19. instruct team members to formulate academic strategies for the institution and guide the staff in the right direction.

20. examine the recommendations of the College Academic Council and submit to Governing Body for implementation.

21. guide in the preparation of a strategic plan for academics, research, training, development and extension activities.

22. advise on starting of new programs, closure of any existing programs and increase/decrease in intake into any program.

23. call, examine and sanction the budget and allocate the same under various heads.

24. appoint an auditor and provide guidelines for mandatory financial disclosures.

25. approve service rules, emoluments, traveling allowances for teaching and non-teaching staff in the college as per prevailing norms and at discretion.

26. approve investments on movable/immovable property and related title transfers.

27. advise the Director and the Principal on redressal of the grievances of the students/staff and regarding the stand of the institute and the government as per existing acts along with their amendments.

28. approve international alliances, student-faculty exchange programs and foreign travel grants.

29. authorize the Director/Principal to procure equipment, stationery and any other financial commitment/obligation which is necessary to run the institution, time to time.

30. perceive any other role or responsibility at the discretion the Chairman and the Members.

DIRECTOR

The Director advice the Management and directs the Principal on academic, administrative and developmental activities by keeping himself abreast of the latest trends in education. He is an active experienced person having distinguished by himself in academic and administrative work. He shall be the reason for the dreams of the college and strive for their realization.

Functions:

The roles and responsibilities of the Director are to focus on varied areas such as Vision, Mission, Planning and Policy Development, Curriculum Design & Development, Academic Administration, General Administration, Financial Administration, Infrastructure Development, Stakeholder Interaction & Involvement, Campus Recruitment, Training & Placement, Societal/Social Interaction and Involvement, Industry Interaction, Innovation, Incubation and Entrepreneurial Connectivity, R&D Interaction, Consultancy, Funding, Professional/Technical Society/Associations Establishment and Development, Games & Sports, Students, Staff and Stakeholder Welfare Initiatives/Incentives and Institutional Promotion, thus catering to the overall development of the institute. Under each area his roles and responsibilities are defined as following:

Vision, Mission, Planning and Policy Development

1. ensure that Vision, Mission, Objectives, Goals, Strategies, and Quality Policy are in place for programmes, departments and Institution which are decided in consultation with stakeholders.

2. provide guidelines for preparation of Strategic Planning document for the institute and at department level.

3. take care of Administration & Academic Planning and Implementation of Schedules.

4. guide the HODs and promotional team towards attracting good quality students by organizing specialist campaigns, education fairs and media issue films.

5. ensure meticulous admission process for all courses and all programmes as per TS-Govt. norms.

6. strive to obtain for better ranks from various ranking agencies such as ARIIA, NIRF, JNTUH, etc.

7. engage in working for getting accreditations from NBA/NAAC/UGC/JNTUH.

8. provide authentic information to private national & international rating agencies

9. provide suitable authentic information to Government Agencies on request/demand.

10. provide a basis to development of strategic-targets for financial, infrastructural and staffing areas.

11. constitute the IQAC, AAA, GPAC and various other statutory committees along with their duties and responsibilities.

12. initiate responsibility for adding/withdrawing various courses in E&T and Management at UG/PG Level with AICTE/TSGOVT/TSCHE/JNTUH.

13. devise policies for compensation, reward and welfare of staff and students.

14. frame R&D revenue/expenditure sharing policy between and amongst students, staff, institute and other stakeholders involved.

15. initiate startup policy for capital sharing and transfer of entity, liability, equipment & technology and IPR issues.

16. ensure to arrange/organize/host national/international workshops/conferences/seminars/webinars/ symposium/FDPs/TTPs/SDPs/Conventions etc., though Principal/Deans/HODs

17. provide key parameters for metrics/levels, performance-indicators, result-areas, success-factors.

18. recommend resource persons for all the programmes preferably from Industry/Profession/ Academia/Premier Bodies/R&D/JNTUH/NBA/UGC/NAAC/AICTE.

19. create an atmosphere to stakeholders to compete with professional global societal challenges by tapping necessary resources from private and government funding agencies.

20. approve domestic & international alliances and the student-faculty exchange programs.

21. approve foreign travel grants/tours/assignments for presentation of research papers.

22. monitor the status of implementation of various policies/initiatives.

23. provide information to the Principal and seek clarifications in any.

24. submit a report to the Secretary & Correspondent on all academic and administrative matters & activities of the institution.

Curriculum Design & Development

1. provide a basis for design and development of curriculum.

2. establish new labs/research centres/centres of excellence with state-of-art technology.

3. monitor the translation of vision & mission of various departments and programmes through attainment and achievement of respective CO/PO/PSO/PEOs.

4. design and develop the curriculum for various programs and courses in coordination with department/ institute advisory committees/ BOS/ CAC /GB.

5. guide Deans/HODs/Senior Faculty members of various departments to build and develop assessment methodologies, Key Performance Indicators, Key Result Areas, quality levels, benchmarks and rubrics in association with HOI/HOD.

Academic Administration

1. revise/revisit the curriculum design with necessary changes.

2. represent, attend, participate, patron and chair in national & international seminars/conferences/ workshops/symposia.

3. monitor the functioning of IQAC and conduct of Academic & Administrative Audit.

4. encourage faculty members to attend, participate & organize various FDP, STTP, refresher courses, workshops, conferences, seminars, symposia, guest lectures, industrial visits/tours, etc.

5. involve, monitor and suggest on TLP practices of the institution and guide them in use of ICTs.

6. ensure that digital-content is developed for all courses and programmes offered and get the same uploaded in the web portal.

7. suggest, advise and update the Secretary/Chairman regarding the institutional development.

8. sponsor various industry-institute promotional activities, seminars, conferences, fairs & tradeshows.

9. conduct performance appraisal for staff and recommend for increments/incentives/training/ promotion after thorough evaluation and assessment.

10. encourage the students participation in various events/competitions/activities and reward them.

General Administration

1. execute meticulously the rules of discipline, regulations and policies as per directives.

2. ensure harmonious relationship between and amongst staff and students through effective team building, leadership and motivation.

3. monitor continuous appraisal of institutional functioning and provide remedial measures/ suggestions.

4. ensure staff cooperation and coordination at the time of expert team visits from internal and external agencies in providing with proper evidences/documents/files/equipment.

5. take responsibility for overall and phase-wise development of the institution.

6. identify a fool-proof end-to-end security mechanism through campus automation.

7. ensure secured automation of examination processes and sign confidential contracts.

8. implement the recommended compensation policy.

9. ensure delivery of authenticated RTI Information, Ragging Policy, Women Protection, Internal Complaints Wing, and cases of Sexual Harassment for both staff and students.

10. accord administrative approval for procurement of stationary, equipment and any other items as per norms.

11. organize induction programme for new staff members and students.

12. sanction and approve various leaves applied by the staff members as per the guidelines.

13. ensure the preparation of consolidated monthly salary statement of staff as per leave server report.

14. conduct regular meetings with staff, students, parents, alumni and departments for continuous improvement in TLP.

15. analyze and interpret the feedback collected from the stakeholders for necessary remedial initiatives.

16. arrange for quality/safety/pollution/waste disposal control certifications from standard external bodies for various labs, campus facilities and transportation.

Financial Administration

1. arrange for statutory and internal audits for all academic/administrative/cells/adhoc units.

2. conduct energy audit, safety audit and green audit as per norms.

3. implement policies on use of non-conventional & renewable and alternate power supply.

4. take responsibility for procurement, utilization, mobilization of funds and to bridge gaps if any.

5. announce various scholarships, awards and rewards, to both students and staff.

6. provide budgetary guidelines to HOI/HOD/Deans/Professors in preparation & consolidation.

7. encourage and reward students/staff towards online certification courses.

8. arrange for release of accounts for payment to suppliers on approval from Secretary.

9. provide operational guidelines/policy for R&D and Extension Services for various sponsored/ non-sponsored private/government projects.

10. provide guidelines for contingencies and non-planned expenditure in various departments/cells.

11. provide guidelines for utilization of funds generated by private and government consultancies.

12. sanction and approve incentives for R&D, consultancy and extension services.

Infrastructure Development

1. establish facilities for extra-curricular activities and make necessary funding arrangements/ sponsorships from industry/professional bodies.

2. estimate infrastructure requirements every year for library, laboratories, buildings, class rooms,

seminar halls, tutorial halls, Smart Class Rooms, etc.

3. monitor the maintenance of all hostels, sign contracts with sub-contractors for different facilities.

4. ensure the safe custody of campus infrastructure by all means.

5. arrange for assessment of building & land, legal approval requirements.

6. establish a fully automated LMS/eCMS/AMS by enriching library resources.

7. integrate e-learning platforms like MOOCs/PODCAST/NPTEL/EKLAVYA/SWAYAM and secure certification for students/staff through self-learning and use of ICT.

8. establish advanced laboratories for practice/design/drawing courses.

9. establish industry-oriented laboratory courses with active MOUs/Tie-ups.

Stakeholder Interaction & Involvement

1. maintain cordial relationship with overseas-alumni, arrange for frequent interactions through skype/webinar/studio-recordings/other sources.

2. maintain cordial relations with domestic alumni and motivate them to interact continuously with students' groups on various occasions.

3. interact with stakeholders and collect feedback for constructive improvement.

4. get the curriculum & policies approved in AC & GB and entrust the same to HOI/ Deans/HODs/Senior faculty in the interest of students.

5. arrange for organizing Annual Day, Technical Fest, Cultural Day, Traditional Day and other important days of both professional and cultural nature.

6. host meetings with the members of Industry/Academic/Professional/R&D/Incubation/COPE etc.

7. interact, arrange and preside over internal SCM comprising internal and external experts.

8. represent the institution in JNTUH SCM being GB Member/Director.

9. identify best practices in various areas of academics, R&D, recruitment and administration.

10. organize meetings with parents & teachers at regular intervals to discuss about the progress of their ward.

Campus Recruitment Training and Placement

1. arrange to ink MOUs with industry for students internships/visits/projects etc.

2. accredit by top-notch MNCs for better employment opportunities for students.

3. arrange pre-placement talks, HR meets, job/education fairs, tie-ups with Core/IT/ITES companies.

4. advise placement team to arrange programmes on employability enhancement, competency mapping, finishing schools and higher education in India/abroad.

5. arrange for CRT programmes, on/off campus & onsite selections for students and develop strategies to secure highest pay packages in top MNCs.

6. ensure to conduct programmes on career enhancement, stress management and art of living.

7. invite resource persons/experts from all stakeholders' segments for career guidance to students.

8. arrange for special drive training to students on higher education.

9. supervise the functioning of T&P Cell in exploration of new frontiers & opportunities to students.

10. create conducive environment for alumni to interact, guide, counsel and mentor the student groups towards higher education, employment, project, research and entrepreneurship.

Societal/Social Interaction and Involvement

1. maintain cordial relations with media to promote and create awareness among public on the activities of the institution in all spheres.

2. arrange for societal outreach programmes such as rural literacy, digital literacy, computer literacy, use of local technology and resources.

3. involve students in various social outreach programmes like haritha-haram, swatch-bharath, green environment, potable water, waste management, eco-environment, traffic awareness.

4. ensure to conduct medical and blood donation camps.

5. devise digital/computer literacy camps for women, children and adults in surrounding villages.

6. design awareness programmes for women empowerment/protection/schemes.

7. encourage student participation in central government electoral programmes.

8. identify village adaptation schemes and provide necessary nourishments to the villagers/orphans.

9. conduct programmes of anti-ragging measures, consequences of eve teasing, ragging, harassment, provisions under Disha/Nirbhya acts.

10. establish student foundations for societal interactions under the flagship of NSS/NGOs/TSGovt/ GOI and reward/award the participating students.

Industry Interaction, Innovation, Incubation and Entrepreneurial Connectivity

1. encourage Deans, Professors and senior faculty to actively apply for various funding programmes and schemes of NBA/AICTE/UGC/NAAC/SERB/DST/MHRD/TSGOVT.

2. get active tie-ups/MOUs with T-HUB, J-HUB, TBIs in and around Hyderabad.

3. sign MOUs for Industry-Institute-Interaction, Campus-Connect, Establishment of R&D Centers, Incubation Cell and Centers of Potential Excellence.

4. develop Community-Contact, Rural child Education and employment activities.

5. establish EDC and run various programmes under this roof in association with NEN, FICCI, DST, MHRD, THUB, ICRISAT, NAARAM, NABARD, TSGOVT, EDI, NIRD, NSIC and MSME.

R&D Interaction, Consultancy and Funding

1. guide/advise HOI towards R&D, Extension and consultancy services.

2. guide HODs to prepare R&D proposals and extend them towards consultancies in association with senior faculty members of the department.

3. establish Multi-Disciplinary R&D Centers with the help of HOI and HODs/Deans/Professors.

4. prepare action plan for the current year R & D activities.

5. obtain the budget approvals, monitor R& D progress and initiate remedial measures.

6. create zeal amongst faculty and students towards research and innovation including Multidisciplinary, Research Papers Publication/Presentation in referred journals.

7. strengthen the R&D centers with recognition from SIRO/DST/University/DRDO.

8. establish linkages with industries by MOUs, collaborate with institutions of higher learning, R&D organizations for Joint research project funds.

9. provide R&D quality policy and address IPR issues.

10. create R&D eco-system to publish papers in Conferences/Journals of National/ International repute preferably in science/Scopus indexed journals.

11. ensure on time submission of R&D/projects/AQIS proposals for funding by ISRO, DRDO, CSIR, DST, AICTE, UGC, MSME, Industry HUBS etc.

12. develop R&D strategies for mutual benefit of stakeholders and society.

13. maintain close liaison with industry and undertake sponsored projects.

14. ensure conferences/workshops/Seminars/training programmes are organized in thrust areas.

15. ensure to maintain records and update data regarding research/consultancy/extension services.

16. grant awards/rewards for research activities based on R &D committee recommendations.

Professional/Technical Society/Associations Establishment and Development

1. establish & sponsor professional chapters, technical/professional associations and events.

2. monitor technical and professional societies/clubs/ chapters/associations activities.

3. encourage student-staff startups for financial assistance and commercial viability in association with innovation, incubation and entrepreneurship cells.

4. ensure active student participation and involvement through staff of various departments.

Student, Staff and Stakeholder Welfare Initiatives/Incentives

1. monitor the implementation of various compensation and welfare policies.

2. encourage/reward the students/staff to participate in various events/competitions sportively.

3. declare merit awards for the academic/sports/games/technical/cultural events.

4. provide necessary facilities and incentives to the external stakeholders involved in various programmes of mutual interest.

5. ensure the implementation of group insurance, transport subsidy and financial assistance.

Institutional Promotion

1. ensure innovative design, maintenance and update of the institutional website regularly.

2. maintain media relations as a spokesperson and figure head.

3. ensure the coverage of various events/activates/programmes conducted on & off the campus through print/electronic/social media and publish the same.

4. make use of various digital platforms to attract student community and faculty fraternity.

5. advise the staff/students to participate in educational fairs, exhibitions and technical/social events.

6. ensure to design, maintain and update social media platforms such as Facebook, twitter, LinkedIn, Whatsapp, Instagram, etc for institutional distinctiveness, image building and brand promotion.

7. arrange Hackathons, Decathlons, Harithaharam, Swach-Bharath and community related activities.

8. sponsor various industry activities, seminars, conferences, fairs & tradeshows.

9. organize induction programme for new staff and students.

10. connect with stakeholders through social media interactions to exhibit institutional insights and stand on TLP.

GOVERNING BODY

The Governing body (GB) of the institute has been constituted as per the norms of UGC. The Governing body consists of academicians, administrators, industrialists and philanthropists to formulate various policies, provide guidelines for decision making, utilization of financial resources and identify suitable welfare measures for stake holders.

The Governing Body comprises chairman who is the Secretary and Correspondent of MGRES, four members from MGRES, four members each from industry / academia / technology / education nominated by MGRES, one UGC nominee, one JNTUH nominee, one Govt. of Telangana State nominee, one industrialist / technologist / educationalist from the region nominated by Govt. of Telangana State, one senior professor, one assistant professor nominated by Director, CMRIT and Member secretary who is the Principal of CMRIT. The following is the nomenclature of Governing Body:

Designation	Number	Category
Chairman	01	Secretary and Correspondent of MGRES (Educationist/ Academician/ Industrialist)
Members	04	nominated from MGRES
Member – Educationist	01	Nominated by MGRES
Member – Academician	01	Nominated by MGRES
Member – Industrialist	01	Nominated by MGRES
Member – Technologist	01	Nominated by MGRES
Member – UGC	01	Nominated by UGC
Member – University	01	Nominated by JNTUH
Member – State Government	01	Nominated by Govt. of Telangana State
Member – State Government – Educationist/Technologist/Industrialist	01	Nominated by Govt. of Telangana State
Member Secretary	01	Principal / Director of the institution
Member – Professor	01	Nominated by Director, CMRIT
Member – Asst. Professor	01	Nominated by Director, CMRIT

Frequency of Meeting: The member secretary, with the approval of the chairman convenes the meeting of the governing body atleast twice a year and on such other occasions as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: One half of the members constitute the quorum. However, if there is no quorum formed for any meeting so convened till half an hour before the scheduled time, then the meeting automatically stands adjourned to the next convenient day and date.

Term: The term of Governing Body for internal members and nominated members by statutory bodies is three years. The term of UGC nominee is for six years.

Functions: The Governing Body is the overall custodian of the Institution. The role and responsibilities are to

1. adapt innovative practices in all the areas of academic administration.

2. develop strategic alliances to bridge the gap through industry-institution interface.

3. lay down staff selection and recruitment procedures, in particular to attract, maintain and sustain highly qualified faculty above the University/UGC/AICTE requirements.

4. approve the recommendations of the Staff Selection Committee.

5. implement important instructions and policy decisions as received from the University, the Government, the AICTE, UGC, etc.

6. fix the fees and other charges payable by the students as per the recommendations of the Finance Committee and as approved by the Government/University from time to time.

7. institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.

8. formulate academic strategies for the institution and guide the staff towards its achievement.

9. examine the recommendations of the Academic Council for its implementation and prepare a road map to achieve the goals of the institution.

10. monitor the academics, research, training, development and extension activities of the institution.

11. prepare strategic plans for financial, infrastructural and staffing areas

12. facilitate for Accreditations, Certifications and Ranking processes

13. facilitate and encourage the faculty to apply for various sponsored research projects/proposals

14. facilitate starting of new programs, closure of any existing programs and increase/ decrease in intake into any program.

15. examine the budget proposals & approval, approve auditor, accounts and financial statements.

16. ratify the academic regulations, syllabi, panel of examiners, evaluators, question paper setters, viva-voce and adjudicators for thesis/dissertation/project after thorough deliberations and on approval of AC.

17. advise the HOI related to legal issues or court cases, if any.

18. lay down service conditions, emoluments as per the council norms, traveling allowances for teaching and non-teaching staff of the college, consistent with the University statutes/ordinances/ regulations/rules and State Government provisions.

19. regulate and enforce disciplinary procedures among students and staff members.

20. approval of investments in movable/immovable property and related title transfers.

21. appoint committees/councils/cells for smooth functioning and development of the institution.

22. recommend on grievance redressal mechanism for students and staff.

23. delegation of administrative and financial powers to the director and other functionaries.

24. approve the annual report of the college.

25. ensure the infrastructural resources above the AICTE/UGC/University norms and standards.

26. formulate strategies for promotion, demotion, performance appraisal system, QIP, deputation, encouragement of staff for awards/rewards/incentives and disciplinary actions.

27. accept and approve endowments for specific purpose(s)

28. approve the student, faculty exchange programs

29. approve foreign travel grants/tours/assignments for presentation of research papers.

30. perceive any other role or responsibility at the discretion chairman and members.

ACADEMIC COUNCIL

The Academic Council is the principal academic body of the Institute and is solely responsible for all academic matters, such as, framing of academic quality policy, strategy development, approval of courses, regulations, syllabi, etc. The Chairperson of the council is the Principal of the institution. The nominated members are from the University, academicians of repute, working professionals from industries, Chairpersons of the Board of Studies of various departments, Senior Professors, Associate Professors and Assistant Professors. The decisions of the council are placed before the Governing Body for approval.

The following is the nomenclature of Academic council:

S. No.	Category	Status
1	**The Principal**	Chairman
2	**All the heads** of department.	Member
3	**Four teachers** of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.	Member
4	**Not less than four experts** from outside the college representing areas such as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.	Member
5	**Three nominees** from the university.	Member
6	**A faculty member** nominated by the Principal (member secretary).	Member Secretary

Frequency of Meeting: The member secretary convenes the meeting of the AC with the approval of the principal atleast twice a year and such other occasions as may be necessary. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: One half of the members constitute the quorum including atleast two university nominees. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The term of nominated members shall be three years.

Functions: The role and responsibilities are to

1. scrutinize and approve the proposals with or without modification of the boards of studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the BOS concerned or reject it, after giving reasons to do so.

2. frame academic rules and regulations and modular them.

3. make regulations and implement the orders/instructions issued by the government/affiliating university regarding the admission of students into different programmes of study.

4. make regulations for extra-curricular activities, games & sports, maintenance of the playgrounds.

5. review functioning of hostels.

6. advise the proposals for new programmes of study to the governing body.

7. advise to frame rules to institute and award scholarships, studentships, fellowships, prizes, medals on approval of governing body.

8. suggest the governing body in matters pertaining to academic affairs.

9. suggest measures for inter-department co-ordination.

10. review the activities of various departments periodically and make recommendations if any for improving the standards of the instruction.

11. recommend the governing body for recruitment of new staff positions.

12. frame regulations as per university norms to conduct examinations, initiate measures to improve the quality of TLP, students' evaluation and advisory system.

13. approve the list of successful candidates for the award of degree, diploma and certificates.

14. encourage faculty members to undertake sponsored research, industrial consultancy, continuing education and related activities.

15. promote innovative practices in education through industry institution interaction, incubation and entrepreneurship ecosystem and encourage experimentation.

16. provide measures to enhance quality of educational programs.

17. make recommendations to the BOS regarding the equivalence of various subjects.

18. approve and forward panel of examiners, evaluators, paper-setters viva-voce and adjudicators for thesis / dissertation / project to the governing body.

19. comment on the quality of publications, patents, awards, rewards and recognitions.

20. perform such other functions as may be assigned by the governing body.

BOARD OF STUDIES

The Board of Studies is a major constituent of the academic system of the college and functions by its strict adherence to the guidelines prescribed by all the statutory bodies such as UGC, AICTE, JNTUH and TSCHE for developing and restructuring the curricula. Its functions include framing the syllabi for various courses, reviewing and updating syllabi from time to time, introducing new courses of study, determining details of continuous assessment, recommending panels of examiners under the semester system etc. Board of Studies may revise the syllabi once in every three years or as and when required. The Board of Studies ensures the implementation of syllabi and add-on courses by the departments concerned to meet the needs of the industry.

The constitution of Board of studies of every department:

S. No.	Category	Status
1	Head of the department concerned	Chairman
2	The entire faculty of each specialization	Member
3	Two subject experts from outside the college to be nominated by the AC.	Member
4	One expert to be nominated by the vice-chancellor.	Member
5	One representative from industry/corporate sector/allied area relating to placement	Member
6	One postgraduate meritorious alumnus to be nominated by the Principal.	Member
7	The chairman, BOS, with the approval of the principal of the college, co-opt (a) Experts from outside the college whenever special courses of studies are to be formulated (b) Other members of staff of the same faculty	Member

Frequency of Meeting: The principal schedules the meeting of the board of studies of various departments. The meeting may be scheduled as and when necessary, but atleast once a year to finalize the syllabi of various programs and courses offered by the institution.

Quorum: Two-third of the members constitutes the quorum including university nominees. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The term of nominated members shall be three years.

Functions: The roles and responsibilities are to

1. prepare/revise the syllabi for various courses keeping in view the objectives of the institute, interest of the stakeholders and global requirement, for consideration and approval of the AC.

2. suggest methodologies for innovative teaching, learning and evaluation techniques.

3. suggest/revise panel of examiners, evaluators, question paper setters, viva-voce and adjudicators for thesis/dissertation/project to the academic council for approval.

4. discuss starting of new courses, programmes etc. to meet the global challenges.

5. coordinate research, teaching, extension and other academic activities in the department/institute.

6. recommend on the rules, regulations and minimum qualifications required for admission into subject/course concerned to the academic council.

7. prepare pattern of question papers for each subject concerned as and when regulations are revised.

8. recommend textbooks, courses of study, scheme of study, examination and evaluation of each subject to the academic council for review.

9. submit a panel of experts for selection committees to the academic council for approval.

10. any other function that may be assigned by the academic council.

FINANCE AND PLANNING COMMITTEE

The Finance and Planning Committee advises the Governing Body on financial matters. It prepares and submits the income and expenditure statements in the prescribed format to TFRC for fixation of tuition and other fees of the college. It is an advisory committee to the Governing Body.

Composition of Finance and Planning Committee:

S. No.	Category	Status
1	The Governing body Chairman or his Nominee / Director	Chairman
2	One more member nominated from the Governing Body	Member
3	Head of the Institution	Member
4	All the HODs and Deans	Members
5	Coordinators of Govt. funded / sponsored / project(s) / Schemes	Member
6	Chief Finance Officer of the college	Member Secretary

Frequency of Meeting: The finance and planning committee meets atleast twice in a financial year and such other times, as may be required. Every year, the meeting in the month of March is for budget allocation and the other held in the month of September for budget review. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The term of the members shall be five years.

Functions: Finance and Planning committee shall meet to appraise finance related matters and submit a report to the governing body. The roles and responsibilities are to

1. review and consolidate budget estimates related to various grants received/receivable from the UGC/AICTE/ Govt. / Private and income from fees and other sources and expenditure.

2. invite budget proposals in prescribed format from all departments/committees/cells/projects, prepare a tentative consolidated budget after analysis and forward the same to the governing body for approval.

3. develop a plan for optimum utilization of approved budget.

4. prepare a budget for day-to-day operations of the Institution.

5. review of the audited reports and upload in institute website after approval from governing body.

6. examine the accounts and expenditure to be incurred for old and new proposals.

7. take necessary measures to organize audit(s) by auditors appointed by the governing body.

8. sanction expenditures to procure major equipment and/or construct new buildings after getting approval from the governing body.

9. recommend to governing body about the limits of recurring and non-recurring expenditure for the year based on income and resources of the Institute, including the proposals of the loans.

10. recommend to the governing body for investments and the management of assets and resources.

11. mobilize resources through donations from society, funding agencies and various schemes.

12. propose honorarium to the examination branch staff, travelling allowances, grants, R&D incentives etc. and get it approved by the governing body.

13. recommend to governing body regarding appointments, increments, allowances, PF and pay fixation to all the staff members including ministerial staff.

14. advice the governing body on matters related to estate management and funds of the Institute.

15. advice on financial matters referred to it by the governing body, academic council or any other authority or body or committee or any officer of the institute.

16. report to the Director on any lapses or irregularities in the financial matters.

17. prepare detailed plan of the activities that need funding for the academic year as advised by governing body.

18. ensure smooth administration by coordinating the activities of the departments/cells/committees.

19. devise policies for recruitment, promotion, demotion, transfer and recommend necessary action against poor performance.

20. prepare feedback of ongoing activities and forward it to governing body.

PRINCIPAL

The principal is the academic and administrative head of the institute and works for the growth of the institute. He leads and inspires the staff and the students to work effectively and to maintain cordial working conditions within the campus to excel in all spheres. He implements various policies approved by the Director. He is the member secretary of Governing Body, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system. He is authorized to nominate Deans, HODs, Coordinators, members and other administration functionaries.

Functions: The roles and responsibilities of the Principal are to

A. Academic Administration

1. report to the Director/Secretary & Correspondent on all matters of the institution.

2. frame objectives, policies, procedures to regulate and monitor the academic and administration activities with the approval of governing body for smooth functioning of the Institution.

3. update, ensure and comply with the provisions of govt. acts and statutes of affiliating bodies.

4. provide guidelines for optimum utilization of resources, long-term & operational plans, mobilization of funds for sponsored research and to support for audits.

5. monitor the admission process with due focus on professional awareness programmes to attract quality students and arrange for induction programme for freshmen.

6. conduct surprise visits and inspections to all departments/cells/committees at any time without any prior notice.

7. provide required man power for the timely completion of tasks related to the exams, academic assignments and any other contingencies.

8. convene various meetings with the Governing Body, Academic Council, Boards of Studies, Examination Committee, Finance Committee, College Advisory Committee, IQAC, Anti-Ragging Committee, RTI and any other committees as the case may be and record minutes of meeting and intimate action taken report to the concerned staff.

9. develop functional systems for academic administration, finance, innovation, industry institute interaction, training & extension and R&D etc.

10. coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.

11. work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.

12. individually and collectively responsible to the Governing Body, Academic Council, State Government, AICTE/UGC/JNTUH, students and other stake holders for the design and development of curriculum and academic regulations for all programs/courses to meet the global challenges.

13. represent/participate in public/private forums and share intelligence to guide professors, deans, HODs to organize the various local/regional/national/international programmes, activate links with professional bodies, industry and international alliances towards development of students, staff, faculty and other stakeholders.

14. develop recruitment, performance evaluation & appraisal, retirement procedures and conduct training need analysis (TNA) of the staff, devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.

15. conduct the meetings with all the HODs at regular intervals for the evaluation of feedback of all stakeholders and take corrective measures, if any.

16. develop almanac/consolidated time-table for the entire institution in coordination with the various heads of the departments/cells/committees.

17. monitor the class work, examinations, co-curricular & extra-curricular activities, education, training, R&D, extension & administration activities in coordination with HODs.

18. provide framework for identification of weak, slow pace, bright students and provide necessary assistance through makeup tests, remedial classes, bridge courses and special assignments in consultation with mentors, coordinators and HODs.

19. review of internal & external examinations of theory and practical and analyze the results.

20. obtain student feedback periodically to establish better learning environment for the students.

21. identify the list of the students and analyze the reasons for condoned, detained/discontinued, re-admitted, re-registered candidates, in coordination with HODs, Deans, ACEs and COE.

22. focus on campus recruitment training for students to enhance employability skills, professional communication skills, internships, employment, higher education and entrepreneurship in coordination with training & placement cell and industry-institute interaction cell.

23. look after overall welfare of staff and students in coordination with various cells and committees such as anti-ragging, women protection, Grievance redressal, Disha/Nirbhaya, RTI, etc.

24. seek activity reports from various departments/cells/committees/projects from time to time and send the necessary report to governing body.

25. promote internal revenue generation (IRG) activities with the help of staff and students.

B. General Administration

1. correspond with external agencies such as JNTUH, TS Govt., NBA, NAAC, UGC, government bodies and any other institutions as necessary.

2. arrange and support with all the records to audit parties, inspection of AICTE/DTE/TSCHE/ TFRC/JNTUH FFC/NBA/NAAC/UGC/any other such boards and subsequently implement any suggestions made.

3. responsible for procurement of equipment, electrification, library & lab infrastructure, furniture & fixtures and any other requirements for the institution.

4. ink MOUs for industry tie-ups, placement, training, workshops, internships and projects.

5. redressal of grievances between and among students & staff members and stakeholders.

6. maintain healthy relationship with parents/guardians/media/resource-persons/consultants/industry/ academia.

7. maintain service records of probation, regularization, increments, promotion, demotion, discipline and performance appraisal of all the employees of the institution.

8. arrange for performance appraisal & development of staff members through demos on micro teaching skills during summer and video shoot of lectures of senior faculty members.

9. authorize leaves on approval of HOD's and forward the same for sanction to the Director.

10. initiate disciplinary proceedings against the staff, constitution of an enquiry committee, hold enquiry, impose punishments such as warning, seizure, cease, censure, withholding increments, promotion, fine and recovery. Recommend governing body for suspension, removal, dismissal from the services as case may be.

11. monitor the activities of the overall campus maintenance.

C. Financial Administration

1. meet expenditure within the budget limits as laid down by the governing body.

2. forward material contracts, MOUs, scholarships, staff attendance & salary disbursements, cheques and representations with financial commitments to the Director for approval.

3. propose purchase of stationery, library books, periodicals, consumables and non-consumables for laboratories, workshops etc as per guideline of Governing Body.

4. recommend R&D incentives, travel grant, registration fees for various professional and academic training programmes, FDPs, Workshops, seminars, conferences at national and international level.

5. forward advances, remittance & EPF drawls for staff for payments instructions to the Director.

6. monitor the student's admission fee, tuition fee, examination fee and any other fee collections under the direction of GB/JNTUH/AICTE/UGC/TSGOVT/NBA/NAAC and any other bodies.

7. mobilize revenue from various research bodies for active research and entrepreneurial startups.

8. prepare and submit annual budget in coordination with HODs to the Director for approval and ensure the auditing of the accounts.

9. liaison with JNTUH/AICTE/UGC/TSGOVT/NBA/NAAC and all other bodies, departments and industries as necessary regarding financial matters.

10. support staff & students financially to participate in national & international games & sports, seed capital for startups, seed money for R&D activities, margin money for IIEC.

THE HEAD OF THE DEPARTMENT

The department Head should be well disciplined and committed individual possessing leadership qualities. He motivates the staff and the students to discharge their respective academic / administrative duties effectively. The Heads of the department report to the Director and/or Principal on various activities and take his guidance and advice in all academic and administrative matters. HOD is responsible to run and monitor the department, giving leadership and direction.

Functions: The roles and responsibilities are to

1. plan, monitor and implement various academic schedules, academic time tables, laboratory log books, manuals, course files, attendance registers in coordination with the concerned staff.

2. maintain inter & intra departmental correspondence, BOS/AC/NBA/NAAC/JNTUH-FFC/UGC/ TS-GOVT files related to admission, academics and administration.

3. design and develop syllabus, course structure, academic-regulations, convene the BOS meeting, get approvals from various statutory bodies, maintain relevant notices of agenda, minutes of the meetings, action taken reports, etc., and communicate the same to the concerned.

4. design and develop modules/bridge courses/value addition courses/certification programmes to enhance employability skills among the students.

5. prepare a list of the required laboratory equipment and arrange for procurement.

6. arrange special classes if necessary for the benefit of below average students.

7. coordinate with various committees for design and development of PEOs, POs, vision, mission, rubrics for achievement and assessment of department objectives and goals.

8. maintain internship, project, training & placement, employment, innovation and entrepreneurship data in coordination with other cells and departments.

9. maintain students-database of admissions, scholarships, attendance, marks & results, awards, achievements, condonation, detention, readmission, discontinued and re-registered students.

10. maintain staff database regarding qualification, experience, leaves, appreciation, promotions, performance appraisal, awards, achievements and disciplinary information.

11. supervise the maintenance of lab(s) equipment, AMC, calibrations, master readings, stock registers, submit the lab master to JNTUH and upload the lab equipment details in JNTUH portal for approval and support inspections of all affiliating agencies.

12. maintain the list and documentation of MAC-ids, hardware/software configuration, UPS, networking components, LCD projectors, CCTV, TV screens, public address system, amplifiers, printers, scanners, peripherals, furniture, ACs, electric equipments and interiors in class rooms, tutorials, labs, seminar halls, staff cabin, department office, library and corridors.

13. recommend all categories of leaves/permissions/ODs of the staff members of the department through CMRIT leave server after ensuring all the work adjustments.

14. conduct departmental/cells/committees meetings regularly with the staff members to discuss academic progress as scheduled and maintain records viz. notice, agenda, MOM and ATR.

15. monitor the discipline, attendance and academic performance of the students on daily basis.

16. inform the parents about their ward's attendance, irregularities, indiscipline, examination performance and counsel both parents and students at regular intervals.

17. discuss the department progress with the Director on daily basis and seek advice.

18. allocate the subjects and workload among the faculty members in most unbiased manner well in advance before the commencement of the semester.

19. monitor the syllabus completion at regular intervals and prepare reports fortnightly and submit the same to the Director.

20. maintain the answer booklets of internal examinations for both theory and practical along with consolidated award lists and be ready to produce for any inspections.

21. submit the identified list of examiners, paper setters in prescribed format to BOS and AC for approval. Arrange the panel of examiners from the approved list for both theory and practical.

22. arrange to conduct the practical examinations as per the academic calendar and ensure the submission of answer scripts in sealed cover after completion of evaluation process to COE.

23. recommend to the Director on student's permission/leave through CMRIT leave server after ensuring mentor's opinion on assessing the complexity of the same.

24. responsible for enforcement of overall discipline of the students/staff with a bird's eye view on in-discipline and to initiate appropriate corrective measures.

25. collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.

26. ensure that the time tables are prepared as per the guidelines given by the Director and disseminate the same to all the faculty members and students well in advance.

27. interact with students once in a fortnight consolidate their opinions on issues if any and report the same with possible solutions to the Director.

28. verify the attendance registers maintained by the staff members once in a week and submit to the Director for verification once in a fortnight.

29. ensure that the faculty members send the two sets of mid examination question papers confidentially through e-mail along with assignment marks in prescribed manner to the COE and evaluate the digitized scripts as per instructions in cluster room.

30. ensure and implement suggested dress code culture among the students and staff.

31. collect the subject-wise student's electronic feedback, analyze and communicate to the concerned faculty and the Director. If any subject is handled by the other department faculty, communicate to the respective HOD. Guide and monitor the faculty performance towards improvement.

32. allot the project guides to each batch and frame the project review committee as per guidelines.

33. allocate twenty students to each mentor at the first time of admission and will continue throughout the programme and guide them towards career growth and opportunities.

34. make arrangements for safe custody of equipments available in classrooms, tutorials, seminar halls, laboratories, staff rooms, department office and HOD office before leaving the premises.

35. prepare annual budget proposals of the department in consultation with the faculty and submit the same to the Director for approval and adhere to the sanctioned budget limits.

36. ensure all the faculty members use ICT in TLP and enhance their skills.

37. ensure the faculty members submit the course files/log books/hand outs/PPTs/digital resources well in advance before commencement of the semester.

38. motivate faculty members to apply for R&D proposals, consultancies to various funding agencies such as AICTE, DST, DRDO, etc., and ensure research guidance through continuing education activities, interaction with industry and society among students and staff.

39. organize national and international conferences/workshop/seminars/symposia/guest-lectures/ visits/excursions through professional chapters/associations and clubs for students.

40. maintain harmonious relations to resolve the student and/or staff grievances in the department.

41. participate in any additional activities entrusted by the Director.

DEAN – ACADEMICS

Academic Dean plays a unique role and act as academic administrator and facilitator to extend communication link between and amongst the students, staff, HODs and coordinators. Establish a vibrant organizational culture characterized to promote quality academic environment to ensure minimal disparity between various levels of pedagogy and bring out a purposeful mentor-mentee relationship to encourage academic excellence.

Functions: The role and responsibilities are to

1. prepare strategic document that covers all academics & administration, training & placement and R & D in the interest of the global society by involvement of all the stakeholders.

2. develop consolidated institutional level master calendar of all the activities.

3. organize SWOC analysis for all active stakeholders.

4. coordinate with all the HODs/deans/cells/committees for various inspections/visits of TSGOVT/ AICTE/JNTUH-FFC/NBA/NAAC/UGC.

5. coordinate with HODs/BOS/COE/Deans to frame academic-regulations/syllabi for regular/new/ value-added/certificate courses for all programs for better academic integrity as per norms.

6. ensure implementation of BTL in TLP, evaluation and assessment processes for all programmes.

7. plan, educate and train on OBE to develop vision, mission, PEOs, POs and COs for all courses.

8. identify and set rubrics/benchmarks for various courses leading to assessment of PEOs and POs.

9. arrange to inspect the quality of course files, teaching notes, course hand-outs, PPTs, question banks, assignments, videos, e-reports, etc., in coordination with IQAC.

10. check the implementation of almanac, class work, syllabus coverage, remedial/makeup classes, student counseling/mentoring and technical/other club activities.

11. recommend departments/cells to organize expert lectures, add-on courses, student-contests, exhibitions, workshops, faculty quality improvement and continuous education programs.

12. appraise faculty members through their self-appraisal-report and student/peer/HOD/stakeholders feedback for effective institutional learning environment and development.

13. conduct meetings periodically with mentors-mentees and maintain relevant records with details of their experience, subjects of specialization and areas of interest.

14. establish strong grievance redressal mechanism to solve issues among staff and students.

15. consolidate department level budgets with budget allocation, utilization, comment on figures and facts of both current & previous financial years and forward to HOI for approval.

16. organize orientation program for newly joined staff and continue the culture in every semester.

17. identify unique leadership capabilities of faculty and transform them as future academic leaders.

18. organize induction programmes for freshman, parent-teacher meet, professional chapters meet, graduation day and alumni meet by coordinating with all concerned.

19. arrange to organize for programmes of national/professional/technical/societal/traditional/ cultural/historical importance.

20. any other function that may be assigned by the HOI from time to time.

THE CONTROLLER OF EXAMINATIONS

The Controller of Examinations is responsible for the overall examination processes of all courses and programmes. He shall discharge his duties under the superintendence, direction and guidance of the Director / Principal. He is a well disciplined, committed, trustworthy individual who exercises his functions with due diligence. He motivates his staff members to discharge their respective academic / administrative duties effectively with his leadership qualities.

Functions: Role and Responsibilities are to

1. prepare rules and regulations relating to various courses offered in UG/PG programmes
2. provide base for academic regulations, examinations, assessment, declaration of the results.
3. liaison with affiliating bodies at regular intervals and make necessary payments.
4. prepare and adhere to academic calendar and also maintain the examinations bulletin board.
5. plan, schedule and recommend changes for various examinations of all courses.
6. appoint evaluators/examiners/observers/invigilators/scrutinizers in consultation with HOD/HOI.
7. prepare budget for examination cell and support to various audits.
8. arrange for issue of grade memos, CMM, PC, transcripts and other certificates after verification.
9. maintain, provide and upload necessary examination information for inspections and verification.
10. provide semester-wise promoted/readmitted/re-registered/detained/discontinued students-list.
11. procure equipment & stationery after proper budgeting process
12. procure question banks after identifying CIE/SEE examiners for various courses.
13. initiate disciplinary action against guilt in any manner in the processes of exams cell.
14. maintain list of gold-medalists, academic toppers, students-database and arrange graduation day.
15. provide information regarding genuineness of certificates for external verification.
16. make necessary arrangements for conduct of various examinations of government/private boards.
17. issue notification(s) for registration of various regular/supplementary examinations (SEE)
18. procure bar-coded answer booklets accurately with student details.
19. notify the student-list of condonation/detention and provide online access for fee payment.
20. provide online access to students/ACE/other examination related stall for downloading.
21. issue nominal-rolls/D-Forms/seating-plan/invigilators-kits collect after examinations from staff.
22. moderate question papers, print and distribute the same as per manual procedures
23. follow time-lines for smooth conduct of end-to-end examination process as per operating manual.
24. conduct malpractice prevention committee meeting, report to HOI and document MOM/ATR.
25. implement operating procedures to examination staff in execution of confidential assignments.
26. generate consolidation reports of CIE/SEE marks for all courses and programmes.
27. arrange result declaration committee meetings to publish the results on recommendations.
28. release notification for recounting/revaluation and complete the process within the stipulated time.
29. submit, release and disburse the consolidated remuneration of all examinations after approval.
30. delegate powers to examination-staff to maintain all relevant records.

