

5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organization wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Implementation of Guidelines

The implementation of AICTE and UGC guidelines regarding grievances involves establishing transparent mechanisms for students and staff to address concerns. Institutions are mandated to set up grievance cells, provide easy access to complaint submission, and ensure timely redressal. CMR Institute of Technology communicates these guidelines through regular awareness campaigns and communication channels. CMRIT strictly adhered to these guidelines to ensure a fair and accountable environment within the campus, promoting student welfare and institutional excellence.



Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



विश्वविद्यालय अनुदान आयोग
University Grants Commission

(शिक्षा मंत्रालय, भारत सरकार)
(Ministry of Education, Govt. of India)

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

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BY EMAIL

16 SEP 2022 September, 2022

D.O. No.1-15/2021(ARC)

Respected Madam/Sir,

In pursuance to the Judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the UGC had notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in. These regulations are mandatory for all higher educational institutions across the country.

As multiple mechanisms are required to ensure a ragging-free campus, here are some recommendations and action steps which are need to be taken by your esteemed university and all institutions under your ambit.

A. Basic Measures:

1. Constitution of anti-ragging committee, anti-ragging squad, setting up of Anti-Ragging Cell and adequate publicity for these measures through various media.
2. A clear mention of anti-ragging warning in the institution's prospectus and information booklets /brochures shall be ensured.
3. Preparation of e-admission booklet or brochure, e-leaflets of your institutions giving detailed guidance to admitted students in case of ragging, instead of print/hard copy.
4. Display of banners/posters at conspicuous places in the campus to create awareness on anti-ragging measures amongst students (soft copy of the posters attached are also available on UGC website www.ugc.ac.in & www.antiragging.in)
5. Updation of websites of institutions with the complete address and contact details of nodal officers related to anti-ragging committee.
6. An online undertaking in every academic year to be submitted by each student and every parent, in compliance with the UGC Regulations and its 2nd Amendment regarding submission of undertaking.
7. UGC has notified 3rd Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

"3. (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."

8. Installation of CCTV cameras at vital points.

B. Counseling and monitoring measures

1. Regular interaction and counseling with the students to detect early signs of ragging and identification of trouble-triggers.
2. Surprise inspection at hostels, students' accommodation, canteens, rest-cum-recreation rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behaviour/incident.

Principal
CMR INSTITUTE OF TECHNOLOGY

Kandlakoya (V), Medchal Road,
Rangareddy District, Telangana-508003

P.T.O.

C. Creative Dissemination of the idea of ragging-free campus

1. Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
2. Safety and security apps without affecting the privacy of individuals can be creatively deployed.

D. Using other UGC initiated measures

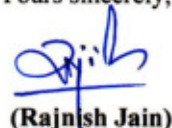
1. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline **1800-180-5522 (24x7 Toll Free)** or e-mail the Anti-Ragging Helpline at helpline@antiragging.in.
2. For any other information regarding ragging, please visit the UGC website i.e. www.ugc.ac.in & www.antiragging.in and contact UGC monitoring agency i.e. Centre for Youth on mobile No. 09818044577 (only in case of emergency).
3. UGC also drives an Anti-Ragging Media Campaign through different modes and has undertaken following activities to promote anti-ragging which are available on UGC website i.e. www.ugc.ac.in.
 - a. UGC has developed 05 TVCs of 30 seconds each from different perspectives i.e. Parents, Victim and Offenders.
 - b. UGC has designed and distributed posters amongst Universities/Regulatory Authorities/Councils/IITs/NITs/Other educational institutions for prominent display.
 - c. UGC has consecutively organized 02 Anti-Ragging Competitions for students/faculty /general public for the wider awareness of the menace of ragging.

Any violation of UGC Regulations or failure of institution to take adequate steps to prevent ragging in accordance with these Regulations or failure to punish perpetrators of incidents of ragging suitably, will attract punitive action under the UGC Act.