THE ADDITIONAL CONTROLLER OF EXAMINATIONS

Two additional controllers of examinations assist the controller of examinations and/are responsible for respective assignments as allocated.

Functions: Role and Responsibilities are to

1. automate student profile and course registration process before commencement of the semester.

2. collect and maintain class time-tables, cumulative monthly attendance database department wise.

3. prepare and submit budget for equipment, operations, maintenance, remuneration bills to COE.

4. prepare appointment/relieving orders to examiners in coordination with HODs for deputation.

5. ensure generation of e-hall-tickets and provide access to students by uploading in website.

6. prepare and display CIE time tables for all programmes/courses as per academic calendar.

7. collect question papers for CIE and ensure online entry of marks within time for all courses.

8. prepare nominal rolls, seating plan, list of invigilators and ensure distribution of stationery kits.

9. prepare notifications for various examinations SEE and monitor the online-registrations.

10. provide the database of CIE/SEE to the respective HODs for necessary action.

11. arrange for examination-kits, answer-booklets, nominal-rolls, D-Forms and collect the same.

12. keep custody of question papers of CIE/SEE from the faculty members well in advance.

13. submit the list of students under condonation & detention and ensure payment of online fee.

14. arrange for distribution of Hall Tickets after receiving NOC in prescribed format.

15. coordinate with appointed moderator/observer/examiners/evaluators for theory/practical/ project.

16. coordinate the moderation process if any for CIE/SEE

17. update CIE marks immediately by respective faculty members after the conduct of lab exams.

18. handover the bundled question papers for all subjects in examination hall confidentially.

19. undertake training/instruction sessions to all the examination staff well in advance

20. supply tables/charts/diagrams if required and ensure smooth conduct of examination.

21. arrange of preparation of detailed scheme of evaluation for each subject for CIE/SEE.

22. prepare action taken report for malpractice case(s) based on committee recommendations.

23. arrange for segregation, scanning, verification of answer booklets and generation of bundle key.

24. grant bundle access to evaluator, monitor scrutiny process and generate consolidated marks.

25. consolidate internal and external marks obtained in theory/practical/seminars/project.

26. generate pre-result and/or final result sheets and submit to COE.

27. print grade-memos/CMM/PC/other certificates after recounting/revaluation process

28. prepare the list of the academic toppers and the gold medalists and submit to COE.

29. maintain all relevant files and documents with authenticity.

30. perform any other tasks as assigned by the COE/Principal/Director.

COLLEGE ADVISORY COMMITTEE

The college advisory committee advocates in the day-to-day matters of the institute.

Constitution:

S. No.	Category	Status
1	Principal	Chairman
2	Deans	Member
3	All HODs	Member
4	Controller of Examinations	Member
5	Dean Academics	Member Secretary

Frequency of Meeting: The committee meets once in fortnight or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: All members must be present for the meeting. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Functions: The roles and responsibilities are to

1. review academic activities through ICT and introduce innovations in TLP.

2. implement and track the progress of the new academic initiatives.

3. coordinate and control the functioning of academic systems in all the departments.

4. offer new courses/programmes by curriculum revision, meet infrastructural requirements to strengthen the departments and to meet global challenges.

5. develop academic strategies to review staff and student's academic progress.

6. develop contingency plan to meet the specific requirements.

7. monitor students' mentoring, attendance, curricular, co-curricular and extra-curricular activities

8. review faculty competency programs to enhance the academic quality.

9. review, monitor and implement the academic calendar and its adherence.

10. conduct academic and administrative audit at all levels.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Assessment of quality is an important indicator for best practices and good governance. The main aim of the IQAC is to develop a system for conscious, consistent and continuous improvement in the overall performance of the institution and function as catalyst in transformation of student and staff towards professional excellence to address global society.

Vision: To build and ensure a quality culture for all round excellence in the educational practices, processes and methods.

Mission: To establish benchmarks, rubrics, metrics and quality standards for continuous improvement through effective academic administrative systems to achieve accreditations / affiliations / rankings.

Composition

S. No.	Category	Status
1	Head of the Institution	Chairperson
2	A few senior administrative officers	Member
3	Three to eight teachers	Member
4	One member from the Management	Member
5	One/two nominees from local society, Students and Alumni	Member
6	One/two nominees from Employers/Industrialists/stakeholders	Member
7	One of the senior teachers as the coordinator/Director of the IQAC	Member Secretary

Frequency of Meeting: The member secretary convenes the meeting with the approval of the chairman atleast twice a year and such other occasions as may be necessary. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The term of nominated members shall be three years.

The objectives of IQAC: The objectives of IQAC are to

1. develop a system for conscious, consistent and programmed action to improve the quality of academic and administrative performance of the institution.

2. establish measures for effective functioning of institution through quality enhancement, innovation and best practices.

3. promote, promulgate and pronounce values and ethics in academics, research and consultancy.

Mechanism of IQAC: In order to achieve the objectives and bring quality culture IQAC acts as a catalyst to

1. ensure timely and efficient functioning of various academic, administrative and financial tasks.

2. develop and apply the quality benchmarks/parameters for various academic and administrative activities of the institution.

3. provide access and affordability of academic programmes for various sections of society.

4. optimize and integrate the modern methods of teaching and learning.

5. create an atmosphere of credibility of evaluation procedures.

6. ensure the adequacy, maintenance and proper allocation of support structure and services.

7. share the R&D intelligence among the network institutions in India and Abroad.

8. document information about various programmes and activities leading to quality improvement.

9. establish and exhibit the relevance and quality of academic and research programmes.

Functions of IQAC: the functions of IQAC are to

1. develop and implement of quality benchmarks/parameters/rubrics for various academic and administrative activities of the institution.

2. develop the quality culture by creating a learner-centric conducive environment to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

3. arrange for collection and analysis of feedback from students, parents and other stakeholders on quality-related institutional processes.

4. disseminate the information on various quality parameters of higher education to all stake holders.

5. establish inter/intra institutional facilities to support workshops, seminars and quality circles.

6. document various programmes/activities which leads to quality improvement.

7. act as a nodal agency for quality-related activities, adoption and dissemination of best practices.

8. develop and maintain the institutional database to enhance the quality of MIS.

9. arrange periodical internal/external academic and administrative audits and maintain the records.

10. prepare AQAR, submit to NAAC on approval from GB and host the same in website.

Benefits of IQAC: IQAC will facilitate/contribute towards

1. higher level of clarity & focus in institutional functioning towards quality enhancement.

2. internalization of the quality culture.

3. coordinate various academic and administrative activities to adapt best practices.

4. effective decision-making to improve institutional functioning.

5. adaption of dynamic system for quality changes in HEIs.

6. methodology of documentation and internal communication in an organized manner.

EXAMINATION COMMITTEE

The examinations committee frames guidelines and policies to conduct, monitor, review, control the examinations, improve the systems of examination, appoint the paper setters, examiners, moderators, finalization of condonation/detained/promoted/re-registration/re-admission and to prepare the schedules of examinations, malpractice/grievance issues of students/staff, evaluation, scrutiny, moderation, tabulation, declaration of the results, revaluation/challenge evaluation, issue of various certificates and arrange for graduation ceremony.

Constitution: Examinations Committee consists of

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Academics	Member
3	Dean students affairs	Member
4	One senior professor	Member
5	One University nominee	Member
6	Controller of Examinations	Member Secretary

Frequency of Meeting: The committee shall meet atleast twice in each academic term or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum including the university nominee. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the nominated members shall be three years.

Functions: The role and responsibilities are to

1. ensure paper setting, moderation, conduct of examination, digital evaluation, results processing, declaration of results and all examination related works.

2. conduct examinations smoothly under strict vigilance by timely execution of examination schedules.

3. ensure suitable punishment based on the recommendations of the malpractice prevention committee for students.

4. initiate appropriate punishment on violation of rules during the examination process to staff, paper setters, examiners, moderators, valuers, scrutinizers, referees or any other persons.

5. hold periodical meetings in a semester or on emergencies to initiate necessary action.

6. recommend examination process reforms from time to time in question paper settings, scheme of evaluation, digital valuation, expedite the results and issue of certificates.

7. conduct post-audit at random for evaluation procedures.

8. maintain compliance with moderation/grafting/grace-marks/publish the results in website/ notification of revaluation/challenge valuation.

9. declare the final results after revaluation/challenge valuation and distribution of relevant certificates.

10. approve the financial estimates prepared by COE.

STUDENTS AFFAIRS AND ACTIVITIES CELL

The Students Affairs and Activities Cell is an integral part of the institution and play an important role to strengthen the interests of the students. The cell provides a platform through which students can debate issues of concern and undertake initiatives of their mutual benefits. The cell supports activities that enhance students' development in all spheres of learning, including real life exposure.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	01 faculty, cultural activities	Member
3	01 faculty, physical director	Member
4	01 student from each course	Member
5	04 students/sports, NSS, cultural activities	Member
6	Dean, student affairs	Member Secretary

Frequency of Meeting: The cell meets atleast twice in a year or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum including respective activity coordinator. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The student members of the cell shall hold their offices till the end of the academic year from the date of formation of the cell.

Functions: The roles and responsibilities on various aspects are categorized as follows:

1. **Academics:** The cell organizes extra-curricular/co-curricular activities such as debate/quiz/essay/ poem/logos/anthem/extempore competitions and other events at all levels from time to time to create zeal among the students towards academics and to sustain the academic atmosphere of the institute. Students' grievances regarding academic matters are conciliated with amicable solutions. The functions are to,

   a. disseminate the academic calendar and the schedule of events.
   b. monitor the progress and submit report on student's involvement to the HOD/Director.
   c. seek report from HODs on weak/bright students and devise programmes accordingly.
   d. inform students/staff about schedule of various activities in the campus.
   e. provide equitable opportunity to the students to involve/participate/organize various activities.
   f. motivate the students through mentors to participate in all the activities.
   g. display list of winners at all conspicuous places as token of recognition/appreciation.
   h. forward the events report for real time media coverage i.e print/electronic/social media.
   i. maintain the relevant records of academic activities with proper documentation.

2. **Sports/games:** The cell suggests on improvement of facilities for games/sports and motivates/ encourages the students to participate actively in various events/competitions. Any students- grievances pertaining to sports and games are resolved quickly. The functions are to,

   a. ensure the availability of sports/games equipment and procure new items when required.
   b. maintain all records of the purchases i.e. quotation, purchase order, bills and stock register.
   c. be in touch with the sports coordinators for any kind of developmental activities.
   d. bring it to the notice of the Director any issue deemed to be fit.

3. **Cultural Activities:** The cell organizes various cultural activities/events/programs/competitions both at institute, university, national/international level and motivates the students' for their active-participation in various activities. The functions are to,

   a. coordinate all the events and festivals of the college as per schedule and procedures.
   b. prepare a data base of highly talented students in different activities and motivate them.
   c. organize the cultural events with the help of other staff members.
   d. mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
   e. maintain all the files, bills, reports, records and documents pertaining to every event.
   f. depute tasks for event coordinators and arrange for sub-committees, if necessary.
   g. take care of hospitality, transportation, refreshments, reception, presentations and gifts.
   h. maintain digital reports on all events and disseminate the same to coordinators.
   i. motivate students to write/collect articles and publish newsletters/magazines.
   j. forward the events report for real time media coverage i.e print/electronic/social media.

4. **Hostel Development:** With a view to sustain homely atmosphere, the cell submits proposals for improvement of the basic facilities and living conditions in the hostels from time to time. The hostel related functions are to,

   a. ensure that there is no room for indiscipline, ragging and unnatural events in the hostels.
   b. allot rooms and educate students about cultural etiquette in sharing of rooms.
   c. provide equipment, secure environment and warden to supervise their activities.
   d. provide access to remote, Wi-Fi, reading facilities and tutorial support.
   e. fix menu, timings of service, hygienic mess maintenance, quality food, drinking water, etc.
   f. provide amenities like housekeeping, laundry, dispensary, generator and recreation facilities.

5. **Students Welfare:** The cell suggests ways and means for providing financial assistance, special library facilities and hostel accommodation to the needy students. The functions are to,

   a. guide students interested in pursuing higher education and employment.
   b. conduct awareness programmes with international alliances on education and employment.
   c. provide special financial assistance through AICTE/MHRD.
   d. provide special drive financial assistance for SC/ST students.
   e. offer tailor made assistance to new startups in association with state/central government.
   f. provide exclusive assistance to attempt for exams such as GRE/TOEFL/GMAT/CAT/IELTS.
   g. create awareness on various state/central govt. schemes regarding financial assistance.
   h. develop awareness on book bank scheme among special category students.
   i. assist to apply for education loans, passport, voter-id, driving license, Aadhar, PAN card, etc.
   j. create awareness on availability of library, hostel, transport, games/sports, gym, auditorium, ATM, post-office, dispensary, cafeteria, stores and communication facilities.

6. **Health & Hygiene:** The cell takes care of canteen/house-keeping/dispensary/medical facilities and redresses the grievances for betterment of the health and hygiene conditions of the students. The functions are to,

   a. monitor the canteen hygiene of food, cleanliness of utensils and surroundings.
   b. display nutritional charts for healthy dietary habits and causes for malnutrition.
   c. ensure the display of approved price list of various available food items
   d. conduct surprise quality checks in a snapshot at campus/canteen/hostel and suggest measures.
   e. collect feedback from the students/staff about the quality of food.
   f. ensure the availability and maintenance of first aid/safety kits at all conspicuous places.
   g. ensure clean and hygiene campus maintenance including housekeeping.
   h. bring complaints if any, to the notice of the Director.

7. **Law and Discipline:** The cell takes steps to maintain discipline among the students and makes attempts to resolve the grievances/issues. The functions are to,

    a. ensure discipline among students while in campus, hostel and in busses.
    b. create awareness about the consequences of ragging, eve-teasing, harassment and abuse.
    c. organize awareness programmes on traffic and its violations.
    d. create awareness on handling of hazardous/toxic materials.
    e. organize programmes on constitutional obligations and green practices.
    f. ensure the students that grievance redressal cell is in place to resolve student related issues.
    g. bring complaints if any, to the notice of the Director.

8. **Social Activities:** The cell suggests from time to time ways and means to promote students' participation in various social activities such as literacy, cleanliness, health & hygiene and such other activities in and around the campus which may be deemed appropriate. The functions are to,

    a. establish and monitor NSS/NCC cells and motivate the students to participate actively.
    b. liaison of NSS cell with JNTUH/NGO/TSGOV and ground NSS volunteers in various camps.
    c. prepare the budget requirement and submit report on the cell activities to the Director.
    d. organize programmes such as rural literacy, digital literacy, computer literacy, use of local technology and resources in coordination of NSS cell with that of local NGOs and Govt.
    e. involve students programmes like haritha-haram, swatch-bharath, green environment, potable water, waste management, eco-environment, traffic awareness, medical/blood donation camps
    f. conduct digital literacy camps for women, children and adults in surrounding villages.
    g. organize awareness programmes for women empowerment/protection/schemes.
    h. ensure student participation in central government electoral programmes.
    i. identify village adaptation schemes and provide necessary nourishments to the villagers.
    j. conduct programmes of anti-ragging measures, consequences of eve teasing, ragging, harassment, provisions under Disha/Nirbhya acts.
    k. strive for awards/rewards/recognitions/appreciations at local, national and international levels.
    l. bring complaints if any, to the notice of the Director.

RESEARCH & DEVELOPMENT CELL

The Research & Development Cell integrates all the departments to facilitate the academic and sponsored research including projects and consultancy. The cell extends its full/partial financial support to students/faculty/staff towards innovation, incubation including presenting/publishing papers in the conferences/journals of national and international repute which contributes towards academic transformation and professional advancement. The cell associates and sponsors various innovative research & development activities such as workshops, seminars, conferences and symposiums. The R&D activities further include skill cum technology up-gradation programmes, startups, entrepreneurship and participation in various national/international technical competitions.

Vision: To facilitate innovative and multi-disciplinary research in collaboration with industry to meet global needs by involving the all stakeholders.

Mission: Develop an eco-system for R&D activities through effective contributions of the staff and students to actuate industry relevant innovative projects, prepare the research proposals, apply for funding agencies, publish papers, patents that leads to entrepreneurships and startups.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One representative from GB	Invitee
3	All HODs and Deans	Member
4	One professor from each department	Member
5	One representative from industry nominated by GB	Member
6	R&D coordinator nominated by GB	Member Secretary
7	One student from each department nominated by respective HOD	Member
8	One entrepreneur alumni (Optional)	Member

Frequency of Meeting: The committee shall meet atleast four times a year or as and when required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Objectives: The objectives of R & D Cell are to

1. create zeal amongst faculty and students towards research and innovation including multidisciplinary, research papers publication/presentation in referred journals.

2. strengthen the R&D centre and get recognition from SIRO/DST/University/DRDO.

3. ink MOUs with industries, collaborate with institutions of higher learning and R&D organizations for joint funded research projects.

4. assure R&D quality by inhibiting effective ethical efficacy.

5. create centers of excellence in niche/thrust/emerging areas of research.

6. recommend on financial assistance for various R&D activities

Functions: The roles and responsibilities are to

1. prepare the annual R&D action plan.

2. obtain the budget approval for various activities from finance & planning committee and GB.

3. prepare a comprehensive list of funding agencies that allocate funds for R & D projects.

4. motivate staff and students to publish papers/articles/manuscripts in conferences/journals of national/ international repute and to file/publish patents.

5. encourage staff & students to prepare and submit R&D/AQIS/project proposals for funding by ISRO, DRDO, CSIR, DST, AICTE, UGC, MSME, HUBS etc., within the stipulated time.

6. formulate strategies for mutual benefit of stakeholders by fostering research collaborations in interdisciplinary areas of industry/govt./IITs/TBIs/professional chapters to address societal needs.

7. monitor R&D progress through visits and identify bottlenecks and take remedial action.

8. maintain close liaison with industry and undertake sponsored projects.

9. organize national/international conferences/workshops/seminars/training programs in thrust areas to enhance the professional and research skills among the staff and students.

10. promote self employability skills by conducting various activities under innovation, incubation and entrepreneurship cell (IIEC).

11. insist faculty members to publish their research work in WoS/Scopus indexed journals.

12. maintain & update data regarding research, consultancy and extension activities of staff/students

13. upload progress of R&D activities on the web portals of affiliating/accrediting/ranking agencies.

14. constitute a review committee to adjudicate the originality & quality of the publications/projects/ consultancies/patents of staff/students and to recommend for incentives/appreciation and suggestions for improvement.

15. consolidate the progress of R&D activities of all departments and submit the report to the Director.

16. perform any other R&D activities as assigned by the Director time to time.

INDUSTRY INSTITUTE INTERACTION CELL

The Industry Institute Interaction Cell (IIIC) is established to bridge the gap between industry and academia through continuous interaction. The cell strives for professional advancement of students/staff through exposure to current industry practices by honing of their skills and to acquaint with state-of-art technologies. The cell also empowers students/staff to undertake industry relevant internships, projects and research consultancy cum extension services.

Vision: To make CMRIT the hub for exchange of knowledge and skills between industry and academia for mutual benefit.

Mission: Establish various centers of excellence to groom the students towards enhancement of employability skills with industry expertise to address the global challenges.

Composition

S. No.	Category	Status	Roles and Responsibilities
1	Principal	Chairman	Formal approval of IIIC proposals, in discussion with the Institute council.
2	Nominated by Principal	Convener	• facilitate and monitor IIIC activities • coordinate with department representatives for the execution of IIIC activities. • maintain a reference database for all the IIIC activities
3	Department representatives, nominated by the respective HODs	Members	• Channelize industry related activities • Facilitate the activities in the department. • Student co-ordination for IIIC activities

Frequency of Meeting: The cell shall meet atleast two times a year and as the case may be. The convener in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Objectives: The objectives of IIIC are to

1. ink MOUs with industry to promote global research & consultancy among students and staff.

2. become a nodal agency channelizing all matters concern to industry and external organizations.

3. create and implement various procedures for smooth interaction of institution with industry.

4. encourage staff and students to carry out industrial assignments, internships and projects.

5. provide consultancy for execution of projects in various industrial undertakings.

6. support continuous education and R&D for professional development to the industrial staff.

7. ink MOUs with industry/R&D organizations for institutional infrastructure development.

8. provide a practical exposure for students through various interactions with the industry experts.

9. act as a catalyst between academics and industrial R&D for further growth of the institute.

10. involve industry experts in all institutional matters for mutual benefit of all the stakeholders.

Outcomes: The outcomes of the cell includes

1. Encourage faculty sabbaticals and student internships.
2. Realization of new industrial consultancy projects.
3. Continuing education for people in industries to upgrade their technical knowledge.
4. Provide value addition to academic ecosystems with state-of-art technology.
5. Collaborative research programmes with industries.
6. Setting up of R&D laboratories for industry sponsored projects in the institute.
7. Undertake industrial sponsored projects through up-gradation of R & D laboratories.
8. Institute industry scholarships/fellowships for students.

Functions: The role and responsibilities are to

1. provide industrial exposure to staff and students through industrial interaction.
2. organize workshops, conferences and symposiums in association with industries.
3. encourage industry experts to visit the institution as a resource person.
4. invite industry experts for curriculum design and development.
5. extend industrial consultancy through testing and faculty expertise.
6. organize industry visits, internships, projects and implant training for the students.
7. offer executive and management development programmes on recent technological advances.
8. involve industry partners in centers for excellence.
9. strengthen alumni relations for professional/career advancement and/or employment/education.
10. undertake MOUs between the institute and industries for various activities.

Activities:

1. **Academics**
   a. Involve industry experts in curriculum design and development.
   b. Invite guest lecturers to share knowledge and intelligence in regular academics and pedagogy.
   c. Use of specialized databases/labs in association with industry partners.
   d. Conduct industry oriented value-added courses, certificate courses and trainings/workshops.
   e. Establish professional/technical associations cum chapters and clubs.
   f. Publish work-papers on industry practices and take-up academic assignments.

2. **Trainings/Skill development**
   a. Provide continuing education, skill up-gradation programmes to people working in industries.
   b. Staff deliberations and delegations with industry to involve them in TLP for mutual benefit.

3. **Faculty Up-skilling**
   a. Short-term technical assignments to faculty members in industries to upgrade/update skills.
   b. Invite industry/academic experts as guest faculty/research supervisors/technical consultants.

 c. Disseminate various technical events happening in each stream, within the institution.

 d. Coordinate with institute library for subscription of industry related journals and magazines.

 e. Identify problems, design, analyze, develop solutions and publish patents.

 f. Sabbatical level assignments to the staff in various areas of mutual interest.

4. Industry visits/Internships/Interactions for students

 a. Implant training, industrial visits, internships and project works for the students.

 b. Organize industry oriented expert talks, interactive-workshops, seminars and bridge courses.

 c. Transform graduating engineers into professionally employable by industrial R&D activities.

5. Industry based projects/Utilization of laboratories

 a. Identify the technical requirements with industry-synergetic-partnership for mutual benefit.

 b. Conduct joint R&D activities/projects under the supervision and guidance of industry experts.

 c. Take up industry-based projects funded by AICTE/DST/DRDO/CSIR/other funding agencies.

 d. Translate current global scientific and technological scenario into active R&D projects.

 e. Setup industry sponsored R&D laboratories.

 f. Use institutional laboratories for testing & consultancy purposes.

6. Consultancy

 a. Provide technical consultancy services to/from the industry.

 b. Encourage and motivate students and staff to take up industrial consultancy.

 c. Share IPR/infrastructure/revenue between and amongst industry/institute and staff/students.

 d. Prepare budget showing revenue and expenditure to setup industry R & D laboratories.

 e. Encourage technical consultancy projects without any disturbance to regular activities.

7. Memorandum of Understanding

 a. MOUs and agreements with various industrial and research organizations in different fields and sectors to promote various forms of interactions.

 b. Procedures for calibration of equipment, safety and AMC for industry sponsored laboratories.

8. Employment and entrepreneurship

 a. Strengthen internship, employment and startups linkages with industry partners/associations.

 b. Organize entrepreneurship awareness programs/camps in collaboration with industry partners.

 c. Promote seed funding, venture capital and startups in association with MHRD/HUBs/TBI.

INNOVATION INCUBATION AND ENTREPRENEURSHIP CELL

The Innovation Incubation and Entrepreneurship Cell (IIEC) aims to mentor the students/staff through industry-society interactions to leverage and synergize the global resources and technologies to create innovative startups. The cell also extends financial support to students/staff/alumni for creation of innovations/startups/prototypes/process-designs/patents by the way of seed-fund, incubation, mentoring, training, knowledge dissemination with involvement of industry, R&D, professional, societal, community and investor interventions.

Vision: To be a center of excellence that fosters synergy between the academia and the industry that ignites entrepreneurial spirit and inculcates research bent among staff and students for global social advancement.

Mission: Develop and expand research programs through technology transfer, collaboration, incubation, patents-commercialization and enterprising of science & technology innovations to address the global societal needs.

IIEC comprises of:

1. Innovation wing aims to inculcate a spirit of innovation.
2. Incubation wing aims to provide technical support for products/services/process/ideas.
3. Entrepreneurship wing aims to foster entrepreneurial skills.

Composition

S. No.	Category	Designation	Number
1	Head of the Institution	Chairman	1
2	Dean, IIEC	Member Secretary	1
3	Senior Faculty Member	Member	8
4	IIECs Coordinator (Student)	Coordinator	1
5	Representative from nearby Incubation Centre	Member	1
6	Representatives of Lead Bank/SIDBI/NABARD/Investor	Member	1
7	Technical Expert from nearby Industry	Member	1
8	Alumni Entrepreneur (Optional)	Member	1
9	Students	Member	10 to 15
10	Patent Expert (Optional)	Special Invitee	1

Frequency of Meeting: The cell shall meet atleast two times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be Three years

Objectives: The objectives of IIEC are to

1. stimulate a culture of innovation, creativity and entrepreneurship with an ecosystem to develop business ideas, prototypes, incubation of process/product design and mobilize funds.

2. undertake MOUs with industry R&D labs, IPR agencies, VCF, TBI, and other professional bodies to create collaborative environment for joint research projects/consultancy/value added services.

3. encourage critical thinking, creative inquiry, information literacy, and technical communication skills among students and staff leading to professional advancement and innovative projects.

4. establish cordial relations with stakeholders, industries, academic institutions, research organizations, NGOs, local population and government agencies in and around the institution.

5. provide necessary physical infrastructure/incubation facilities to commercialize identified technologies/innovations as entrepreneurial-startups by involving all the stakeholders.

Activities:

1. Students, staff and alumni are involved in design competition and idea generation process by field survey and a data base of products with societal impact and business potential is prepared.

2. Start-ups are being counseled, mentored, given technical and business advices by experts and respective faculties of the institution.

3. 3-tier counseling and mentoring for startups is adopted for successful business process.

4. Mentoring (round the clock).

5. Technical support (design, simulations, development and testing).

6. Financial support (seed support, innovation, refinement & commercialization grant).

7. Legal advice with regards to IPR issues.

8. Fabrication assistance through established labs.

9. Market information (product development strategies/business intelligence/business architecture).

10. Networking with R & D laboratories (for knowledge diffusion and day to day interactions).

Functions: The roles and responsibilities are to

1. create an innovation ecosystem for entrepreneurial start-ups/internships/projects.

2. strive for success by achieving for better ranks in ARIIA, NIRF and other agencies.

3. develop better cognitive ability for innovation and entrepreneurship activities.

4. identify/reward innovations and share success stories through MHRD's-IIC/JHUB/THUB.

5. organize periodic ideation-day/workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.

6. create network with peers, NEN and EDIs.

7. create an institution's innovation portal to highlight innovative projects of students/staff.

8. organize Hackathons, idea competition, mini-challenges etc, with the involvement of industries.

9. facilitate start-up ecosystem to identify the areas of focus and market relevance, build investor relations, business partnerships, leverage government programmes and accelerate initiatives.

10. facilitate students industrial internships through IIEC.

Benefits: Students and Staff can

1. make use of existing IIEC ecosystem, institutional infrastructure and local TBI at free of cost.

2. participate in all innovation related initiatives and competitions.

3. interact with top-notch business-leaders/academicians to develop prototypes and new ideas.

4. experiment with latest technologies and compete for prizes/certificates.

5. visit new places of learning and culture.

WOMEN PROTECTION / INTERNAL COMPLAINT CELL

The aim of the cell is to address the problems of women employees and empowerment. The cell functions for the protection of the rights and any sorts of violence against them. During the orientation programme the students are acquainted the functions of women protection cell. The female staff/students are advised to put their problems in writing in the suggestion/complaint boxes and/or to discuss personally with any of the members of the cell to solve the problem.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One Voluntary organization Representative	Member
3	One Legal Advisor	Member
4	Three Women faculty Representative	Member
5	One Gent faculty Representative	Member
6	One Girl Student Representative	Member
7	One Boy Student Representative	Member
8	One Senior Women faculty Representative	Member Secretary

Frequency of Meeting: The committee shall meet atleast two times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be Three years

Objectives: The objectives of cell are to

1. prevent gender discrimination and sexual harassment towards women by promoting gender amity programs to all employees and students.

2. implement rules, standing orders and bye-laws of government to justify, lay down procedures for the prohibition, resolution, settlement, prosecution of acts pertaining to harassment and discrimination of women.

3. expedite the legal procedures in cases of sexual harassment by healing/counseling mechanisms.

4. advocate appropriate punitive action against the guilty through proper channel.

Functions: The cell functions to

1. build self-esteem & dignity among girl students & women faculty members.

2. offer services such as counseling, legal aid in case of atrocities against women.

3. create awareness on women-rights and opportunities to improve attitude/behaviour.

4. organize programs on health awareness, self defense, personality development etc.

5. prohibit sexual harassment and conduct activities for the students/staff/stakeholders.

6. acquaint adolescent youth on attitudinal and behavioral changes through gender bias.

7. strengthen women emotionally, mentally and physically through workshops/awareness camps.

8. resolve issues related to sexual harassment/abuse/gender-discrimination/grievance/unfair-means in a time bound manner and ensure support services to the victimized.

9. create harassment-free atmosphere in the campus and promote gender amity among students/staff to prevent discrimination & sexual harassment.

10. recommend appropriate punitive action against the guilty party to the Director.

Note: The following are the actions/gestures causing to sexual harassment as per the Supreme Court directions:

- Physical contact/advances, touching/brushing and forcible physical touch/molestation
- Demand or request for sexual favour.
- Eve-teasing, sexually coloured/unsavory remarks, innuendos and taunts.
- Showing pornography, offensive/derogatory pictures, cartoons, pamphlets and sayings.
- Jokes causing or likely to cause awkwardness or embarrassment.
- Gender based insults or sexist remarks.
- Unwelcome sexual overtone in any manner such as over telephone
- Physical confinement against one's will and any other act likely to violate one's privacy.
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

GRIEVANCE REDRESSAL CELL

The Grievance Redressal Cell (GRC) settles the genuine grievances of students, staff and parents to maintain healthy relationship between and amongst them. Based on complaint lodged by the aggrieved parties, the cell inquires and suggests the remedial action to be initiated, at the earliest.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Controller of Examinations	Member
3	Three faculty members nominated by HOI including one lady faculty	Member
4	Two members from non-teaching staff nominated by HOI	Member
5	Dean, student affairs and activities	Member Secretary
6	Two students nominated by HOI including one girl student	Member

Frequency of Meeting: The committee should meet atleast four times during the academic year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day. However, if any complaint is raised against on any of the member(s) of the committee, those member(s) will be expelled from such meeting(s).

Term: The tenure of the members shall be three years.

Functions: The role and responsibilities are to

1. conduct awareness programs on sources and consequences of grievances.

2. resolve grievance of behavioral/academic issues between student-student/student-staff/staff-staff.

3. deal with all categories of grievances of students/staff except on examination cell and HOI.

4. advise staff/students to put their grievances in writing in the suggestion/drop box and/or to discuss personally with any of the members of the cell to solve the problem.

5. enquire into the complaints received from the aggrieved students/staff about any incident including ragging and non-confidential examination matters.

6. recommend on the punitive action i.e. counsel, penalty, levy, seize, impose, confiscate, sanction, remedy, etc to the Director.

7. convey the decision of the grievance cell to the complainant(s) through office of the Director.

8. provide an opportunity to be heard to the aggrieved party in case dissatisfied with the decision of the cell, aggrieved may appeal to the Director within two days and no appeals entertained later.

9. review the cases received/attended/pending and submit statistical report on the same to Director.

10. document all the grievances referred to the cell at Director's office.

SPECIAL CELL STANDING COMMITTEE

The committee takes care of monitoring, evaluation and planning measures to ensure effective implementation of the policies/programmes of the GOI/UGC/TSGOVT/JNTUH in respect of reservation to the SC/ST/BC/OBC/EBC/Minority/PH/Others.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Heads of the Department	Member
3	Two senior faculty	Member
4	One representative of non-teaching staff	Member
5	Two women representative of teaching & non-teaching staff	Member
6	One faculty from SC, ST, BC, OBC, EBC, minority & PH nominated by HOI	Member Secretary

Frequency of Meeting: Twice in a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members shall constitute the quorum including respective category member secretary. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Functions: The role and responsibilities are to

1. maintain records of the students belongs to SC/ST/BC/OBC/EBC/minority/PH/others categories.

2. ensure that the admissions are made in accordance with the government reservation policy.

3. supervise the allotment and distribution of scholarships for various reserved candidates.

4. deal with various students representations.

5. initiate any action or scheme on sue motto basis as per government directions.

BUILDING AND CIVIL WORKS COMMITTEE

The committee is responsible to prepare phase-wise, comprehensive, time-bound plans to construct new buildings as per AICTE/JNTUH/UGC/GOV norms and according to the vision of the college and get it approved by governing body and management. The objective is to propose and get the grants from the society to undertake construction as well as renovation/extension (of existing buildings) viz. class rooms, library, laboratories, administrative block, staff quarters, hostels etc. It also takes care of maintenance of buildings, landscaping, greenery, STP, housekeeping, playgrounds, pits, floor openings, RO plant, lift, solar plant, power backup, terrace maintenance, CC roads, parking area, etc., and adopt schemes for renovation.

Constitution:

S. No.	Category	Status
1	Chairman of the governing body	Chairman
2	One or more members of the governing body	Member
3	Head of the Institution	Member
4	Senior faculty from civil engineering department	Member
5	Construction In charge	Member
6	Finance Officer	Member
7	Invitee member - architect from approved panel	Member
8	HOD, Civil Department	Member Secretary

Frequency of Meeting: The committee shall meet at least four times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Functions: The committee shall have an administrative approval from GB/Society to undertake the following roles and responsibilities to

1. prepare the action plan for the current and future activities.

2. prepare budget for various activities and get the approval of finance & planning committee and governing body.

3. obtain monthly progress reports of all activities.

4. monitor progress through visits, identify bottlenecks and take remedial actions.

5. carry out construction of all major/minor works in and around campus.

6. estimate the cost of buildings/capital works, minor works, repairs, maintenance, etc.

7. approve and sanction expenditure for all minor works pertaining to repairs and maintenance of buildings/infrastructure/labs/equipment within the sanctioned budget.

8. conduct technical scrutiny of the design, estimates and specifications of materials.

9. prepare the comparative list of contractors/sub-contractors/suppliers/vendors/tenders/ quotations/ estimates/drawings and forward the same to the GB for approval.

10. finalize floating rates not covered by tender and settle claims and disputes with contractors.

11. adapt disaster management techniques in emergencies to mitigate risk against natural calamities.

12. prepare phase-wise, comprehensive, time-bound plans to construct new buildings as per affiliating/accrediting agencies norms.

13. seek information and requirements of new building from various committees/departments/cells/ clubs/chapters such as classrooms/laboratories/office/electrical/computers/library/seminar-halls/ auditoriums/non-conventional-energy/renewable-energy equipment etc.,

14. process different proposals by inviting various plans/designs/blueprints/estimations/tenders/ quotations of the work to finalize the appropriate one.

15. obtain the necessary legal approvals from the concerned authorities for land, building and municipal taxes.

16. monitor all the civil works and get the work completed strictly as per schedule.

17. carry out structural health monitoring of the college/hostel and other facilities.

18. prepare a detailed annual report on the infrastructure development activities and submit the same to the GB.

19. select certified internal/external consultants, architects and contractors to carry out civil works as approved by governing body.

20. offer better facilities such as RO-water, electrification, waste management systems, restrooms, canteen, gym, games, sports, open/indoor auditorium, semi-automated house-keeping, CCTV surveillance, fire safety and campus vigilance team.

21. display campus map, signboards and inspiring quotes at different places.

22. prepare and forward long/short term plans of campus development, expenditure proposals to finance and audit committee for approval.

23. form sub-committees for smooth functioning of civil works department.

24. ensure to conduct certifications/audits such as safety, traffic, green, energy and prepare annual GPAC report.

25. function and exercise such powers as may be entrusted by the governing body from time to time.

ANTI-RAGGING AND DISCIPLINE COMMITTEE

The Anti-Ragging and Discipline committee initiates and implements various anti-ragging and disciplinary measures that are in-line with provisions of the Anti-ragging Act issued by the government. The committee examines the complaints received on any disciplinary issues including ragging on any students/staff member and recommends suitable punishment as per act. Ragging in and around the college in any form is banned in order to maintain the healthy atmosphere. The committee constitutes various sub-committees/squads to vigil rowing/floor inspection, busses, boarding/ alighting points, surrounding bus-stops, auditorium, grounds, courtyards, parking places, entrance, terrace, corridors, canteen, library and hostels to maintain campus discipline.

Objectives:

1. To prohibit, prevent and eliminate ragging/indiscipline in all forms among students/staff by means of misconduct, misbehavior, un-parliamentary words/acts and indulging in any form of teasing/ill-treating/man-handling/rudeness/rowdyism.

2. To monitor, direct and oversee the functions and performance of the anti-ragging squads in prevention and curbing of ragging/indiscipline in the institution.

3. To recommend/suggest suitable punishments against individuals indulged in ragging/ indiscipline.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Students Affairs	Member
3	All HODs	Member
4	Two Senior Faculty	Member
5	Hostel Warden(s) (Girls/Boys)	Member
6	One Psychologist	Member
7	Coordinator, Anti ragging and discipline	Member Secretary

Frequency of Meeting: The committee shall meet at least four times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be Three years

Function: The roles and responsibilities are to

1. display the posters, charts, banners and other material stating evil nature, punishment of ragging and also on student's discipline at all conspicuous places.

2. display round the clock helpline numbers to contact in case of ragging/in-disciplinary issues at all conspicuous places.

3. provide mobile android application/SOS to all students/parents/staff in case of emergencies.

4. create awareness about grievance redressal portal link provided in institutes website.

5. conduct anti-ragging awareness programmes/camps in association with statutory bodies.

6. involve students from seniors/fresher's jointly in value based cultural and other activities.

7. ensure possible solutions through interaction, warning, counseling, mentoring, conciliation, etc related to ragging/indiscipline and intimate the same to the respective mentor/HOD/HOI/ Director/parent/guardian.

8. report on the violation of disciplinary rules to the nearest police station on approval from HOI/ Director.

9. empower campus vigilance teams to conduct surprise visits/inspections/snapshots at all vulnerable places to avoid ragging and indiscipline.

10. keep a close watch on the movement of trespassers/outsiders/strangers in the college campus.

11. advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.

12. conduct meetings on ragging/indiscipline issues and recommend appropriate action as per the "Prohibition of Ragging in Educational Institutions Act".

13. conduct regular meetings with Anti-ragging squad members, floor in-charges and student members to review the status in the campus, document it and submit the report to the Director.

14. Duties and Responsibilities of the Anti Ragging Squad

    a. Conduct rowing inspections in and around the campus.
    b. Create awareness among the students about the repercussions and punishment for involvement in any act of ragging/indiscipline.
    c. Bring to the notice of the anti ragging committee any cases reported.

15. Duties and Responsibilities of the Anti Ragging Floor In-charges

    a. Conduct rowing inspections in the respective floors at regular intervals.
    b. Monitor and warn the loitering of senior students near the first year class rooms.
    c. Inform the anti ragging committee about any untoward incident witnessed.

PURCHASE AND TECHNICAL SERVICES COMMITTEE

The Purchase and Technical Services Committee aims to identify the list of vendors competent enough to supply equipment/computers/stationery/consumables/materials/furniture/electricals and take-up repairs, maintenance and AMCs of all equipments. The committee takes the overall responsibility of procurement, delivery in good condition and develop strategies to implement procurement procedures in more rational, transparent and in utmost accountable manner.

Constitution:

S. No.	Category	Status
1	The Chairman of Governing Body or his Nominee	Chairman
2	One nominee of Governing Body	Member
3	Head of the Institution	Member
4	Concerned in-charge	Member
5	Concern HODs	Member
6	Finance officer	Member
7	Administrative officer	Member Secretary

Frequency of Meeting: The committee shall meet at least four times in a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Functions: The role and responsibilities are to

1. establish systems for procurement of materials, equipments and any other item as necessary.

2. scrutinize the requisitions made for equipment/spares/consumables/accessories/components/ materials of various departments/cells/committees/clubs.

3. coordinate with all in-charges of departments/cells/committees/clubs and ensure the procurement schedules of various items required.

4. verify and approve the procurement proposals received from all the departments as per the sanctioned budget limit and communicate the decision to concerned department.

5. ensure all necessary procurement procedures are properly followed including any relevant donor procedures.

6. maintain an approved list of vendors/suppliers for various items under procurement.

7. float enquiry, call for the tenders/quotations/estimations, carry out scrutiny, compare, negotiate with suppliers and place order for various items under procurement.

8. ensure credibility, proportionality, transparency, accountability and fairness in the procurement process.

9. ensure timely delivery, arrange for inspection and generate acceptance/rejection report with the help of concerned department.

10. arrange for order, delivery of goods, inspection and instructions for payment on satisfactory report from concerned head.

11. identify the areas of maintenance and record the correspondence of approvals and payments.

12. review the interim proposals for pending requests, emergencies and forward the same to the competent authorities.

13. specify the procedure for weeding/writing off of equipment, impairment, maintenance and repairs.

14. formulate procedure for selling of scrap/obsolete/shred of the equipment/materials/loose-tools/components/confidential-stationery of various departments after proper negotiations & approvals.

15. report to the governing body on all matters of material relevance for ratification.

16. ensure samples are available for review if relevant and are returned to all unsuccessful bidders.

ADMISSIONS COMMITTEE

The Admissions Committee formulates and executes the admission criteria and focus on creation of brand image for the institution through such promotional activities to attract good quality students for admission into all programs.