You are also requested to fill online compliance on www.antiragging.in and also immediately instruct all the colleges/institutions under their purview to follow it.

With kind regards,

Yours sincerely,



(Rajnish Jain)

The Vice-Chancellor of all Universities / Directors of all HEIs / Principal of all Colleges



Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



प्रो. राजीव कुमार
सदस्य सचिव
Prof. Rajive Kumar
Member Secretary



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद

(भारत सरकार का एक सांविधिक निकाय)

शिक्षा मंत्रालय, भारत सरकार

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली - 110070

दूरभाष: 011-29581399

ई मेल: ms@aicte-india.org

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

Ministry of Education, Govt. of India

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Phone: 011-29581399

E-mail: ms@aicte-india.org

F. No. 1-104/AICTE/PGRC/Antiragging/2022

Date: 27.09.2022

Subject: Steps to be taken for curbing the menace of ragging -reg

Dear Sir/Madam,

As you are aware, in pursuance to the judgment of the Hon'ble Supreme Court of India to prohibit, prevent and eliminate the scourge of ragging in the AICTE approved technical Institutions, AICTE has framed the Regulations called All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institution, Universities including Deemed to be Universities imparting technical education) Regulations 2009. These regulations are mandatory for all AICTE approved Institution across the country.

As multiple mechanisms are required to ensure a ragging-free campus, here are some recommendations and action steps which are needed to be taken by your esteemed Institutions/university.

A. Basic Measures:

1. Constitution of Anti-Ragging Committee; Anti Ragging Squad setting up of Anti-Ragging Cell and adequate publicity for these measures through various media.
2. A clear mention of Anti-Ragging warning in the Institution's prospectus and information booklets/brochures shall be ensured.
3. Preparation of e-admission booklet or brochure, e-leaflets of your Institutions giving detailed guidance to admitted students in case of ragging, instead of print/hard copy.
4. Display of banners/posters at conspicuous places in the campus to create awareness on anti-ragging measures amongst student (soft copy of the posters attached & available in www.antiragging.in).
5. Updation of websites of institutions with the complete address and contact details of Nodal Officers related to Anti-Ragging Committee.
6. An online undertaking in every academic year to be submitted by each student and every parent, in compliance with the AICTE Regulations and its 1st amendment regarding submission of undertaking.
7. AICTE has notified 2nd Amendment in AICTE Regulations, 2009 to expand the definition of ragging by including the following.

4(j). Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background."



(Signature)

Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

8. Installation of CCTV cameras at vital points.

B. Counseling and monitoring measures

1. Regular interaction and counseling with the students to detect early signs of ragging and identification of trouble-triggers.
2. Surprise inspection at hostels, students' accommodation, canteens, res-cum-recreation rooms, toilets, bus-stands and any other measure which would augur well in preventing/quelling ragging and any uncalled for behavior/incident.

C. Creative Dissemination of the idea of ragging-free campus

1. Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
2. Safety and security apps without affecting the privacy of individuals can be creatively deployed.


D. Using other UGC initiated measures

1. Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline at 1800-180-5522 (24x7 Toll Free) or e-mail the Anti-Ragging Helpline at helpline@antiragging.in.
2. For any other information regarding ragging, please visit the at www.antiragging.in and contact monitoring agency i.e. Centre for Youth on mobile No. 09818044577 (only in case of emergency).
3. To promote anti-ragging, UGC has drives an Anti-Ragging Media Campaign through different modes and has undertaken following activities which are available on their website at www.ugc.ac.in:
 - a. Developed 05 TVCs of 30 seconds each from different perspectives i.e. parent, victim and offenders.
 - b. Designed anti-ragging posters (soft-copies attached).
 - c. Organized 02 Anti-Ragging Competitions for students/faculty/general public for the wider awareness of the menace of ragging.
 - d. All AICTE approved Technical Institutions are requested to encourage the students, parent etc. to view these TVCs; to display the anti-ragging posters in their website and premises; and also to participate in the above Anti-Ragging Competition for the wider awareness of the menace of ragging drives by UGC.

Any violation of AICTE Regulations or failure of Institution to take adequate steps to prevent ragging in accordance with these Regulations or failure to punish perpetrators of incidents of ragging suitably, will attract punitive action under the AICTE Act.

You are also requested to fill online compliance on www.aicte.ac.in.

Yours faithfully,


27.9.2022

(Prof. Rajive Kumar)
Member Secretary

The Vice-Chancellor/Principal/Director of all AICTE approved Universities/Institutions

Encl: As above.

The Joint Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi-110002



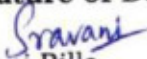
Principal

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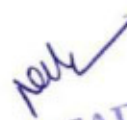
2/2

ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, Sravani Billa s/o - d/o Mr./Mrs./Ms Billa Somi Reddy , having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON 12-12-2022**Signature of Deponent**
Sravani Billa**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at 9.30 On 12-12-2022**Signature of Deponent**
PrincipalCMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.
HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. Billa Somi Reddy father/ mother/ guardian of Sravani Billa having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my word is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

DECLARED ON 12-12-2022

Signature of Deponent

BS Reddy
Billa Somi Reddy

Address

TELANGANA

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at 9.30 On 12-12-2022

Signature of Deponent

BS Reddy S. Satyan

Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

BS Reddy
HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, Dhonika Kanagala s/o - d/o Mr./Mrs./Ms Kanagala Narasimha Rao , having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON 19-12-2022**Signature of Deponent**

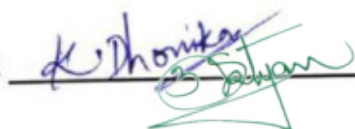
Dhonika Kanagala

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

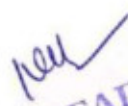
Verified at 9.40 On 19-12-2022

Signature of Deponent



Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.


HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. Kanagala Narasimha Rao father/ mother/ guardian of Dhonika Kanagala having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
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6. I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

DECLARED ON 19-12-2022

Signature of Deponent

K. Narasimha Rao
Kanagala Narasimha Rao

Address

TELANGANA

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at 9.40 On 19-12-2022

Signature of Deponent

K. Narasimha Rao

Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

MR
HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



**CMR INSTITUTE OF TECHNOLOGY
(UG AUTONOMOUS)**

Kandlakoya(V), Medchal Road, Hyderabad –501401
Ph.No.08418-200720, 9247605109 Fax No.08418-200240



Date: 18.07.2022

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Anti-Ragging & Disciplinary Committee** for the **A.Y.2022-23**.