Constitution:

S. No.	Category	Status
1	The Chairman of Governing Body or his Nominee	Chairman
2	One nominee of Governing Body	Member
3	Head of the Institution	Member
4	Three senior faculty members nominated by Director	Member
5	In-charge Admissions	Member Secretary

Frequency of Meeting: The committee shall meet four times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Functions: The role and responsibilities are to

1. prepare well defined policies for admissions, brochures, prospectus and handouts for publicity.

2. get acquainted with all the rules and regulations of admissions as prescribed by govt. and guide the students seeking admission accordingly.

3. acquaint students and parents about institutional facilities during admission-enquiry.

4. prepare plan for addressing intermediate/12th-standard/diploma/degree students as a career counseling activity.

5. advertize in newspapers regarding admissions into all categories (convener, management, spot admissions) as per guidelines issued by TSCHE/JNTUH/AICTE.

6. get approved list of newly admitted students in all categories/programs from competent authority.

7. advise on improvement of facilities based on stakeholder feedback during admissions.

8. depute representatives to admission centers for counseling the students as and when required.

9. maintain digitized student admission data and forward it to concerned department.

10. guide the students to complete the admission procedure like paying fees, getting roll nos., transport, getting hostel admission, course registration, getting I-card, fulfilling eligibility criteria, getting time tables etc.

TRAINING & PLACEMENT CELL

The Training & Placement Cell aims to guide the students to choose right career, provide knowledge, aptitude and skills that suits the global manpower requirements. The cell prepares the students for the process of recruitment and creates awareness among companies about the potential recruitment opportunities. The prospective recruiters are provided with infrastructure support for scheduling interviews, hosting seminars, group discussions and written tests. The cell strongly believes that the first step of an entrepreneurship is employability which includes skill, attitude and practice. Hence, the cell imparts continuous training in learning-skills, behavioral-skills, life-skills in addition to aptitude and communication skills. The cell functions in this direction by providing training in four phases i.e. primary, secondary, tertiary, advanced involving all the levels of engineering/management students step by step.

Vision: Nurture the students with culture, values, ethics, sincerity and hard work that pave way for bright career and enable them to serve global society.

Mission: Endure students to develop the technical/professional/inter-personal/lateral-thinking skills through mentoring, industry interaction and counseling to succeed & advance in their career.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean Academics	Member
3	All HODs	Member
4	Two faculty members from each department nominated by respective HOD	Member
5	Training and Placement officer	Member Secretary

Frequency of Meeting: The committee shall meet at least twice a month and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Objectives: The objectives of the Cell are to

1. facilitate the campus recruitment with necessary industry interaction, MOUs, training and placement to the satisfaction of the stakeholders.

2. arrange for prior interaction with placement organizations for acquaintance regarding recruitment and selection procedure.

3. counsel/mentor/address the students needs for career development/clarify their academic and career interests, and their short/long term goals through individual counseling and group sessions.

4. arrange for the maintenance of databases with details of students, companies, placement offers, compensation packages etc.

5. organize periodic meetings with Human Resources Department of companies and TPO's to promote recruitments.

Functions: The roles and responsibilities are to

I. Career Guidance:

1. establish a **Centre for Career Guidance & Counseling** to organize professional counseling.
2. create awareness on career advancement/professional/technical/business communication skills
3. display articles regarding competitive & industrial career opportunities on all notice boards.
4. involve alumni and stakeholders to provide job opportunities in Govt/public/private sectors.
5. arrange for motivational talks/workshops with industry experts and their expectation.
6. create awareness about online assessments by providing central computer facilities.
7. conduct tests like psychometric, aptitude, reasoning, coding challenges, mock-interviews, etc.
8. formulate placement teams with faculty coordinators for guiding respective students.
9. provide state-of-art facilities in auditorium/seminar-halls/interview rooms for career guidance.
10. conduct competency mapping programs on higher education/employment & entrepreneurship.

II. Training & Development

1. design the curriculum with industry expectations and train the students accordingly.
2. provide communication skills - RAWLS/personality-development/GD/JAM at entry level.
3. train the students on aptitude, reasoning, verbal skills, resume preparation, email writing, interview skills and conduct practice/mock sessions for the same at secondary level.
4. provide corporate training program on group discussions, general knowledge, current affairs, technical and core aspects, etc at tertiary level and gear-up for recruitment process.
5. provide need based training according to industry requirement through online tests, technical and HR interviews at advanced level.
6. acquaint real-world work culture exposure by organizing industrial visits every year.
7. focus on importance of foreign languages.
8. conduct training sessions in value added courses to bridge industry-institute gap.
9. involve alumni to conduct competency mapping and career advancement programmes.

III. Placement

1. maintain databases in prescribed format of recruiting/ranking/affiliating/ accrediting agencies and liaison with them.
2. collect list of eligible students for jobs/projects/higher-studies/entrepreneurs from HODs/COE and guide them in their respective areas.
3. liaison with industries for internships, projects, seminars, visits and recruitment.
4. maintain active MOUs with industries/universities/professional-associations/R&D agencies.
5. prepare monthly, quarterly, half yearly and annual report on number of training programs/ workshops/seminars/guest-lectures conducted, companies visited, list of selected students, alumni contacted, number of leads generated and submit to the Director and upload in website and maintain a record of the same for AICTE/NBA/NAAC/JNTUH etc.
6. publish the achievements of training/placement/alumni/entrepreneurship in institute newsletter, print and electronic media.

IV. Higher Education

1. provide information at all conspicuous places on higher studies in India/abroad universities.

2. facilitate on campus special training for exams like GRE, TOEFL, IELTS, GATE, CAT, etc.

3. provide platform to interact foreign university officials in their pre-promotion programmes, spot-admission cum scholarships

4. create awareness programmes with various funding agencies regarding abroad opportunities.

5. provide awareness programmes on premier national institutions/universities offered courses and funding opportunities.

V. Alumni

1. establish, involve, maintain and interact with alumni association for overall development.

2. create awareness among the students about the importance of alumni association.

3. coordinate the filling up of the alumni proforma by the outgoing students.

4. maintain regular alumni interaction and database to connect & reconnect.

5. strengthen alumni relations through social media and seek their advice by active participation.

6. conduct guest lectures on employment opportunities through alumni interaction.

7. extend support for the needy/deserving students of the institute in association with alumni.

8. share intelligence and information on various aspects between alumni and institute.

9. seek alumni assistance in student's project/internship/placement opportunities.

10. involve alumni in curriculum-design/education/training/R&D/consultancy/extension services.

V. Interaction between industry and institute.

1. arrange guest-lecturers/workshops/training/R&D/consultancy/projects/internships/visits by signing of relevant LOUs/MOUs with various industries.

2. involve industry experts in curriculum-design and development.

3. organize programs on innovation, incubation, IPR and entrepreneurship development.

4. counsel and mentor by industry experts.

5. conduct mock-interviews and GDs with the help of professional/industry associations.

VI. Facilities for Recruiters

1. provide seminar halls to conduct pre-placement talks and computer labs for online tests.

2. facilitate GD rooms and personal interview chambers.

3. arrange student volunteers and logistics for the campus/pool drives.

4. support with stationery and photocopying facilities.

5. ensure proper hospitality for recruitment teams.

HUMAN RESOURCES COMMITTEE

The Human Resources Committee ensures the recruitment of well-qualified, trained and experienced staff in all categories/departments to meet the vision, mission, objectives, goals and norms of affiliating bodies for fulfillment of student learning in accordance with the strategic plan.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Two Teaching Faculty Members	Member
3	One Women Faculty	Member
4	Two Non Teaching Staff Members	Member
5	Head, HR	Member Secretary

Frequency of Meeting: The committee shall meet at least two times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Functions: The role and responsibilities are to

1. prepare HR policies and procedures regarding recruitment, selection, designation, induction, training, development, pay fixation, increments, incentives, promotion, retirement, resignation, termination, awards, rewards, leaves/vacation and any other matter related to HR.

2. receive staff requirements from all the departments and get it approved from GB for recruitment.

3. advertize the vacancy recruitment notification in leading national and local news papers.

4. scrutinize and shortlist the applicant based on credentials and arrange for test and interviews.

5. formulate staff selection committees as per norms for conducting interviews.

6. verify the genuineness of credentials and custody of original certificates of selected/confirmed candidates for JNTUH/AICTE/UGC/NBA/NAAC verification.

7. ensure to conduct orientation/training/development/refresher/counseling/mentoring programs for newly appointed/existing staff with eminent persons from industry.

8. identify staff assessment committees to appraise the staff of various departments to recommend for increment/incentives/training/promotion/demotion/termination/dismissal/any other purpose.

9. recommend for higher-education/QIP/lean and arrange for grant of NOC for special/sabbatical leave, issue of originals with service certificates and ensure return of all the original certificates issued by the institution along with certificate in support of the benefit availed.

10. arrange for the relieving order, service certificate, salary certificate, TDS certificate and return of original/custodian certificates if any of the staff resigned/retired/terminated after obtaining no-dues certificate and also arrange for functions such as farewell, felicitation, etc.

RIGHT TO INFORMATION CELL

The RTI cell provides any information about the institution's administration/functionality/faculty/ students/stakeholders in most transparent manner within the stipulated time on request and payment of prescribed fee under citizens' charter.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Appealing Officer
2	Information Officer nominated by HOI	Member Secretary
3	Asst. Information Officer nominated by HOI	Member
4	All HODs	Member

Frequency of Meeting: The committee shall meet atleast two times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum including HOI. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Objectives: Provide available information of the Institute as enshrined in RTI ACT to the Indian citizen on payment of prescribed fees.

1. To establish procedures to be followed in the decision making process and particulars of discharge of functions, powers, duties, responsibilities of officers/employees.

2. To provide published rules, regulations, instructions, manuals, documents and records used by employees for discharging their functions.

3. To pronounce the roles and responsibilities of the boards, councils, cells and committees etc., are accessible through website.

Functions: The role and responsibilities are to

1. document the information pertaining to the students, staff and institutional activities.

2. maintain RTI data.

3. respond within stipulated time for all queries.

4. prepare and deliver copies of the documents/data/information/order to the petitioners on approval of HOI.

5. hold on enquiry regarding relative transparency of data under question.

SOCIAL MEDIA CELL

The social media cell is single point-of-contact for coverage/communication/publication to press/ media/personnel/stakeholders about the college and its events such as traditional day, fresher's day, annual day, graduation day, guest lectures, workshops, technical fests, conferences and other interactive events. The cell maintains continuous relationship with external stakeholders through suitable media on all related activities. The cell also encourages students and faculty to cover the events and avail well equipped digital studio and software for recording, editing, compiling of various events, summaries, video-shoots, documentaries for media releases. The cell promotes institutional activities through various media-vehicles to attract prospective candidates in their admission process. The aim of the cell is to share intelligence, excellence, experiences, innovations, creativity of students/staff through this platform for answering queries, understand needs and stay connected with alumni/parents/industry/other-stakeholders and also to attract prospective students/staff.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One Teaching Staff Member from each department nominated by HOD	Member
3	One Non Teaching Staff Member from each department nominated by HOD	Member
4	Two students from each department nominated by HOD	Member
5	Coordinator, Social Media Cell nominated by HOI	Member Secretary

Frequency of Meeting: The committee shall meet at least Two times a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Functions: The role and responsibilities are to

1. be a primary source of information on academics, administration, R&D, innovations, etc.

2. promote events through website/facebook/twitter/instagram/linkedin/whatsapp/youtube/blog(s).

3. extend coverage activities i.e cultural-events/NSS/blood-donation/placement/alumni/HR-meets/ entrepreneurship/student/staff/department/institutional achievements/awards, etc.

4. issue press releases/bulletins to cover in print/digital/social media about all the activities.

5. update in bulletin boards of website, notice board and social media platforms on various campus activities/events in advance and provide blog on all events takes place.

The following are the official social media links of the institute:

Website: https://www.cmritonline.ac.in
Facebook: https://www.facebook.com/cmrithyd
Instagram: https://www.instagram.com/cmrithyd
LinkedIn: https://www.linkedin.com/school/cmrithyd
Twitter: https://twitter.com/cmrithyd
YouTube: https://youtube.com/cmrithyd

PROGRAM ASSESSMENT COMMITTEE

The Program Assessment Committee (PAC) monitors all departmental activities and the processes of program review including all stakeholders. The scope of PAC is to verify CO-PO mapping, POs & PEOs and identify ways and means to accomplish and review benchmarks, rubrics, metrics and quality standards for effective academic administrative system to achieve affiliations/accreditations/ rankings. The committee ensures that the faculty/students actively participate in workshops, develop projects, working models, R&D publications to improve academic quality by feedback analysis.

Constitution:

S. No.	Category	Status
1	Head of the Department	Chairman
2	Minimum four faculty members at all levels nominated by the HOD	Member
3	Coordinator, PAC	Member Secretary

Frequency of Meeting: The committee shall meet atleast four times in a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Functions: The role and responsibilities are to

1. prepare departmental academic calendar.

2. recommend modifications in the curriculum to the BOS, if required.

3. ensure academic standards and excellence of regular/value added/certificate courses offered.

4. offer programs for enhancement of employability skills and professional advancement.

5. monitor attainments and assessment methodologies used at course/program level to achieve/ accomplish COs and POs by developing benchmarks, rubrics and strategic plan document.

6. provide guidelines for MOUs, industry interaction, internships, R&D, consultancy and extension services.

7. involve key stakeholders to establish cells/clubs/chapters/centers-of-excellence/entrepreneurship/ innovations/incubations and report on the activities.

8. interact stakeholders continuously, collect-feedback, seek suggestions to strengthen the programs.

9. motivate staff/students to attend the workshops and develop projects/models/publish R&D papers.

10. involve stakeholders in development of vision, mission, PEOs, POs and COs attainment.

ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE

The Academic and Administrative Audit Committee (AAAC) essentially look after the quality orientation-processes in academics, examinations, R&D consultancies, extension services, administrative practices for the excellence in engineering and management education. The purpose of the committee is to devise policies, strategies and controls to evaluate the performance of the various departments/ institution and give suggestions for further improvement of the quality in relevant areas.

Objectives: The objectives of the committee are to

1. conduct SWOC analysis for quality improvement in all departments/cells/ clubs/chapters.
2. identify bottlenecks in the existing administrative mechanisms and suggest measures to reform.
3. evaluate the optimum utilization of financial and other resources.
4. ensure continuous improvement to meet requirements of affiliating/accreditation/ranking agencies

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One Representative from Management	Member
3	All Heads and Deans	Member
4	One Representative from Administration	Member
5	IQAC Coordinator	Member Secretary

Frequency of Meeting: The committee shall meet atleast four times in a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Functions: The role and responsibilities are to

1. envisage the profiles of all students, staff, department and institution.
2. provide guidelines for design and development of curriculum.
3. define various performance indicators/rubrics/benchmarks in TLP and evaluation of COs/POs.
4. conduct academic-quality audits.
5. propose guidelines on quality audits to HODs for affiliation, accreditation, and ranking processes.
6. seek action taken report from HODs, deans and in-charges on all audited reports.
7. assess the role of administrators/staff/students to maintain ethics in TLP research & outreach.
8. assess the core and professional competencies of the staff and students.
9. ensure infrastructure requirements for effective functioning of all systems.
10. verify academic and administrative compliance to achieve vision, mission, objectives and goals.

GREEN PRACTICES ASSESSMENT COMMITTEE

The Green Practices Committee aims to improve the environmental quality, decrease waste, conserve natural resources/energy and report on current environmental practices in-vogue on campus so as to provide remedial measures to sustain the environment. The committee ensures the active participation of employees and students in government sponsored/non-sponsored programmes such as Haritha Haram, Swach Bharath and Swach Pakhwada to promote green practices.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One Representative from Management	Member
3	One Representative from All Departments	Member
4	IQAC Coordinator	Member Secretary

Frequency of Meeting: Once in a semester (Preferably in the first month) and such other times, as may be required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Functions: The role and responsibilities are to

1. ensure carbon neutrality and ecological balance through green zones in campus such as academic-infrastructure, canteen, transport, parking, hostels, lawns, courtyards, etc.

2. identify the adverse environmental affects, if any and devise suitable remedial programmes.

3. set targets to achieve green campus and environmental sustainability through awareness camps.

4. conduct field visits/camps/workshops/programs in coordination with NSS, government/NGOs and stakeholders to create awareness about green practices.

5. organize frequent campus visits, prepare green audit report, get certifications, maintain all relevant reports/records and produce the same for affiliation/accreditation/certification/ranking agencies.

TIME-TABLE COMMITTEE

The aim of the Time-Table Committee is to provide effective content delivery schedules for attainment of graduate attributes. The committee prepares the consolidated academic calendar for various programs in coordination with in-charges of various departments/cells/chapters/clubs covering curricular, co-curricular and extra-curricular activities.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	All HODs	Member
3	One faculty from each department nominated by HOD	Member
4	Dean, Academics	Member Secretary

Frequency of Meeting: The committee shall meet atleast two times in a semester and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members shall constitute the quorum including all HODs and Dean Academics. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Functions: The role and responsibilities are to

1. develop well defined timetables for regular, curricular, co-curricular and extracurricular activities.

2. ensure uniformity in the time tables as per the course structure of respective departments.

3. accommodate separate time schedules for library, sports, placement training, etc by effective utilization of infrastructure and human resources.

4. provide time schedules for makeup/remedial classes/tests for slow-pace/backlog students.

5. ensure uniform distribution of workload as per norms and ensure no faculty gets two continuous sessions.

LIBRARY COMMITTEE

The purpose of the Library Committee is to act as a channel of communication between the institute library and its users. It shall assist in developing operational procedures, suggest measures for improvement and inculcate the habit of technical-readings and retrieve intelligence.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	All HOD's and Deans	Member
3	One senior faculty and one student from each department	Member
4	Finance Officer	Member
5	Purchase committee member secretary	Member
6	Librarian	Member Secretary

Frequency of Meeting: The committee shall meet atleast four times in a year and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years.

Functions: The role and responsibilities are to

1. monitor functioning of online public access catalogue (OPAC).

2. request and collect library requirements from HODs before the beginning of semester.

3. verify and approve the library requirements from all the departments as per norms.

4. consolidate library requirements of all the departments within the budget limits and recommend.

5. review the procedure for enquiry, quotations, scrutiny, negotiations, order, delivery and payment.

6. ensure process adopted for inspection, accession, stacking and adding to LIS.

7. inspect entries in accession register time to time and maintenance of e-records of issues/returns.

8. conduct audit of books/journals/periodicals/equipment/resources/stock & accession registers.

9. check display of new arrivals of books, journals, magazines, software and any other e-resources.

10. keep e-record of students and staff and visitors register with suggestions in the library.

11. insist on timely subscription/renewal of all journals, e-resources, licenses, software, etc.

12. observe availability & accessibility of DIGINET/remote access/reprography/internet/WiFi/CNET.

13. visit and check reading room, AV/digital library with suitable PAS/head gear system facilities.

14. ensure access to digital resources like NDL/NPTEL/SWAYAM/EKLAVYA/MOOCS/ INDEST.

15. ensure display of central library area/seating-capacity/titles/volumes/journals/periodicals available

16. ensure addition of required titles, volumes, journals, periodicals, magazines, news papers, AV-CD's, rare books, new/old manuscripts, e-resources and infrastructure every year as per norms.

17. bring any complaint/suggestion from the students/staff to the notice of the Director.

HOSTEL COMMITTEE

Hostel committee is responsible to frame guidelines to manage and organize the hostel smoothly in all aspects. As a part of its responsibility the committee coordinates with the wardens, students and faculty for routine day-to-day activities and functioning. The committee deploys preventive/corrective measures meticulously to monitor regularly infrastructure, lodging, boarding, drinking water, medical, counseling, communication, internet, Wi-Fi, CCTV surveillance, transport, house-keeping, sanitation, laundry, amenities, generator, recreation, library, etc, in the interest of student's welfare.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Students Affairs	Member
3	Four Faculty members residing in Hostel	Member
4	Two Lady Faculty members	Member
5	One student from each Hostel	Member
6	Warden	Member Secretary

Frequency of Meeting: The committee shall meet atleast once in fortnight and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the nominated members shall be three years.

Functions: The roles and responsibilities are to

1. frame admission guidelines with disciplinary norms and collect the application form along with undertaking from the student, parent/guardian at the time of admission in the prescribed format.

2. review digitized admission records, CCTV vigilance system and form student-floor-committee.

3. ensure secured biometric entry and exit mechanism and prevent outside interference.

4. circulate blacklisted students with details to parents/guardians, classrooms and HOD.

5. prepare a operational budget and forward it to Director for further recommendations.

6. monitor infrastructure, lodging, boarding, hygienic-mess, drinking water, dispensary, counseling, communication, internet, WiFi, CCTV surveillance, transport, house-keeping, sanitation, drainage, plumbing, electricity, laundry, cleansing of amenities, generator, recreation, library, etc.

7. conduct checks in prohibition of ragging, smoking, alcoholics, use of narcotics/drugs, smuggling, unnatural means through squads and report the same to the Director for necessary action.

8. invite quotations, negotiate, place order, delivery, service inspection and payment to suppliers.

9. monitor display of daily-menu/food-quality/nutritional-standards and suggest remedial measures.

10. have a tie up with hospitals, eminent doctors and display the contact details at conspicuous places.

11. collect feedback on the hostel facilities, analyze and suggest for improvement of services.

12. bring any complaint/suggestion from the students/staff to the notice of the Director.

TRANSPORT COMMITTEE

The transport committee ensures operational convenience in travelling for its students and staff. The committee takes care of all legal formalities of local government such as valid operating route permits, insurance, licenses, fitness certificate, training and recruitment of drivers, mechanics, helpers, regular service/maintenance of vehicles, accessories, interiors consumables, spares and rules for sub-contract operators/drivers, traffic violations, challans, parking issues, aberrations, etc.

Constitution:

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Student Affairs and Activities Cell	Member
3	One Faculty from each department nominated by each department	Member
4	Administrative Officer	Member
5	Accounts Officer	Member
6	Transport Manager	Member Secretary

Frequency of Meeting: The committee shall meet atleast once in a month and as the case may be. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

Quorum: Two-third members constitute the quorum. If there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day.

Term: The tenure of the members shall be three years

Functions: The role and responsibilities are to

1. frame operational guidelines for all the transport related matters.

2. ensure to get fitness certificates, c-book entries, route permits, clearances, special exemptions, insurance, licenses, pollution-check and clearance from the various departments of Government.

3. monitor and review the time schedules of the vehicles operators/drivers.

4. conduct surprise inspections/checks regarding occupancy, overloading, safety equipment/measures, cleanliness, fee defaulters and unauthorized boarding among staff and students.

5. receive/resolve complaints/suggestions on all transport and traffic matters.

6. collect feedback on operators, drivers, in-charges and initiate necessary action including indiscipline.

7. identify the feasibility of new routes/buses based on the demand and fix the transport fee.

8. coordinate with various bus-in-charges, drivers and operators for smooth functioning and necessary instructions.

9. check periodically the availability of the documents of buses, drivers, operators and contractors.

10. inspect the condition of the buses as per norms and report to Director.

SERVICE RULES AND REGULATIONS

CMRIT recruits staff twice a year and also on need basis. The recruitment committee comprises of external & internal subject experts, HOD and two senior staff members of the respective departments. The recruitment for all the posts are based on merit/performance achieved in the selection procedures conducted by the committees constituted for it. The recruitment process for regular posts commences with a notification/invitation to receive applications from the eligible candidates through an open advertisement/voluntary channels. However, temporary vacancies are filled through walk in interviews by constitution of a separate selection committee with the Director, Principal, HOD concerned and two experts in that field of specialization. In case of recruitment to senior positions at professor/associate professor level, the vacancies are filled by a special invitation to eminent persons those who are retired from premier academic/R&D/Govt. institutions and industry. The recruitment of technical/non-technical staff is done by a committee constituted with Director and heads of respective departments. The minimum age for all regular/full-time employment with the institution is 18 years. **No person below 18 years of age will be employed in the institution for any work under any circumstances.**

Categorization of Staff

Based on the functions they perform, the staff members of the institution are categorized under two broad heads, namely,

a. Teaching staff.
b. Non-teaching (technical and administrative) staff.

Classification of Staff

Based on the nature of position held, the staff of the institute is classified as

a. Regular/Fulltime
b. Under probation
c. Temporary
d. Contract
e. Adjunct/Visiting/Part-time/Professor-Emeritus

Appointing Authority

The Governing Body of CMRIT frames rules for all appointments and delegates the powers to Principal/Director to recruit, transfer and depute staff for all positions. The Management forms a staff selection committee for all teaching positions as per guidelines of GB. The committee includes the Secretary & Correspondent, Director, Principal and other nominated members. The Secretary & Correspondent signs all the appointment orders being an ultimate appointing authority.

Staff recruitment is a crucial, responsible, critical and meticulous process; the Staff Selection Committee constituted specifically for execution of recruitment process in a scrupulous, fair and transparent manner.

Teaching Staff and Eligibility Procedures

The teaching Staff of the institute comprises the following categories:

a. Principal
b. Deans

c. Professors
d. Associate Professors
e. Assistant Professors
f. Librarian
g. Physical Education Director
h. Any other category of post declared so by the Management.

Qualifications and Experience: The minimum qualifications, experience, requirements for various teaching posts, teacher student ratio (1:15) and cadre ratio (1:2:6) are followed as prescribed by AICTE from time to time. The following are the criteria:

Sl. No.	Cadre	Prescribed Qualifications and Experience
1	**Assistant Professor**	**Engineering & Technology** First Class Master's Degree in the appropriate branch of Engineering/ Technology (No minimum experience required). or First Class Bachelor's degree in the appropriate branch of Engineering/ Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech./ME within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement. **Master of Business Administration** First Class MBA Degree with NET qualification/M.Phil. **Non-Engineering** PhD in concerned subject or first class PG. in concerned subject with SET/NET Qualification. (No minimum experience required).
2	**Associate Professor**	**Engineering & Technology** Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching / Industry / Research at the level of Assistant professor or equivalent. or First class at Master's level in the appropriate branch of Engineering/ Technology with 5 years experience in teaching/Industry/Research at the level of assistant professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor. In the case of Universities/University departments and the institutions offering PG programs/Research, PhD is a must. For candidates from Industry, Professional experience in R&D and patents would be desirable requirement failing which the increments will be stopped until Ph.D. is earned. Candidates from Industry/Profession with first class Bachelor's degree in the appropriate branch of Engineering/Technology or First Class Master's Degree in the appropriate branch of Engineering/Technology. and Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 2 years experience at a position equivalent to Assistant Professor level would also be eligible.

		Master of Business Administration
		Ph.D. degree with first class at Bachelor's and Master's level in management and 2 years experience in Teaching/ Industry/ Research.
		or First class Master's degree in Management with 5 years experience in teaching/industry/research at the level of Assistant Professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor.
		Candidates from Industry/Profession with first class masters degree in any area of Management / commerce.
		and Professional work experience of 7 years in relevant industry. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.
		Non-Engineering
		Ph.D. and first class Master degree in concerned subject along with a minimum of 5 years teaching experience at UG/PG or Engineering are eligible.
3	**Professor**	**Engineering & Technology**
		Ph.D. degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology with 10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Associate Professor and/or equivalent.
		or Candidates from Industry/Profession with Master's degree in Engineering/ Technology and with professional work which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Associate Professor would also be eligible.
		Master of Business Administration
		Ph.D. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution with First Class MBA/other relevant management related disciplines recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE/AIU with 10 years experience in Teaching/ Industry/Research out of which 5 years must be at the level of Assistant Professor.
		Candidates from Industry/Profession with First Class MBA/other relevant management related disciplines/PGDBM/PGDM programmes (minimum 2 years duration) recognized by AICTE/MHRD/UGC and declared equivalent to MBA by AICTE/AIU.
		and Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years managerial experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor would also be eligible.
		Non-Engineering
		Ph.D. degree with first class Master's level in the relevant subject with 10 years experience in Teaching/Industry/Research out of which 5 years must be at the level of Associate Professor and / or equivalent.

4	**Librarian /Assistant Librarian**	Qualifying in the National Level test conducted for the purpose by the UGC or any other agency approved by the UGC.
		Masters degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.
5	**Physical Director**	A Masters degree level in Physical Education (two year course) or Masters degree in Sports or an equivalent degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record.
		Record of having represented the University/College at the inter-university/inter–collegiate competitions or state in national championships.
		Passed the physical fitness test.
		Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.
6	**Director / Principal /Head of Institute**	Qualifications as above that is for the post of Professor, as applicable
		Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/ or Research and/or Industry
		In case of research experience, good academic record and books / research paper publications/IPR/patents record shall be required as deemed fit by the expert members in Selection committee.
		If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/ patents, etc. as deemed fit by the expert members in Selection committee.
		Flair for Management and Leadership is essential. for holding the post of Director/Principal shall be 65 years.

*   *Unanimously declared equivalent to Ph.D. by a 3-members expert committee duly approved by BOG/Senate Syndicate/Academic Council of the affiliating university.*

Note:

1. If a class/division is not awarded at B.E./B.Tech. or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.

2. In the discipline of Computer Science Engineering/Technology, in lieu of the "First class degree at Bachelor's and/or Master level in the appropriate branch, "a first class Master's degree in Computer Science Engineering/Technology together with a first class Bachelor's degree in any area of Engineering Technology will be acceptable.

3. The eligibility criteria varies based on the changes stipulated by AICTE/UGC.

Percentage Equivalence of Grade Points for a Ten Points Scale

S. No.	Grade Point	Percentage of Marks
1	6.25	55
2	6.75	60
3	7.25	65
4	7.75	70
5	8.25	75

General Norms for Experience

1. The teaching experience in engineering colleges, degree colleges, post graduation colleges and polytechnic colleges in the relevant subject only will be considered.

2. Teaching experience in schools, junior colleges and private coaching centers, training centers will not be considered.

3. In case of industrial experience, experience from organizations having more than five crore turnover and registered as private limited and public limited companies only will be considered.

Recruitment Procedure

The vision of CMRIT translated into organizational goals to identify, recruit and retain highly qualified, talented, faculty/staff from diverse fields, for various positions in all academic areas who contribute directly to achieve the set goals and objectives. The recruitment of vacant/new posts shall be filled through an open advertisement/invitation/ promotion of internal staff members on sanction/approval in the Governing Body.

The process of recruitment includes:

a) Search for prospective candidates
b) Shortlist prospective candidates
c) Preliminary Selection – Staff Selection Committee
d) Final Selection – JNTUH SCM for the Selected Candidates

1. Search for Prospective Candidates:

The process includes:

a. advertisement in leading newspapers/dailies in Telugu & English with the details of the openings/vacancies, eligibility criteria, scale of pay and other conditions.
b. periodical updates of the vacancy positions in detail on the website.
c. The faculty members can also refer potential candidates about the vacant positions.
d. The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature

Application Procedures:

The eligible candidate has to submit the application through mail/in-person as per norms in the administrative office within the stipulated time frame. The age limit is as per the AICTE/UGC/ state government norms and subsequent orders in force. Retired personnel from teaching/industry and R&D are also encouraged to apply for the posts. Incomplete or partially filled-in applications without the self-attested copies of the relevant documents summarily rejected.

The submission of documents should include,

a. duly filled-in application form (downloaded from the college website).
b. a copy of JNTUH-UID, if the same is not available, the candidate has to register in Faculty Registration Portal of the university and obtain JNTUH-UID.
c. separate application for each post, if the candidate wishes to apply for more than one post.
d. fresh application, if the candidate applied for the same post before.
e. qualification/service/other certificates along with OD/CMM/PC.
f. any other documents as per the prescribed norms.

2. Short listing of prospective candidates:

Upon receipt of applications from candidates the administrative office consolidates & summarizes the relevant applicants' information and forwards it to the respective HODs.

The shortlist process is two-fold, as detailed hereunder:

a. to reject applications that do not meet the eligibility criteria.

b. to shortlist the potential/competent candidates based on eligibility criteria and recommend them for interviews to the Staff Selection Committee.

The primary concern of the HOD/BOS/Committee should focus on the applicant's academic track record, qualifications, teaching, industrial and research potential experience based on the requirements of the respective departments and as per the parameters issued. The shortlisted candidates should be sent to the administrative officer in the order of merit along with their comments and observations as a part of recruitment procedure. The shortlisted candidates may perform faculty eligibility test conducted by the institute followed by a technical demo cum interview.

3. Primary Selection - Staff Selection Committee:

The Selection Committee is constituted as per the instructions of GB for each department for selection of the shortlisted candidates through interview. The following are the members of the committee:

a. Director - Chairman of the Selection Committee
b. Head of the Institution/Principal – Member Secretary of the Selection Committee
c. Representative of the Management - Member of the Selection Committee
d. HOD/BOS of the Department - Members of the Selection Committee
e. Two Senior Faculty Members from the concerned Department as subject experts
f. Subject Expert - Member of the Selection Committee (Preferably from JNTUH)

The committee evaluates the prospective candidates for a particular position and successful candidates under their evaluative observations are recommended for appointment. The selected candidates are issued offer letters to accept the same and join in the institution within the stipulated time. The appointment orders are issued to candidates from whom the acceptance letters are received.

The selected candidates for appointment to various posts should appear before JNTUH staff selection committee and prove themselves for the post for which they have applied for and onus of proof of qualifications and experience should rest with the candidate only, any failure in this regard from the end of the candidate leads to cease the appointment. Based on the recommendations of 'JNTUH staff selection committee' the candidates would be considered for final appointment.

4. University Selection Committee Meeting

A Committee is constituted with the following members under the chairmanship of the Secretary & Correspondent of the CMRGI, to oversee the selection procedure. The members of the committee include

a. Chairperson (Secretary & Correspondent of CMRGI)
b. Principal, CMRIT
c. Head of the Department/BOS
d. Two nominees from affiliating university

e. Two subject experts from outside of CMRIT
f. SC/ST/OBC/Women/Differently Abled, if any

The committee interviews the new/internal candidates and recommends the selected candidates for appointment at the discretion of the Director. The appointed faculty should upload the certificates of qualification, experience, relieving order of the previous immediate institution, appointment letter and SCM in the Faculty Registration Portal of the university along with the joining report and a copy of the JNTHUID which must be submitted in the Administrative Department.

5. Appointment of Principal

A Committee is constituted with the following members under the chairmanship of the Secretary & Correspondent of the CMRGI, to oversee the selection procedure. The members of the committee include

a. Chairperson (Secretary & Correspondent of CMRGI)
b. One nominee from affiliating university
c. Two administrative experts (Principal) from outside of CMRIT
d. SC/ST/OBC/Women/Differently Abled, if any

The desirous applicants for the post of Principal should be with an endorsement from previous/existing organization on the application. The committee interviews the new/internal candidates and recommends the selected candidate for appointment. The appointed faculty should upload the certificates of qualification, experience, relieving order of the previous immediate institution, appointment letter and SCM in the Faculty Registration Portal of the university along with the joining report and a copy of the JNTHUID which must be submitted in the Administrative Department.

6. Appointment of Visiting Faculty/Adjunct Faculty/Trainer

The candidature of an applicant for Adjunct Faculty position is discussed initially at department level and is forwarded to selection committee with specific comments about the suitability of candidature. If the Department recommends a candidate for Adjunct Faculty position, the selection committee comprises of the following members to examine the candidature:

a. Director
b. The Principal
c. The Head of Department Concerned
d. The Dean (Academics)/Senior Most Faculty
e. One External Expert Member

The list of recommended candidates for a given particular post and forward to the Secretary & Correspondent for further consideration & approval. The period of appointment is valid for a maximum of 3 years and as decided by the Secretary & Correspondent. The strength of adjunct faculty shall not exceed 25% of sanctioned limit. The appointed adjunct faculty has to undertake following responsibilities:

a. Teaching conventional higher education, skill based and research courses.
b. Training.
c. Research.
d. Services.
e. Any other work as assigned by the HOI, time to time.

Non-Teaching Staff and Eligibility Procedures

The following comprise the Non-Teaching Staff positions along with the required qualification and Experience for each position:

S.No.	Category	Designation	Qualification
1	Administrative Staff	Administrative Officer	Master Degree or Degree from any recognized University with minimum 5 years experience in a reputed administrative position, preferably with knowledge of working in an educational institution.
		Accounts Officer	A Bachelors Degree with atleat 5 years service in managing accounts in a reputed concern, preferably CA/ICWA.
		Assistant Librarian	Masters degree in library science/information science/documentation or an equivalent professional degree with at least 55% of the marks or its equivalent CGPA and consistently good academic record, computerization of library.
		Senior Assistant	A Bachelors Degree with at least 5 years service in the lower category
		Steno Typist	A Bachelors Degree with a knowledge of (a) Typewriting English Higher Grade (b) Shorthand English Lower/Higher Grade and (c) Knowledge of MS Office
		Junior Assistant / Junior Assistant cum Typist	A Bachelors Degree with a knowledge of (a) Typewriting English Higher Grade (b) Knowledge of MS Office
		Junior Assistant	A Bachelor's degree with a knowledge of MS Office
		Data Entry Operator	Passed Higher Secondary with DCA/DTP Certificate
		Xerox Machine Operator/ Office Asst. /Attender	10th passed
2	Technical Staff	Workshop Superintendent	B.E./B.Tech. Mechanical/Civil Engineering with 10 years of experience in the relevant field.
		System Administrator	B.E./B.Tech. or equivalent in Computer Science with 5 to 6 years of experience in networking and system administration.
		Programmer	B.E./B.Tech. (CSE)/ M.Sc.(Comp. Science)/MCA
		Computer Operator	Any Degree with Computer knowledge.
		Technician / workshop Instructor	I.T.I. in the concerned trade & Apprenticeship.
		Lab Assistant	Diploma or ITI with 2 years of experience in the relevant field. In case of Physics & Chemistry, a degree in the respective discipline.
3	General Services	Maintenance Engineer/Works Supervisor	Degree or Diploma for the respective branch with minimum of 7 years of experience in maintenance
		Mechanic	Diploma with 3 years experience or ITI with 6 years of experience.
		Electrician	ITI certificate in relevant trade with 3 years of experience in an academic institution or industry
		Plumber	
		Drivers	10th Passed with Heavy Vehicle License
		Sweepers	10th passed

Non-Teaching Staff - Recruitment Procedure

The Selection Committee is constituted by the Governing Body which interviews and shortlists/ selects/recommends candidates for non-teaching posts. The selection committee comprises the following as its constituent members:

a. Director
b. Principal
c. Dean (Academics)
d. Respective Head of the Department
e. AO

The procedure for recruitment of non-teaching staff includes:

The respective Head forwards the consolidated requirement of the department/cell to the Director through the Principal for recruitment. Applications are called through open advertisement, referrals and also by voluntary channel. A technical interview and demonstration of skills is conducted by a committee comprises of the Head and a senior faculty. However, temporary vacancies and candidates from voluntary applications are filled by selection of candidates through walk-in-interviews.

Note: for candidates with more experience, relaxation in qualification may be given by the Management subject to the ratification of the same by the Governing Body.

Offer Letter for Appointment

The selected candidates under regular/full-time employment are issued an offer letter based on the recommendations of the Staff Selection Committee and Director. The appointment order is issued by the Secretary & Correspondent on the day of joining. The Secretary & Correspondent may entrust the powers to the Director to appoint any adhoc/contract/ part-time staff. All the adhoc/contract/part-time appointments are on consolidated-pay subject to TDS as per norms.

Re-Appointment

Management can reappoint after superannuation of an employee for a further period of one-year treated as a fresh appointment and is extendable. No person is eligible for re-appointment under any circumstances if the employee is/was dismissed on disciplinary grounds.

Compliance requirements of the employee at the time of joining service

A person is deemed to have joined in the service from the date on which the candidate reported at the office on any working day. The candidate shall join on or before the last date as specified in the appointment order. In general all the joining reports are accepted only in the forenoon otherwise the service would be considered from the next working day for all service related matters.

The candidate should complete the necessary formalities in the Administrative office and report to concern Head with no time and submit the following documents to consider the appointment & service in the institution

1. Latest Resume
2. Registration copy of JNTUH-UID (for Teaching Staff)
3. A set of scanned copies of all the certificates in prescribed format by JNTUH (for Teaching Staff)
4. Passport Size Photos
5. Bank account No, copies of AADHAAR and PAN card.

6. Educational details and relevant certificates of SSC, Inter/+2, B.E./B.Tech., MBA, MCA, M.Sc., MA, M.Tech., M.Phil., Ph.D., experience certificates, softcopy of thesis, guide details, Ph.D. admission letter (if any), genuinity certificates and any other relevant certificates.
7. Relieving, service /experience certificate and pay slips from previous organization/employer.
8. Joining report accepting to render a minimum of one year of service.
9. Upload of all the relevant documents such as SCM, appointment order, qualification certificates, publications, PAN, AADHAAR etc. in JNTUH faculty registration portal.
10. Medical certificate issued by a doctor not below the rank of Asst. Civil Surgeon.

Induction Programme

All the fresh appointees should undergo an induction programme. The induction and training is conducted individually or in batches for newly joined staff for a period of two to four days to,

1. introduce with the existing staff and in particular with the respective department.
2. acquaint with the culture, norms, standards, affiliations, roles & responsibilities and expectations.
3. facilitate the individuals with the curriculum, schedules, sessions and other academic matters.
4. provide necessary awareness to adopt to the TLP process followed in the Institution.

Service Records

1. A service book is maintained by the HOI to record the performance of the employee.
2. All official activities of the employee are recorded in the service book, and attested by the HOI.
3. Every employee verifies the entries & signs in their service book in the month of April every year.
4. The SR contains information about the employee from the date of joining to the date of relieving.
5. Update service record with the data such as dates of appointment/joining/probation/confirmation/ regularization/increment/promotion/re-instatement/appreciation/demotion/memos/notices/QIP/all leaves/salary details and any other details related to service.
6. The same record continues if the employee rejoins within three years from the date of resignation retirement. However, the rejoining is treated as a fresh appointment.
7. SR will be destroyed after five years from the date of relieving/retirement from the service.

Pay Fixation Procedures

The basic compensation includes fixed pay, incentive pay and all other pay benefits as per statute. The following are the details:

1. **Pay Scales:**

   a. **Teaching Staff:** AICTE/UGC scales of pay as applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.

   b. **All other Posts:** Scales, as prescribed by the governing body from time to time.

2. **Entitlement of Pay:** An employee is entitled for pay from the date of joining. The employee is not entitled to draw salary (other allowances, if any) from the day the employee is relieved from services. Salary is credited to the employee's bank account on the day as fixed by the management every month.

3. **Allowances:** DA, HRA, CCA, other allowances are as per norms and approved by GB.

4. **Pay Fixation:** An employee who is appointed for fulltime regular post is entitled for a scale prescribed by AICTE/UGC and mentioned in appointment order. However any special promotions, increments either by CAS/MPS will be then and there added to basic pay only.

5. **Incentive Pay:** The outstanding performance of faculty members will be separately rewarded.