Committee: Anti-Ragging & Disciplinary Committee			
S.No	Name and Designation	Department	Role
1	Dr. Janga Prasad, Assoc. Prof.	ECE	Coordinator
2	Mr.A.Nageshwar Rao, Assoc. Prof.	CSE	Coordinator
3	Mr. M.V.A. Rama Krishna, Assoc. Prof.	ME	Coordinator
4	Mr. G. Krishna Lava Kumar, Asst. Prof.	CSE	Coordinator
5	Mr. K. Srinivas, Assoc. Prof.	CE	Coordinator
6	Dr. M. Ravi, Asst. Prof.	H&S	Coordinator
7	Ms. Vanaja	MBA	Coordinator
8	Mr. T. Mohan Rao,	Physical Director	Member
9	Mr. C. Rama Krishna, Asst. Prof.	CSE(DS)	Member
10	Mr. K. Chandramouli, Asst. Prof.	CSE(AI&ML)	Member
11	Dr. A. Sudhakar, Assoc. Prof.,	ECE	Member
12	Mr. G. Kumara Swamy, Asst. Prof.,	ECE	Member
13	Mr H Venkata Subbaiah	CSE(DS)	Member
14	Mr.G.Nageshwar Rao, Assoc. Prof.,	H&S	Member
15	Mrs.D Janaki Asst. Prof	MBA	Member
16	Ms. B.Srija	II MBA	Student Member
17	Mr Sanjay Surya	II MBA	Student Member
18	Mr.Bhavinav	III-CSE(DS)	Student Member
19	Mr.V. Manikanta	IV-CSE	Student Member
20	Ms. K. Jaya Arpitha	III ME	Student Member
21	Ms.G.Pravalika	III ECE	Student Member
Anti-Ragging Squad Team – Inside CMRIT Campus			
S.No	Name and Designation	Department	Role
1	Mrs. N.Vanaja, Asst. Prof.	MBA	Member
2	Mrs.A.Sowjanya, Asst. Prof.,	MBA	Member
3	Mr. A. Balaram, Assoc. Prof	CSE	Member
4	Mrs. B. Sunitha Devi, Assoc. Prof.,	CSE	Member
5	Mr. K. Srikanth, Asst. Prof.,	H&S	Member
6	Mrs. Bhuvana Asst. Prof.,	H&S	Member
7	Mrs. Parveen Banu, Assoc. Prof.,	H&S	Member
8	Dr. E. John Alex, Prof.	ECE	Member
9	Mrs. Muni Praveena Rela, Assoc. Prof.	ECE	Member
10	Mrs. G. Kalyani, Assoc. Prof.,	CE	Member
11	Mr Satyanarayana	ME	Member
12	Ms. G.Sailu Asst. Prof	CE	Member
Anti-Ragging Squad Team – Outside CMRIT Campus			
S.No	Name and Designation	Department	Role
1	Dr. Pradeep Kumar, Assoc. Prof	ECE	Member
2	Mr. G.Rajendar, Assoc. Prof,	ECE	Member
3	Mr. S. Gopala Krishna, Asst. Prof.,	ECE	Member

4	Mr. Shiva Prasad, Asst. Prof	ECE	Member
5	Mr N Abhishaik	CSE	Member
6	Mrs G.Ranitha	CSE(DS)	Member
7	Mr.N.Suresh, Asst. Prof.,	CSE(AI&ML)	Member
9	Mr. K. Karunakar, Asst. Prof.	CE	Member
11	Mr G.Vijay, Asst. Prof.,	CE	Member
12	Mr. N. Prabhakar, Asst. Prof.,	ME	Member
13	Mr. Santosh Kumar, Asst. Prof.,	ME	Member
14	Ms N Vanaja, Asst.Prof	MBA	Member
15	Mrs. B.Rajini, Asst. Prof.,	H&S	Member
16	Mr. Rajshekhar, Asst.Prof	H&S	Member
17	Mr G.Nageshwar Rao, Asst. Prof.	H&S	Member
18	Mr. D. Rajkumar, Asst. Prof.,	H&S	Member
19	Circle Inspector of Police, Medchal		Member
20	Sub Inspector of Police, Medchal		Member

Duties and Responsibilities of the Anti-Ragging Committee:(Staff Members)

- Keep a close watch on the movement of outsiders/strangers in the college campus.
- Conduct anti-ragging awareness programme among the students and counsel them.
- Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
- Counsel the students to communicate to their parents and faculty ,if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26of1997) in case of any ragging incident reported..
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps(posters, banners)and action programme required to prevent ragging.

Duties and Responsibilities of the Anti-Ragging Committee:(Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti-ragging committee any cases reported.

Duties and Responsibilities of the Anti-Ragging Committee:(Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year classrooms.
- Inform the anti-ragging committee any untoward incident witnessed.

[Signature]
PRINCIPAL

Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakota (V), Medchal Road,
Hyderabad-501 401.

Copy submitted to Secretary

Copy to: 1.All HOD's

2.All Concerned

3.Notice Board



CMR INSTITUTE OF TECHNOLOGY
(UGC AUTONOMOUS)

Kandlakoya (V), Medchal Road, Hyderabad-501401

Date: 25/07/2022

Minutes of the meeting

Following members of Anti-Ragging and Discipline Committee are attended the meeting held on 25/07/2022 at 12.10 PM in Room No. 302 (ECE Department) and decided the following minutes of the meeting.