6. **Increments:** Increments are fixed based on the qualification, experience and position at the time of appointment for all the cadres and annual increments will be granted as detailed below:

   a) A basic minimum increment will be granted to each and every employee in their cadre as per norms subject to following conditions on submission of self-appraisal report through proper channel followed by a satisfactory-report from staff evaluation and assessment committee appointed for granting of increments and promotions.

   b) The increment in case of teaching staff will be decided based on stakeholders feedback along with HOD/HOI/Director. In the case of non-teaching staff, the tune of increment will be decided based on their functional performance and recommendations of respective HOD.

   c) A prescribed form will be given to all the staff members consisting different levels, parameters and metrics in line with API suggested by AICTE/UGC guidelines.

   d) The annual increments will be directly affected by excess use of all leaves/vacation/OD beyond a limit which may lead to cease of annual increments. However, in special cases management may exercise the discretion with intimation to GB.

   e) If any employee couldn't secure annual increment consecutively for three years whatsoever may be the reason may not be eligible for continuation of services in the institution and also for reappointment. In no case institute entertain the candidature for fresh appointments also.

   f) However to those faculty members who secure Ph.D. in between academic year will be granted two increments in the existing cadre iff they do not claim the same benefit on the submission of Ph.D. thesis at the beginning of the academic year or at the time of joining.

   g) Institute reserves the right to release the increments till the employee successfully completes the probation. The Secretary & Correspondent is the ultimate authority to sanction the increment for the Director, Principal and all other staff of the institute.

7. **Performance Appraisal Procedure:** There is an effective performance assessment mechanism is in place in the institution to apprise faculty performance based on feedback from the students, colleagues, seniors, HOD, Director, other stakeholders and R&D contributions of the faculty member. All the faculty members in general supposed to submit a self appraisal report to HOD on demand for assessment purpose in prescribed format which may be changed time to time based on the requirement of the institution. The assessment committee members forward their remarks to the Director for further assessment and action followed by approval of the Management.

   The following table shows the category wise minimum score required

S. No.	Category	Maximum score	Minimum Score Required*		
			Assistant Professor	Associate Professor	Professor
1	Teaching, learning and evaluation related activities	100	60	60	60
2	Co-curricular, extension and professional development related activities.	50	30	30	30
3	Research & academic contributions	**	20	30	40

* Minimum points required for award of annual increment under each category
** There is no upper limit for the maximum API score for 3rd category.

i) The committee after assessment may recommend one or more of the following initiatives

    a. To continue in the present position.
    b. To consider for promotion to a higher position.
    c. To consider annual increment or hike in remuneration based on the performance.
    d. To extend training period.
    e. To terminate services.

ii) Appraisals are not applicable for employees who are appointed on ad-hoc, part-time, contract basis, visiting and adjunct faculty.

iii) The faculty has to submit the self-appraisal form to the concerned HOD, who in turn scrutinize and discuss before the committee and handover to the Director. The remarks shall be sent to Secretary & Correspondent for final approval. For technical and non-teaching staff, the HOD, Principal and Director will recommend to the Secretary & Correspondent with their remarks for final approval.

iv) The employee who received two show-cause notices from the Director through HOD is not eligible for any increment though they have submitted their self-appraisal form and no assessment should be carried out for a period of one year and the employee is summoned to review whether the services to be continued or not. The management may take appropriate decision based on the review petition of the employee.

v) Continuous absenteeism, habitual late comers and irregularities in attendance more than five days in a month under no case considered for assessment and sanction of increment.

8. **Withholding of Increment:** When the increment of an employee is withheld due to disciplinary action that leads to postponement of future increments also. At the discretion of Director and Secretary & Correspondent, the cumulative affect of increments may be waive.

9. **Reduction of Pay:** When the pay of an employee is reduced based on performance assessment reports committee recommendations for a lower pay than that of existing pay due to continuous poor performance after many reminders at the discretion of the management.

10. **Advance Increments:** The Governing Body is the ultimate authority to sanction advance increments. The Director is a competent authority to offer higher basic pay to the deserving/ existing employees and report the same to Governing Body for approval.

General Conditions of Service

1. Medical Fitness

All the candidates whoever appointed in whatsoever may be the position must produce a medical certificate from an approved medical officer not less than the rank of assistant civil surgeon regarding their fitness and health, if anything found wrong at later stage will be subjected for prosecution and no compensation will be offered further & recover previous compensation also.

2. Whole-Time Employee

a. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to employee by the Director even beyond the scheduled working hours, on holidays and Sundays.

b. All employees in general prohibited to undertake any work outside the institute and shall devote whole time to the service of the institute and execute such duties as may be assigned

by the Director. The employee shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of the duties. However, this condition shall not be applied for R&D and consultancies undertaken with the prior permission of the Director & rules imposed by Governing Body.

3. Probation

a. All employees appointed to the regular post shall undergo on probation for a minimum period of two years without any break in the service unless and otherwise condoned by Director for confirmation of their appointment to avail the benefits offered by the institution.

b. Employees appointed to higher post by promotion shall also be on probation for a period of one year.

c. The Director shall have the right/power to extend the period of probation of any employee of the Institute for such period as may be found necessary.

d. Any person appointed temporarily in any post and is subsequently considered for regular post, the probation in those cases would be from the date of first appointment at the discretion of the Director.

e. The services of employees on temporary/contract/ad-hoc basis can be terminated at any time without any notice.

4. Confirmation

On satisfactory completion of probation including extended period may be confirmed by the Director on approval from Governing Body, if no intimation is received from the Director's office, it means and includes the employee is still on probation.

5. Seniority

The seniority of an employee in a post is counted based on the merit order of the selection committee, in case of two or more persons selected & appointed on the same day to the same post.

6. Promotion

The Director call applications time to time from the eligible internal staff aspired for higher level positions in the institution and send the proposals for internal promotions based on the consideration of API/SPI and contributions made by the employee to the institution which in turn will be approved by the Governing Body.

The Director constitutes a committee for selection of internal candidates for consideration of promotion based on their eligibility and contributions. All internal applications will be reviewed first at the department level and the shortlisted applicants go through a peer review assessment process and appear before selection committee.

The following aspects are considered to decide on promotions:

a. Promotions are made as and when vacancies occur in the next higher cadre of post.

b. Promotion cannot be claimed as a matter of right.

c. The Governing Body holds all the discretion to decide whether to fill a vacancy or not.

d. All promotions are based on employee contribution, competency, seniority and sincerity.

e. CAS/MPS are considered by the institution subject to the confirmation by the Affiliating Body.

7. Demotion

The Director has all the rights and discretion to demote an employee on disciplinary grounds as per norms and may waive punishment after a specified period for which salary may also affect on approval of Governing Body.

8. Transfers

Any employee may be transferred on administrative grounds between departments & group institutions either with/without any change in the cadre and the terms & conditions remain same.

9. Retirement

a. All staff members in general retire on superannuation as per government norms and at the discretion of Director and Governing Body, the services of employee can be extended.

b. The management of the institute extends the benefit of service for the entire month though the employee retires on the first day of the month.

c. The institute communicates in written to the employee atleast three months before the date of superannuation and no employee will be in administrative position during this period.

d. No employee should accumulate more than 30 days of leave by the year of superannuation. However, the employees about to retire are not allowed to avail leave for more than nine days continuously. If any employee accumulates leaves beyond the norms are not en-cashable, enjoyable and should forgo.

10. Resignation

a. Any faculty with confirmed regular service shall give a notice of three months in case of resignation on personal grounds or they shall pay three months salary in lieu of notice. The date of notice of resignation would be the date on which the resignation is accepted/letter of resignation submitted whichever is earlier in the office on approval of the Director and GB. However, as a matter of policy no resignations are entertained in the middle of the semester.

b. Any support staff with confirmed regular service shall give a months' notice in case of resignation on personal grounds or they shall pay one month salary in lieu of notice. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief, whichever is earlier.

c. In-principle, QIP is allowed to all the staff members till the age of 50 years and the employee should put up a minimum service of three years with in the age limit. The employees who awarded with higher qualification shall work for a minimum period of three years after the award of the degree. It there is no such possibility of extending three years of service the staff member liable to return the emoluments/benefits forgone by the institution on QIP. However, the Director has the right to waive the notice period or the compensation thereof.

d. The following conditions apply for resignation:

   i) In general no resignation will be accepted in middle of the semester and academic year in case of faculty availed QIP.
   ii) The letter of resignation has to be forwarded through proper channel.
   iii) During the notice period no leaves will be allowed. If the employee is absent from the duties during the notice period, the notice period is extended.
   iv) The faculty should submit a no-due certificate in the appropriate Proforma.
   v) The institute issues a "relieving order" along with "service certificate" and returns the documents pertaining to the faculty.

11. Applications for outside appointment

    a. A staff member, who is on probation, shall not be permitted to apply for outside jobs; if any staff applied for the same, should resign and remit notice period salary in advance to apply on such occasions.

    b. The number of attempts restricted per faculty member is only two in their service, otherwise, at the discretion the Director on approval may terminate without any notice.

    c. Director has every right to withhold such applications from such employees, till they get alternative in specific cadre.

List of documents to be submitted at the time of relieving

a. No-dues certificate from all the departments.

b. All the documents like counseling file, course file, ID card, college belongings, etc.

c. All official apparatus issued to the employee to discharge the duties including and not limited to records/books/periodicals/mobile-phone/sim-card/data-card/laptop/desktop/pen-drive/cds/login-credentials/passwords/stationery etc., and all other items that have officially been given to the employee either to the HOD or any person authorized in this regard.

d. Clearance certificate that all types of dues/advances taken during service have been paid.

e. Vacate office/accommodation, handover the keys and complete other formalities instantaneously before-relieved/on-termination whichever is earlier and at the discretion of Director.

f. The office vehicle should be handed over along with no damage certificate from transport in-charge a day before being relieved from service.

g. The document duly signed with the list of items/apparatus handed over to the person authorized by Director.

h. Exit interview form duly signed by the official who has conducted the exit interview and counter signed by HOI. This is a formality faced by every employee who resigns from the organization which is conducted by HOD of any other department/HR Manager/Dean (Admin).

Biometric Attendance Policy

The Biometric Attendance Monitoring System (BAMS) has been installed to cater to the stated needs i.e., improve the attendance efficiency, automated monitoring of leave records and over all working environment. This policy is applicable to all staff members invariably.

The rules for operation of the system are as follows:

1. The BAMS is monitored by the Director and maintained by the Principal with the help of AO.

2. Adequate number of machines has been installed in front of Director's office to expedite BASJNTUH and BAMS-CMRIT to run payroll accounting and ELMS-CMRIT to monitor entry/exit time of the staff as per norms.

3. It is mandatory to all the staff members to provide thumb impression in BASJNTUH and face recognition in BAMS-CMRIT for entry/exit time along with physical signature in attendance register followed by personal report to respective head within five minutes. There is no exception to any staff member in this regard.

4. In general the office hours are from 09:00 AM to 05:00 PM with 50 minutes of lunch break from 01:10 PM to 02:00 PM. The academic timings are from 09:00 AM to 04:10 PM with 50 minutes

of lunch break from 12.10 PM to 01.00 PM and these timings are to be scrupulously observed to maintain punctuality, sanction of OD/CCL/vacation and linked to compensation.

5. The attendance of any staff member would be recognized only when the entries that are recorded at the times specified above. Any deviation will be treated as half day leave and adjusted against to their leave account, except in cases obliged by the Director. However, there are two one-hour permissions either early/late are permitted per month by the Director at the discretion as per rules in force which may change from time to time.

6. Staff members wish to avail half-day CLs should make a note of that they shall mark in & out time during the lunch break only as specified.

7. Irregularities in attendance report if any should bring to the notice of the Director then and there.

8. In case OD more than a half-day, the staff member should apply through ELMS and inform the Director through proper channel about the inability to mark attendance in BAS/BAMS. In case emergency ODs of staff on forenoon should be marked soon after their arrival to the office.

9. All BAS/BAMS machines installed under CCTV surveillance and a disciplinary legal action is initiated against staff member if found unfair/tamper/malware-used against equipment/system.

10. It should be noted that a consolidated monthly statement by BASJNTUH will be considered for termination/ceasure of service without any notice and their names will be hot-listed in institute website.

Leave Rules

General: Leave records are maintained on the basis of calendar year and leave is not a right. Leaves once sanctioned can be revoked or cancelled at the discretion of the Director in case of emergencies. The staff leave record is maintained by ELMS-CMRIT and all leaves must be applied & processed through the LMS only for all practical purposes. Staff applied leave in ELMS should make alternate-arrangements/substitutions against class-work/ duties assigned to them. Leave will not get escalated to the HOD/Director without the proper adjustment. Leaves cannot be applied after availing them as the system will not accept and such leaves will be considered as loss of pay.

The rules for applying leave are as follows:

a. Leave shall be availed only on approval from the respective sanctioning authority.

b. Application for the leave should be submitted through the respective Head of the Department.

c. All leave applications should be submitted well in advance with alternate arrangements so as to avoid that the regular assignments are not affected.

d. An employee can leave headquarters only with prior approval from the Director and should be in touch with concern HOD and resume-back to office in no time in case of any emergencies.

e. The Secretary & Correspondent is the competent authority to sanction all types of leaves to the Director and the Director is competent to sanction all leaves to the Principal/staff members.

f. HOD is competent to sanction leaves and refuse on administrative grounds on approval of the Director.

Recall from Leave: An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The un-availed period of leave will be credited to the account of the employee.

Return to Duty on Expiry of Leave: An employee on leave is prohibited to return to duty before the expiry of leave granted unless permitted in writing to do so by the authority sanctioning the leave. The employee shall return to duty on expiry of leave and is not permitted to merge/extend the leave.

Categories of Leaves

The following are different categories of leaves for the staff members with confirmed regular service on successful completion of probation for each cadre of fresh appointment. The leaves to honorary positions after superannuation i.e., professor emeritus/visiting/adjunct are at the discretion of Director.

Casual Leave (CL)

Casual leave is allowed for a period of 8 days to all the staff members in a calendar year. If any employee joins the institute in the middle of the calendar year, the quantum of casual leave admissible will be on pro-rata basis. It may be granted for a period not exceeding 5 days at a time, including holidays. Unutilized CL if any will automatically lapse on the last day of the calendar year. However, no staff member is allowed to put-on leave on first and last working days of calendar year. Staff can avail CL on prior approval with proper adjustment of their assignments, duties & responsibilities and should not be combined with any other leave. The facility of half day CLs is also available.

Special Casual Leaves/Medical Leave (Applicable to fulltime regularized staff members)

Special half-pay leave for a maximum period of ten days in a calendar year may be granted to fulltime regularized employee who has completed three years of successful service on genuine medical grounds i.e., any critical illness which demands hospitalization of a minimum of seven days including date of admission/discharge subject to the submission of a valid proof of hospitalization. Special casual leave should not be combined with any other leave/vacation except OD.

Vacation & Privilege/Earned Leave

1. All the teaching staff members are entitled for four weeks of vacation i.e., one week winter & three weeks summer subject to the service conditions as shown in table of guidelines for vacation.

2. Non-teaching staff members are eligible for vacation as per the stipulated the guidelines.

3. Unless & otherwise instructed by the Director, all the faculty members shall avail vacation in two spells only and spell should not be less than ten days including holidays/Sundays.

4. All the faculty members are eligible for seven days of privileged/earned leave for their every year of service and should be availed within five years of service only.

5. All the non-teaching staff members are eligible for five days of privileged/earned leave for their every year of service and should be availed within five years of service only.

6. An encashment of privilege leave available to all staff members after successful completion of five years of service without any loss of pay/extraordinary leave/OD beyond limits/abnormal leaves and the amount of encashment will be disbursed in the next following year as a credit equally for twelve months only. The en-cashable amount would be the average monthly salary of five years.

7. Leave earned by each employee will be credited to the employees' privilege leave account only at the end of each completed year of service; i.e.; the leave earned in any particular year can be availed of only during subsequent years.

8. Vacation may be taken in combination with privilege leave and no extra ordinary leave should be combined, provided the total duration of vacation and leave shall not exceed 60 days in two spells subject to the condition of JNTUH.

9. However, such leaves are entertained only during clear semester/vacation break on proper adjustment of special and additional responsibilities at the same cadre on approval of HOD.

10. Staff members on temporary/ad-hoc/contract basis are not eligible for privilege leave and vacation.

Extra-Ordinary Leave (Applicable to fulltime regularized staff members)

a. Extra – ordinary leave may be granted in special circumstance mentioned below.

    i)   When no other leave is available
    ii)   When other leave being admissible, the employee applies in writing for extra ordinary leave

b. No salary, pay, allowances and increments are admissible during such leave.

c. Extra ordinary leave should not be combined with any other leave/vacation.

d. No extra-ordinary leave condoned beyond 90 days and leads to termination of service without any further notice and eligible to appoint afresh.

e. Extra-ordinary leave may be granted

    i)   On medical grounds on the basis of a medical certificate.
    ii)   When a teaching staff member wishes to go for higher studies.
    iii) For discrete periods of absence without leave retrospectively and can be commuted.

Academic and On-Duty Leave (Applicable to fulltime regularized staff members)

1. **Academic leave**:

    i)   Academic leave of 5 days in a year may be sanctioned at the discretion for the purpose of attending QIP/higher education i.e., SEE/viva-voce/pre-Ph.D./Ph.D. examinations but not for entrance tests and can't be carried forward to the next year in case of non-utilization. Such leave cannot be treated as OD.

    ii)   Aspirants of Ph.D./Post-Doc/M.Tech. courses before proceeding need to apply to the Director with complete details of the program they intend to do through CAC/R&D committee. The Director may consider based on the recommendations of the committee for some support case to case basis and no operational precedents are to be referred

    iii) Academic leave will not be sanctioned during vacation/privilege leave/extraordinary leave.

    iv) Application for AL should always be accompanied by the relevant correspondence.

2. **On-duty leave:**

    i)   A maximum of 10 days of On-duty leave for faculty members may be granted by the Director for the purpose of SEE for labs/spot-valuation/observer/BOS/AC/GB meetings, attend/present papers at conferences, R&D works, seminars, workshops, TTP, SDP, etc.

    ii)   Application for OD should always be accompanied by the relevant correspondence.

Maternity Leave: (Applicable to fulltime regularized staff members)

a) Maternity leave is admissible to women employees only who have put-up atleast two years of regular service in the institution and can be availed twice during their entire service period.

b) The leave is not admissible in the case of a woman employee who has two or more surviving children.

c) Maternity leave may be sanctioned up to 90 days for

    i)   Women employee who have served at least two years in this college are eligible to avail maternity leave for 90 days, out of which 30 days with full salary, 30 days with half salary and 30 days without salary, but the period will be counted for service. Provided they should continue in service for another two years.

    ii)   In all other cases it will be without pay and the service will not be counted.

iii) Salary will be paid only after the employee re-joins duty.

iv) Any violations to rule c (i) above liable to return the total monetary benefit claimed from the institution.

Marriage Leave

Staff who have put in a minimum of two years of service are eligible for a special leave of three days in case of first marriage. However, in genuine reasons with genuine cases, the day of marriage will be considered as marriage leave.

Leave due to bereavement in family

On sudden expiry of an employee's kith and kin, three days of special leave is permitted.

Compensatory Casual Leave (CCL)

a. All the staff members are eligible for CCL at the rate of one day for every day subject to a maximum of five days in a calendar year for their duties on Sundays/holidays and in case of non-remunerative duties that are assigned by HOD on approval from Director. No CCL granted to any remunerative duties of any kind of examinations.

b. CCLs cannot be combined with any other leave and lapse after three months.

Guidelines for Leaves

S. No.	Leave Type	Maximum No. of Leaves per calendar year for Staff		Description
		Teaching	Non-Teaching	
1	Casual Leave	8	8	Generally one in a month with permission.
2	Privilege/ Earned Leave	7	5	with prior approval and protocol. Can be called in case of emergency.
3	Academic Leave	5	5	To attend exams of M.Tech./Pre-Ph.D./ Ph.D. viva-voce on self request.
4	On Duty Leave	10	-	To attend JNTUH duties, conferences/ Paper-Presentations/workshops/seminars/ TTP/SDP on prior approval and any additional days can be granted at the discretion of Director.
5	Non-Vacation Leave	-	7	With prior approval and protocol. Can be recalled in case of emergency.
6	Special/ Medical Leave	10	10	any critical illness which demands hospitalization of a minimum period of seven days lead to temporary/permanent disability of limbs supported by medical certificate by family members.

Guidelines for Vacation

All the staff members can avail the vacation as per the eligibility shown in the following table in an academic year. Vacation is sanctioned by the Director on recommendation of concerned HODs followed by a declaration that they should continue their service for next twelve months. All violations lead to recovery of the vacation salary, cost of recruitment, notice period, identification period of substitute at the same position and at the same cadre as per affiliating body norms.

S. No.	Category	Service Details	Summer vacation
1	Teaching Staff	≥ 10 months ≤ 1 year service at CMRIT	One Week
		≥ 1 year ≤ 2 years Service at CMRIT	Two Weeks
		≥ 2 years service at CMRIT	Four Weeks
2	Non-Teaching Staff	≤ 1 year service at CMRIT	No Vacation
		≥ 1 year ≤ 2 years Service at CMRIT	One Week
		≥ 2 Years service at CMRIT	Ten Days

However, the entitlement is subject to following stipulations:

a. HODs have to prepare the vacation schedule for their staff as per norms by retaining 25% of staff excluding HOD or I/c-HOD during vacation period with prior approval from Director.

b. Non teaching staff who do not avail the vacation are entitled for an additional PL i.e., 4 days PL for one week and 5 PLs for 10 days vacation.

Unauthorized Leave/Absence

In principle any unauthorized absence ab initio void and liable for termination in case continued for ten days without any proper communication. Absence of the employee from duty without prior approval of any kind of leave shall be treated as absconded and the employee shall be liable for disciplinary action followed by prosecution. If an employee overstays or is absent after the expiry of approved leave the employee shall not be entitled for pay and the extended days on which the employee abstained from work will be treated as Loss of Pay though there is leave on credit at the double rate of pay. However, even after loss of pay, it is the discretion of the institute to continue the service of the employee. The Director is the competent authority to condone such cases if the absence of employee is justified with proper cause/reason.

Working Hours/Attendance/Late Reporting

In general the office hours are from 09:00 AM to 05:00 PM with 50 minutes of lunch break from 01:10 PM to 02:00 PM. The academic timings are from 09:00 AM to 04:10 PM with 50 minutes of lunch break from 12.10 PM to 01.00 PM. Attendance of employees is monitored through BAS-JNTUH/BAMS-CMRIT and every employee should record/mark the attendance in the morning before 9.10 AM & after 4.10 PM in the evening. An employee reporting after 9.10AM or leaving before 4.10PM will be marked as absent and ½ half day Casual Leave will be deducted from the leave account, if it is available. If not, PL will be deducted if available. If all leaves are utilized it will be considered as Loss of Pay. The Director may condone late comers in genuine cases based on the recommendations of HOD/AO.

Permission during working hours

Two permissions of one hour each, either first/last hour of any day in a calendar month shall be granted to staff members in case of emergencies. However, in both cases, it is the onus of the employee to adjust class-work/examination duties in coordination with class coordinator and HOD.

Lean on employment

Lean may be granted, depending upon staff position and entirely at the discretion of the management to work elsewhere for a period of 1 year, extendable in exceptional cases, only when an employee has put in more than 5 years of regular service. During the lean period, the employee shall not be entitled for any pay or allowances. However, if there are any contributions made by the institution on behalf of employee to the welfare schemes/insurance must be borne by the employee only in a year advance of lean commencement.

Employee's Benefits and Welfare

The following are the some of the employee benefits and welfare measures available to the staff:

a. The staff members are covered under Employment Provident Fund Scheme as per the act.
b. The institute contributes 50% of group medical insurance premium to the interested staff.
c. Separate dining area for staff/students both at canteen and department.
d. Provision of canteen in the campus.
e. Maternity leave benefit to the women employees.
f. Educational loan for higher studies and interest free loans for emergency.
g. Free admission or fee concession for children of employee.
h. Subsidized transport for staff.
i. Employment to the dependent of deceased person subject to the conditions.
j. Meditation hall to develop mental peace and inner strength in the individual.
k. Retreat once in a year to foster cooperation and brotherhood among the staff.

Awards

The following are various awards/appreciations/recognitions/rewards for the staff:

a. Best Teacher Award
b. Best support staff Award
c. Best-Mentorship Award (academics) for mentors if all their mentees pass in every semester without condonation
d. Best-Mentorship Award (placement) for mentors if all their mentees get placement
e. Best Service Award for 10 years (Silver), 20 years (Gold) and 30 years (Diamond)
f. Award for achieving 100% results
g. Award for 100% attendance
h. Best Publication/R&D Publication Award
i. Best R&D Award

Conduct Rules

All staff members should follow these rules invariably without fail.

1. Observe, abide, obey and comply with all the rules, regulations, orders and directions in force.

2. Maintain absolute-integrity, honesty, devotion, and be impartial & courteous in all official dealings with the Management, Director, Principal, staff, students and stake holders.

3. Must adhere to the schedules unless permitted by the Director.

4. Any false information provided such as but not limited to age/qualification/experience/credentials to get any appointment/promotions/benefits leads to immediate termination and prosecution.

5. Any absenteeism without permission treated as punishable-gross-negligence.

6. Should follow the code of conduct, dress-code and wear ID-Card when on duty.

7. Prohibited from politics & discrimination by caste/religion/region/tribe/gender/category/behavior.

8. Use of mobile-phones is strictly prohibited in class-rooms/lectures/meetings/exam-work/ invigilation/corridors/verandahs. However there are time based relaxations to attend emergencies.

9. Male staff members should avoid close interaction and communication with female students/staff.

10. Misleading and providing false information to students and staff will be considered as misconduct and leads to disciplinary action.

11. The faculty should care, nurture and inspire the young learners to motivate them towards their academic needs and develop the young talents. Maintain healthy interaction with the students/ staff and pay attention to their personal and professional problems.

12. Make effective use of ICT/digital resources so as to avoid the student-tendency towards unwanted chatting, murmuring, whispering, shouting and unfair behaviour with co-students/friends/others and to pay attention towards varied strata of students.

13. Should be present atleast five minutes before the theory/lab session, engage the entire session and accessible/approachable/friendly with the students and provide any kind of academic assistance.

14. Continuous assessment through tests to be conducted at the end of every unit/topic as the case may be and collect feedback on the content delivered to enhance/improve TLP.

15. Continuously monitor the student's psychological behaviour to avoid unwanted depressions/ mental-stress/other-worries, counsel them and report the same to the parents/Director.

16. Update technical skills through participation in workshops/FDPs/R&D programmes/seminars etc.

17. Exercise due diligence in discharge of duties and responsibilities as assigned by Director.

18. Attend duties on public-holidays/Sundays/beyond-scheduled-hours on instructions of the Director

19. Shall not make any statement, publish, write and have recourse to any court of law or to the press/media for/against any official act of the Institute except on approval from the Director.

20. Should not engage directly/indirectly in any trade/business/tuitions/coaching/employment outside.

21. Collection of funds/fees/subscriptions/donations/bribes of any kind is strictly prohibited for whatsoever may be the reason.

22. Collection of fees under the instructions of administrative office/exam branch by the department staff members should be deposited on the same day before 3.00pm otherwise treated as theft.

23. Shall not run/organize/conduct/write any editorial privately without approval from the Director.

24. Shall not forward any grievance petition to Director unless and otherwise the intensity of the case covered by Nirbhya/Disha and all petitions forward through proper channel only.

25. Shall not involve in any legal violations of any kind leading to police custody of more than 24 hours leads to automatic dismissal from services and disqualified for re-appointment in any cadre.

26. Any charge-sheet in any police station against employee may lead to suspension without pay during that period. However, reinstatement to the position will be done only after producing a clean certificate.

27. Committed-offences/dereliction-of-duties that are detrimental to the interests of the institute shall be prosecuted and a punitive action initiated towards dismissal with recovery.

28. Shall not take part in any strike/gherao/picket/dharna/movement/similar activity will be severely viewed even in own-service-matters/politics/revolutions/terrorism that draws the attention of print/electronic/social/yellow media and any kind of support in such cases are restricted.

29. Any act of theft/fraud/dishonesty/misbehavior/malfunction leads to prosecution by the Director.

30. Strictly prohibited from gambling, consumption of alcohol/tobacco/drugs/smoking in public areas and office.

31. Avoid unusual-rest, sleeping, neglect of work, bribing, commissions, willful absence, street fights, distribution of pamphlets and canvassing against the institution, refusal to work, instigating quarrels, ragging, criminal activities, criticizing the management or institution, collecting/running chit funds or money schemes etc., the activists are terminated immediately from their jobs without any further notice.

32. An opportunity to be heard shall be given to the employee while exercising the power to impose any of the provisions of the rules, regulations and policies.

33. Deposit the original certificates like SSC, intermediate, Diploma, B.E./ B.Tech., M.E./M.Tech., Ph.D. etc, to the Principal at the time of joining duty for the purpose of inspections and visits by JNTUH/NBA/NAAC etc.

34. It is the obligation of every employee not to divulge directly/indirectly any information and shall maintain utmost confidentiality and secrecy of the society/institute/constituents; unless judicially compelled.

35. The following acts of commission/omission shall be treated as misconduct.

    a. Failure to exercise powers, rights, duties, and responsibilities.

    b. Insubordination, disobedience and any unlawful acts.

    c. Gross negligence in duties and responsibilities.

    d. Trespassers and ransacks are prohibited to avoid damage to the property of institution.

    e. Any act involving moral turpitude punishable under the provisions of the IPC

    f. Intemperate habits affecting the efficiency of the teaching work.

Disciplinary Action Procedures

1. Any employee may be liable for disciplinary action in case of disobedience, misconduct and dereliction/ negligence of duty on administrative grounds. However, a disciplinary action is initiated after giving a reasonable opportunity to be heard. On establishment of the misconduct of an employee one or more of the following disciplinary actions will be initiated.

    a. Issue of a Memo

    b. Withholding increments/promotion

    c. Recovery from salary on gross negligence of duty or breach of orders/rules.

    d. Separation/Suspension/Demotion/Removal/Dismissal from the services.

    e. Relocation/Alternative Employment with decreased pay & cadre

2. If the Director feels that it is necessary to hold an enquiry and constitute an enquiry committee which consist of three members i.e., HOD and two senior faculty members from other departments. An employee can appeal to the Director against any punishment awarded by the committee.

3. The employee can be terminated without assigning any notice if found guilty of misconduct or negligence, threatening, absence from service without prior notice in writing or without sufficient cause for 10 days or more and not obeyed the instructions of HOD.

4. Terminated Staff member on disciplinary grounds are not eligible for reappointment and also for fresh appointment in the group of institutions for any post.

Termination Policy

1. The services of a temporary employee may be terminated at any time without notice and without assigning any reasons whatsoever.

2. The management reserves the right to terminate the services of an employee whether probationer/ regular on medical grounds by giving one month notice or one month pay in lieu of notice.

3. The management may terminate the services of any employee if they involved in any political activity/criminal case/in the event and it is proved by the competent committee so appointed for the purpose. The onus of disprove is the issue of employee only.

4. If any employee indulged in spread of negative/false information about the institute through Press/Media shall be liable for disciplinary action by the Director followed by termination.

5. Unauthorized Private consultancy is a serious breach of contract unless there is an explicit permission from the Institute and liable to termination of services.

6. Consistent complaints on staff about poor performance supported by poor feedback from students/stakeholders leads to termination of services.

7. The service of an employee may also be terminated if the employee is unable to attend duties due to chronic medical disorder/disability by giving notice as per rules.

8. No employee shall abstain from the duties without written permission from competent authority. If an employee abstains from duty continuously for a period of ten days without prior permission the employee will be deemed to have deserted the post from the date of absence and the services shall be terminated with effect from the day of unauthorized absence without any benefits.

9. The employee shall submit no dues certificate on resignation/termination or on being relieved from service for full and final settlement.

10. The Secretary is the competent authority to waive off in part or in full any service-conditions at the discretion in exceptional cases. The Secretary can also waive off notice period and adjust unused leave in the account of the employee towards notice period.

11. A service record shall be maintained for each employee of the institution where all the service particulars are recorded.

12. In case of doubt or interpretation of a rule, the decision of the Director will be final.

13. Notwithstanding to anything anywhere, any service rules which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.

14. The Director is the ultimate authority to introduce, repeal or amend any of the service rules deems fit for day-to-day administration.

Disciplinary Proceedings

No order imposes any punishment on any staff member except after initiating proceedings. A written communication sent to the employee by the Principal with regard to any allegations on which the disciplinary action is proposed to be imposed after giving an opportunity to be heard. However, an employee can appeal to the next higher level within the limitation period if such provision there.

Disciplinary Punishments and Appeals

The following are the penalties applicable on sufficient administrative grounds/reasons:

a. Censure

b. Fine

c. With-holding of increments/promotion.

d. Reduction to a lower post or a lower stage in the time scale.

e. Recovery from salary on gross negligence of duty or breach of orders/rules

f. Suspension/demotion/removal/dismissal from the services.

g. Relocation/alternative employment with decreased pay & cadre

h. Compulsory Retirement.

Authorities who impose penalties and the appellate Authority are tabulated below and the decision of Appellate authority is final.

S. No.	Penalties/Punishments	Authorities who impose Fine/Punishment for Teaching/Non-Teaching	Appellate Authority for Teaching/ Non-Teaching
1	Censure	Principal	Director
2	Fine	Principal	Director
3	With-holding of increments/ promotion	Principal	Director
4	Reduction to a lower post or a lower stage in the time scale	Principal	Director
5	Recovery from salary on gross negligence of duty or breach of orders/rules	Principal	Director
6	Suspension/demotion/removal/ dismissal from the services	Principal	Director
7	Relocation/alternative employment with decreased pay & cadre	Secretary & Correspondent	Governing Body
8	Compulsory Retirement	Secretary & Correspondent	Governing Body

Policy against Sexual Harassment

A male employee of the institute interacts with lots of female students, female colleagues and other female staff. The employee's behavior in all such interactions must be decent, as per the directions of Supreme Court of India. The following are some of the acts/behaviour under this section:

a. Physical contact and advances.

b. Demand or request for sexual favors.

c. Sexually colored remarks (this includes colored jokes in a mixed company, in a class room, or even within hearing distance of a female member of the community).

d. Showing/reading pornography.

e. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

f. A victim of sexual harassment may lodge a complaint with the faculty/mentor/HOD/Principal/ Director.

g. Student/staff may approach the Women's Protection Cell for advice/redressal on related issues.

h. All staff members should support inquiry/investigation of Women's Protection Cell & sexual harassment cell proceedings

i. Proven sexual harassment complaint cases against any staff member shall result in immediate termination from service; no financial benefits extended and handed over to judicial custody.

Meeting Procedures

The following meetings are conducted at regular intervals under the chairmanship of the Director.

a. **Meeting with the HODs/Deans/Professors:** Various meetings are conducted once in fortnight to understand the academic progress/developments/issues in the institute/department and also to get feedback from them regarding fulfillment of various targets set, including academic schedules. Minutes of the meeting shall be recorded and circulated among all HODs/Deans/Professors. Emergency meetings are organized, whenever required.

b. **Intra Departmental Meeting:** Each department HOD/Coordinator conducts meetings once in a week and maintains the minutes of the meeting. These meetings are conducted to monitor and

take corrective action for effective functioning of the department and report the same to the Director.

c. **Staff/Mentors/Coordinators Meeting:** These meetings are conducted once in a month. The agenda of the meeting is circulated among the staff at least two days in advance to enable the participants to come prepared for a fruitful discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for, whenever required.

d. **Class Coordinators/Committee Meeting:** The coordinators of various committees/cells will meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting and communicate the same to Director's office.

e. **Report on Meetings:** A brief and consolidated report of the meetings is sent to the Secretary& Correspondent once in a month to keep him aware about happenings of the college.

General/Optional Holidays

The college observes the following as holidays for the calendar year:

S. No.	Occasion/Festival	General / Optional	S. No.	Occasion/Festival	General / Optional
1	New Year Day	General	14	Dr. B.R. Ambedkar Jayanthi	General
2	Moharam	General	15	Bonaalu	General
3	Bhogi	General	16	Sreekrishnastami	General
4	Sankranthi	General	17	**Independence Day**	General
5	Kanuma	**Optional**	18	Vinayaka Chathurthi	General
6	**Republic Day**	General	19	Ramzan	General
7	Maha Shivarathri	General	20	Batukamma	General
8	Milad-Un-Nabi	General	21	Durgashtami	General
9	Holi	General	22	Vijaya Dasami	General
10	Ugadi	General	23	Gandhi Jayanthi	General
11	Sri Rama Navami	General	24	Deepavali	General
12	Babu Jagjivan Ram Birthday	General	25	Bakrid	General
13	Good Friday	General	26	Christmas	General

Training Need Analysis and Procedures

Training needs of the faculty are continuously assessed by HODs. The consolidated list is sent to the R&D Cell through the Director. Based on the recommendations the training programme shall be organized in consultation with the Director. Training programmes are organized during winter/ summer vacations and the needy staff deputed to various training programmes conducted by reputed institutions. The identified training areas, in general are as follows:

1. Presentation & Communication Skills and Personality Development Programme

2. Teaching Methodology/Induction/Orientation/Refresher/ Programme

3. R & D Orientation cum Training Programmes to pursue Quality Research and establish COE/TBI

4. Technical Advancement and Continuing Education

5. Accreditation/Autonomous/Academic-audit Technique

Training Policy for Staff

The institute takes care of training/tuning its levers with rapid technological changes and global connectivity issues in view of cut throat competition in modern times. The need of the hour is

intensive technological developments, the concerns of sustainability, environmental degradation, resource depletion and inclusive growth. Further, the institute put its full energy in making its curricula with necessary jewels in its crown. The institute strives in this direction by providing technical training/advancement opportunities to all the staff members.

The debuts are provided with SDP/Workshop/conferences/seminars/orientation-programmes/micro-teaching-opportunities and development of digital resources using ICT tools. The training programmes are conducted in association with the resource persons of affiliating bodies, NITTTR and other premier institutions. This type of training will help staff to improve their skills, develop further and rectify lapses, if any. After joining the institution as full-fledged faculty members, they must be mentored, counseled, trained, developed in all curriculum delivery, content design for various courses, ethics & human values, Indian tradition/culture/heritage, socio-psychological issues in teaching, examination-evaluation, bench-marking, rubrics necessary to assess achievement of outcomes and other academic, administrative, R&D, consultancy and extension services in addition to focus on self- learning abilities with cutting the edge technologies to be a world-class professional.

There is a deluge of new software, online platforms, e-modes of teaching- learning, e-sources of information etc. and the teacher has to learn how to make judicious use of these without getting lost in the quagmire and also without becoming obsolete.

Broad objectives of the training policy are to

1. provide an induction program to new staff members on micro-teaching through ICT.
2. identify in-service & in-house need based specific training program to the staff.
3. prescribe the structure and contents of the training program at different levels.
4. propose a feasible mechanism to effectively implement the desired training program.
5. monitor, facilitate and successively improve the quality of training programmes
6. provide faculty with vestibule training on new technical critical courses.
7. orient about the spectrum of challenges of technical education, duties and expectations.
8. focus on modern pedagogy/TLP/psychology/temperament and effective use of ICT in class room.
9. build capacity, competency & maturity through effective TLP, inclusive and interactive learning.
10. inculcate the holistic perception, professional values and ethical attitudes.
11. provide exposure on relevant ICT tools and resources for lifelong self-learning.
12. focus on evaluation, assessment, accomplishment and achievement in relevant areas & levels.
13. provide platform for problem-solving, creativity, innovation and R&D project guidance.
14. acquaint with best practices in establishment of labs, research-centers and centers of excellence.
15. train on administrative/event-management/project-management/IPR filling procedures.

Staff Development Scheme

Teaching Staff

In pursuance of its commitment about the policy to impart quality education, the management encourages following quality training programmes for improvement of the efficacy of the staff members.

a. Deputation of staff under the Quality Improvement Program of the AICTE.
b. Support for pursuing M.Tech/Ph.D.

c. Deputation of faculty for refresher courses and other short-term training programs.

d. Support for presenting research papers in regional/national/international conferences.

e. Deputation of staff to short-term training programs for skills cum technology up-gradation.

The Research & Development Cell will scrutinize the applications and make recommendations based on the following criteria:

a. Specialization requirement in the department

b. Whether the program is part-time or full-time.

c. Number of faculty members of the department already deputed/supported.

d. Remaining service and faculty contribution.

Recommendations of the R&D Cell would be considered for deputation of staff member to any programme. Generally, preference will be given to M.Tech./Ph.D./P.Doc. programmes. However, the interests of the department or institute should not be disturbed in any manner.

Support for Ph.D./P.Doc.

1. Faculty with three years of confirmed-regular-service in the institute is only eligible for QIP.

2. A Faculty member who gets admission in any I.I.T/I.I.Sc/NIT for Ph.D./Post Doc. will be considered for grant of study leave and financial support during the leave period subject to the service, tenure of the QIP and binding-over of faculty to continue after award of degree.

3. The support/aid would be partial/full reimbursement of actual fee paid, allows OD during the period of course and appearing for any exam during working days/facing viva-voce examination.

Deputation to Refresher Courses, Workshops, Seminars, FDPs and MOOCS/Online Courses

To enable the eligible faculty members to keep themselves abreast of the latest developments in their fields of specialization are allowed to attend programmes organized by IITs, IISc, NITs, Universities and other reputed institutions. The period is considered as OD with pay and reimbursement of two way transportation & registration fee.

The registration/examination fee for any online/offline certification courses will be reimbursed on successful completion of course along with submission of certificate and payment acknowledgement.

Consultancy, R&D, Presenting Research Papers and Teaching Assignments

1. As a matter of policy all the staff members can take-up any remunerative R&D/Consultancy services on approval from Director and as per guidelines for revenue sharing.

2. Any academic assignments whether remunerative or not including guest lectures, memberships of BOS/AC/GB, full/part-time tutorials/lectures need a prior approval from the Director before attending any interview or making any application with outside institutions.

3. The staff member can avail any of the institutional administrative, R&D, incubation and infrastructure facilities to carry out academic/R&D assignments with prior approval from Director. The institute may levy such charges towards the utilization of institutional infrastructure by way of a lump-sum/rental amount which should be borne by the staff only unless and otherwise specified.

4. If any R&D/consultancy/assignment/testing generates any revenue by way of professional service charges other than that amount allocated to institutional infrastructure or resources would be shared as mentioned below:

a. Where it is an R&D project involving the infrastructure/testing-facilities, during office hours, it shall be 80:20 (20% to faculty).

b. Where it is involving exclusive consultancy but makes use of R&D/infrastructure/testing-facilities of the institution and during work time, it shall be 70:30 (30% to faculty).

c. In case of consultancy services does not involve institutional R&D/infrastructure/testing-facilities and during the office time, it shall be 60:40 (40% to faculty).

d. In case of any other assignments of faculty member, it shall be 50:50 (50% to faculty).