1. Followup of mobile utilization in campus and dress code of students and faculty
2. Since ,the college main gate is to be closed every class work day for students is 9.30 am, hence decided to warn the students who are coming late regularly.
3. Keep close watch on the visitors of non students or strangers in the college campus
4. To create awareness among the students in the implications of the menace


Coordinator

(Dr. Janga Prasad)


PRINCIPAL

(Dr. B. Satyanarayana)

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

MEASURES TAKEN BY THE COLLEGE TO PREVENT RAGGING

Date: 18.07.2022

1. Anti Ragging committee is formed headed by a professor, senior teaching staff members and two students from each branch.
2. Counseling regarding the ragging menace and its implications was carried out by the respective counselors.
3. All the latest developments and Govt./High court orders are circulated in all class rooms from time to time.
4. All the related news appeared in print media is displayed in all the Notice Boards.
5. Separate teams are formed to monitor the activities in and around the college.
6. Frequent meetings of the Anti Ragging committee are conducted and measures in this regard are taken.
7. Meetings are conducted by principal with students and informed the consequences of ragging.
8. Lunch timings for 1st year and 2nd year are separated.
9. Mobile teams are formed and are positioned at places like RTC bus stop in front of the college. The mobile teams are positioned between 8.30 am to 10.00 am and 3.30 pm to 5.00 pm.
10. Police personnel from the medchal police station were called and were taken to each class room to inform the consequences of ragging. All the students were assembled in the seminar hall and oath was taken by all students in front of the S.I., anti ragging committee members and management.
11. Important Telephone numbers of the police personnel, Principal, A.O. and Disciplinary committee coordinator were informed to all students and displayed in the notice boards.


COORDINATOR


PRINCIPAL

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



CMR INSTITUTE OF TECHNOLOGY (UG AUTONOMOUS)

Kandlakoya(V), Medchal Road, Hyderabad - 501401
Ph.No.08418-200720, 9247605109 Fax No.08418-200240



Date: 16.08.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Anti-Ragging & Disciplinary Committee** for the A.Y.2021-22.