Incentives for Publishing Papers

As a part of the continual quality improvement policy of the college regarding publishing of papers in conferences and journals by the staff members eligible to claim incentives as mentioned in the following table.

Faculty members presenting their research papers in regional/national/international seminars/ conferences/workshops will be provided by OD leave and reimbursed by the registration fee & travel expenses as per the rules in force and vary time to time. Faculty research publications in reputed national/international journals/conferences will be reimbursed and rewarded.

Category	Description	Reimbursement of Publication Charges Limit/ Reward	One Author from CMR	Author within the Dept/college	Author within the CMRGI
			Type - 1	Type - 2	Type - 3
A	Transaction of IEEE/ ASME/ASCE/ACM/ SCI/Pharmacy Journal with SJR/SNIP > 0.5 and of similar standard	Reimbursement	25000/-	25000/-	25000/-
		Reward	10000/-	15000/-	20000/-
B	WoS/ESCI/Scopus Indexed Journals	Reimbursement	20000/-	20000/-	20000/-
		Reward	5000/-	10000/-	15000/-
C	Journals approved by UGC and any Journal existing more than 5 years with ISSN	Reimbursement	5000/-	5000/-	5000/-
		Reward	2000/-	4000/-	6000/-
D	Publication in International/National Conferences with ISBN Proceedings	Reimbursement	Prescribed Registration fee with a limit of Rs. 5000/- for ONE Semester.		
		Reward	Rs. 2500/- in addition for type – 3 papers		
E	Journals in categories A & B with No Publication charges	Reward	20000/-	25000/-	30000/-
F	Patent Publications	Full reimbursement			

Note:

1. Type – 1: Single author or one author from CMRGI with co-authors from other institutions.
2. Type – 2: More than one author from other departments within the institute.
3. Type – 3: Two or more authors belonging to different institutes of CMRGI.
4. Reimbursement of patent publications would be on genuine proof of contribution in case multiple authors and a written IPR agreement copy regarding revenue sharing between and amongst authors. Any litigation regarding publication the onus of proof rest with author only.
5. The above incentives may be reviewed time to time.

a. To claim the above reimbursements/incentives/rewards, a staff member has to apply in a prescribed format by enclosing a hard copy of the paper published in the proceedings/journal clearly indicating the institutional affiliation of the author to the Director through HOD/R&D cell.

b. Faculty members who are pursuing Ph.D. on part time external basis may claim only 90% of the declared incentive when they mention the author & institutional affiliation.

c. Prior permission shall be obtained from R&D cell before they submit papers to the publishing agency.

d. In case of more than one author for the paper, the first author will get the 50% of incentive and balance equally to other authors.

e. No financial incentives to the papers published by more than four authors.

f. Reimbursement for patent publication with institute affiliation as per guidelines and at the discretion.

g. To publish book-chapters/textbooks/manuscripts authors are appropriately rewarded.

Grant for FDP/Seminar/Conference/Workshops/Symposiums/TTP/Association Activities

1. A seed fund of two lakh rupees is available to all senior faculty members/HODs/interested faculty members to organize/conduct various activities such as FDP/seminar/conference/ workshops/symposiums/TTP/professional-association activities to both students and staff including research promotion and advancement between and amongst stakeholders. However, the grant is not limited. It is only an initial motivation to faculty members and the funds will be granted to finance all the research and training proposals.

2. All the proposals are invited in prescribed format through proper channel along with budget, correspondence, communication, schedule, resource person's affiliation, website alert about upcoming event in bulletin board and revenue generated by way of registration fee and sponsorship from all sources.

3. The organizers of the event should submit a report along with participant's feedback, resource person's feedback and media release links with proofs to the Director and also update in institutional website.

Professional Association Life Membership Allowance

The technical society membership allowance will be granted to the faculty on successful completion of probation period. In case any faculty resigns in the same year, they have to return that amount to the institution. However, this facility can be availed only once that too only for one society.

Technical Staff

Technical staff such as System administrators, Programmers, Lab Assistants, Lab Technicians etc., will be deputed for short-term technical training programs for acquisition of new technical skills, enhance/add-on skills, refresher/training/retraining programmes to update and adopt in the new/ revised curricula. All applications for the above programs should be in proper channel.

Administrative Staff

a. Arrange in-house training programme for improvement of communication skills i.e., WRALS.

b. Arrange training programme that covers rank & filing, drafting, accounts, maintenance of office records & SR, and other administrative, establishment, financial and service procedures.

c. Arrange training programmes on use of software/accounting-packages/ERP packages and menu-driven user friendly software.

Travel Allowance

Staff on official duty may be granted with TA as per the following guidelines.

1. All the employees are entitled for TA in case they are deputed on OD whether in/out station. In principle, all employees must apply well in advance in prescribed format to avail this facility.

2. In case of travel by bus, the actual fare in shortest route will be reimbursed on valid proof.

3. In case of travel by train, the actual expenditure incurred will be reimbursed subject to a maximum of I AC for Director/Principal, II AC for Professors/Associate Professor and III AC for Assistant Professors. In case flight fares are cheaper than train, only flight fare is reimbursed at the discretion.

4. If there is no train transportation facility, actual AC bus fare shall be reimbursed. If any staff member hire taxi will be reimbursed at the rate of Rs. 15/- per km on approval by the Director.

5. Local transportation/conveyance allowance will be paid at a maximum of Rs. 150 per day irrespective of cadre.

6. The employee on return from the duty/deputation as the case may be, should submit a statement of expenditure and along with advance drawn details with valid bills to the extent possible with regards to travel within two days after resume back to the duties. No expenditure admitted without any supporting document within the prescribed limits. However a reasonable consolidate amount may be paid at the discretion of the Director.

7. In case staff have relates in those cities of travel and stayed at their residence, should honestly declare the same and they may entitled for only DA and a consolidated pay for their boarding & lodging reimbursed at the discretion of Director.

Daily Allowance: Staff on official duty can avail DA per day as per the following guidelines:

S. No.	Category	A Grade City	B Grade City	C Grade City
1.	Grade-I: Regular Teaching Staff	Rs. 400	Rs. 300	Rs. 200
2.	Grade-II: All the Non-Teaching Staff	Rs.300	Rs. 200	Rs. 150

To claim DA, the absence of the employee from the headquarters is reckoned i.e., the time between the officers left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rates are admissible:

Absence Less than 6 Hours   No DA
Absence more than 6 hours, but less than 12 hours   Half DA
Absence more than 12 hours   Full DA

Note: With regards to the interpretation of rules, the decision of the Director is final. The management reserves the right to amend any of the above rules.

Responsibility of Employee on Loss or Theft of High Value Assets/Items under Custody

1. The high value assets/items like LCD-projectors/Laptops/cameras etc will be issued to an employee for official purposes whenever required. It is the responsibility of the employee to whom it is issued to return it back in good condition as received & recorded in the register.

2. In case of theft/loss of valuable equipment, the employee should immediately bring it to the notice of the HOD, AO and Director in written/prescribed format with details and brief story.

3. The AO may instruct in case of emergencies to the security to check individuals/bags/vehicles at all exit points and hunt in case of escapes to confiscate of detain either the article or individual.

4. The CCTV footage form evidence/alibi from where the item is lost/stolen to identify the culprit.

5. All the employees/visitors must cooperate at all security terminals to avoid unnecessary charges.

6. If any person detained by security staff with items stolen must be produced in person before AO, CSO and the Director for further prosecution and may be handed over to the Police custody.

7. If any item/valuable is stolen in the premises and not found any evidence with any individuals in the office, the Director may constitute a three member committee to inquire into the case and submit a report on recovery of items/valuables stolen from the responsible persons for custody.

8. Institute is not responsible for loss/theft of any personal belongings such as cash/wallet/mobile-phones/bags/ornaments/other-valuables of any employee/student/visitors. It is their own risk to safeguard their belongings.

Issue of Visiting Cards

1. Visiting cards will be provided to the administrative heads on approval of the Director.

2. Employees are not permitted to use/print visiting cards with name of the institution on their own.

3. All requests for visiting cards should be in proper channel and shall be printed & issued by AO.

4. Only official information shall be printed on visiting cards.

5. Visiting cards are printed in standard format by the institute's official printer.

Staff Grievances Redressal Procedures

To redress the genuine grievances of staff, the institute constituted the grievances redressal cell and an exclusive Women's Grievance Redressal Cell/Internal Complaint Committee to address the academic/administration/gender issues of staff/students. The aggrieved party/parties can approach directly the Director or lodge a complaint to HOD through proper channel or can meet any member of the committee and move the motion. However, all the complaints received from all the sources will directed suitably to the above committees for concealment/punishment/performance/ remedy.

STAFF EMPOWERMENT
DUTIES AND RESPONSIBILITIES OF THE STAFF MEMBERS

The staff members have to ensure mutual respect and freedom for everyone and discharge duties and responsibilities in coordination with one another. The following rules and responsibilities prescribed for all staff members so as to enable them in sustenance of harmonious atmosphere in the campus.

General

1. In principle all the employees what so ever may be the nature is expected to be in the service round the clock.

2. No staff members are allowed to engage, directly or indirectly in any trade or business or engage private tuition/coaching for any remuneration/ honorarium and undertake any employment outside the office.

3. The college functions six days in a week i.e. Monday to Saturday from 9.10 am to 4.00 pm. All the staff members are expected to be present in the campus at 9.00am and leave the campus after 4.10 pm, only; unless and otherwise specified as the case may be.

4. Staff members can avail two permissions in a month either late/early for not more than 60 minutes each, on approval.

5. Any staff member leaves the premises during office hours on any personal-work/on-duty shall seek special permission from HOI and record in the movement register.

6. Staff should wear ID card, follow decency, decorum and disciplinary rules during and in the course of employment.

7. Staff members those who want to claim deductions/exemptions' from total income under any section should submit proofs in original for the purpose of TDS otherwise a tax will be deducted as per income tax rules in force.

8. Staff members are restricted to use mobile phone everywhere/anywhere in the campus except in their cabins/staff rooms.

9. All staff members should follow code of conduct time to time as mentioned and/or expected to present themselves in decent attire (men tucked in shirt, shoes, neat shaving; and women in saree/salwar-suit).

10. Staff should speak in English with students and colleagues and maintain courtesy.

11. Vehicles with CMRGI parking stickers are only allowed into the campus, park the vehicle as per security instructions at owners risk and follow stringently RTA rules as applicable time to time.

12. No staff members are allowed to gather/party/meet/mobbing unless and otherwise specified.

13. No staff members are allowed to avail any kind of permission/leave/vacation/OD in person without any proper authorization. However they can make use of electronic channels in case of emergencies.

14. All the staff members can avail all categories of leaves get approved through online portal in advance after adjustment of their duties and responsibilities.

15. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the institute and should maintain the strict confidentiality of any information.

16. All the staff members are expected to be present ten minutes before to their respective duties and responsibilities.

17. Perform any other work assigned by the HOI from time to time.

DUTIES AND RESPONSIBILITIES OF TEACHING STAFF

The teaching staff members have to ensure mutual respect and freedom for everyone and serve as role models for student/staff community. They should exhibit code of conduct, culture, discipline, decency, decorum, by following the rules and regulations of the institution as prescribed. The roles and responsibilities of teaching staff are categorized as general, academic, behavioral, managerial and interactive functions.

A. General Responsibilities

The Faculty members should/must

1. be punctual to duty and conform to rules & regulations as prescribed.
2. be available within the campus during the office hours of the institute.
3. discharge of the duties such as teaching/research/consultancy/administration with due diligence and honesty in most un-biased and committed manner.
4. follow code of conduct, honor profession and be co-operative in a legitimate manner.
5. take necessary precautions to protect equipment, materials and facilities of the institute.
6. attend, participate, organize and execute meetings/tasks/assignments as instructed by HOI.
7. abscond from the duties and responsibilities in any manner will be severely viewed & punished.
8. Take-up sponsored projects, schemes, consultancy and extension services consistently in addition to regular teaching and R&D publications at all levels.
9. not to take-up any private services/businesses/assignments/tuitions whether remunerative or not
10. the total number of ODs is confined to 15 days per annum for all occasions unless and otherwise instructed by HOI.
11. emergency duties outside the college, faculty needs to submit the proof of duty i.e., relieving/appointment orders to the college. The onus of proof of OD is rest with the faculty.

B. Academic Responsibilities

The Faculty members should

1. prepare teaching schedule, course file, handouts, digital material as per the academic calendar.
2. update the relevant records such as attendance registers/evaluation sheets/distribution of marks/ results analysis/mentoring records etc.
3. prepare well for the class, stick to teaching schedule and focus on the topic/content.
4. be present atleast five minutes before the commencement of the class, engage full hour, take attendance in last five minutes and do not leave the class till reliever comes.
5. recap about the previous session and convey COs related to that unit/topic.
6. conduct Q&A session and collect oral feedback on the session for future improvement, if any.
7. question which can't be answered within period will be clarified through email/in next session
8. identify bright, average, weak students and conduct remedial/makeup classes as necessary.
9. discharge duties and responsibilities of the respective committees/cells.

10. follow the below mentioned distribution of work load as per AICTE norms:

S. No.	Activity	Hours per week		
		Prof./HOD	Assoc. Prof	Asst. Prof.
1	Contact Hours (Instruction)	8	12	16
2	Preparation, Assessment, Evaluation	6	12	14
3	Administration, Research, Guidance and Counseling Developmental Activities etc.	22	12	6
	Total	**36**	**36**	**36**

Note: one tutorial hour/two laboratory or drawing hours will be counted as one instructional hour. The work plan should be most productive in utilization of 36 stipulated hours per week, with regard to the roles, jobs and targets assigned to them by the department/institution.

11. attend/participate/organize seminars/workshops/conferences/STTPs/symposiums/ webinars of national and international repute to upgrade knowledge with prior permission of Director.

12. publish articles/chapters/text-books/research-papers/patents in reputed journals/conferences and apply for sponsored R&D projects/schemes with private and government agencies .

13. enhance academic/professional/technical knowledge to justify own-career & stakeholders.

14. association with anti-social-elements and negative propaganda are strictly prohibited & prosecuted.

15. finish the evaluation work of CIE/SEE on priority without causing any inconvenience.

16. engage classes as per schedule, maintain lesson plans, course files and implement curriculum.

17. discuss industry trends relevant to their subject and promulgate professional society activities.

18. encourage industry based project learning among students to address societal challenges.

19. set academic/placement targets, aim at 100% pass and work accordingly.

20. identify suitable rubrics, set progressive benchmarks and record attainments/assessment.

21. refer textbooks/journals/magazines to enhance knowledge/skills by regular library visits.

22. motivate the students to learn content beyond the syllabus.

23. provide inputs of student/faculty achievement to update student handbook, magazine, website, placement & consultancy brochure.

24. maintain appropriate standards and quality assurance (including ISO) in the delivery of course materials, assignment and question paper setting and its valuation.

25. coordinate and attend class committee meetings as per CMRIT norms.

C. Behavioral Responsibilities

CMRIT owns best in class faculty with high standards, etiquette, professional/ethical values/ behavior and taught to their best with respect to students stakeholders. Institute strongly believes that the foundation of any academic institution is their students, staff and stakeholders. The faculty recruitment and selection is a meritorious process includes three levels conducted by governance of institution comprises of eminent professor representatives from premier institutions i.e., IIITs, IITs, NITs, IISc, HCU, IPE, JNTUH, OU, etc., and MNCs/industry as per the norms prescribed by JNTUH/UGC/AICTE.

The faculty members should

1. comply with rules, regulations and policies of the institution from time to time.

2. abstain involvement of faculty in un-authorized activities that led to personal benefits.

3. not exhibit unethical behavior that jeopardize the moral values of the institution.

4. have dignity, integrity, sincerity, temperament and patience with students & stakeholders.

5. be proficient in teaching, mentoring, practical's, seminars, internships, projects, etc.

6. adhere rules & regulations, exercise due diligence and take up additional responsibilities.

7. strive for academic excellence and persist for sustainable growth.

8. desist un-authorized distribution of material, tampering any records and documents.

9. be exemplary to the students & in teaching and motivate professionally stakeholders .

10. not indulge in rude or abusive behavior, negative comments on stakeholders of any nature including threats, verbal-attacks, gestures, postures, pamphlets and unfair means/behaviour.

D. Managerial Responsibilities

The teaching profession not confined only to intellectual acumen but also demands superior managerial skills to disseminate the knowledge in the classroom. Classroom management plays a vital/pivotal role; the faculty member has to inspire, motivate, control, interact and closely observe the students for effective delivery of content in the classroom.

a. Class Room Management: The faculty members should

1. prepare the lesson plan hour-wise immediately after the allotment of subject/s.

2. get approval of HOD & Director on the course file of respective subject(s) in a systematic manner i.e., cover/title page, preface, prologue/epilogue, previous years internal/external exams solved question papers, notes, hand-outs, PPT, assignment/seminar topics and submit result analysis, feedback analysis and CO-PO attainment at the end of the course.

3. produce attendance/mentoring registers on demand for inspection by HOD to Director.

4. be present at the classroom five minutes before the scheduled time, engage lecture/ practical/tutorial full hour, record attendance by marking 'A' for absent students & 'cumulative number' for present students during last five minutes in the attendance register and update the same in online portal.

5. commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.

6. make use of ICT in addition to PPTs, models, traditional teaching aids, A-V modes and interactive-learning.

7. collect feedback with possible levels and metrics and analyze using rubrics and benchmarks to draw meaningful conclusions on TLP and to assess stakeholders views.

8. categorize students to assist them towards enhanced learning, counsel and mentor them on lagging/sluggish/habitual-absenteeism/objectionable behaviour.

9. conduct tutorials actively by handing over tutorial sheets with solutions in advance.

10. discuss pattern of internal/external examination question papers with hints to answer.

11. encourage the students to raise doubts/queries/clarifications/questions to bring out the creativity/originality in the classroom in an organized manner and clarify their doubts.

12. provide real-time examples/case-studies to build self-confidence & reliability among learners in delivery of quality content.

13. prepare and submit two sets of internal question papers on time along with scheme of

evaluation along with BTL and CO-PO coverage in prescribed manner.

14. evaluate the internal exam answer booklets within the stipulated time and display marks in most transparent manner.

15. not pre-pone/post-pone/let-off/suspend any scheduled activities in unauthorized manner.

b. **Laboratory Management:** The respective laboratory in-charge faculty member should

1. setup apparatus/equipment, perform the experiment personally before its schedule & satisfy with the results; and instruct students to conduct/execute the experiments.

2. provide the students with list of additional experiments to strengthen practical exposure.

3. evaluate observations/records then and there or by immediate next class.

4. do not allow the students in the present lab session unless they submit updated records.

5. enlist crystal clear instructions before the commencement of experiment with master readings/standard errors and attest observations/record after execution of experiment.

6. be responsible for the maintenance of respective labs with their team, conduct all curriculum labs as scheduled, take care of safety precautions and AMC of physical lab.

7. keep record of list of experiments, micro-projects, equipment, consumables & non-consumables registers, relevant document and files for minor/major equipment, manuals, charts, models, calibrations and master-readings with the consent of HOD.

8. ensure safety of equipment through the following measures:

   a. ask the students to check the PCs/equipment etc. before starting the practical's/ projects, and report to the lab in-charge in case of any missing items/irregularity.
   b. allot the same PC to the same individual/same group of students (in case of projects).
   c. do not permit students to carry bags/gadgets/computes peripheral into the labs.
   d. any missing/damaged item, the matter should bring to the notice of the lab in-charge.

E. Interactive responsibilities

It is important for the mental health of learners and to avoid skewed behavior/attitude. Social contact helps us to cope with stress and balance of social life. The faculty members are expected to maintain professional etiquette while interacting with students, parents, HODs, colleagues and stakeholders. The faculty members should be cohesive, cooperative, pleasant, maintain dignity & integrity.

a. **Faculty – Student:** The Faculty should

1. motivate the students to interact even outside the class-room to enhance further.

2. provide all legitimate aids to guide/prepare themselves to face the exams confidently.

3. be approachable, accessible and friendly in interaction with students.

4. exploit self-learning/analytical skills of students with latest industry practices.

5. tune with exceptional and slow learners with diverse needs.

6. handle tactfully/gently/firmly any misbehavior of the students and weed out the cause.

7. foster experiential learning through guest-lectures/seminars/workshops.

8. encourage students to actively participate in technical-contests outside world.

9. warn habitual late-comers/in-disciplined students & counsel them through mentor/HOD.

10. acquaint rules/regulations/structure/syllabi/CO/PO/PEO/vision/mission/quality-policy.

b. **Faculty – Parent/Guardian:** The Faculty should

1. be just and kind enough to deal with parents/guardians during parent teacher meetings.
2. strive to identify parameters to excel their ward in academics and all-round development.
3. explain how to improve skills/knowledge/personality of their ward to parents/guardians.
4. inform the attitude/interest/views/behaviour of their ward on academics/profession.
5. intimate performance of their ward to parents/guardians personally/digitally.
6. oblige the parents views/feedback constructively in interest of their ward and be available beyond the office hours.

c. **Faculty – HOD:** The Faculty member must

1. trust HOD and communicate all activities that take place in the department.
2. take-up the work/task/teaching loads as allotted by the HOD.
3. assume all the tasks assigned by HODs/Principal/Director in addition to academics.
4. update student's attendance record online and inform the habitual absentees to the HOD.
5. get all CL/CCL/EL/EP-LP/OD approved well in advance from HOD.
6. be approachable, accessible, available, friendly, faithfully, sincerely & cordially to HOD.
7. update mentor-records/course-files/attendance-registers for inspection by HOD/Director.
8. bring misbehavior of students to the notice of the mentor/HOD/Director.
9. involve in PTM/seminars/workshops/SDP/functions as per directions of HOD/Director.
10. take charge of any special projects/schemes/consultancies assigned by the HOD/Director.
11. identify weak students in coordination with mentors and inform to HOD.
12. submit subject-wise cumulative-attendance/CIE-marks to HOD within time.
13. prepare & submit student achievements in academics/extracurricular activities to HOD.

d. **Faculty – Colleague:** The Faculty should

1. treat other staff courteously and with respect.
2. restrain from anti-social activities/elements/groves and comment in any manner.
3. refrain from instigating or inciting one staff member against another.
4. not discriminate against religion, caste, tribe, sex, social or physical characteristics.
5. maintain decorum and decency while interacting with the opposite gender.

Duties and Responsibilities of Professor

A professor exhibit academic leadership in creation of effective learner's environment for students. The total workload for a professor is 36 hours per week, out of which, 8 hours for teaching, 6 hours for preparation and 22 hours for research/administration. The professor has to

1. teach with modern pedagogy along with continuing education, training and research activities.
2. develop curriculum content; establish professional chapters, associations, clubs and cells.
3. develop advanced learning resources including training & placements and interface with LMS.
4. modernize/develop/erect of existing/new academic/research labs with state-of-technologies.

5. devise rubrics, bench marks and metrics for student's assessment & evaluation of outcomes.

6. design curricular/co-curricular/extra-curricular activities and incorporate in academic calendar.

7. encourage staff/students to take up value-added/certificate/NPTEL/MOOC/SWAYAM courses.

8. moralize students about character/personality/ethics through guidance/mentoring/counseling.

9. keep abreast of new domain knowledge and skills by attending/participating/organizing various seminars/symposiums/workshops/conferences/webinars/virtual-labs.

10. up-grade qualification and experience through publication of atleast two papers/articles/chapters/ books/patents of national/international repute for professional and career development.

11. prepare and submit project proposals for funding in thrust areas of R & D to mobilize funds through govt./private sponsored projects, consultancy, testing by MOUs/industry-interaction.

12. apply for student/staff/institute/community benefit schemes from various agencies.

13. involve/assist/advise in policy making, monitoring, evaluation and control of academic/ administration/R&D both at the department/institute level.

14. represent in policy making at various levels for higher technical education development.

15. maintain accountability, conduct performance appraisal and provide research guidance.

16. excel in accreditation/affiliation/ranking/quality assurance processes of various agencies.

17. organize programs such as induction programs/career guidance/SDP/FDP/TTP etc.

18. perform examination duties such as paper setting, invigilation, assessment, evaluation, etc.

19. act as a member/coordinator in various committees/cells/clubs/professional chapters.

20. conduct internal tests and semester end examinations with utmost integrity.

21. supervise student innovative projects and Guide Research Scholars for Ph.D.

22. involve in departmental activities to strengthen labs, organize & develop innovative methods in academic/administrative activities, procuring course materials/textbooks, laboratory equipment.

23. continue research work; Post-doctoral fellowship at reputed University/Organizations;

24. prepare and submit proposals for external funding agencies like AICTE, DST etc.;

25. publish at least two papers in refereed and non-paid journals national/international, during each assessment period. In case of joint authors fractional weightage will be given

26. write textbooks/manuals/monographs and undertake R&D consultancy to generate revenue.

27. achieve a minimum of 90% rating in the students' feedback and maintain academic excellence.

28. conduct/organize FDPs/workshop/conference/STTP and deliver guest/invited lectures at other institutions without affecting the academic schedule.

29. motivate co-faculty members to achieve national/international awards/rewards.

30. support HOD/HOI in policy making/control of academic/administration/R&D and perform any other work assigned by the HOI from time to time.

Duties and Responsibilities of Associate Professor

Associate Professor creates effective learning environment for students with his academic capabilities. The total workload for a associate professor is 36 hours per week, out of which, 12 hours for teaching, 12 hours for preparation and 12 hours for research/administration. The Associate Professor should

1. teach innovatively, prepare lab manuals, conduct laboratory sessions, register master readings and develop digital resources.

2. perform all examination duties such as paper setting, invigilation, assessment, evaluation, etc.

3. nurture the overall development of character, personality, ethics, and morals of students through guidance, mentoring and counseling.

4. support HOD/HOI in policy making/control of academic/administration/R&D.

5. attend/participate/organize various seminars/workshops/conferences/webinars/virtual-labs.

6. up-grade qualification and experience through publication of papers/articles/chapters/books/ patents of national/international repute for professional and career development.

7. prepare project proposals for funding in thrust areas of R & D to mobilize funds through government/private sponsored projects, consultancy, testing by MOUs/ industry-interaction.

8. assist in curriculum development, research activities and research guidance.

9. conduct various curricular, co-curricular & extra-curricular activities as per academic schedule.

10. organize guest lectures, training programs, internships, project-based research publications.

11. act as a member/coordinator in various committees/cells/clubs/professional chapters.

12. involve in design/revision and up-gradation of courses.

13. deliver lectures using innovative techniques, transfer of knowledge, practical skills and methods.

14. prepare course material, lesson plans for the courses assigned.

15. conduct internal tests and semester examinations with utmost integrity.

16. submit self- appraisal report every year before the commencement of next academic year.

17. proctor students, maintain records and supervise student projects.

18. publish at least two papers in a year in any conference/journals of national/international repute.

19. participate in all departmental and college activities as prescribed.

20. pursue R&D, consultancy and submit proposals for funding agencies like AICTE, DST, etc.

21. achieve a minimum of 90% rating in the students' feedback and maintain academic excellence.

22. write textbooks/manuals/monographs and undertake R&D consultancy to generate revenue.

23. conduct/organize FDPs/workshop/conference/STTP and deliver guest/invited lectures at other institutions without affecting the academic schedule.

24. motivate co-faculty members to publish R&D papers in national/international journals.

25. perform any other work assigned by the HOD/Director from time to time.

Duties and Responsibilities of Assistant Professor

Provide the necessary assistance to the HOD in all academic aspects. Enable effective learning environment for students with teaching and monitoring. The total workload for an assistant professor is 36 hours per week, out of which, 16 hours for teaching, 14 hours for preparation and 6 hours for research/administration The Assistant Professor should

1. teach innovatively, prepare lab manuals, conduct laboratory sessions, register master readings and develop digital resources.

2. nurture the students about overall development of character, personality, ethics, morals and academics through guidance, mentoring and counseling.

3. perform all examination duties such as paper setting, invigilation, assessment, evaluation, etc.

4. extend assistance to co-faculty/HODs/deans in academic/administration/R&D and involve in departmental/institutional activities.

5. attend/participate various seminars/workshops/conferences and assist in conduct of seminars, symposia, guest lecturers.

6. up-grade qualification and experience through publication of papers/articles/chapters/books/ patents of national/international repute for professional and career development.

7. assist HOD in preparation of project proposals/schemes/industry-interaction and accompany students for field trips and industrial visits.

8. assist in curriculum development, R&D activities, research guidance and any other activities.

9. involve in conduct of various curricular, co-curricular & extra-curricular activities.

10. support in organizing guest lectures, training programs, internships and student publications.

11. act as a member/coordinator in various committees/cells/clubs/professional chapters.

12. prepare course material, lesson plans for the courses assigned.

13. attend duties of CIE/ SEE with utmost integrity, supervise student projects, submit self- appraisal report before the commencement of the academic year.

14. attend at least one FDP/workshop/conference/STTP during the vacation/semester breaks.

15. involve in the process of procuring course materials/text books, laboratory equipment.

16. achieve a minimum of 90% rating in the students' feedback and maintain academic excellence.

17. proctor students, maintain records and supervise student projects

18. compulsory registration of Ph.D. as per norms and serve the institution atleast two years after the completion of Ph.D.

19. publish at least two good quality technical/management papers in a year in their respective field.

20. perform any other work assigned by coordinator/HOD/Director from time to time.

Duties and Responsibilities of Librarian

Library plays a vital role in academics and research and is the 'heart' of educational & research system. Without a good library, any college cannot ensure quality education or research. The Librarian takes care of mobilization of library resources, inputs, equipment, automation, and maintenance of the library as per norms. The librarian creates awareness/importance among the students and staff on the use of library resources to enhance the knowledge/skills and motivate them. The duties and responsibilities are to

1. prepare policy-guidelines for the library and its maintenance.

2. equip the library with automation, digitization, OPAC and reprography.

3. collect the requirements of various departments/institute/cell/clubs/chapters regarding library resources before the beginning of semester/year as per norms and consolidate the same.

4. float enquiry for quotations, prepare the comparative statement of quotations and forward the same to the library committee to finalize and approve the list of vendors.

5. prepare a consolidated budget requirement proposal based on approved list of vendors after negotiations and get it approved from higher authorities.

6. procure required books/journals/magazines/news-papers/manuscripts/rare-books/digital resources.

7. update and maintain accession register for the books, journals, periodicals, other resources/ equipment and e-records of online issues/returns of students/staff.

8. display the list of new arrivals of books, journals, magazines, software and any other e-resources.

9. keep e-record of students, staff and visitors register in place for suggestions.

10. display the renewal dates of all journals, e-resources, licenses, software for timely renewal.

11. equip with reading-room/digi-lib/DIGINET/remote-access/reprography/internet/wifi/CNET.

12. provide tie-ups and access to various digital resources of IIT, NIT, NPTEL, SWAYAM, EKLAVYA, MOOCS, INDEST, etc. in digital library.

13. display the available area, seating capacity, number of titles & volumes of books, journals and periodicals at the entrance of the library as well as on website.

14. add the required titles & volumes, journals, periodicals, magazines, news-papers, AVCD's, rare books/manuscripts, e-resources and infrastructure every year and post the same in website.

15. arrange for conduct of periodical audit of the stock register, accession register and other records.

16. create awareness among the staff/students about available URL links for e-resources/information.

17. collect feedback on requirements of books/journals/magazines/CDs/software from staff/students and procure on approval.

18. maintain the books in good condition and weed-out for disposal of obsolete material as per norms.

19. host a repository for learning resources & enthuse staff/students to make use of smart card facility

20. embed library hours in timetable for mandatory reading sessions, organize library day/week and form reading-clubs to develop vibrant reading culture among staff/students.

21. provide plug-in facility for laptops/tabs/remote-access-equipment to avail digital facilities.

22. ensure the availability of all previous years question papers, academic regulations, course files, lab workbooks, syllabus copies, thesis/dissertation reports in both hard and soft copy.

23. coordinate with departmental library in-charges for smooth functioning of the same.

24. provide statistical data & information pertaining to LIS on day to day events, reports, complaints & suggestions for improvement and generate periodical reports submit to the Director.

25. undertake any other work as assigned by the Director.

Duties and Responsibilities of Physical Education Director

Physical education plays a vital role in improvement of physical/mental fitness and enables overall confidence among students and staff towards leading healthy life-styles. It helps to develop critical thinking, situation analysis, timely decisions both as individual and team member. The Physical education director is responsible for creating awareness about physical fitness and organizes programs/camps/activities related to sports/games/events to the students/staff and reports to the Dean, students affairs and activities for conduct of various activities within and outside of the campus. The duties and responsibilities of physical education director are to

1. prepare rules for staff/students to conduct/participate in games/sports within/outside the campus.

2. prepare the broad schedule of various events and activities to be held at the institution.

3. provide state-of-art facilities i.e., games/sports/gym to conduct events at various levels.

4. collect the requirements from various departments/institute regarding physical resources before the beginning of year and consolidate the same for approval.

5. float enquiry for quotations, prepare the comparative statement of quotations and forward the same to the HOI to finalize and approve the list of vendors.

6. prepare a consolidated budget requirements proposal based on approved list of vendors after negotiations and get it approved from higher authorities.

7. procure various kits/equipment/resources for conduct of various games/sports/events, record the same in the relevant registers and ensure efficient utilization of sports/games facilities.

8. ensure conduct of sports/games/events as per schedules for students/staff in healthy environment.

9. train the promising students to take part in national/international games, sports and events.

10. encourages students to participate in inter college/zonal/university tournaments

11. groom the students to win prizes and get laurels to the institution.

12. avoid ragging/eve-teasing and ensure discipline among students and staff.

13. maintain necessary medical facilities handy in the department.

14. support in conduct of various events of the college, update the same through social media platform and upload on the website about the upcoming-events/success-stories.

15. submit periodical report on the performance of students/staff to the Director and undertake any other work as assigned by the Director.

Duties and Responsibilities of Hostel Warden (Boys/Girls)

Hostel warden is a senior faculty member would be the over all in-charge of all functions of Hostel(s) and reports to the Management/Principal /Director time to time. The duties and responsibilities are to

1. prepare policies and guidelines for smooth functioning of the hostel.

2. be the custodian and in-charge of all the hostel properties and verify the stocks periodically.

3. establish homely atmosphere inside the hostel.

4. monitor the admissions into hostel and allotment of the rooms to the students online.

5. ensure availability of wifi, TV room, reading room, laundry and sanitation facilities.

6. monitor guest facilities/boarding and restrict trespassers.

7. ensure the collection of hostel fee payments.

8. supervise the sports and cultural activities of students in the hostel.

9. constitute students committees such as mess/maintenance/discipline/sports/academic etc.

10. monitor the discipline of students during study hour, silence hour and in the dining hall.

11. supervise the working of ward boys, hostel attendants, sweepers and other hostel staff.

12. interact regularly with the inmates and solve the day to day problems, if any.

13. deal with indiscipline/ragging of the students and report to higher authorities for further action.

14. ensure proper menu is served and the quality of food is good in the mess

15. record/maintain/update daily various registers/ledgers & report to accounts and Director.

16. communicate to the parents/guardians about indiscipline/misbehavior of their ward in the hostel.

17. maintain overall ambience of the hostel premises including boarding/lodging facilities.

18. monitor that health care and welfare facilities are accessible to the inmates

19. conduct weekend hostel meetings with committee members to discuss relevant issues and execute

20. issue permissions if required to inmates in genuine cases based on parental approval.

21. impose approved remedial measures on defaulters in the hostel.

22. inform the Director about the monthly estimated bulk requirements for maintenance of the hostel.

23. cater to the immediate minor requirements in the hostel using monthly imprest money.

24. Forward monthly payment reports on purchases, items, salaries, suppliers, etc., to the Director.

Duties and Responsibilities of Program Coordinator

The programme coordinator's role is critical to program sustainability & student success. The coordinator facilitates key academic/operational processes, work-collaboratively with the deans, faculty and other supporting staff. The duties and responsibilities of programme coordinator are to

1. be familiar with vision/mission/goals/PEO/PO & NBA/NAAC visits to the institution/department.

2. acquaint staff/stakeholders about OBE-assessment/vision/ mission/PEO/PO/CO/SWOC etc.

3. appoint course coordinators & involve them to develop/goals/strategies/ rubrics/benchmarks, etc.,

4. build strategic plan, department calendar, NBA/NAAC compliance report and budget.

5. record programme specific achievements/accomplishments in fulfillment of graduate attributes.

6. allot accreditation files to department staff members and support all audits, visits & inspections.

7. upload necessary documents, digital resources repositories in website on proper approvals.

8. provide remote access to all the stakeholders to visit, download or edit option in special cases.

9. optimize the use of department resources to achieve the PO/CO.

10. exchange accreditation process intelligence with other institutes/organizations to gain knowledge.

11. identify slow-pace/weak/bright students and provide makeup/remedial/special assignments.

12. arrange counseling/mentoring based on analysis of performance through HOD/ coordinators.

13. analyze students spread/diversity/results/performance and advice them for MOOCs/VAC/TTP.

14. design, collect and analyze the feedback meant for various stakeholders.

15. maintain database of alumni, internships, projects and MOUs with industrial, R&D, employers.

16. List the names of funding-agencies/schemes and encourage staff to apply for the same.

17. arrange for CRT, skill/personality/professional/career development programmes

18. establish professional chapters, technical clubs, research/incubation centers in the department.

19. evaluate assessment effectiveness of CIE/SEE/rubrics/benchmarks/QA and report to PAC/IQAC.

20. analyze CIE/SEE/SGPA/CGPA and suggest improvements for the staff.

21. upload course files, lab manuals, master readings/calibrations, model examination question papers with solutions, setting up benchmarks/rubrics/CO-PO mapping/BTL on website on time.

22. maintain staff/students database of achievements, accomplishments, awards, publications, R&D, projects, patents, schemes and contributions to NSS/NCC/cultural/societal/sports activities.

23. direct the staff members to attend/participate/organize various SDPs/TTPs/Workshops/EDPs/ MOOCs/SWAYAM/NPTEL/EKALAVYA/Internshala/VACs/Executive Development Courses.

24. maintain notices/agenda/MOM/ATR for various committees in the department for inspections.

25. undertake any other work as assigned by the HOD/IQAC/Director.

Duties and Responsibilities of Course Coordinator (NBA/NAAC)

The course coordinator is responsible for course planning, design, development, delivery, resources, purpose, assessment, outcomes, evaluation, quality and integrity. The duties and responsibilities are to

1. explain importance, unique-role, pre-requisites, specific-skills, knowledge, proficiency, lab support, possibility for projects/internships/startups, support to competitive examination for

higher employment/education, graduate attributes mapped, course outcomes, benefits on completion of the course and how the knowledge received can help in career development.

2. provide the content/syllabi i.e., deliverables, course design, number of instructional/contact/practice/ practical/projects/viva-voce/seminar, tenure of course(s), self-learning expectations, lateral/ critical/innovative/creative thinking levels, class room support, digital cover, tutorials, quiz, assignments, CIE, SEE, grading procedure, weightages assigned.

3. maintain profiles and staff database with the details of courses handled, course file, lesson plan, assignment timelines, lab manuals, digital resources, open sources, e-learning and remote access.

4. detail the procedure adopted for assessment of students in terms of course/program outcomes, graduate attributes, grade-point-indicators, boundaries of learning and theory of constraints.

5. indicate how particular series of courses/modules leads to department/institute vision/ mission.

6. draft CO statements and use action verbs as depicted in BTL chart to assess learners level.

7. collect course end survey, analyze student-performance in terms of stakeholder perception.

8. provide awareness on syllabus review, additional topics & content beyond syllabus and resource persons & modes of addressing i.e., seminar/conference/workshop/TTP/collaborative learning etc.

9. assist in timetables/makeup/remedial classes/professional coaching/team learning/project learning.

10. list out adequacy of academic/research infrastructure facilities/equipment.

11. provide basis for evaluation/assessment/benchmarks/rubrics and submit to PAC & Director.

12. provide student access to LMS such as textbooks, library learning material, etc.

13. promote a culture of academic quality, rigor and integrity.

14. answer NBA/NAAC questions with valid proof.

15. undertake any other work as assigned by the HOD/IQAC/Director.

Duties and Responsibilities of Class Coordinator

Class coordinator advise on courses, communicate/explain the students about course registration, choice of electives, regularity, attendance, condonation, detention by attendance/credits in CBSS/CBCS, re-registration, re-admission, substitute courses, drop/extra courses, importance of lab/practice sessions, handing equipment in smart classrooms/labs, assignments, assessment procedure, CIE/SEE process, internships, projects, professional memberships, and performance indicators. The duties and responsibilities are to

1. monitor availability of ICT tools, time-tables, list of faculty/students and classroom equipment.

2. maintain and up-to-date attendance of the class & syllabus coverage by each faculty.

3. update student attendance daily in web-portal and communicate to parents through SMS.

4. advise staff/mentor to identify slow-pace/weak/advanced learners and arrange separate schedules.

5. appoint student representative/coordinator (one boy & girl) to observe class-discipline/labs/ seminars/quiz/any other activities as per time table.

6. impose special assignments to late comers and address class room discipline/academic issues.

7. conduct periodic meetings with students/staff, collect feedback and report on academic matters.

8. collect feedback on OBE from student/staff/stakeholders, analyze and report the results to HOD.

9. instruct counselors/advisors/mentors to report on critical students performance to HOD.

10. implement collaborative inclusive academic learning environment among student groups.

11. act as mentor, counselor, forward student late/early permissions and academic difficulties.

12. conduct frequent reviews with mentors on student progress submit the same to HOD.

13. instruct the students to attend the classes regularly, follow the dress code and consequences of failure to perform & succeed in CIE/SEE.

14. motivate students to attend the seminars/workshops/conferences/fests and present/publish papers.

15. undertake any other work as assigned by the HOD/Director.

Duties and Responsibilities of Faculty Mentor

Each faculty member should mentor a group of 20 to 25 students. First year students will have faculty mentors from the freshmen engineering department and from second year onwards the students will have faculty mentors from the parent department and continue till their graduation.

The duties and responsibilities of mentors are to

1. maintain/update a detailed academic/mentoring record of each student about contact, admission, co/extra-curricular activities, achievements and disciplinary actions if any.

2. be familiar with the history of assigned student including educational and family background.

3. meet the mentees atleast twice a month or as and when required.

4. monitor, counsel, guide and motivate the students in all academic matters and provide amicable solution for their problems, if any.

5. guide the students regarding choice of courses, electives, project, internships, credit calculation/ promotion, GP/SGPA/CGPA, VAC/NPTEL/MOOCS and explain about condonation/detention/ discontinuation/re-registration/re-admission/substitute courses etc.

6. ensure timely online registration of mentees and add/drop of courses within stipulated period.

7. contact parents/guardians about academic irregularities, behavioral changes, interpersonal relations, detrimental activities by way of physical/mental/emotional imbalances of the students.

8. create awareness about ragging implications to students in general and girls in particular.

9. advise the students in their career development/professional guidance.

10. keep contact with the students even after their graduation.

11. intimate parent through HOD for any administrative action in critical cases.

12. create awareness about student performance process, graduate requirements and attributes.

13. explain the importance of attendance, class activities, assignments, CIE/SEE examinations in theory/laboratory/seminar/projects and its bearing on graduation.

14. create awareness on diverse fields of higher education and employment opportunities to students.

15. maintain student-friendly environment by allowing him to make his own free choices after considering the limitations, alternatives, and consequences involved in decision-making process.

16. explain the importance of self-respect, self-motivation, self-discipline and self-esteem to perform well in career and focus on entrepreneurial career.

17. emphasize on positive-attitude/hard-work/career/values/culture/society in all counseling sessions.

18. monitor mentees performance in individual subjects about the attendance/marks/other feedback in coordination with the concerned faculty.

19. consider any other help as required academically by the student for self improvement.

20. undertake any other work as assigned by HOD/HOI.

Duties and Responsibilities of Faculty in-charge for Laboratory

The faculty in-charge is responsible for laboratory. The duties and responsibilities are to

1. assist HOD in preparation of guidelines for equipment procurement, operations/maintenance, up-gradation/modernization, repair/impair/calibrate and removal/disposal of obsolescence/scrap.

2. prepare budget, devise procedure to receive/inspect/stack/stores/issues & maintain stock registers.

3. facilitate the procurement of hardware/software peripherals and other consumable items those are required for lab well in advance before the commencement of semester on approval of HOD/HOI.

4. plan for the procurement of equipment & facilities to the lab well in advance as per norms.

5. identify students/staff who mishandled equipment & recover/replace for any breakage/loss etc.

6. ensure the cleanliness of the lab and switch off all equipment after use except those required.

7. take preventive measures for theft/damage/embezzlement/spoilage/pilferage/leakage in the lab and initiate action to recover the same through proper channel when such cases are found.

8. ensure proper record of the attendance, observation-books, lab-record-books, day-to-day work assessment, conduct of CIE/SEE and distribution of marks for each Laboratory session.

9. create and implement new exercises beyond the syllabus to bridge the academic gap and keep records of utilization factor, loading schedule, maintenance/upkeep of equipment and prepare/ update the lab manual with master readings/calibrations/precision levels/standard errors.

10. ensure to display the (i) list of equipment/software with cost (ii) list of experiments & lab manuals (iii) lab time table (iv) names of lab in-charge/lab assistants (v) stock position (vi) layout (vii) log book for daily usage (viii) complaint register (ix) safety measures (x) models & charts (xi) vision/mission/PEOs/POs/COs (xii) do's & don'ts etc.

11. arrange for documentation & maintenance of network traps/server capacity/hardware & software configurations/installation & testing/proxy backups & cloud management in case of computer lab.

12. ensure for labeling/coding/metal-tokens, testing/maintenance/AMC, internet components & hubs, physical security, update of hardware/software equipment and authorized use.

13. perform any other duty as may be assigned by the HOD/Principal/Director from time to time.

Duties and Responsibilities of Subject Teacher for Laboratory

In general, same subject teacher will conduct respective lab. The duties and responsibilities are to

1. prepare the list of experiments and maintain/update the lab manuals as per syllabus.

2. ensure the list of compulsory/additional/supplementary experiments to be executed.

3. execute all the experiments personally, well in advance, before commencement of the semester.

4. create awareness about all experiments among the students and staff, well in advance, for their preparation along with master readings/calibrations/ precision levels/standard errors.

5. ensure attendance is taken as per the procedure and seating is done as per the order.

6. check the observation book/record book/dress code/behaviour of every student.

7. assist the students in execution of experiments and clarify the doubts, if any.

8. conduct daily assessment and CIE/SEE evaluation in coordination with appointed examiner.

9. submit CIE/SEE marks to the heads of respective departments within the stipulated time period.

10. undertake any other work as assigned by lab in-charge and HOD.

DUTIES AND RESPONSIBILITIES OF TECHNICAL STAFF

The technical staff members of the institute perform various functions required for the smooth conduct of academics and administrative activities. The technical personnel such as programmers, systems administrators, lab assistants, workshop in-charges work for maintenance of equipment in order to provide required technical assistance to respective departments in an effective manner.

Duties and Responsibilities of Lab Assistants

The lab assistants assist the respective lab in-charge and subject teacher for smooth functioning of the laboratories. The duties and responsibilities are to

1. ensure the safety and upkeep of all the materials and equipments as per stock register.
2. maintain, update and display (i) list of equipment/software with cost (ii) list of experiments & lab manuals (iii) lab time table (iv) names of lab in-charge/lab assistants (v) stock position (vi) layout (vii) log book for daily usage (viii) complaint register (ix) safety measures (x) models & charts (xi) vision/mission/PEOs/POs/COs (xii) do's & don'ts etc.
3. restrict plastics, edibles, loiter, late-comers, movement of furniture/fixture/test-benches/jigs/tools, follow safety/operational instructions in set-up of equipment and ensure proper discipline at labs.
4. issue instructions and supervise whether all equipment/fans/lights/computers/LCD Projectors are switched off when not in use and cleanliness is maintained in lab and with equipment at all times.
5. assist the students/teacher in the laboratory proceedings and be conversant with technicalities/ emergencies of all the lab experiments and equipments with the knowledge of master readings/ calibrations/precision levels/standard errors.
6. ensure that the lab is to be opened/closed in his presence as per schedule, making sure that all the windows and doors are closed and the lab is sealed before leaving.
7. stick lab schedules/models/charts/boards/scientist photos/diagrams/tables at conspicuous places.
8. record the issues/usages/receipt of materials/fuels/tools/minor-equipment and collection of damages/replacement/recoveries and any issues made to the student on approval.
9. present at the time of receipt, repairs, delivery, erection, fabrication/peripherals/components/ assemblies/accessories/tools/spares/materials and take care of resources/services of the institute.
10. ensure that no theft/damage/embezzlement/spoilage/pilferage/leakage in the lab and hold enquiries, confiscate, seize, detain persons indulged with evidence and hand over them to HOI.
11. undertake any other work as assigned by lab in-charge/HOD/Principal/Director.

Duties and Responsibilities of System Administrator

The system administrator is responsible to design, organize, modify, support and install LAN/WAN/ Internet/intranet/network segments of all computer systems labs. The Systems Administrator shall discharge the duties under directions of the HOI. The duties and responsibilities are to

1. obtain quotations for purchase of computers/systems hardware and software equipment/services.
2. administer, configure and monitor servers and systems.
3. facilitate, develop, maintain and update the department/institutes websites/social-medias.
4. install, maintain & update hardware/software/OS/patches/firewalls/securities/configuration/LAN/ WAN/internet/wifi and remote access for digital resources.
5. conduct of periodic computer awareness/literacy courses/training programs for the students/staff.

6. identify and help implement installation of ICT and MIS requirements for the institute

7. analyze system logs, identify potential issues with the computer systems and provide securities.

8. integrate the new technologies into existing data centre environments.

9. perform routine audits of systems, troubleshooting, triggering, debugging of software and maintain data/files/directories backup and run reports on system performance to minimize risks.

10. administer server directories/drivers/passwords/MAC-ids/logins and to answer technical queries.

11. sustain network integrity, server deployment & security and control redundancy.

12. monitor & update network/file servers, VPN gateways and intrusion detection systems.

13. configure routers, interfaces, backup servers, authentication and authorization of systems services.

14. maintain servers, desktops, laptops, projectors, bio-metric systems, printers, routers, switches, firewalls, hotspots, personal digital assistants, smart-phones and CCTV surveillance.

15. undertake any other work as assigned by HOI/Director from time to time.

Duties and Responsibilities of Programmer

Computer programmer is responsible to develop the programs for a problem, debug and execute the developed program in consultation with concerned faculty and also responsible for upkeep of the computer lab. The programmer is to assist the respective lab in-charge and subject teacher for smooth functioning of the laboratories and report to HOD. The duties and responsibilities are to

1. assist the lab in-charge, staff and students in writing computer programs, debugging source programs, executing the computer programs and obtaining computer outputs.

2. ensure the safety and upkeep of all the materials and equipments as per stock register.

3. maintain and update (i) list of equipment/software with cost (ii) list of experiments & lab manuals (iii) lab time table (iv) names of lab in-charge/lab assistants (v) stock position (vi) layout (vii) log book for daily usage (viii) complaint register (ix) safety measures (x) models & charts (xi) vision/mission/PEOs/POs/COs (xii) do's & don'ts etc.

4. restrict plastics, edibles, loiter, late-comers, movement of furniture/fixture/test-benches/jigs/tools, follow safety/operational instructions in set-up of equipment and ensure proper discipline at labs.

5. issue instructions and supervise whether all equipment/fans/lights/computers/LCD Projectors are switched off when not in use and cleanliness is maintained in lab and with equipment at all times.

6. assist the students/teacher in the laboratory proceedings and conversant with technicalities/ emergencies of all the lab experiments and equipments with the knowledge of master readings/ calibrations/precision levels/standard errors.

7. ensure that the lab is to be opened/closed in his presence as per schedules, make sure that all the windows and doors are closed and seal the lab before leaving.

8. stick lab schedules/models/charts/boards/scientist photos/diagrams/tables at conspicuous places.

9. maintain the record of the material/components/kits/tools/computer-peripherals/internet components/storage-devices/cables/chords/boards/AV-equipment/head-sets/power backups/UPS etc and collect of damages/replacement/recoveries of issues if any from the student on approval.

10. present at the time of receipt, repairs, delivery, erection, fabrication/peripherals/components/ assemblies/accessories/tools/spares/materials and take care of resources/services of the institute.

11. ensure that no theft/damage/embezzlement/spoilage/pilferage/leakage in the lab and hold enquiries, confiscate, seize, detain persons indulged with evidence and hand over them to HOI.

12. undertake any other work as assigned by lab in-charge/HOD/Principal/Director.

Duties and Responsibilities of Computer Operator

The computer operator reports to the systems administrator in all matters connected with the operation of computer system and peripherals. The duties and responsibilities are to

1. assist the programmer, students and staff in execution of the computer programs and obtaining the computer output results and in the use of computer peripherals such as printer and plotter.

2. assist in installation/commissioning of computer furniture, equipment and be conversant with LAN/WAN/Wi-Fi/internet/intranet/firewall-protocols/interfacing with safety and security.

3. assist the students and faculty members with their projects

4. maintain and update software and OS to support application software and removal of pop-ups.

5. ensure that the setup of computers, tools, peripherals and equipments are intact to run programs.

6. explain about the safety precautions to be followed while handling the devices.

7. train students/staff to assemble/de-assemble/re-assemble, repair/impair complex assemblies.

8. present at the time of receipt, repairs, delivery, erection, fabrication/peripherals/components/ assemblies/accessories/tools/spares/materials and take care of resources/services of the institute.

9. assist the workshop instructor/workshop superintendent/HOD as and when necessary.

10. perform any other duty as assigned by higher authorities.

Duties and Responsibilities of Workshop Superintendent

The Workshop Superintendent is head of all workshops in the institute and reports through HOD, Mechanical Engineering in all matters. The duties and responsibilities are to

1. plan, schedule, organize, coordinate and monitor the workshop instructors.

2. plan and deliver workshop instruction material cum handout for various trades

3. conduct technical training programs covering various trades to staff/students.

4. procure and commission of machines and equipment in various labs including the workshops.

5. procure and storage of raw materials, tools and instruments.

6. supervise the students during practice sessions and evaluate their performance.

7. guide the students and faculty members with their projects in the area of fabrication.

8. ensure the maintenance of equipments and lay-down safety procedures.

9. organize/participate in professional development activities.

10. undertake any other work as assigned by HOD/Principal/Director from time to time.

Duties and Responsibilities of Workshop Instructor

The workshop instructor reports to the workshop superintendent of mechanical engineering regarding to utilization of resources and maintenance of workshops. The duties and responsibilities are to

1. assist in erection/installation/commissioning of equipment and labs.

2. maintain the records of procure/storage/accounting of raw materials, tools and instruments.

3. coordinate and monitor workshop instructions and tasks.

4. issue of raw materials, tools and equipments for various workshop jobs.

5. plan, deliver and evaluate theoretical and workshop instruction.

6. assist the staff/students during practice sessions and evaluate students' performance.

7. arrange for preventive maintenance and attend breakdown maintenance of equipment/ machines.

8. assist the students and faculty members in the area of fabrication of their projects.

9. train students/staff in all trades of workshop & participate in multi-functional training activities.

10. assist the workshop superintendent/HOD as and when necessary.

Duties and Responsibilities of Workshop Mechanic

The workshop mechanic reports to the workshop instructor of mechanical engineering with regards to maintenance of workshops. The duties and responsibilities are to

1. assist in erection/installation/commissioning of equipment and labs.

2. assist the students with the completion of experiments in their practical classes.

3. assist the students and faculty members in the area of fabrication of their projects.

4. record master readings/calibrations/precision-levels/standard errors of tools/machines/equipments.

5. ensure machines, tools and equipments are intact to conduct experiments.

6. setup and run the machines before conduct of experiment.

7. explain safety measures while handling with power tools, automated equipment and machines.

8. train the students/staff to assemble/de-assemble/re-assemble, repair/impair complex assemblies.

9. present at the time of receipt, repairs, delivery, erection, fabrication/peripherals/components/ assemblies/accessories/tools/spares/materials and take care of resources/services of the institute.

10. assist the workshop instructor/workshop superintendent/HOD as and when necessary.

Duties and Responsibilities of Laboratory or Workshop Attendant/Helper

The laboratory or workshop attendant/helper reports to the laboratory assistant/laboratory faculty in-charge/workshop instructor/workshop superintendent. The duties and responsibilities are to

1. be present in prescribed dress code with neat appearance.

2. keep open/close laboratory/workshop as per the instructions of Director.

3. collect workshop keys from the security and keep workshop premises clean and safe.

4. ensure proper locking of the rooms/labs/premises after closing windows, switching off lights/fans, closing water taps and depositing the keys with security personnel.

5. give respect to the superiors and extend full cooperation to other attenders.

6. restrict unauthorized persons from entering workshops.

7. clean the apparatus, tools/instruments, equipment and accessories.

8. overhaul machines as and when required.

9. attend the laboratory assistant/instructor faculty in-charge/workshop superintendent.

10. perform any additional duties assigned from time to time.

DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF

The non-teaching Staff members provide the necessary administrative support for the smooth conduct of academics and other related college activities as per the norms. With their diverse non-technical functions such as AO, Accounts Officer, Transport Manager, Maintenance Officer, etc. they discharge their responsibilities in coordination with one another thereby enabling the administration process make run the academics effectively.

Duties and Responsibilities of Administrative officer

The Administrative Officer is the over-all in-charge of administrative functions of the Institute such as admissions, transport, campus maintenance, security of property, and personnel, canteen operations, public relations, takes care of health-center among other things and reports to the Principal/Director. The duties and responsibilities of Administrative Officer are to

1. assist the Principal/Director in the day-to-day administrative functions and also in developing policies, procedures, and systems to ensure productive and efficient operations.

2. arrange for approval process of existing courses, application for additional courses and increase in intake in existing branches by AICTE & JNTUH

3. monitor the student admission process for fresh admissions under B category, spot admissions for convener quota, lateral-entry/transfer/re-admissions for all the programmes.

4. maintain the records and files related to all students' admissions with details such as nominal roll, discontinued students, shortage of attendance, long absentees, students medical leave and others.

5. arrange for the issue of mark statements, provisional certificates, degree certificates, transfer certificates, conduct certificates and other certificates to passed out students.

6. keep all original deeds and documents MOUs, land documents, receipts of taxes paid, building plans, staff bonds, and other such documents of college under safe custody.

7. ensure the security of college property, records, files, storage and documents and oversee the functions of caretaker responsible for upkeep of buildings, grounds, offices, etc

8. arrange for preparation contract agreement/document for canteen operations, administer the canteen services contract and oversee canteen services particularly hygiene aspect.

9. oversee and manage the transport operations with the assistance of Transport-in-charge, ensure provision of convenient, safe and hassle-free transport to the students and staff as per the college policy and in conformance with RTA rules by convening meetings with bus in-charges at regular intervals/once in two months and submit the report of the same to Principal/Director.

10. monitor fuel efficiency and take corrective action for fleet-control, repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc. by convening meetings with general maintenance staff and submit the report of the same to Principal/Director.

11. arrange logistics including private; for the college day, graduation day, traditional day, FDPs, placements, conferences, BOS/GB/AC meetings, staff interviews, industrial visits and others.

12. liaison with consultant/architects/engineers for infrastructural requirements/repairs/works.

13. co-ordinate in the maintenance the campus infrastructure, installations, office equipment, class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore-wells, furniture, campus green cover, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, Cash Counting Machines, CC Cameras, Water Coolers etc.

14. ensure campus security and safety of personnel through security service providers, monitor the work of security staff, enforce the terms of the agreement, and compliance with the instructions

issued, monitor CCTV and other surveillance equipment, if any, guard against vandalism, break-ins and report all incidents to Principal/Director and also police department on proper approvals.

15. serve as the primary point of contact and liaison with public, state Government departments, MROs, Police, Election Commission, student organizations, and other entities for administrative information and manage the incoming/outgoing dispatches/ mails concerning the college.

16. represent the college at meetings convened by JNTUH, Social welfare department, Minority Welfare department, or other Government departments/bodies on matters relating to scholarship, election duties, conduct of TPSC examinations, NSS, Swachh Bharat etc.

17. respond for legal notices, filing of petitions and liaisons with advocates and dispose/resolve individual problems and disputes involving students, staff, faculty, or members of the general public as they arise and keep all the legal records of staff, students, suppliers and others.

18. prepare Staff recruitment advertisements for publishing in dailies and assist the Director to conduct staff Interviews, keep record of applications, maintain the list of selected candidates, assist in pay-fixation of new recruits, and file appointment/joining/reliving/promotion/demotion/ termination/suspension/dismissal/prosecution orders of existing/new staff of the institution.

19. be custodian of staff original certificates, achievement certificates, staff service registers, Staff disciplinary action files and any other relevant document and identify the training needs of office staff, and organize staff development programmers accordingly.

20. maintain all leave files and registers pertaining to casual leave, permission, late, on-duty, vacation, Medical Leave, Maternity Leave, all attendance registers of faculties, Non-Teaching Staff, Administrative Staff, Hostel and Canteen Staff.

21. recruit ministerial, contingency staff, and drivers in co-ordination with HR department, following proper procedures to carryout periodical shuffling of ministerial and contingency staff across departments/sections, in co-ordination with HODs/Sections-in-charge.

22. prepare infrastructural/operational budgets for administration department, exercises budgetary control so as to regulate expenditure to the levels of provision in the approved budget.

23. maintain inventory, stores, office equipment and furniture with unique code for annual audit of the assets, review of progress of all administrative units and report to the Principal/Director.

24. review periodically the functioning of Transport section, Maintenance section, Security, Canteen, prepares quarterly reports, maintains the record of suggestions/complaints received, closed with possible solutions and build future plans for improvement.

25. maintain overall discipline, particularly impose a check on use of mobile-phones by students/staff and seize the same, ensure discipline and not to take place ragging, teasing etc.

26. arrange for all related documents of AICTE/JNTUH/others and correspond for submission and receipt of information with statutory bodies such as Higher Education, Technical Education, JNTUH, Minority cell if applicable

27. perform any other task assigned by the authorities from time to time.

Duties and Responsibilities of Deputy AO/Superintendent

Assist the AO in all functions. The duties and responsibilities are to

1. act as administrative officer in the absence of the administrative officer.

2. assist administrative officer in all day to day activities.

3. provide any statistical data in the required format as and when required.

4. monitor sub staff day to day works.

5. perform any other task assigned by the authorities from time to time.

Duties and Responsibilities of Accounts Officer

Prepares and maintains all the finance related records of the institute and execute the functions in consultation with the AO. The duties and responsibilities are to

1. generate automated financial reports using office accounting information system.

2. prepare accounts, cash book, ledgers, TB, income & expenditure A/c and balance sheet.

3. prepare accounting reports, mandatory financial disclosures and upload in website on approval.

4. collect cash, verify bills submitted and make payments to vendors/contractors

5. Prepare bank reconciliation statement.

6. prepare and consolidation of budgets pertaining to all departments/sections/centers

7. supervise challan writing and remittance to bank.

8. supervise postal accounts, if any.

9. verify cheques and bills

10. write daily collection register for college accounts.

11. maintain fee demand register, with details of DDs/cheques/pay orders and cash equivalents

12. consolidate the demand & default registers, generate relevant reports and submit to Director.

13. prepare audit reports and replies

14. be responsible for the safe custody of

    a. Bill books / receipt books
    b. Files pertaining to accounts/purchases
    c. Registers i.e., Cash books/Ledgers/Vouchers
    d. Cheque books/pass books
    e. Bank challans
    f. Fixed deposit certificates
    g. Quotations, comparative statements, orders, payments advice, AMC
    h. Other important office documents

15. prepare salary statements & forward to bank on approval of Director/Secretary & Correspondent.

16. file ITR forms (16, 16A, 16B, 21 & 24) from traces, professional-tax/PF/insurance claims.

17. prepare acquittance register and obtain signatures of all employees

18. remit TDS/claim TCS, attend tax audits regarding TDS/TCS transactions.

19. write caution deposit register, if any

20. any other accounts related function assigned from time to time by the Director.

Duties and Responsibilities of Cashier/Accounts Clerk

Assist the accountant in all the accounting/financial matters. The duties and responsibilities are to

1. collect all types of fees.

2. write challans and remit in to the bank

3. maintain all records related to cash collections/payments

4. any other accounts related function assigned from time to time by the Director.

Duties and Responsibilities of Office Assistants

The Office Assistant provides the necessary administrative help in all aspects for the smooth function of academics. He/she works under the guidance and directions of the Principal/Dean/HODs/AO concerned. Depending on the functions to be discharged, the duties and responsibilities of Office Assistant are categorized under various heads such as PA to Principal/HOD, staff & student related operations, scholarship & liaison, dispatch and front office assistance for communication purposes.

General duties and responsibilities of PAs/Office Assistants/Telephone Operator are to,

1. perform functions in a fully automated office environment.

2. arrange information in relevant files/registers, number and produce them on demand.

3. compile, store and retrieve information/data as and when required.

4. monitor and update information/data on regular basis.

5. arrange information/data for inspection within the institution and also for JNTUH/AICTE/NBA/ NAAC/UGC, etc.

6. arrange information/data produce for audit to be conducted at the college level on monthly basis and management level on half-yearly basis.

7. send the monthly internal audit/customary reports to the Management through Director.

8. provide information/data in stipulated format for audit by external agencies.

9. communicate with bodies within and outside for any information exchange under the directions of respective heads and on approval of Director.

10. exhibit good etiquette, be polite always and should not use derogatory & insulting language under any circumstances.

11. maintain computerized accounts in systematic manner with the help of Accountant/AO subject to the approval of Chief Accounts Officer of CMRGI.

12. be aware that the incumbent to the post may be transferred to any other section or department as per the exigency of situation.

13. any other office related function assigned from time to time by the Director.

Office Assistant – PA to Principal/Director

PA to Principal/Director provides secretarial assistance to the Principal/Director. The duties and responsibilities are to

1. take up dictation/ typing work as instructed by the Principal/Director and maintain records of all confidential, personal papers, MOM/ATR of various meetings, conferences, tours, telephone calls, interviews, appointments and special duties in a methodical manner.

2. maintain inward/outward correspondence registers for all official communication.

3. maintain personal and visitors register with regard to the appointments Principal/Director/ Secretary & Correspondent.

4. provide data and statistical particulars that has been requested by authorities and other departments of the institute and any other agency in time and facilitate to provide the desired information sought under the RTI Act, 2005.

5. assist to hold the meetings, prepare agenda, draft the minutes of various meetings at the institute level.

6. organize the work schedule, sort out document routine for inward/outward correspondence and prioritize the order of maintenance of registers for the same.

7. draft letters/notes for the staff and handle the correspondence independently at the times required.

8. integrate the data of various documents/reports/files and provide information for annual reports, newsletter, etc. pertaining to the activities of the department/institution on approval of Director.

9. any other office related function assigned from time to time by the Director.

Office Assistant – PA to Head of the Department

PA provides secretarial assistance to the respective HOD. The duties and responsibilities are to

1. supervise the work of the ministerial staff in the department/office .

2. be the custodian of all files in the department-office and maintain confidentiality on all matters.

3. enter, update, maintain the database and keep-backup of all the correspondence.

4. correspond instantaneously and dispose of files/proposals/reports/records at the earliest possible.

5. assist HOD/coordinators/lab-in-charges/sys-admin in preparation of departmental budget.

6. respond promptly to HOD in filling/update of various proposals/drafts/online-attendance.

7. assist to hold the meetings, prepare agenda, draft the minutes of department level meetings.

8. maintain inward/outward correspondence registers for all official communication.

9. maintain records of leave/permission/OD/exams/vacation/tours/visits of staff and students.

10. display daily the details of staff who are on leave and their work adjustment.

11. post daily students attendance in web portal, generate periodical attendance reports as instructed.

12. record result analysis, student/staff/parents/alumni/stakeholder feedback in prescribed format.

13. summarize and integrate data from various documents/reports/files and provide information for annual reports, newsletter, etc. pertaining to the activities of the department on approval of HOD.

14. provide data/statistical information that has been requested by authorities/other departments under the instructions of Director and HOD.

15. perform any other work assigned from time to time by HOD/Principal/Director.

Office Assistant - Staff Related Functions

The staff related Office Assistant maintains the information/data about staff related to department/ category-wise and the duties & responsibilities are to,

1. maintain a separate personal file for each staff member with complete information as per norms.

2. arrange staff details in the prescribed format for various internal/external inspections.

3. prepare department-wise staff attendance registers and maintain leave record.

4. maintain particulars of staff service and record the entries time to time in service registers.

5. provide the details of newly joined/relieved staff to the concern HOD.

6. create employee ID & biometric-recognition data for JNTUH/AICTE and issue ID card.

7. update information on the correspondence made through inward and outward files/documents.

8. arrange for any statistical data in the specified format as and when required.

9. perform any other staff related activates as instructed by AO/Principal/Director.

Office Assistant - Student Related Matters

The Student related Office Assistant maintains the information/data about students related to department/category-wise and the duties & responsibilities are to,

1. maintain data of students' admissions as per norms.

2. monitor and update files on personal details of students at regular intervals.

3. arrange for safe custody of all original certificates.

4. prepare and arrange files with details of admission and academic information of each student.

5. provide information/data readily in stipulated format for audit by internal/external bodies.

6. arrange for distribution of bonafide certificates & ID Cards

7. prepare the list of registered students in consultation with Controller of Examinations.

8. maintain data on loan estimation against individual student.

9. provide transfer/college leaving certificate to outgoing batch of students.

10. provide any statistical data in the specified format as and when required.

11. perform any other student related work as instructed by AO/Principal/Director.

Office Assistant – scholarship and liaison

Scholarship and liaison Office Assistant takes care of liaison of all scholarship related works, approvals and disbursement. The duties and responsibilities are to,

1. create awareness among the students regarding submission of online application.

2. prepare the list of eligible students for scholarships under various categories.

3. submit the list of eligible students for scholarship to government agencies and follow up till the scholarship is disbursed by the government.

4. arrange for disbursement of scholarship through cheques on approval.

5. submit acquittance to the government and follow up the renewals.

6. maintain excellent public relations and arrange meetings, if required.

7. provide any data and statistical particulars requested by authorities, other sections of the institute and any other agency in time.

8. perform any other activity related to scholarship as instructed by AO/Principal/Director.

Office Assistant – Dispatch

The Dispatch Assistant takes care of all the correspondence in the form of letters and record in inward/outward register at all levels. The duties and responsibilities are to,

1. make the entries in the inward/outward register with all details such as name of the person/office, subject, time, date, etc.

2. send letters/correspondence to the concerned department/individuals.

3. maintain relevant data in records and arrange for safe custody of the same.

4. provide any statistical data in the stipulated format as and when required.

5. perform any other activity/task as assigned from time to time by AO/Principal/Director.

Front office assistant/Telephone operator

The Front Office Assistant/Telephone Operator provides necessary assistance/clarification to queries of visitors or any staff members. The duties and responsibilities are to,

1. present a good ambience of office, receive visitors and attend to their queries.

2. receive the phone calls and route them to the respective officers for further correspondence and necessary action.

3. refer/direct the callers/documents to right persons of the institute/department/cell/club.

4. provide any statistical data/information in the required format on approval of Director.

5. perform any other activity related to communication as assigned by AO/Principal/Director.

Office Assistants – Examination Branch

IT Support Staff, Office Assistants (Operations) and Office Assistant (Services) of Examination Cell assist each Additional Controller of Examinations in the process of pre-examination, during-examination and post-examination related work of all programs. Duties and Responsibilities are to

A. IT Support Staff

1. provide access to students for upload, update, course(s) registration, fee payments, examination registration etc at times required and block logins as necessary.

2. maintain the cumulative monthly attendance database department wise.

3. auto-generate the list of promoted, readmitted/re-registered and detained/discontinued students before commencement of semester.

4. co-ordinate with all supporting staff/HOD/ACE/CE/Principal/Director.

5. auto-generate examination staff remunerations based on online entry and confirm payments.

6. maintain examination bulletin board, media-networks for various examination notifications and updates e.g. academic calendar, time-tables, regular/supply/advanced examinations, recounting, revaluation, registration, fee, schedules, detention, condonation, attendance, re-registration, results, etc., in web-portal.

7. generate the list of condonation/detention students and monitor payment of examination fees, dues, condonations, fines, etc.

8. generate answer booklets with barcode on each page along with OMR sheet for each registered student.

9. auto-generate hall-tickets, nominal rolls, D-Forms and seating plans, award lists for CIE/SEE for all courses after valuation/examination.

10. regulate, monitor restricted online/live/real-time data entry for examination staff.

11. encrypt, decrypt, download and print the master copy of moderated question papers.

12. incorporate new-barcode details of the students used/issued a new blank booklets.

13. provide access to scan, verify the scanned answer-booklets and generate the bundle key for digital evaluation.

14. grant the restricted-bundle-evaluation-access to the specified, with the question paper, scheme of evaluation and monitor the progress of evaluation examiner/subject-wise and report to respective ACE/COE.

15. provide restricted-secured scrutiny access for scrutinizers for scrutiny of answer booklets.

16. generate secured-restricted-confidential analytical reports/T-Sheets/moderation-tables/other confidential analytical data with tables/charts/diagrams of CIE/SEE for all subjects.

17. provide login access for registration & processing of revaluation/challenge valuation to the students.

18. generate and grant permission for printing of grade-memos/CMM/provisional/other necessary certificates, academic toppers list with approval of ACE/COE.

19. maintain all relevant files and digital resources in secured environment.

20. perform any other tasks as assigned by the ACE/COE/Principal/Director.

B. Office Assistants (Operations)

1. draft, prepare, submit, document and file all the examination correspondence to both internal and external agencies.

2. prepare examination related appointment and relieving orders for internal and external examiners, observers, scrutinizers, paper setters, evaluators, invigilators etc.

3. provide updated report of the students in the prescribed format as and when required.

4. print consolidated attendance report of all programmes/courses separately on instruction and in association with IT support staff.

5. print & preserve the list of promoted, readmitted/re-registered and detained/discontinued students before commencement of the semester and forward the same to the concerned HODs.

6. circulate all examination circulars/notices between and amongst relevant staff & students

7. co-ordinate with all the staff members associated in examinations at the times required.

8. collect hardcopies of remuneration bills and submit the consolidated bills to respective ACE.

9. prepare examination fee notification and time-tables for circulation among staff and students.

10. generate the list of students who paid examination fees after due date with fine to issue relevant proceedings for further action.

11. print and display the list of condoned and detained students on approval.

12. issue answer booklets, nominal rolls, question papers and award list for all CIE/SEE.

13. print hall-tickets, nominal rolls, seating plans and bar-coded answer booklets.

14. issue hall tickets to the students and display seating plan at conspicuous places.

15. arrange nominal rolls and answer booklets as per seating plan.

16. prepare the day-wise list of invigilators for examinations duty.

17. issue seating plan, nominal rolls, answer booklets to the concern.

18. prepare statement of unused booklets and match with D-Form.

19. bundle/seal the printed question papers in accordance to seating plan and hand over the same to invigilators in examination halls.

20. collect unused answer-booklets, unused question-papers, absentee statement and nominal rolls after half an hour from the commencement of the examination.

21. prepare D-Forms with malpractice cases, if any.

22. print consolidated internal marks list and submit to HODs for verification.

23. ensure upload of CIE marks immediately as per instructions

24. collect answer-booklets as per D-Form, bundle them subject wise and regulation wise.

25. scan and verify each answer-booklet and stack them digitally in server for evaluation.

26. bundle the hard-copies of all answer booklets and keep them in safe custody.

27. print SEE marks obtained in all subjects after the scrutiny for verification.

28. print pre-result sheets and submit to COE for approval.

29. prepare hard copy of consolidated grade sheets in letter grades and display on notice board

30. prepare notification for recounting/revaluation and display after approval.

31. print final result sheet after the completion of recounting/revaluation process.

32. print grade-memo/CGM/PC/other necessary certificates in the presence of ACE/COE.

33. file the list of the academic toppers and the gold medalists and submit to COE.

34. maintain all files/digital resources in secure environment to retrieve as and when necessary.

35. perform any other task as assigned by the ACE/COE/Principal/Director.

C. Office Assistants (Services)

1. be the custodian of the student's personal files/certificates submitted at the time of admission.

2. issue and receive certificates related to the students on approval from the Director.

3. provide needful information to the students.

4. issue duplicate hall tickets based on genuine request by the student on payment.

5. issue Bonafide Certificate, Bus Pass, Custodian certificate, Course Completion Certificate and Medium of Instruction Certificate.

6. issue Memorandum of Grades, Consolidated Grade Memo, Provisional Certificate and Transfer Certificate after receiving No Dues Certificate.

7. perform any other task as assigned by the ACE/COE/Principal/Director.

Duties and Responsibilities of Hostel Deputy Warden (Boys/Girls)

Deputy Hostel Warden assists Warden to discharge duties. The duties and responsibilities are to

1. supervise the discipline of inmates at the time of study/tutorial/dine/games etc.

2. allot the rooms to the hostelites online and maintain homely atmosphere inside the hostel.

3. coordinate the activities of the sub-staff and ensure prompt housekeeping.

4. provide health care and welfare facilities for the hostelites.

5. implement the rules and regulations of hostel strictly.

6. conduct weekend hostel meetings with all committees to discuss relevant issues and execute.

7. forward requests of hostelites for permissions, leaves, stay-outside, guest-stay to the warden.

8. maintain the movement register of the hostelites and produce on demand.

9. impose approved remedial measures/punishment to defaulters.

10. monitor closely kitchen-hygiene/laundry/sanitation/games and stick to mess-menu.

11. prepare bills related to payments and submit to Warden.

12. perform any other task as assigned by the warden/Principal/Director.

Roles and Responsibilities of Hostel Mess in-charge (Boys/Girls)

Hostel mess in-charge is the overall in-charge of the kitchen storeroom and reports to the warden. The duties and responsibilities are to

1. maintain hostel account and records.
2. purchase quality food materials at competitive prices on approval.
3. be responsible for distribution of the materials for preparation of food by mess workers.
4. prepare the bills and forward the same for payment.
5. ensure maintenance of any carpentry/electrical/plumbing/sanitation/RO-plant and other facilities.
6. supervise the hygiene of dining hall before/after breakfast, lunch and dinner timings.
7. supervise the mess workers, sweepers and the cleanliness in and around the hostel.
8. perform any other task as assigned by the warden/Principal/Director.

Duties and Responsibilities of Hostel Mess workers (Boys/Girls)

The mess workers are overall in-charge of the kitchen and report to the Warden. The duties and responsibilities are to

1. prepare and serve food for the hostelites and staff in the hostel.
2. take preventive maintenance of kitchen equipment.
3. maintain the housekeeping of the dining hall.
4. perform any other task as assigned by the warden/Principal/Director.

Duties and Responsibilities of Electrician

The Electrician is the in-charge of the overall electrical equipment maintenance in the campus and reports to the AO/Principal/Director. The duties and responsibilities of Electrician are to

1. attend complaints as per log book in various departments such as repair/replace tube lights/fans/ switches/boards/MCB/plug-ins to all kinds of electrical equipments/components in the campus.
2. provide uninterruptible power supply for smooth conduct of exams, placements and main events in the college through generators and UPS, as and when required.
3. monitor generator, UPS, batteries, transformers and solar power plant service & maintenance.
4. record the runtime readings of the generators and the output voltages of UPS when in use.
5. maintain all the panel boards and erect the cable from panel boards to distribution box.
6. install capacitor banks to improve power factor at LT side of both the transformers.
7. manage load factor by using power drives to avoid penalties/levies from TSPDCL.
8. file electricity bills, service/test reports of generator/UPS and equipment purchases, if any.
9. provide proper points for earthing/grounding and floodlights/PAS for outdoor events .
10. provide support for the safety installation of electrical equipment.
11. attend preventive/break-down maintenance, conduct rowing inspections for all electrical equipments and installations like fuse-off, power-off etc.
12. perform any other function assigned by AO/Principal/Director.

Duties and Responsibilities of Transport In-charge

The transport in-charge is responsible for overall fleet of the institution. The transport in-charge works and reports all activities to the AO. The roles and responsibilities are to

1. identify the transport requirements such as vehicles, drivers, parking place etc., from time to time, inform the same to the AO and initiate action for meeting the identified requirements.

2. review/allot routes, drivers and buses every year periodically based on needs.

3. receive requests/applications from students/staff about bus routes, bus-pass and allotment of seats in buses and allot/assign bus routes, halts, drivers and bus in-charges, in consultation with Administrative Officer and with the approval of Principal/Director.

4. schedule bus times so as to reach the college by 8.50 A.M and fix pickup/drop/departure times.

5. process & recommend leave/vacation/OD/permission applications of drivers for sanction after substitution of spare driver(s) and ensure smooth service vehicles as per schedule.

6. instruct to operate limited buses on semester end examination days and during vacations of staff as per actual requirement, making changes in the routes where needed.

7. decide on extra/overtime duties/payments to drivers and rentals for private parking lots.

8. process bills of sub-contractor/diesel/petrol/vehicle-repair/maintenance for own/rental vehicles.

9. troubleshoot with drivers/bus-in-charges/students/sub-contractors in case of vehicle break-down.

10. interact with bus-in-charges in case of traffic congestions, route-restrictions, behavioral issues, unauthorized travel, tweaking of routes/stages, vehicle fitness, unsafe driving etc.

11. ensure scheduled maintenance of vehicles as per norms and follow-up the same.

12. receive complaints/suggestions of students/parents/staff/drivers/contractors & resolve on approval

13. receive transport requests from staff for private vehicles from the approved travel agencies in case of non availability of vehicles in office-vehicles-pool.

14. maintain and update regularly the inventory of college owned vehicles and ensure the compliance with RTA as per college procedures pertaining to registration, fitness inspection and utilization.

15. insure all the vehicles get timely renewal and keep a copy of all valid certificates/documents i.e., RC, pollution, insurance, fitness, NOC, route-permits, driving license and dexterity report.

16. attend to any other duties assigned by concerned authorities from time to time.

Duties and Responsibilities of Driver's

The drivers should report to the Transport Manager in all transport related matters. The duties and responsibilities of drivers are to,

1. show on demand copies of Driving License/Aadhar/PAN/Insurance/RC/Fitness.

2. maintain vehicle in good condition, log book with signatures and attend scheduled/preventive/ breakdown maintenance along with reasons.

3. report at starting point atleast 30 minutes before the scheduled time with proper uniform, be polite with boarders and provide necessary assistance to guest passengers.

4. upkeep vehicle interiors/exteriors clean and neat with good ambience.

5. check/inspect vehicle daily, as per directions of original equipment manufacturers manual, oil-gauges, validity of pollution control certificate, instrumentation panels and wheel alignments followed by repairs & replacement.

6. avoid rash driving, street fight, traffic violation, hit & left, abscond, use of mobile phone while driving, drunk & drive and misbehavior.

7. have the knowledge and be competent to undertake minor repairs whenever required.

8. undertake precautionary & safety measures in fleet maintenance.

9. renew certificates timely such as RC, PCC, fitness, insurance, permits, NOC and driving licenses.

10. attend any other duties assigned by concerned authorities from time to time.

Duties and Responsibilities of Security Wing

The aim is to provide the most scrupulous level of overall campus security & safety to each and every individual. A well-charged crew vigilantly maintains the campus at various sensitive/vulnerable locations. The security personnel are appointed through professional industrial security agencies. The security force is responsible to safe-guard the campus along with way-laid equipment/materials, movements of individuals in and around campus and also monitors the entry/exit procedures in force.

Security Officers

The duties and responsibilities of security officers are to,

1. assign security guards at all entries/exits/vulnerable areas and monitor through squads.

2. monitor the functioning of CCTV and alerts through PAS.

3. check against indiscipline, ragging, eve-teasing, trafficking, picketing, campus unrest, etc.

4. patrol round the clock, in and around the campus with the team.

5. forestall mobs/crowd/mass gathering in any area in and around campus through crew.

6. provide forecast on weather conditions and report on any unnatural events.

7. report on trespassers, ransacks and encroachment to the higher authorities.

8. report on the unauthorized use of cell phones/cameras/drones in and around the campus.

9. verify all the records/registers of students, staff, visitors and suppliers at security terminal.

10. submit a report on security staff daily attendance to the higher authorities.

11. attend any other duties assigned by concerned authorities from time to time.

Security Guards

The duties and responsibilities of security guards are to,

1. alert the squadron about unwanted things in their vicinity and any contingent event that comes into their notice.

2. check/verify the identity of staff/students and authenticity of visitors at all entry/exit points.

3. insist any individual or vehicle that comes into the campus to disclose the details of equipment/ material inside the vehicle prior to their entry/exit and issue a gate pass on authorization.

4. record, issue and collect visitor's gate pass and maintain gate inward/outward registers.

5. check whether the staff/students possess proper online-permissions/gate-pass before they exit the campus & closely monitor all the movements of students/staff, material/equipment in the campus.

6. report own movements to the security officer and record the same in the register on approval.

7. restrict the unauthorized use of cell phones/cameras/drones in and around the campus.

8. ensure the safe custody of campus infrastructure/property from theft, embezzlement, spoilage, pilferage, leakage, breakage, fire and vandalism.

9. forestall the trespassers, ransacks and encroachment and report the same to the higher authorities.

10. provide contact information to the needy persons on approval from the concerned authority.

11. attend any other duties assigned by concerned authorities from time to time

Duties and Responsibilities of Maintenance Supervisor

The Maintenance Supervisor takes care of general maintenance of campus and reports to AO/ Principal/Director. The duties and responsibilities of Maintenance Supervisor are to

1. supervise neatness and tidiness of the campus.

2. monitor all the existing and new constructions under the instruction of Director.

3. ensure the safe custody of all facilities available in the campus and keep intact the equipment.

4. plan and execute maintenance work systematically by

    a. preparing schedules for routine maintenance on daily, weekly and monthly basis.
    b. monitoring of all works through personal inspection and effective feedback system.
    c. taking corrective action to minimize gap between plan and action.
    d. submission of monthly status report on complaints.
    e. enhancing the efficiency through automated maintenance.

5. check whether all maintenance problems/complaints attended as per logbook and acknowledge.

6. troubleshoot/diagnose/rectify failure of photocopiers, fans, pumps, water-coolers, plumbing, etc, if any.

7. work in liaison with outside maintenance contractors/technicians and in co-ordination with AO.

8. supervise the maintenance of the green-cover, sanitation, canteen, grounds, solar-plants, etc.

9. monitor the functioning of technicians/semi-skilled/unskilled labour.

10. maintain the stores related to cleansing materials/supplies and facilitate issue of purchase order.

11. monitor the condition of safety equipment against the hazards and take necessary measures.

12. ensure the cleanliness of ground/courtyards/class-rooms/cafeteria/seminar halls/auditorium etc.

13. transfer of equipment/materials/fixtures/machines to relocate/establish offices/cabins on approval.

14. assist HODs/coordinators in shifting of resources within the campus on approval.

15. perform any other function assigned by AO/Principal/Director

Duties and Responsibilities of Attenders

The attenders are responsible for the security/cleanliness of the respective office and report one hour before the scheduled time and leave the premises on instructions from coordinator/HOD/AO/Director. The duties and responsibilities are to

1. respect visitors, parents, staff and students.

2. be present in prescribed dress code with neat appearance.

3. take the keys from security office after signing in the register.

4. be responsible for the cleanliness of the rooms/labs/premises of the concerned departments.

5. follow strictly the instructions issued by the coordinators/HODs conscientiously.

6. ensure proper custody/safety of the rooms/labs/premises, shut/open windows/doors, switch on/off lights/fans, close all the taps and deposit the keys in the security office.

7. respect the superiors and extend cooperation to other attenders.

8. maintain restricted entry into the departments/office.

9. adjust/substitute the work properly and then apply leave through proper channel.

10. perform any other additional works assigned from time to time.

Duties and Responsibilities of Sweepers

All the sweepers should report to maintenance supervisor and report one hour before the scheduled time and leave the premises on instructions from supervisor/AO. The duties and responsibilities are to

1. cater the housekeeping needs of the campus and buildings.

2. ensure that class rooms allotted to them are opened and closed as per norms, daily.

3. deposit the keys in the office before leaving the campus, every day.

4. deposit all lost articles and those found in the campus at admin office every day.

5. maintain cleanliness of office chambers, staff-rooms, verandahs, labs and class-rooms daily.

6. clean windows, doors, roof tops, benches etc., every week.

7. perform the assigned duties at seminar hall/auditorium during functions and programmes.

8. handover and communicate documents/files/parcels/bundles to respective individuals in the departments on instruction of coordinator/HOD.

9. take part in sanitization of the premises on instructions from supervisor/AO/HOD.

10. perform any other duties assigned from time to time.

Duties and Responsibilities of Gardener

The gardener should report to the maintenance supervisor and report one hour before the scheduled time and leave the premises on instructions from supervisor/AO. The duties and responsibilities are to,

1. maintain greenery, cleanliness, trimming/shaping of grass-cover/lawns/shrubs/plants/trees.

2. fill the water in all overhead tanks/sumps in the premises.

3. spray pesticides/fertilizers/chemicals/sanitizers to grass-cover/lawns/shrubs/plants/trees.

4. maintain water sprinklers/hose pipes/pumps in the garden/construction works in the campus.

5. extend hand in the hostel as and when required on instruction from supervisor.

6. perform any other duties assigned from time to time

GUIDELINES TO CONDUCT THE EXAMINATIONS

The Examination Cell is headed by Controller of Examinations, a senior permanent faculty with potential, nominated by the HOI on rotational basis. The HOI is the Chief Superintendent of Examinations and COE reports to HOI & get prior approval in all examination related matters. The Controller of Examinations carries out the works with the assistance of the team nominated by HOI. The team comprises of two Additional Controllers of Examinations, departmental examination coordinator and other members nominated as per the quantum of work in the examination cell. The office assistants deputed by the HOI and works under the instructions of the coordinators for internal examinations (CIE) as well as external examinations (SEE) in preparation of invigilators list, time table, notices, seating arrangement, exam hall preparation etc. The examination duties are discharged by the concerned faculty members as per the instructions and guidelines laid down by COE/HOI.

General Guidelines for the Conduct of Internal Examinations

1. The faculty member has to prepare the question paper for internal examinations in the prescribed format with even distribution along with the instructions to answer the questions with allocated marks and should spot BTL, CO-PO mapping, mention on the right side of the questions.

2. The faculty member has to ensure that the question paper comprises of two parts (Part-A&B). Part-A is compulsory and consists of five questions carrying two marks each. Part-B consists of three essay type questions with internal choice carrying five marks each.

3. The COE appoints lead faculty member to prepare two sets of CIE question paper along with detailed scheme of evaluation in case the subject is handled by more than one faculty and the lead faculty have to coordinate with other faculty for the same and submit to COE confidentially.

4. The COE has to arrange for quality check of the question papers through AAA-IQAC.

5. In case of seminar, internships, project etc, only CIE component shall be shown to the students.

6. The faculty has to conduct two CIEs during the semester for all the courses as per the schedule indicated in the academic calendar. Absence in any examination will mean zero marks scored.

7. The faculty should make a note of that, each CIE comprises of 30 marks. Out of which the subjective test is for 25 marks with duration of 90 minutes and assignment is for 5 marks. The final CIE marks are calculated by taking 80% weightage from best and 20% weightage from the least scored of the two mid examinations in each subject.

8. The faculty has to check the ID card of the student, ensure that the students have rightly occupied their seats as per the seating plan, students have correctly filled the details on front page of their answer booklets, distribute the question papers five minutes before the beginning of the examination, sign on the answer booklets, obtain the signature of the students on the nominal roll, provide D-form, 'X' mark in seating plan for absentees students during invigilation.

9. Faculty has to observe discipline during invigilation and report the cases of indiscipline, misbehavior and malpractice to the COE for further necessary action.

10. The invigilator(s) has to collect the answer-booklets from the students, segregate them accordingly for each course and hand over them to the exam cell after completion of the examination.

11. The COE has to arrange for scanning, bundling, coding for digital evaluation and provide access to the concerned faculty member.

12. The COE has to provide login access to the students for verification & confirmation of valued answer booklets for any discrepancies after the completion of evaluation process.

13. The faculty has to download each CIE marks, post in attendance register and make use for CO-PO attainment.

Instructions to faculty members for performing/discharging Invigilation Duties

The faculty members appointed as invigilators for the examinations should,

1. report to the examination branch 30 minutes before the scheduled commencement of the examination or as the case may be and collect the required material atleast 30 minutes before the start of the examination.

2. perform minimum number of invigilation's as per examination cell guidelines.

3. enter into the examination hall atleast 15 minutes before commencement of examination.

4. instruct the students not to carry any books/note books/written materials/gadgets/mobiles/ smart-watch/any other material objectionable, except Hall-Ticket and ID card.

5. check the ID card & Hall-Ticket of the student, ensure that the students have occupied their seats as per the seating plan atleast ten minutes before the scheduled time, and instruct them to verify printed OMR details and notice discrepancies if any, distribute the correct question paper as per regulations/seating-plan five minutes before the beginning of the examination, sign on the answer booklets, obtain the signature of the students on the nominal roll, mark 'AB' for absent students, 'X' mark in seating plan for absentees students during invigilation.

6. maintain discipline in the examination hall to prevent malpractices/unfair-means and report to COE for further necessary action.

7. announce in the examination hall about the time left for completion of examination once in an hour and warn ten minutes before the end of examination and also inform students they are not allowed for nature calls unless and other wise certified by medical doctor.

8. seize on sight all the documents & materials which are suspected to be the evidence of the malpractice, detain the candidate; send an intimation to the COE. Based on COE instructions the invigilator has to prepare a written report about the incident with acknowledgment of the student.

9. count and return the code books/data books and other books necessary for the examination sent to the examination halls at the end of the examination to the examination cell.

10. instruct the candidate to write "Struck off by me" on each page when any candidate strikes off the answers in his/her main answer books and also be asked to strike of all blank pages at the end of the answer scripts before leaving the examination hall.

11. ensure no candidate is allowed to leave the examination hall during examination time.

12. not carry cell phones during exam-duties/confidential-assignments/meeting, deposit their cell phones in their office/examination cell on their own risk.

13. not leave the examination hall till reliever present physically/examination is complete. No relievers permitted during the first/last 30minutes of the scheduled time of examination.

14. make sure that staff members who don't have examination duties should not enter into the examination halls.

15. collect, arrange the answer scripts of the candidates in the increasing order of HT Nos. for each exam and submit the same in the exams cell after the completion of the examination. The invigilator will be held responsible/prosecuted for any loss of the answer scripts.

Guidelines/Instructions to examiners for digital evaluation for CIE

On receipt of login access alert from COE, the faculty has to start digital evaluation of the scanned scripts as per guidelines issued within stipulated time.

The appointed evaluator/examiner should,

1. access the link sent to their official e-mail in cluster center immediately by filling the necessary information and proceed for digital evaluation and complete within three days. Simultaneously, the faculty members have to upload the assignment marks of the students in the prescribed format.

2. inform the students about verification of the marks through web-login and report discrepancies if any to the faculty concerned/COE within two days.

3. receive CIE marks after students verification from the COE and record in the attendance register.

4. record the final CIE marks from COE after completion of two CIEs in the attendance registers.

Guidelines/instructions to faculty for conducting CIE for Practical/Project

The respective faculty member has to,

1. conduct two CIEs for each practical subject, during the semester, of 30 marks each. Each CIE consists of day-to-day work evaluation for 20 marks and internal test for 10 marks conducted by the concerned laboratory teacher for duration of 90 minutes. The final CIE marks are calculated by taking 80% weightage from best of the two CIEs & 20% weightage from the least scored CIE.

2. conduct the CIE for project on the basis of two seminars delivered by a student on the project topic, evaluated by a committee consists of HOD, supervisor of the project and a senior faculty.

3. collect the required stationery, answer booklets, nominal rolls and award list 30 minutes before the scheduled time of examination from exam cell, on the day of the examination.

4. return nominal rolls, unused answer booklets, unused question papers, absentees' statement immediately after 30 minutes from the commencement of examination to the exam cell.

5. submit the evaluated answer booklets in sealed cover and award list along with day-to-day work evaluation marks to the examination cell after the completion of examination, on the same day.

Conduct of SEE for Practical/Design/Drawing

The COE will prepare the schedule of SEE and communicate to all HODs/staff/students through circular/website/notice-board/classroom/labs and HODs are responsible to disseminate information.

Practical: The SEE for lab is of three hours duration with a weightage of 70% of the total marks.

Project: The SEE for project viva-voce is conducted by a committee consisting of external examiner, HOD and supervisor of the project.

Guidelines for faculty members to conduct SEE of Practical/Project

The faculty members appointed as Internal and External examiners should,

1. collect the required stationery, answer booklets, nominal rolls, D-Form, award list 30 minutes before the scheduled time of examination from exam cell on the day of examination.

2. return nominal rolls, unused answer booklets, unused question papers, absentees' statement immediately after 30 minutes from the commencement of examination to the exam cell.

3. submit to the examination cell the evaluated answer booklets in sealed cover along with award list, after the completion of examination, on the same day.

4. collect and forward the duly signed remuneration bills for the payment to the COE.

GUIDELINES FOR PRINTING, BUDGET, PROCUREMENT & AUDIT

Printing Material

Printing of any material including the visiting-card will be carried out with prior permission of the Director. The following are the official printed formats available in the office and not to be printed on their own without prior permission any violation in this regard leads to disciplinary action followed by prosecution.

1. Student Application forms, Admission Registers, Attendance Registers and Mentor Records.

2. Staff Service Records, Attendance Registers, Leaves Registers and Visiting Cards

3. Letter Heads and Identity Cards

4. Posters/Banners and Invitation Cards

5. Library Accession Register, Visitors Register.

6. Stock Registers (consumable/non-consumable)

7. Indent Forms and Enquiry Books

8. Bonafide, Custodian, LOR, MOI, Course Completion & Transfer Certificates

9. Fee Receipt Books, Payment Vouchers, Accounts Stationary.

10. Student & Staff Permission Slips and Leave Application Forms

11. No-due Certificate, Gate Passes, Visitor Slips, Vehicle Permission/Parking Slips

12. Log Registers, In/Out ward registers and Staff movement registers.

13. CIE/SEE Answer Booklets, Award lists, Grade Memos, CGM, PC, Transcripts

14. Student Lab Records/Drawing Sheets, Lab Manuals, Course Files and General Files.

Guidelines for Preparation of Budget proposal

Soon after completion of the academic year, the staff in-charge of each lab should forecast the lab requirements i.e., consumables, non-consumables, stationery, furniture and major equipment for the current financial year based on previous year/semester consumption. The HOD has to prepare a consolidated detailed budget in the prescribed format for the entire department in coordination with faculty and submit to the Director for further approval. The HODs have to discuss various budget components in IQAC before submission and support for inspections, visits and audits.

Procurement of Consumable & Non-Consumables Items

The concerned HOD/faculty member has to,

1. initiate a budget proposal for the procurement of the consumables, special stationery, furniture, loose tools and equipment for the next academic year/semester and submit to the Director.

2. float enquiry for quotations, prepare a comparative statement, negotiate, request for final quotation, forward it to purchase committee for approval and to proceed further to place order.

3. prepare & place order for delivery of materials/equipment on approval from Director.

4. ensure delivery of ordered items and arrange for inspection of received items in good condition.

5. enter the details in the stock/assets register, pass instructions for payment of bill soon after completion of inspection of equipment/material with an intimation to Director.

Stationery Procurement

Guidelines to HOD for procurement of stationary

The HOD/AO should,

1. assess the central requirements of stationery for the administrative needs of all the departments including admin office before commencement of the academic year/financial year.

2. consolidate the requirements of all the departments/cells/R&D/clubs/chapters/associations and submit the same in the prescribed format to the Director for approval.

3. float enquiry for quotations, prepare a comparative statement, negotiate, request for final quotation, forward it to purchase committee for approval and to proceed further to place order.

4. prepare a purchase order on approval from Director/HOI, place order for delivery of materials.

5. ensure delivery of ordered items and arrange for inspection of received items in good condition.

6. enter the details in the stock/assets register, pass instructions for payment of bill soon after completion of inspection of material with an intimation to Director/HOI.

7. maintain central stores department to receive the stationery and distribute as and when required to the departments by the store keeper on receipt of indent by the HODs through Director.

8. raise special indent for stationery in case of bulk purchases for conduct of workshops/ conferences/seminars/SDPs/TTPs, etc. to the AO well in advance. While raising indent, the actual use of stationery during previous similar occasion should be taken into consideration.

9. deposit the unutilized stationery to the AO soon after the completion of the programme intact.

10. seek stationery indent periodically for smooth functioning of administration of stores department.

Maintenance of Stock

Guidelines to in-charge staff members for maintenance of stock

The laboratory in-charge has to,

1. maintain the following registers of their respective labs
   a. Consumables stock register
   b. Non-consumables/valuables stock register
   c. Other register(s) based on the requirement of the Department concerned.

2. receive the equipment/material after verification, be responsible to upkeep the material, each & every entry should be duly signed by the staff in-charge, faculty in-charge, HOD and HOI.

3. verify the stock & entries whenever there is a change/deputation of lab in-charge and note discrepancies if any and report the same to the Director through HOD.

4. notice & record in the stock register instantaneously on any breakage/damage/leakage/pilferage/ spoilage/mishandling/theft/embezzlement of any item in the lab with due remarks of HOD. Irrespective of category of damage, the recovery either in form or in kind should take place with the approval of the Director and weed out of the stock register.

5. enter the details of obsolete & condemned items/tools/equipment/materials in the stock register.

6. record the details of inter/intra departmental transfer of equipment/material on approval of HOI.

7. suspend the non-functional equipment from lab/department till it get rectified by supplier.

8. arrange for scheduled service/maintenance of equipment/machinery follow AMCs.

Stock Verifications

Guidelines to concerned HOD/ faculty member for stock verification

The concerned HOD/faculty member has to,

1. make surprise visits/checks in the department office/lab/library/club/cell/chapter/association.
2. arrange for internal academic/administrative audits in coordination with staff of the department before the end of the academic year.
3. report any academic/administrative discrepancy immediately to the Director for rectification

Academic/Administrative Audit

Objective: Academic audit covers course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.

There are two types of audits i.e academic and administrative. The audits mainly observe whether the following aspects have been taken into consideration or not in the academic programme:

1. Adherence to the academic calendar, semester plan and role of class/course committees
2. Schedule of classes, faculty time table and attendance of students
3. coverage of syllabus as per course plan and quality of assignments/CIE/SEE question papers
4. Evaluation of internal exams/assignments with sample solutions for theory/practical
5. Performance of students in internal exams and award of internal evaluation marks
6. Maintenance of lectures' diary and course file
7. Performance of students in the previous semester
8. Faculty evaluation by students
9. Information on progress of students to their parents & Feed backs from students and stake holders

Instructions to Internal Academic Audit

Procedures should be followed very strictly during the audit

1. study the quality assurance system documents before conduct of the audit as per SRA norms.
2. identify deviations/non-conformities/weaknesses if any, report comments and possible solutions.
3. write down the proposed corrective/preventive action/process with proposed date of completion.

Uniformity in Brand Image

Products: The institution maintains strict uniformity in all the material used which includes lab/office equipment, furniture, etc., this helps in standardizing the materials at the institute.

Signage's, Posters, Anthems, Logos and Captions: The college uses the same form of signage's, posters, anthems, logos and captions for display in the corridors and walls.

Patterns: The institute maintains uniformity in the rules and regulations practiced. Prior approval of the management has to be obtained in case of deviation of existing rules or introduction of new rule.

STUDENT-RELATED PROCEDURES

Admission Procedure

The AO along with crew are responsible for student admission process. This procedure evolve with guidance, counseling and to render information to those who sought for admissions at the time visit to the institute or admission camps/ shows/campaign/fairs, etc., the parents are provided with a privileged visit to the institutional infrastructure i.e., laboratories/classrooms/central-library/other facilities for their satisfaction. Admission into B.Tech. course is done through TSEAMCET, a common entrance test conducted by the Government of Telangana. 70% of the seats are allotted under convener quota. 30% seats are filled through Management category. Diploma holders are admitted into II-B.Tech under lateral entry Scheme to the extent of 10% intake based on the merit in TSECET. Admission into MBA and M.Tech. is made on the basis of the merit score in TSICET and TSPGECET/GATE respectively. After the allotment process the student has to seek admission in the institution by submission of hard copy of joining report at the Administrative office along with an application form along with following documents in original as applicable:

1. SSC, Intermediate, Degree/Diploma or Equivalent Certificate with marks memo(s)
2. TSEAMCET/TSECET/TSICET/TSPGECET/GATE Hall Ticket, Rank Card
3. Allotment order, Joining report (for Convener Quota students only)
4. Transfer, Bonafide & Local/Non-Local candidate and Caste & Income certificates
5. Aadhar Card and Photographs: three stamps size & six passport size
6. Four sets of xerox copies of all certificates, ten self-addressed envelopes with postage stamps
7. Migration certificate/Equivalence certificate
8. Other certificates as demanded, if any

Admission-Figure Report

The AO should submit a daily report to the Director about the number of students admitted category wise and branch wise and the total amount of fee collected/transferred into college account with valid proof. AO should report category wise vacancy & cumulative position on a daily basis to the Director.

Preparing the Final Lists

After the completion of admissions including spot-admission, the AO should prepare and submit the final list of the students admitted into various programmes under various categories to the Director.

Categories of Fee

The administrative staff should collect the fee from the students as prescribed by the government and should not collect any other fees unless and until specified by the AO.

Issue/Reissue of Identity Card, Bonafide, Fee Estimation, Custodian Certificate

1. Identity card will be issued once on confirmation of admission and payment of necessary fee. However if any student lodge a complaint against loss/misplaced/mutilated/damaged will be reissued on payment of prescribed fee with due reason.

2. Bonafide, Custodian, other certificates issued through online on payment of prescribed fee with necessary details certified by the Director.

3. A fee estimation certificate will be issued on request from the parents to apply for the educational loan or for any other purpose on approval from the Director.

Fee Collection Schedule

All the students should clear all the fees as prescribed in the schedule applicable to their regulations before one week of the commencement of the class work, otherwise a fine of Rs.25/- per day is collected after the due date for a week, thereafter a fine of Rs 50/- per day. If any student fails to pay the fee as per the schedule shall be liable to forfeit their seat.

Mode of Fee Payment

The institute has fully automated admission cum administrative system in place to facilitate digital money transfers through electronics modes of payment and download payment acknowledgement and submit the same in the accounts department so as to avoid unforeseen issues in preparation of roll-list for the semester. It should be noted that institute do not encourage cash payments and all fees must be paid online only. Further, the institute is not responsible for cyber crimes, information security and phishing threats.

Fee Acknowledgment

The student is provided with a fee receipt in the prescribed format after verification of fee credited into the college account or can access through student login about payments and dues.

Student Fee Collection Report

The Accounts officer prepares a daily fee collection report and submits the same to the Secretary & Correspondent through Director. The report provides comprehensive information regarding the students' details such as roll number; name, course, year, total fee, fee paid, dues, fine collected, if any and remarks.

Fee Collection Register

The Accounts Officer maintains a fee collection register allotting one separate page for entering each student's details pertaining to the fee received, date, time and dues, if any.

Admission Cancellation Procedure

If any student so intends to cancel the admission for any reason in the middle of the course, the student shall clear all applicable pending dues as on the day and submit a no-dues certificate.

Report on Admission Cancellation

The AO/Accounts Officer should send a quarterly report on admission/cancellation to the Secretary& Correspondent through the Director.

Course Registration

All the students should register for the eligible courses/credits before fifteen days commencement of the semester/class work through online only in consultation with the course advisor on payment of prescribed fee.

College Timings

All the students should follow the college timings i.e. 9.10 am to 4.00 pm on all working days.

1. Late comers are strictly prohibited. However, a grace time of twenty minutes is allowed under special circumstances, i.e. 9.30 a.m. and beyond 9.30 a.m. no student is permitted into the college under any circumstances.

2. Habitual late comers are liable for suspension for a period of one week which may be extended.

Student Attendance – Minimum Required

1. A student has to put a minimum of 75% attendance to get promoted to the next academic year/ semester.

2. The shortage of attendance of the students can be condoned on medical grounds between the attendance is ≥ 65% and < 75% on submission of medical certificate along with payment of prescribed fee and affidavit. The student with less than 65% attendance in no case condoned and will be detained.

3. The students will not be allowed to the current lab session unless they submit the record of previous lab session experiment of the respective subject for evaluation.

Student Attendance – Information to the Parents

1. The student's attendance information, CIE/SEE marks are communicated to parents and update regularly the website: www.cmritonline.ac.in. However, in case of students attendance is below 75%, poor academic performance shall be informed to the parents in written form and email.

2. Students below 75% of attendance are not allowed to participate in inter/intra institute events and no renewals/fresh passes will be issued to those students avail bus/train subsidies, scholarships and college transport.

3. The attendance recorded daily and communicated to the parents about their wards absence.

Dress code

All the students should follow the prescribed dress code and wear their ID cards start from boarding point of the bus and till return back their home, otherwise will not be allowed into campus/transport. The formal dress code for boys is shirt tucked in trouser with belt and formal shoes; for girls it is formal Indian traditional dress i.e., salwar kameez with dupatta. Wearing of western outfit/leggings/ jeggings/shorts/skirts/torn-jeans/distressed clothes are strictly prohibited along with unnatural/ untraditional hair styles/colors/costumes/tattoos. Students are allowed to wear casual dresses on Saturdays only.

Student Discipline Policy

The primary purpose of the institution is to impart value-based education and life skills focusing on core activities such as teaching, learning and research for advancement & application of knowledge in their future avenues. In order to ensure such academic standards and to overcome hurdles, if any, it is essential to adhere to the rules, regulations, guidelines and procedures laid down for the same. Students should abide by the rules, regulations, policies and procedures of the institution right from the enrollment day. The HODs/in-charges/coordinators/mentors/faculty is responsible to monitor and impose the discipline on the students of the institution from day one onwards.

Student Discipline Policy is one of the measures applicable to control unacceptable behaviour of the students both in campus/outside and to protect the interests of students/parents/other stakeholders. The rigorous, transparent and consistent process is to investigate/inquire on all reported incidents on those students who indulged in misconduct/misbehavior/unfair means to restrict unwanted incidents and to impose penalty & prosecution.

General Discipline Rules

All students should,

1. maintain highest standards of discipline and convey dignified manner of behavior all throughout their campus life and real life.

2. abide by the rules and regulations of the institute to lead life with pride/dignity/honesty/esteem.

3. follow a six-day academic schedule from Monday to Saturday. Classes are scheduled from 9.10 a.m. to 4.00 p.m. All the students are expected to be present in the class well -within time.

4. pay fees/mess bills etc. well in advance and avoid fines.

5. avoid unauthorized absence, follow proper dress code & wear ID card. There will be an action against absence, dress-code/ID-card violations may attract a fine of Rs.300 and/or suspension.

6. not hoot, whistle, loiter and be quiet, disciplined, observe silence in surrounds of lecture halls, corridors, seminar halls, labs and should not move adjacent to railings and parapet walls.

7. not wander/gather in verandah, corridor, and staircase etc. and not to visit canteen, coffee shop, stationery store and bank during working hours.

8. respect teachers, staff, visitors, elderly people in and around the premises.

9. apply for permission online and get approval from the respective mentor, HOD and HOI when they need to leave the campus during working hours. The approval for online gate pass is issued only after due verification after which, the security personnel will verify and allow the student to leave the campus.

10. not use cell phones in the campus as it is prohibited as per the supreme court guidelines.

11. submit all leave applications (Regular & Medical) in time through respective mentor, for sanction by HOD. Application for medical leave shall be accompanied by valid medical certificates. However, all leaves/permissions are without attendance unless and otherwise specified.

12. contact mentor/coordinators/HOD/warden for issues/grievances related to academic/personal/ hostel/infrastructure.

13. avoid all kinds of tattoos, body piercing, hair style, ornaments and costumes that goes against the societal/academic/professional norms detrimental to the interest of stakeholders of CMRIT.

14. come neatly shaved/tanned, trimmed/combed hair. Any violation to the rules and regulations will attract a fine of Rs.300 and further leads to suspension.

15. leave the class rooms immediately after the last hour and are not permitted to stay back in the class room/lab beyond normal time table unless there is special permission/special class.

16. prohibit consumption of intoxicants, psychotropic substances such as smoking, chewing tobacco/ pan-masala/gum, spitting, alcohol, gambling, betting, narcotics and drugs.

17. not involve in any anti-social meetings which are detrimental to the society and institution and not invite strangers from outside without prior permission into the campus.

18. not collect money/money's-worth for any reason within or outside the institute.

19. meet the Director personally or through proper channel in case of emergencies/grievances.

20. close/shut/switch-off any equipment/apparatus/appliances/taps when found not in use or misused/ gross-negligence in the institute/hostel premises.

21. switch off the lights, fans, computers, equipment, etc. while going out of the class-room/ laboratory/other rooms etc.

22. make use of dustbins and keep the campus neat & clean and do not throw the garbage through

windows/doors/openings/elevations. Any violation are severely viewed and punished with a minimum fine of Rs. 100/- and prosecuted as per govt. norms.

23. refrain from activities such as scribbling/noting/stickers/posters on walls/door/furniture, resting their legs/shoes on the walls/chairs/benches which could deface the college and destroy the academic ambiance.

24. handle with care the furniture, equipment, fixtures and appliances of the college and lab. Mishandling/misuse of any apparatus/equipment by individuals shall cause personal-injuries & damage to property. However damages will be recovered either in form or in kind from individual/in-charge/HOD of the respective department.

25. follow safety precautions near moving machines/electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.

26. organize industrial tours with proper permissions of the Director. Comply with all the instructions of staff accompany for industrial visits and educational tours. Any misbehavior during the visit will attract disciplinary action.

27. not post/distribute pamphlets/leaflets/bills/printed-materials/banners/posters/flexis in the campus.

28. not indulge in political activities & unauthorized meetings, student-unions, elections, propaganda work, processions, fund-collections, money-making-schemes/loans within the premises/hostels.

29. respect the cultural diversities, do not hurt the religious sentiments knowingly or unknowingly.

30. not resort to misbehavior towards girl students, use of threat or violence against members of the staff or fellow students as such acts will be considered as very serious cases of misconduct.

31. not indulge in physical fights or misconduct, if they do so, they are liable for severe action as per the rules, which can even result in expulsion from the institute.

32. not resort to harassment of any kind such as sexual, racial, wrongful confinement, threatening, blackmailing, terrorizing, panic that causes fear/distress to others are severely punished.

33. not indulge/abet/propagate ragging/harassment/ill-treatment of students anywhere. If any such incidents come to the notice of the Director in any manner shall be handed over to police-custody for judicial prosecution as per Supreme Court directives including Disha/Nirbhaya act.

34. not cause willful damage to institute property, falsify information, misappropriate institute property, indulge in fraud, deception, dishonesty or violation of any rules may lead to pecuniary recovery.

35. understand that the members of student-technical-associations are nominated by HOD on merit.

36. not convey/propagate/pronounce any negative acts/behaviors that cause indiscipline in any manner. Any such acts leads to fine/suspend/rusticate/expel from course under pursuance at the discretion of HOD and the Director and the same will be reflected in the conduct certificate/TC issued at the time of termination/dismissal from the institute.

37. not involve in mass absenteeism/bunk from class which may attract disciplinary action and fine.

38. not celebrate any personal occasions including birthdays of students and staff in college premises other than that is specified for the purpose that to during 4.00 pm to 5.00pm on any working day.

39. maintain decency/decorum/courtesy/etiquette while in interaction with staff/students/visitors/ stakeholders of the institute.

40. not disrupt academic activity, co-curricular, extra-curricular and admin work including attempt to prevent the staff from discharging their duties which construes misconduct.

41. not vandalize, physical/verbal abuse to the staff/students/visitors/stakeholders in and around the campus and not to threat/man-handle which may be treated as gross-violation punishable.

42. understand that Director/HOD/Coordinator/Disciplinary Committee may deem any student as in-disciplined/violated the rules & regulations of the institute on sue-motto basis.

43. utilize the college bus facility & be available at the stops mentioned atleast ten minutes before the schedule time. Students without transport ID card will not be permitted to board the bus.

44. Make effective use of curricular, co-curricular and extracurricular facilities available to ensure that they are physically/mentally/academically/socially best-fit.

45. understand that the selection/deputation process is based on several parameters i.e., academic performance, attendance, character, backlogs, caliber, strength and core competence of the student to participate in intercollegiate events on recommendation of respective HOD to the Director.

46. not take more than 10% of total instruction days for such participations/deputations/celebrations in intercollegiate events which may put them into condonation. The onus of maintaining attendance 75% attendance including 10% condonation is the responsibility of the student only.

47. read instructions printed on hall ticket, scrupulously follow the time-schedules and fill all the details as instructed before start writing any examination. Follow instructions and guidelines of HOD regarding CIE.

48. obtain college stickers, not to use/feat vehicles in restricted areas of the campus and park vehicles at designated places only.

49. not publicize any confidential matters of the institute in any media to any person. Any violations in this regard will be handed-over to police custody with proper petition.

50. Any violation of the above rules will invite penalty in the form of warning, fine, summon parents or any course of corrective measure as found suitable by HOD and Director.

Class Room and Laboratory Discipline Rules

The students have to,

1. enter the institute premises on time and attend to the lecture and practical classes punctually.

2. assemble in the classrooms before the scheduled time (i.e. forenoon at 9.05AM and afternoon 12.55PM sessions). No student allowed after the scheduled time. It is the sole discretion of faculty member to allow and give attendance once roll call is over.

3. greet and acknowledge the presence of a faculty as per tradition/custom and observe silence during the session.

4. take prior permission if they want to leave in between the session. However, all the students should wait till faculty member leaves the classroom/lab after the completion of the session.

5. carry text books, note books, calculators, drafters, components and other academic accessories.

6. wear white/ blue apron and safety shoes during the lab/workshop sessions.

7. maintain queue, decency and observe silence when there is a movement among classroom, lab, seminar hall, canteen, library and sports.

8. Maintain hygienic surrounds in their class-rooms/laboratories and keep personal belongings in safe custody and co-operate to house-keeping staff.

9. avoid use of social networking sites and chat i.e., playing computer games, Facebook, Twitter etc. in the premises except places meant for that.

10. abstain from scribbling offensive, abusive and obscene words or figures, writing of any kind on black-boards/desks/work-benches/lab-tables/walls/any other places.

11. follow the prescribed dress code and etiquette during the seminars/project presentations etc.

12. use the class rooms, library or the demarcated areas of the academic building for individual study and not to sit in staircases or circulation areas where they could interfere with the free movement.

13. make use of the library, common computing facilities and to participate in professional

association activities or any other program authorized by the college beyond class hours.

14. obtain written permission from HOI when they need access to academic buildings beyond office timings and on holidays.

Disciplinary Procedures

On receipt of information/report of any misconduct, indiscipline, violation of rules by the students, the Director refers to standing/adhoc disciplinary committee for hearing on grievances of aggrieved party. In case the disciplinary committee opines that the allegation is serious and if there is evidence against the student then the student can be suspended immediately, pending hearing. The following are the guidelines for disciplinary proceedings

1. make the enquiry as formal as flexible, unless and otherwise an informal enquiry demands the situation.

2. an opportunity to be heard is given to all the parties involved in the case.

3. expedite the process of proceedings as early as possible and award decision immediately.

4. if any party found guilty during the enquiry about the indiscipline caused for, the committee may impose penalty and punishment subject to the discretion of the Director.

The punishment imposed on students could range from minor penalties to major disciplinary action as decided by the competent authority for the same. The penalties include

Penalties

1. Issue oral warning
2. Issue of written warning and inform the parent/guardian of the student.
3. Suspension from attending the classes and other academic privileges for a specific period.
4. Collection of fine/penalty on damages/loss caused to the property of the college.
5. Withhold/withdraw scholarship and such other benefits.
6. Debarred from examinations/series/semester/year, withhold results and cancel admission.
7. Suspend/expel/rusticate of the student from hostel/institute or withdraw facility extended.

Competitive Examinations

The institute provides training programmes for various career opportunities and encourage the students to develop the competency needs to succeed in the opportunities available, either for jobs or for higher education. The following trainings are offered:

1. CRT is offered as a part of the curriculum.
2. Industry specific need based technical training for placement.
3. Guidance for hackathons, conferences, project expos, publications, etc.,
4. Special training for GATE and IES by faculty of respective departments.
5. Training to GRE, CAT, IELTS, TOEFL etc. for a group of sixty members.

The departments have to maintain the record of their respective students' success in competitive examinations.

Student Placement Procedures

The following are the various activities/programmes performed/conducted by the Placement Cell to enhance placement opportunities among the aspirants:

1. maintain database of national/international companies, with their addresses, contact numbers and

their expectations from the students. This information is divulged to the students on regular basis.
2. assist the students in the process of preparing their profiles and resumes.
3. organize programmes such as preparatory exams, mock interviews, group discussions, etc.
4. photo-album/slam book printed every year with the details of all the out-going students and also hosted in institute-website/social-media-links to take care of alma mater.
5. rigorous training campaign for placement and higher education.

Student Clubs and Professional Associations

The institute insists professional outlook among the students through membership in professional associations/societies/clubs through their participation in seminars, workshops, conferences and publications in reputed journals. The following are some of the measures in this direction to

1. establish various professional-student chapters/associations/clubs to undertake society activities.
2. motivate students to be the members of various professional chapters/associations/clubs/societies.
3. participate in seminars, techno fests, paper presentations organized by ISTE/IEEE/CSI/SAE/ASCE
4. take up industry/R&D oriented live projects.
5. participate in NSS programmes and take up projects/internships/seminars of societal relevance.

Motivational Initiatives

The College provides merit awards and certificates to competent students as a token of recognition to inspire other students to compete and excel in all aspects. The following are the awards offered:

a) **Best outgoing student:** Open for boys and girls: - carries a Gold medal and a cash award of Rs.5000/- and a Certificate. Assessment procedure is given below:

S. No.	Category	Max. Marks
1	Academic: Aggregate marks of all the examinations x 50 marks awarded = 50 x % of marks obtained / 100	50
	The student should pass all the subjects in the 1st attempt of regular examinations and complete the course in 4 consecutive years.	
2	Attendance: marks awarded = 5 x % attendance /100	05
	Placement offer: marks awarded = 10 x CTC/1000000	10
3	GATE, GRE, GMAT, CAT: marks awarded = 10 x percentile / 100	10
4	Personality: Leadership qualities(coordinator/keynote speaker)/ communications skills (formal/informal anchoring)	05
5	Sports & games: (i) local/national level (3)/ (ii) international level (5)	05
6	Cultural Events: (i) local/national level (3)/ (ii) international level (5)	05
7	Co-Curricular Activities: technical papers presented at seminars/ published in technical journals. Each paper 2 marks max of 5 marks	05
8	Feedback from mentor (4 marks) and HOD (1 mark)	05
	Total	**100**

b) **Certificate of Academic Excellence:** The institute honors topper from each UG programmes with certificates of Excellence.

   Eligibility Criteria: The student must bear good conduct and character and must put up not less than 85% aggregate attendance in all semesters and must complete the course in single attempt.

c) **Academic Topper:** Gold, Silver & Bronze medals and cash prize of Rs. 3000, Rs. 2000, Rs. 1000 with merit certificates respectively are presented to top three graduates of UG programmes**.**

d) **Branch & Year wise toppers:** Gold, Silver & Bronze medals, cash prize of Rs. 3000, Rs. 2000, Rs. 1000 with merit certificates respectively are presented to each branch topper year wise of UG.

e) **Best Project:** a certificate of appreciation to all the programmes by the appointed committee.

f) **Best Outgoing Sportsperson (Boy & Girl):** To be judged by a committee.

g) **Professional society membership:** A maximum of 10 students from all UG branches on merit basis receive 50% of the cost of professional society membership.

h) **Special awards:** Special awards are given to the institute toppers, best pay package in placement and the toppers in GATE, IES, GRE and CAT.

i) Awards are given for publication in International/National refereed journals by the students.

Award	First Rank	Below Top 10	Below Top 100	Below Top 200
All India GATE Rank	Rs 1,00,000	Rs.50,000/-	Rs.15,000/-	Rs.5,000/-
CAT / GRE	Suitable Awards will be given depending on their outstanding performance and CAC recommendations.			
Journal Publications				

j) **Sponsorship to paper presentations**: Support to enhance academic/professional quality amongst students to attend/participate/organize national/international conferences/seminar /workshop. The students should take prior permission and submit relevant valid certificates & proof to claim the benefit to HOD for reimbursement of publication fee and TA/DA to one person in one semester.

Students Database

The college maintains database of student's performance in academics, placements, higher education, alumni, etc. The following information is maintained:

1. Information/progress reports of all students in general and weak/slow-pace learners in particular.

2. Subject/semester/year wise result analysis for all branches, years and cross sectional analysis.

3. Information of employment and higher education both abroad and India.

4. Feedback analysis from mentor/coordinator/faculty/HOD/industry/employer/parents/stakeholders.

Student Exit Procedure

On successful completion of graduation followed by graduation day on request from the student, the college arranges all necessary information/certificates are to be issued on submission of no-dues certificate along with ID card.

Graduate Database and Procedure for Issue of Certificates

Certificates/student data are issued to the graduate or their representatives, which may include course completion certificate, grade-cards/CGM/PC/transcripts/MOI/TC, etc.

Recommendation Letter Issue Procedures

The institute allows its faculty members to issue a recommendation letter for abroad education/ employment or as the case may be on payment of prescribed fee whatsoever may be.

Student Grievances Redressal Procedures

To redress the genuine grievances of student, the institute constituted the grievances redressal cell and an exclusive Women's Grievance Redressal Cell/Internal Complaint Committee to address the academic/administration/gender issues of staff/students. The aggrieved party/parties can approach directly the HOD or lodge a complaint through mentor or personally meet Director about the grievance. However, all the complaints received from all the sources will be directed suitably to the above committees for concealment or punishment.

TEACHING – LEARNING PROCEDURES

The quality of TLP in engineering education underwent drastic changes during the last decade and has come be an important cause of concern to all the stakeholders, across the globe as engineering graduates do not possess high-quality of intellectual acumen desirable of a society. The knowledge-quality that an engineering graduate exhibits by interventions, inventions, innovations and creativity is an index for quality of life of economy. Despite the considerable R&D by the stakeholders in understanding the term OBE and institutional-instructional practices towards higher learning still remains as question that how much is understood by learners and what changes have been occurred in its implementation. The dominant instructional methods remain still as a class-room lecture only despite all hues and cries. The industry, regulatory bodies and accreditation agencies in India expect the engineering graduates to attain a set of program outcomes i.e., knowledge, skills, and attitudes identified by the department. The curriculum decides the nature of learning experience including the courses, projects, internships, and co-curricular and extra-curricular activities.The institute encourages all the staff members to conduct their classroom sessions by ICT, interactive & audio-visual aids apart from conventional chalk and board. Each class is divided into several student-groups comprising 8-10 members consists good, average and below average students with a leader for each group. These groups are expected to participate actively in collaborative learning, guest lectures, presentations and any other professional/club/association activities.

Teaching-Learning Process

The process of TLP to be followed:

1. Focus on broad areas of human knowledge and strictly adhere to academic calendar.

2. Emphasis on theory, practice, seminars and projects by in depth studies in their respective areas.

3. Advanced learning through R&D.

4. Clarity and relevance of curriculum to demonstrate graduate attributes.

5. Evaluation of student performance through CIE/SEE and award grades.

6. Set question papers & follow BTL, and map each question to BTL/CO/PO.

7. Develop rubrics, set benchmarks and establish levels of attainment & its improvement.

8. Follow the mechanism in existence for review of syllabus & content delivery on regular basis.

9. Faculty performance evaluation system to review the performance & offer remedial actions.

10. Calibration of lab equipment and demonstration of apparatus before experiments.

11. Identification of number of students performing a single experiment with common apparatus.

12. Continuous access to remote digital resources/e-learning/central computing facilities.

13. Automation of library facilities to support virtual learners.

14. Decentralized departmental library/lab facilities for inter-disciplinary/multi-disciplinary faculty.

15. Keep periodicals/magazines/compendiums/rare-books/manuscripts are accessible and available.

16. Skills & content development to enhance employment/entrepreneurship.

17. Provide handouts/tutorials/materials/e-resources and value-added-courses for all programmes.

18. Knowledge transformation process of OBE through industry oriented live projects.

19. Learner centric interactive approach to respect the interests of stakeholders.

20. Include innovative, creative and intuitive methods and content beyond syllabus through ICT.

21. Skill enhancement by analytical-skills, professional communication & personality development.

22. Provide remedial/make-up classes/modules to pick-up slow pace learners/weak performers.

23. Create modules/assignments/projects for advanced-learners/bright-students.

24. Effective mentor-system to tune staff/students to face global challenges in the pace of human race.

25. Develop industry interactions through industry-based internships to learners.

Teaching Methodology

The teaching methodology is as follows:

1. Course files with course objectives, outcomes, lesson plans, evaluation process, bench marks, rubrics, CO-PO matrix, direct & indirect tools used for evaluation, assessment and attainment.

2. Lab manuals, charts and models and traditional pedagogy practiced.

3. ICT tools are used for all courses, simulations, contemporary practices relevant.

4. NPTEL video lectures are used for related topics & also for the same topic by various experts

5. Labs with micro/mini projects to expose real life experience by industry interaction.

6. Seminars, GD, quiz, role-play and case studies for better professional & career advancement.

7. Question banks, study materials soft/hard copies for enhancing the performance in examinations.

8. Monitor deliverables to regular/make-up/remedial classes and supplement/assist academic needs.

9. Counsel/mentor/guide to improve academic/professional/individual/team/emotional performance.

10. Interactive assessment of COs-POs and collection of periodical feedback for overall development.

11. Solve/answer all the questions of CIE /SEE examination in class room in the interest of students.

12. Project based learning in all courses with the assistance of individual faculty members.

13. Course gap analysis with primary stakeholder's interactions.

14. Content beyond syllabus based on gap analysis through additional theory/lab experiments.

15. Mandatory courses with societal relevance.

16. Guest lectures/seminars/symposiums on advanced industry topics to update their knowledge.

17. Establish workshops/manufacturing labs to meet industry needs and to tap potential employment.

18. Internships & industrial visits for practical awareness on job exposure.

19. CRT & soft skills sessions to motivate students towards better placements.

20. Seminars & projects with innovation, indigenous/local technology/resources to become social entrepreneurs/leaders.

Value-based TLP

Institute promises value based TLP through conducive learners environment to all the stakeholders

1. Address relevant gender and societal issues through campaigns/exhibitions/workshops.

2. Focus on social, legal and community engagement activities.

3. Provide digital & e-learning resources in addition to traditional pedagogy in view of OBE

4. Use ICT for societal benefits i.e. web-casting, digital-India and local government programmes.

5. Adopt CBCS & CBSS, and introduce value added, mandatory and employability courses.

6. Maintain transparency in course registration, delivery, evaluation & assessment.

7. Introduce student professional, technical, social & cultural association and club activities.

8. Encourage publications & projects among both faculty and students.

9. Arrange guest lectures, workshops, conferences, seminars, training programmes and SDPs in the interest of students and faculty.

10. OBE analysis to set-up bench marks at course/programme for higher education/employment.

11. Encourage in-house projects/internships in TLP and respect stakeholder's suggestions/complaints.

12. Faculty mentors should identify slow-pace learners/weak performers/bright students and offer collaborative/peer/group learning between and amongst them as prescribed.

13. Courses on social relevance, entrepreneurship, innovation and creativity.

14. Secured end-to-end encrypted learning environment.

15. Well equipped LMS through studio environment and private cabins to all staff members.

16. Eco-friendly acoustics, ventilation and lighting systems.

17. Activities on waste management system in view of global environment protection guide lines.

18. Provide academic/professional code of conduct/values/culture for student/staff.

19. Organize programmes on national identities, symbols, and constitutional obligations.

20. Organize club activities on technical/associations, traditions, heritage, culture, polity, birth/death anniversaries of eminent personalities, freedom fighters and scientists are celebrated.

Syllabus

1. Prescribed by CMRIT as per affiliating and accrediting agencies.

2. Content beyond syllabus and add-on courses to enhance skills for employability.

Academic Calendar

1. Number of instructional days and contact hours per week are as per CMRIT academic calendar.

2. Additional teaching/tutorial hours for content beyond syllabus are arranged accordingly.

3. Need based guest lectures, seminars, workshops, symposiums offered within academic calendar.

Seminar/Posters/Model/Prototype Presentation

Encourage innovation and lateral thinking in student-presentations on latest technological developments in recent-past of their relevant fields of interest followed by a viva-voce examination.

Special Assignments/Case-Studies/Project/Experimental Studies

Each student group is given special assignments as advised by their mentor/advisor. These assignments are drawn from current/contemporary practices of industry/society.

Communication Skills & Personality Development

The college conducts regular group discussions, mock interviews, workshops and simulations to improve the communication skills of students.

Active MOUs

The college signs MOUs with third party organizations for skill enhancement and holistic development of the students.

Project Work/Internships

Every student has to submit a micro project report in each and every lab in all semesters. The student has to undergo an internship programme during the semester brakes of IV and VI semester respectively. The final projects I & II are to be taken up within the campus in collaboration with R&D. Projects are guided by a faculty member appointed by HOD.

Industrial Tours & Educational Tours

Frequent industrial and educational tours are conducted to the students in and around Hyderabad to get practical exposure to real life industry and to bridge the gap between academia & industry, if any.

Student Mentoring

To track the student performance and mould them as a good professional, the institute assigns a mentor for each student and the same mentor will continue till the student completes graduation. Each faculty is assigned 20 to 25 students for motivation and guidance to achieve the targets. The mentor counsels the student time to time and provides suggestions/remedial actions to student/parents.

TLP for Labs/Practice/Practical/Design/Drawing Courses

1. Each department is equipped with sufficient number of physical/curriculum labs to deliver the content effectively and efficiently for core/professional learning/practice.
2. The continuous learning is assured in the lab through practice, follow codes/rules/regulations as prescribed to perform experiments which are evaluated after submission of completed lab records.
3. Day-to-day lab evaluation process is also in existence, the respective faculty evaluates the students' daily performance in each lab session as prescribed.
4. A fair opportunity is provided to setup the equipment/apparatus under the expert-supervision of the faculty before execution of the experiment and assist in completion of experiment.

Supplementary Processes

Following are the supplementary activities organized to support all-round development of the student:

1. Student-service clubs/cells organize activities for professional/career development/advancement.
2. Yoga and wellbeing.
3. Grievance redressal procedures.
4. Professional society and entrepreneurship development activities.
5. Active feedback from stakeholders.
6. Encouragement for extracurricular and co-curricular activities.
7. Induction cum orientation programme which addresses bridge courses.
8. Student activities/contests under various clubs and associations.
9. Alumni association support in TLP.

Extracurricular activities

Ensure student collaboration & participation in sports, games, cultural & literary events to strengthen them in physical/mental health, time/stress management, ethical/sportive/team spirit, etc.

Co-Curricular activities

A wide range of co-curricular activities are offered to the students for active participation to interact & share the knowledge & intelligence with peers to bring-out their latent-talents and showcase their lateral thinking abilities for professional advancement. The following activities are offered:

1. Inter/intra institute events such as seminars, GD, technical quizzes, paper presentation, tech-talks, hackathons, JAM sessions, coding competitions, project expo, contraptions, ideations, innovation activities, etc.
2. A national level technical paper contest for sharing intelligence from surrounding spheres.
3. GD, paper/poster presentations, workshops, training programmes, etc. through department level student professional/technical associations.

Professional Society Activities

Student chapters of professional societies are formed wherein students actively participate and organize all the relevant activities of the same.

Entrepreneurship Development

The following are the various programmes in this direction to promote entrepreneurial culture:

1. Incorporate EDP courses in the curriculum.
2. Facilitate EDP/EDA/EAC and training programme on continuous basis.
3. Organize guest lectures, seminars, TTPs and workshop on entrepreneurship.
4. Provide an opportunity to interact with local entrepreneurs.

Evaluation process

Theory: For all the theory courses there will be two CIEs and one SEE with a weightage of 30% and 70 %. Internal evaluation includes assignment and written test. The sessional marks are calculated by using the formula 80% of best +20% of least.

Lab/Practice/Design/Drawing: comprises two CIEs and one SEE with a weightage of 30% and 70%. Internal evaluation includes day-to-day work evaluation followed by internal lab examination. The sessional marks are calculated by using the formula 80% of best +20% of least. However, out of 30 marks of total sessionals; 20 marks are allocated for day-to-day work evaluation and rest of 10 marks there will be two internal examinations at the end of each mid test.

Seminar/Internships/Viva: The summer internship I & II (4-6 weeks each) registered by the students in consultation with course coordinator and carried out in industries and/or R&D organizations immediately after their IV and VI semester course work respectively, the completion report will be assessed in subsequent semester(s) for 100 marks by a committee consisting of HOD, supervisor and a senior faculty member of the department. However, there shall be no CIE for this course.

Projects: Out of the total 100 marks allotted for each stage of the project work, 30 marks shall be for

the CIE, and 70 marks shall be for the end semester viva-voce examination (SEE). The marks earned under CIE for both the stages of the project shall be awarded by the project guide/supervisor (based on the continuous evaluation of student's performance during the two project work stages); and the marks earned under SEE shall be awarded by the project viva-voce committee (based on the work carried out, report prepared and the presentation made by the student at the time of viva-voce examination).

Evaluation of Mandatory Non-Credit Courses: There shall be only CIE for all mandatory (non credit) courses, instead of marks or letter grade 'Satisfactory' or 'Unsatisfactory' shall be indicated and this will not be counted for the computations of SGPA/CGPA. The student has to maintain a minimum of 65% attendance and secure not less than 40% in the CIE and then only the student is declared as pass and will be qualified for the award of the degree.

Assessment process

Ungraded assessment is done for courses offered during induction programme before commencement of first/second year classes as the case may be.

Grading of bridge courses (during 2nd year to 4th year) and for prerequisite courses is carried out by the respective faculty. The grading for these courses is only attendance and the student performance in assignment-tests conducted by respective faculty as per norms.

Assessment of courses will be done in two-way process i.e., direct and indirect. Direct assessment includes performance of students in the CIE+SEE and assessment is done based on respective weightage for each component of evaluation and also at BTL. However, due weightage is given even for that particular course, based on the nature of learning that is required for career development. Indirect assessment includes feedback from primary stakeholders i.e., students, faculty, alumni, and parents on course outcomes and improvements to be incorporated, if any, because outcomes would satisfy both industry and societal requirements. In indirect assessment also weightage is given to each stakeholder based on the role they play in assessment of course outcomes.

Course outcomes mapping with POs

In general, each course outcome is mapped with a minimum of two POs. COs 1, 2 & 3 are summarily attained by performing 1st mid test and all COs are attained by performing 2nd mid and SEE exams.

S. No.	Subject	POs	BTL
1	Theory	PO1, PO2 and PO3	1, 2, 3 and 4
2	Lab/practice	PO3, PO4 and PO5	1, 2, 3 and 4
3	Design/drawing	PO1, PO2, PO3, PO4, PO5 and PO6	1, 2, 3, 4 and 5
4	Seminar/Viva	PO3, PO4, PO5, PO6 and PO7	2, 3, 4 and 5
5	Internships/ Projects	PO1 to PO12	1, 2, 3, 4, 5 and 6

Benchmark Procedures

Rubrics and procedures are developed for various courses for attainment of different levels of POs. In case if any PO is not attained for any reason, a remedial action is initiated in TLP for attainment. If in case, POs are attained for a set of benchmarks than either rubric will be changed or benchmark levels will be increased. As a practice, a default benchmark for all the courses is passing of the subject and /or class average. Every year there will be a minimum increase of 10 percent in existing benchmarks.

LIBRARY

A state of art library with large number of books/periodicals/journals is available for students/staff to enhance their technical knowledge in addition to existing intelligence to carry out research and improve their verbal & written communication skills. The library subscribes international/national journals, maintains databases that are mandatory for engineering colleges. Digital library with 20 systems enables access to 2000 + video lectures, e-books and audio materials. Every effort is made to ensure that the library is equipped with latest books and periodicals to succeed in their respective careers. Normally the library attracts 1200 footprints and clocks 800 transactions per day. An updated display board is available at the entrance of library showing the details of library area, resources, equipment and facilities available.

Working Hours

The Library is kept open from 8.00 a.m. to 8.00 p.m. on all working days.

Procedure for Membership

1. The institute offers library-membership for all the staff members on joining and students on admission on submission of membership form.
2. Institute issues a bar coded ID card to staff/students which serves the purpose of entry into the library for further transactions.

Procedure to Borrow Books

The members can get access to the library facility in the following manner:

1. search for the book in OPAC (Online Public Access Catalogue) available through LAN and also through the computer systems, two Kiosks are provided for the purpose in the Library.
2. seek assistance of library staff to find a book, if required.
3. raise an online request for books if any in issue through Library Management System (LMS) and receive an alert about the availability of the book in library.
4. provide ID card for issue of any book, the same is recorded online and printout of the same is generated for physical filing by the library staff.
5. The number of books that can be borrowed by a member is as under

   a. Every student is eligible to borrow a maximum of FOUR books.
   b. Teaching Staff is eligible to borrow a maximum of EIGHT books.
   c. Non-Teaching staff can also borrow a maximum of THREE books.
   d. Books should be issued only to the card holder in person.

6. In addition to the above,

   a. Every member can borrow a back volume of a journal/CD
   b. Students who obtain between 70%-80% marks are eligible to borrow one more book i.e. 4+1
   c. Students who obtain between 80%-90% marks are eligible to borrow two more books i.e. 4+2
   d. Students with 90% and above marks are eligible to borrow four more books i.e. 4+4.

Return of Books

1. Every student has to return the books on or before the due date i.e. 14th day.

2. Every staff member has to return the books at the end of each semester for the purpose of audit.

3. CDs and back volumes are issued only for a maximum of 7 days.

4. PHC students will be issued books for full semester and should return on the last day of exam.

5. No-dues certificate will be issued only after the books are returned in intact and fines cleared.

Due Date

1. Due date stamp is put on the due date slip, which is pasted on the inside title page of the book and the book is to be returned on or before the due date mentioned on the slip.

2. A fine of Re.1/- per day, per book will be levied as per norms towards overdue charges from 15th day onwards. However, all the library users must co-operate to circulate the books among the staff/students by returning them within the due date.

3. Reasons of illness and absence will not be acceptable for not returning the book on time.

Damaged/Lost Book

In case of lost of book, damaged, torn or mutilated, the borrower has to replace the book with a new copy or pay 200% of the prevailing cost of the said book.

Procurement of Books

Procurement of books is done as per the norms of AICTE.

1. **For Students:** If student requires any book which is not available in the library and the student can suggest for procurement of the same.

2. **For Staff:** If a staff member needs a book to be procured for the library, they have to fill in book indent form and obtain the signature of the concerned HOD and give it to the librarian.

3. **Books of immediate need:** If any book is to be procured on urgent basis, it is to be taken to the notice of the Director through the HOD. The required book will be procured with the permission of the Director. The faculty member is also permitted to procure the book directly from the book seller identified by the librarian on payment of cash and the same will be reimbursed.

4. Through **Exhibition**:
   a. Once in a year, a book exhibition is held on the campus and the staff members can select from the available books. The same will be purchased if it is not available in the library.
   b. Two representatives from each department visit the Hyderabad Book festival which is held once a year and procure books for the library on the basis of importance and requirement.

5. **Through donations:** The library accepts donation of relevant books from any person(s).

6. **Spot Purchase:** Sometimes marketing agencies directly approach the institution offering substantial discounts. At such times, if the librarian or any staff member considers a book is worth buying, the same will be purchased with the approval from the Director, based on importance.

7. **Books on approval:** Sometimes either the publishers or book suppliers send a copy of new arrivals to the library. The same will be sent to concerned staff member. The same will be procured on recommendations of faculty members through proper channel.

Book Labeling Procedure

1. Soon after receipt of the books from vendor, the concerned staff verifies the books in terms of order specification, invoice and condition. If any discrepancy, books are summarily returned with an instruction not to make payment on the approval of Director.

2. Affix barcode sticker, spine label and put ownership stamps at specified places in the book as a measure of security, and record in Accession Register with unique accession number.

3. Affix label, due-date-slip, stick call number and other details are entered in the library software.

4. The book will be kept in the book shelf for borrowing.

5. New books will be displayed in the **new arrivals stand** to get the attention of the members.

Reference books

1. One copy of every book is the reference book, placed in reference section and will not be issued.

2. One copy of student project report (hard/soft copy) is kept for reference in this section.

3. Some important books, for which there is only one copy in the library is also kept in this section.

4. Back volumes of the periodicals are made into bound volumes and placed in this section.

Quick Reference Books

1. Encyclopedias, Hand books are kept in this section.

2. Dictionaries, year-books etc. are also kept in this category.

Procurement of Periodicals/Journals/Magazines

1. Periodicals/journals/magazines are procured as per the AICTE norms and on the recommendations of the HODs and arranged department-wise in the pigeon holes.

2. AICTE mandatory packages like IEEE, ACM, ASME, ASCE, Springer, Science Direct, McGraw Hill access engineering, J-Gate (E&T), ASTM digital library are available in the Library.

Arrangement of Books

1. All books are arranged in the shelves, call number wise in the open access method and everybody can access to these books. But the reference & quick reference books are kept under lock and key. These books cannot be taken out of library by any member and should be used within the Library. These books will be given for consultation, only on the deposit of the library ID Card.

2. Hard copies of the journals and magazines are arranged branch wise order in the pigeon holes.

Facilities and Services

The following facilities and services are available for the benefit of students and faculty:

1. Digital Library: 2000 e-Books, NPTEL videos, MIT OCW, Berkeley University, etc.

2. Reprography facility and previous question papers in the form of soft/hard copy.

3. Book bank for SC/ST students'

4. Career vision promotion centre to display latest technology videos.

5. Show & tell to showcase the research works conducted by students.

6. Display of the articles written by our staff members and published in newspapers & journals.

7. Display of important newspaper clippings and notifications useful to the members.

8. Display of events, achievements, awards and rewards by the staff/students.

9. Display of posters about higher education, employment, internships, events, fairs, etc.

Help Desk/Grievances

1. Any grievances related to library services can be addressed through help desk.

2. Any information about the library physical/digital resources can be accessed through help desk.

Disciplinary Rules

1. All the staff/students should scan their ID card at entry point in library and also at the time of exit.

2. Guest-user should submit visitors slip with authorized signatory and record in the visitors register.

3. All the staff/students must observe silence during their stay in the library.

4. All the staff/students to whom books or other property of the institute are entrusted shall be held responsible for their preservation in good condition, and in the event of loss or damage, should replace them and/or pay their cost as per the library rules.

5. All the staff/students must submit the printout of the borrowed & issued books at the exit point.

6. All the staff/students must follow the stipulated safety rules.

7. Any student/staff cause any breakage, leakage, spoilage, embezzlement; damage to library property shall be recovered damages and prosecuted.

8. Students should keep their belongings at place provided before library at their own risk and are not allowed to carry files, folders, records, baggage, jackets, books, laptops, storage devices, mobiles, any other objectionable item except notebook etc. into the library.

9. Sleeping, reading aloud or making noise which disturbs others is strictly prohibited in the Library.

10. All objectionable-items are confiscated/seized and returned at the discretion of the Director.

11. Books borrowed from library are also not allowed into the library but for return.

12. Violation of any rules by staff/students will be suspended for a period of six months into the library with/without fine at the discretion of the Director.

13. Detained students are not allowed into library to borrow the books unless they reregister.

14. Students are not allowed to the library during their class/lab/seminar/activity hours and loitering between rooms, racks, cabins for a long time is punishable.

15. Arguments with library staff in any manner and reading news papers more than ten minutes is strictly prohibited.

HOSTELS

CMR Institute of Technology has separate hostel accommodation for boys & girls. The hostels are managed by the warden assisted by other support staff. The management is committed to offer excellent services and has ensured that the Hostels have all the necessary amenities to make the student comfortable to support and provide an ambience for quality education. Right to admission into hostel is reserved and no student can claim hostel-facility as a matter of right.

Facilities

The following facilities are provided at Hostels:

1. One cot, mattress, pillow, study table, chair and locker for each inmate.
2. Wi-Fi connectivity for communication and education purposes only.
3. Hot water from 1st June to 31st March (6.00am to 8.30am) and cold water round the clock.
4. RO purified water through water coolers.
5. Common facilities such as TV room, recreation, sports and games
6. Excellent hygienic kitchen and dining facilities with modern equipment.
7. Secured boarding & lodging facilities with trained security personnel supported by CCTV.
8. Generator facility on emergency.
9. First-aid box available with hostel warden for minor injuries and ailments.
10. To and fro transportation from college and hostel.

Requirements for Inmates

The following items have to be brought by the students who seek admission into the hostel:

1. Two buckets (one big and one small and two mugs with their name on it) per inmate.
2. Water bottle, glass and stainless steel plate.
3. Pillow covers and bed sheets.
4. Two locks for their locker/cupboard/bag.

Admission

1. Admissions are provided on first come first serve basis depending on eligibility and availability.
2. Application for admission into hostels shall be submitted to the hostel warden in the prescribed form, duly filled in and signed by the student and countersigned by his/her parent/guardian.
3. Parent opts for the hostel facility to their wards are required to present themselves personally and fill (i) Hostel admission form (ii) Medical certificate and (iii) Undertaking by parents/guardian and pay the fee/deposit as prescribed by management at the time of admission.
4. Acknowledgement of application does not guarantee admission into hostel and all rights reserved
5. Caution deposit is not adjustable with hostel fees and will be refunded at the time of vacation of hostel after deductions (if any).
6. Accommodation is shared among four students per room based on availability.
7. Student must occupy the room allotted to them only and are not allowed to any change/exchange

of rooms/mates without prior permission from the warden.

8. A student who is allotted hostel accommodation shall retain the same for full academic year and shall pay charges for full academic year. No refund will be made in case of the student leaves in the middle of academic year.

9. Hostel accommodation is allotted by the warden subject to availability and on condition that the student agrees to abide by all the rules and regulations of the hostel.

10. The warden and deputy-warden are the whole and sole responsible for the hostel administration and their decision is final in all matters of concern.

11. The warden may refuse hostel facilities to a student without assigning any reason or expel a student from the hostel at any time on disciplinary grounds.

12. The warden & deputy-warden are the whole and sole responsible and reserves the right to break-open any room in case of violation of hostel rules and suspicious/unlawful activities.

13. Once a student vacates the hostel or expelled will not be re-allotted hostel accommodation.

14. Every hosteller should apply every year for readmission afresh; the admission confirmed based on the warden recommendation on conduct and discipline of the candidate during earlier stay.

15. Any unhealthy/inappropriate behaviour within/outside the institution/hostel would be viewed seriously and based on valid evidences the student would be expelled from the hostel without prior notice. At the end of every term, the behaviour and conduct of the student will be evaluated by warden to confirm readmission into the hostel.

General Conditions

1. The institute may provide residential accommodation in its hostels to the students admitted to regular courses and also to faculty and research project staff of the institute subject to the availability of hostel rooms.

2. Every hosteller must get acquainted with all the rules and regulations of the hostel and obey the same. Ignorance of rules will not be accepted as an excuse.

3. Bio-metric attendance is mandatory at the time of exit/entry for regular class work, breakfast, lunch and dinner.

4. Hostels remain closed during the period of semester break/vacation or at any time as notified by the institute. During such break/vacation, hostellers are required to vacate the rooms. The room key should be deposited with the resident-warden. Limit personal belongings and keep in safe custody at their own risk at cloakroom in a locked bag/suitcase.

5. Hostellers should not use any electrical appliances such as heaters, stoves, iron-boxes etc. in the rooms. They are permitted to use laptops in their rooms without any tampering.

6. Management is not responsible for any theft or loss of items/valuables. The students have to safeguard their belongings and are not allowed to keep valuables of any kind like watches, mobile phones, i-pads, laptops, jewelry, cash, credit/debit cards, etc..

7. Students are not allowed to go out of hostels without the permission of warden. They shall apply for permission in writing stating the reason for permission and also provide the address of destination. In case a student leaves the hostel without permission the warden is authorized to break open the room and the warden/management is not responsible for any claim of loss of items by the student.

8. Hostel residents shall maintain peaceful atmosphere and refrain from loud music and celebrations that disturbs other residents.

9. Hosteller must treat the hostel as their own home and are expected to maintain the surroundings neat and clean. Warden/deputy-warden may check the cleanliness at any time.

10. Hostlers should not damage walls, utilities, doors, windows, etc and liable to recover against damage to the room, hostel and mess property as fixed by the hostel administration in addition to expulsion from hostel.

11. The hostel residents are strictly prohibited from consuming alcohol, smoking, taking drugs, narcotics, chewing pan or tobacco, spitting, entering into physical fights with staff or other residents and misbehavior with other students or staff.

12. Ragging is strictly prohibited and is termed as a criminal offence. If any student is found involved in ragging the fresher or other students, severe action such as fine, imprisonment and cancellation of admission will be charged against such students. Such students are not eligible for admission into hostel again. Fees once paid, will not be refunded under any circumstances.

13. Students should maintain friendly environment and be kind to others in particular with fresher's. The hostel residents should not hurt the religious feelings of others and respect cultural diversity.

14. As a policy, no hostellers are allowed to bring any motor-vehicles except bicycles and no other person allowed into the hostel without permission.

15. Collection of donations for any purpose is strictly prohibited.

16. In case of any unacceptable behaviour of roommates, a complaint may be lodged with the warden.

17. Hostellers should give a daily-roll-call in their respective rooms during 9:00 pm to 9:30 pm.

18. Hostellers are allowed to attend regular class work during 9:00 am to 5:00 pm. and found bunk classes or move around the campus are liable for disciplinary action and the same will be informed to the parents.

19. All electrical appliances such as lights, fans, computers etc. should be switched off when not in use and turn off taps to arrest wastage. Any violation leads to punishment to all inmates.

20. Hostellers should wear both college and hostel ID cards except when they are in room.

21. Hostellers should maintain decency/decorum everywhere and every moment in the campus/hostel and not allowed to roam around campus with rough-hair, night-wears, dressing gowns, shorts, sleeveless tops, etc. No arguments are entertained in this regard.

22. Lethal weapons, hazardous chemicals, fuels, toxic materials, etc. are strictly prohibited.

23. Hostellers should not light fire crackers on any occasion without permission.

24. Hostellers are prohibited from stick posters, writing slogans, abusive messages, slang words, drawing obscene images/figures, etc.

25. Hostellers are strictly prohibited from strikes, taking out any procession or indulging in unauthorized group activities demonstrations and quarrel between or among inmates within the premises of the hostel. Participation in any such activity will result in rustication from the hostel.

26. Birthday celebrations are permitted without guest/friends during 7.00 PM to 9.00 PM, at the place earmarked for the purpose and should not disturb & make noise.

27. Hostellers are not allowed to abstain from classes i.e. 9.10 AM to 4.00 PM and remain in their rooms unless they are sick. They can do so after obtaining prior permission in writing from the warden with a genuine reason. The warden may check all the rooms at any time and if any hosteller is found in room during class work without valid reason liable for punishment.

28. The management is not responsible for any untoward incidents occurred and out of control i.e., snake/insect/reptiles bites and the hosteller should take preventive measures for their own safety.

29. Hostellers should be courteous and extend respect to all the staff/students of the institute. Any misbehavior/misconduct leads to severe punishments and penalty.

30. Management is not responsible for any unfortunate incident occurred in and around the hostel.

31. Warden can expel any hosteller in case of misbehavior and violation of rules.

32. Hostellers should inform warden in case of loss of any key for replacement and not permitted to break open the doors/lock and will be charged with cost of replacement.

33. Hostellers should not drive nails; screws etc. into the wall or doors, should not repair on their own and should dry clothes/towels/comforter at the place provided or in the balcony.

34. Hostellers should not create panic-situation/terrorize others through any means including misinterpretations/language/demonstrations/devices and liable for rustication from the hostel.

35. Hostellers found to be a proxy related to roll call/wrong/improper/lack of entries in the register, tamper any entry in the records and any propaganda of any nature are punishable.

Withdrawal from Hostel

1. Hostlers left the campus without proper permission from the warden will be rusticated. Hostlers need to leave the hostel shall apply in prescribed form well in advance.

2. Hostlers are allowed to attend marriages/functions/any other events during the college time with a written permission request from parents and warden well in advance. **Institute is not responsible for any mishap/delay in reaching the hostel and no hostler allowed after 7.00 pm under any circumstances.**

3. Hostlers should record entry/exit time for outing in log register available with the warden. Permission must be obtained two days in advance, if night outs are desired. The parents have to inform the warden through registered telephone/cell only. The warden can grant or refuse permission for the outstation trip/local outing. If outing permission is granted, it is the parents' responsibility to ensure that hostler reaches the hostel back in the specified time.

4. Hostlers should not request for self-outing to relatives houses unless accompanied by the parent. First year students are permitted for outings only after three months of joining the hostel that too after obtaining parents' permission.

5. Hostlers failed to reach the hostel within the stipulated time will be denied outing in future. So, parents are advised to take the report of their wards' movements from time to time.

6. Application for withdrawal from the hostel shall be countersigned by the parent/guardian and submitted to the hostel warden. Such application shall be submitted after hostel dues are cleared.

Medical Facility

1. In case of any discomfort/sickness to the hosteller(s), it has to be brought to the notice of the warden immediately so as to inform the medical officer for treatment and parent/local guardian.

2. The medical officer shall examine the hosteller and give necessary treatment.

3. In case the patient (hosteller), in the opinion of the medical officer requires any treatment outside the institute then refer the case to the nearest hospital and the hosteller should bear the cost of medical treatment.

4. For emergency hospital care based on the doctor's suggestion, ambulance will be provided and the treatment expenses will be borne by the parent/guardian and shall have to provide necessary medical care to their ward within 2 hours of intimation to them and take care of ward instantly.

5. Hosteller are advised to keep preventive-medicine against insect-bites, snake- bites, animal-bites, such other infections and diseases, in addition to primary health care available in the hostel.

6. Hosteller require medical assistance should inform to AO through mentor during college timings, who will take appropriate action on intimation to warden and send them to hospital/ /hostel.

Guests/Visitors

1. Guests/Visitors are not allowed inside the hostel without the written permission of the warden.

2. No guest shall be allowed to share room with the hostellers unless specially permitted.

3. Only relatives on prior approval followed by parent permission are allowed to visit hostel.

4. Guest/visitor/parent/guardian is allowed to stay in their ward's room during holidays on day time on payment of necessary charges for boarding and lodging subject to availability of room & approval from warden. However overnight stay not allowed even to the parent.

Visiting hours

1. On all working days visitors are allowed from 5:00 PM to 6:00 PM on prior approval of warden.

2. On holidays/Sundays visitors are allowed from 8:00 AM to 5:00 PM on prior approval of warden.

3. Visitors should meet their wards in visitors-lounge only after record the purpose and personal details in the visitor's register with signature.

Hostel Mess

1. Breakfast/lunch/snacks/dinner is served in dining-hall only as per menu and timings approved.

2. Hostellers should stick to the following scheduled timings and no service afterwards.

Days	Breakfast	Lunch	Tea and Snacks	Dinner
Regular	7.30 AM - 8.30 AM	12.10 PM-1.30 PM	4.30 PM- 5.30 PM	7.30 PM - 9.00 PM
Holidays	8.00 AM- 9.30 AM	01.00 PM-2.00 PM	4.30 PM- 5.30 PM	7.30 PM - 9.00 PM

3. Hostellers are not allowed to carry breakfast/lunch/snacks/dinner to their room except on when they are on medical emergencies on approval.

4. Based on the availability, the parents might be allowed for lunch between 1.45 p.m. to 2.30 p.m. only and no breakfast/dinner is provided.

5. Hostellers should not waste food and maintain neatness.

6. Any complaints/suggestions regarding food quality/quantity should be lodged with warden.

7. Hostellers are not allowed to enter into kitchen and stores.

8. Outside food is not allowed into the hostel dining area or hostel rooms.

9. Food items are served as per menu/availability and will not be changed.

Study Hours

The following are the study hours under the supervision of the warden in reading hall of the hostel. However at the interest of the student without any disturbance to the other roommates, the hosteller can extend the study at anytime but not after 11.00 PM and before 5.00 AM on formal approval.

Session	Morning	Evening
Time	6.00 AM to 7.30 AM	6.00 PM to 7.30 PM

Bus timings

Session	Morning (Hostel to College)	Evening (College to Hostel)
Time	8.30 AM to 8.50 AM (3 trips)	4.00 PM to 4.20 PM (3 trips)
Note: Students should not miss the bus or walk under any circumstances.		

Entry/Exit/Outing Timings

The main gate of the hostel is closed at 8.00 PM and will be opened at 6.00 AM on next day morning. Hostellers on weekend outings should reach the hostel before 6.00 PM. No hosteller will be allowed thereafter under any circumstances. If the train/bus timings are after 6.00 PM, then the local guardians have to take care of their wards and accompany them to the hostel on the next day before the college timings.

Penalties

1. The replacement-cost of tube-lights, fans, switches, condensers & fittings shall borne by inmates.

2. Hostellers are not allowed to keep air coolers, musical instruments, electronic gadgets, TV, electric iron box, immersion rods or any other electrical appliances/equipment. Unauthorized possession will lead to confiscation of the equipment and attract a penalty of Rs. 500/-

3. Cost of any damage to any property within the hostel will be recovered from the hosteller responsible for the cause.

4. Damages to the property where the individual student cannot be identified the cost of such items/ equipment is recovered from all the hostellers equally.

5. Hostellers are strictly prohibited use of cell phones during study hours, dining hall & corridors, except in their rooms and maintain silence all times, otherwise attract a fine/levy of Rs.2000/- .

Security

1. Tight security is provided to protect assets, safety and secured environment by the management.

2. Hostellers should carry all times hostel/institute ID cards and produce on demand to the security.

3. Hostellers should lock room; maintain safe custody of lockers/belongings and to avoid thefts.

4. Pets are not allowed inside the hostels/campus.

5. Hostellers should coordinate each other & report any delay to reach the hostel before 10 PM to the warden, otherwise treated as absconded and liable to prosecution and rustication from the hostel.

Note: Management reserves the right to frame, amend, revoke and include any provision/rules from time to time without assigning any reason and the same shall be abiding on all students/staff.

TRANSPORT

The college provides transport facility for the students/staff to commute from college to boarding point chosen and from hostels to college. This facility is provided for the safety of the students/staff. To avail this facility, the institution has laid down rules and regulations to safeguard the interest of both the commuters and the institution. The following conditions enable the students/staff with a safe and smooth journey time:

General Conditions

1. CMRGI run busses from every nuke and corner of the twin cities to facilitate students/staff.

2. CMRIT provides limited bus transportation facility to students/staff members those who reside more than 10 km away from the college in certain predetermined routes.

3. The bus routes are displayed in the notice boards for the convenience of the students and the staff from which they can opt for the route most suitable to their needs.

4. The bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent.

5. No person shall be allowed to travel in the bus without any permission in writing by the concerned authorities. The transport manager is authorized to discard the travel in any bus.

6. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus.

7. One staff member for each bus is designated as 'Bus In-charge'. They are responsible for overall discipline and conduct of students in the bus.

8. Bus in-charges are expected to maintain the contact details of all the passengers of their bus and submit to the Director through AO.

9. In case of any emergency or unexpected events the bus in-charges should inform to AO.

10. The bus in-charges have the authority to assign seats to students and other passengers.

11. Bus in-charge should report to the Director if occupancy ratio is less than of 33%.

12. Bus in-charges should intimate the cancellation of a trip to the AO and all passengers to make their own arrangements to reach the college on time.

13. The college revises the bus charges periodically based on the various operating expenses.

14. The transport manager may re-route/pool/off-load busses/passengers on operational grounds.

15. During the semester end examinations, transportation facility will be available. However staff and students should make their own arrangements to reach examination center well in advance.

16. Passengers will be picked-up and dropped at designated boarding/alighting points only.

17. The time schedule and the halts of trip can't be altered under any circumstances.

18. No bus waits for any passenger and they should be available atleast five minutes before the scheduled time.

19. A bus pass doesn't assure the passengers that any room reserved.

20. Passengers must possess a valid bus pass and produce it on demand to the concerned authority.

21. Do not use speakers to play music through electronic gadgets. However, they may use electronic gadgets with ear phones on approval and should not disturb others & make nuisance.

22. As college bus is an extended service of the institution, all the code of conduct and rules of the college are equally applicable in the bus with particular reference to the usage of mobile phone with headset and proper dress code.

23. No celebrations in the bus are allowed such as birthday/sendoff during the travel.

24. Throwing articles through windows and also within the bus are punishable.

25. Excessive noise i.e., loud talking, screaming, whistling, etc., by students is not allowed.

26. Harmful/dangerous materials like explosives/crackers/cigarettes/lighters/knives are prohibited.

27. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.

28. Eating/consumption of alcohol/chewing gums/tobacco in the bus and littering are prohibited.

29. Carriage of heavy luggage/baggage/objectionable-items/pets is strictly prohibited.

30. Any misconduct which diverts the attention of bus driver from safe driving will not be tolerated.

Guidelines to Staff Members

1. Employees can avail the transport facility on concessional rates and twelve monthly equal installments are directly deducted from salary every month.

2. Staff members should enroll their names with AO well in advance to avail the concessional bus facility and continue throughout the academic year.

3. Staff members should occupy their room in the bus allotted to them and take care of the students and should not sleep.

4. The staff should arrest ragging and maintain discipline during the travel.

5. Bus in-charge along with staff members should watch driving and alert about traffic-violations/ wrong-parking/over-speed/loose-shunting/sudden-breaks/sudden-door-openings by students/staff.

Guidelines to Students

1. Students who wish to avail the college bus facility should register their names with the AO on the date announced in the beginning each academic year.

2. Transport fee charged for full year and will not be refunded under any circumstances.

3. Bus passes issued to the students on payment of fee along with prescribed application.

4. Students should occupy their allotted seats only and not allowed to share with opposite gender.

5. Students should board bus in queue, not rush/fight with each other and respect staff/parents.

6. Students should not keep their arms/head/body-parts outside window and rest on co-passengers.

7. Students should not write upon, disfigure/cause damage to any part of the inside/outside the bus.

8. Students are solely responsible for bus-safety during the travel and any damages shall be recovered from all passengers if found guilty which may lead to loss of all transport privileges.

9. Foot board travel, get off from moving bus and catch of moving bus by students are prohibited.

10. Management is not responsible for custody/loss of any personal belongings of the students.

Transport Facility from Hostel

1. Separate busses are arranged exclusively for hostel students.

2. Students are expected to follow all the rules mentioned above.

Private Vehicles for Office Purpose

1. Private vehicles are allowed by the institute in case of office vehicles are not available for any emergency official work.

2. Obtain permission from the Director along with purpose/reason to make use of office vehicles, judiciously use the vehicle and record the details such as date/time/odometer reading in logbook.

3. Number of liters of fuel filled should be recorded with date and odometer reading in the logbook.

4. All maintenance works for the vehicle shall be carried out on time and recorded in the book available with the driver.

5. Prior approval from AO is mandatory for any repair above Rs.500/-

6. Pollution control certificate, insurance certificate, RC & C-book, fitness certificate and renewals, NOC, transfer certificate should be always made available in the vehicle and produce on demand. All copies of the all documents of vehicles shall be maintained in the office.

7. Drivers/cleaners should keep the vehicles neat and clean.

8. AO and Transport manager are authorized to inspect and approve use of all vehicles.

Withdrawal of Transport Facility

1. Transport is a facility provided to the students/staff to reach the campus on time.

2. The management is no way responsible for any delay or unforeseen incidents while using this facility. All the staff/students are expected to follow safety rules during and in the course of employment/travel in vehicles and ensure their own safety.

3. The transport fee collected at a time once in a year for full academic year and will not refunded under any circumstances even in case of withdrawal of transport facility by any staff/student.

4. The transport facility can be withdrawn by the management at any time without assigning any reason whatsoever maybe. The management is not liable to provide the facility as a matter of right to the staff/students.

Guidelines for Drivers

1. Antecedents of drivers employed by the outsource agency or employed by the institute shall be verified/tested and a record should be maintained with details like his driving license, Aadhar Card, Photo, Names with contact numbers of references, renewal date of license, e-challans, charges by RTA, penalties, FIR if any, provided by driver.

2. Reference provided shall not be from relatives and shall be from respected members of society, holding responsible positions. It's preferable to have a police clearance certificate.

3. Name of the person who has checked the antecedents of the driver along with the detailed information regarding the registered phone number, name, date and time shall be recorded.

4. Complaints about rash driving, speaking on mobile phone while driving, reporting drunk and misbehavior with students/staff shall be taken seriously and the driver's services shall be terminated without notice.

5. Driver shall be courteous and sober, report on time and not abstain from duty without prior information and shall have knowledge of repairs and competent to take-up minor repairs.

IMPORTANT FESTIVALS/FUNCTIONS/CELEBRATIONS

The institution celebrates special occasions of national, cultural and academic repute such as Independence Day, Republic Day, Teachers day, Engineers day, Orientation Programme, Traditional/ Fresher's day and the Annual day with all pomp and glory. The following are the details of various programmes:

2. **Independence Day and Republic Day** is celebrated in a traditional manner in the institution. The Secretary & Correspondent hoists the national flag along with staff and students as a token of recognition of patriotism and solidarity.

3. **Teachers' day** is celebrated annually on the occasion of Sir Dr Sarvepalli Radhakrishnan's Birthday by the management to reward and appreciate the contribution of faculty members in furtherance of quality education.

4. **Engineers Day** is celebrated annually on the occasion of Sir Mokshagundam Visweswaraya's Birthday by the management to recollect the contributions made by the renowned engineer to motivate all young aspirants to gear up their skills for the present state of technological growth.

5. **Orientation/Induction Programme** is meant for welcome and enlightenment session for the newly admitted students along with their parents on inaugural day. On this occasion they get exposure to the curricular requirements and do's and don'ts to be followed during their course of study at the institute. This programme is an interactive and informative platform to all the new entrants and their parents. The length of the programme is of three weeks which covers various topics reveals the importance of human values, ethics, etiquette, creativity, sportiveness, time/ stress management, personality development, etc.

6. **Tradition/Fresher's day** is celebrated annually in the month of December/January by the students to expose national integrity/heritage/culture to reveal unity in diversity. Further fresher's day provides platform to the freshmen with that of rest of the students and alumni to interact and build future career plans in new eco-environment with mutual trust, agreement and faith followed by cultural programmes in association with seniors in united spirit.

7. **Annual day** is celebrated every year during March/April. This is an occasion for the college to inform the society at large and parents in particular about the commitments and achievements of the institution. The college magazine is released by the Chief Guest and distributes the prizes/awards to meritorious students in academics/sports/cultural-events followed by cultural programmes and dinner.

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