ANTI-RAGGING & DISCIPLINARY COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. Janga Prasad, Assoc. Prof.	ECE	Coordinator
2.	Mr. A. Nageshwar Rao, Assoc. Prof.	CSE	Coordinator
3.	Mr. M. V. A. Rama Krishna, Assoc. Prof.	ME	Coordinator
4.	Mr. G. Krishna Lava Kumar, Asst. Prof.	CSE	Coordinator
5.	Mr. K. Srinivas, Assoc. Prof.	CE	Coordinator
6.	Mr. Hareesh Kumar Reddy, Asst. Prof.	MBA	Coordinator
7.	Mr. T. Mohan Rao,	Physical Director	Member
8.	Mr. C. Rama Krishna, Asst. Prof.	CSE (DS)	Member
9.	Mr. K. Chandramouli, Asst. Prof.	CSE (AI & ML)	Member
10.	Dr. A. Sudhakar, Assoc. Prof.,	ECE	Member
11.	Mr. G. Kumara Swamy, Asst. Prof.,	ECE	Member
12.	Dr. K. Suresh, Asst. Prof.,	CE	Member
13.	Dr. C. V. Madhusudhana Rao, Prof.,	H&S	Member
14.	Mr. Shaik Shakeel, Asst. Prof.,	H&S	Member
15.	Mr. V. Manikanta	III-CSE	Student Member
16.	Ms. Indu Aishwarya	IV-CSE	Student Member
17.	Ms. K. Jaya Arpitha	IIIME	Student Member
18.	Ms. G. Pravalika	III ECE	Student Member
19.	Mr. Monish	IVCE	Student Member
20.	Mr. A. Sowjanya	III-CE	Student Member
21.	Mr. Akshith	IV ECE	Student Member
22.	Mr. K. Revanth Reddy	IV-ME	Student Member
23.	Mr. Syed Babar	II-MBA	Student Member
ANTI-RAGGING SQUAD TEAM - INSIDE CMRIT CAMPUS			
S.No	Name and Designation	Department	Role
24.	Mrs. N. Vanaja, Asst. Prof.	MBA	Member
25.	Mrs. A. Sowjanya, Asst. Prof.,	MBA	Member
26.	Mr. A. Balaram, Assoc. Prof	CSE	Member
27.	Mrs. B. Sunitha Devi, Assoc. Prof.,	CSE	Member
28.	Mr. K. Srikanth, Asst. Prof.,	H&S	Member
29.	Mrs. Bhuvana Asst. Prof.,	H&S	Member
30.	Mrs. Parveenbanu, Assoc. Prof.,	H&S	Member
31.	Dr. E. John Alex, Prof.	ECE	Member
32.	Mrs. Muni Praveena Rela, Assoc. Prof.	ECE	Member
33.	Mr. Thirupathi, Asst. Prof.,	ME	Member
34.	Mrs. G. Kalyani, Assoc. Prof.,	CE	Member
35.	Ms. G. Sailu Asst. Prof	CE	Member
ANTI-RAGGING SQUAD TEAM - OUTSIDE CMRIT CAMPUS			
S.No	Name and Designation	Department	Role
36.	Dr. Pradeep Kumar, Assoc. Prof	ECE	Member
37.	Mr. G. Rajendar, Assoc. Prof.,	ECE	Member
38.	Mr. S. Gopala Krishna, Asst. Prof.,	ECE	Member
39.	Mr. Shiva Prasad, Asst. Prof	ECE	Member
40.	Mr. N. Suresh, Asst. Prof.,	CSE (DS)	Member

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

41.	Mr.K.Karunakar,Asst.Prof.	CE	Member
42.	Mr.G.Vijay, Asst.Prof.,	CE	Member
43.	Mr. N.Prabhakar,Asst.Prof.,	ME	Member
44.	Mr.SantoshKumar, Asst.Prof.,	ME	Member
45.	Mr.M.Venkatesham,Asst.Prof	H&S	Member
46.	Mr.Rajshekhhar,Asst.Prof	H&S	Member
47.	MrG.Nageshwar Rao, Asst.Prof.	H&S	Member
48.	Mr. D.Rajkumar,Asst.Prof.,	H&S	Member
49.	Mrs.V. Anusha,Asst.Prof.,	CSE(AI&ML)	Member
50.	Mrs.B.Rajini,Asst.Prof.,	H&S	Member

Duties and Responsibilities of the Anti-Ragging Committee:(Staff Members)


- Keep a close watch on the movement of outsiders/strangers in the college campus.
- Conduct anti-ragging awareness programme among the students and counsel them.
- Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
- Counsel the students to communicate to their parents and faculty ,if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26of1997) in case of any ragging incident reported..
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps(posters, banners)and action programme required to prevent ragging.

Duties and Responsibilities of the Anti-Ragging Committee:(Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti-ragging committee any cases reported.

Duties and Responsibilities of the Anti-Ragging Committee:(Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year classrooms.
- Inform the anti-ragging committee any untoward incident witnessed.


PRINCIPAL
Principal
CMR INSTITUTE OF TECHNOLOGY
 Kandlakoya (V), Medchal Road,
 Hyderabad-501 401.

Copy submitted to Secretary

Copy to: 1.All HOD's

2.All Concerned

3.Notice Board

4.Office File



CMR INSTITUTE OF TECHNOLOGY
(UGC AUTONOMOUS)

Kandlakoya (V), Medchal Road, Hyderabad-501401

Date: 23/08/2021

Minutes of the meeting

Following members of Anti-Ragging and Discipline Committee are attended the meeting held on 23/08/2021 at 3.00 PM in Room No. 301 (ECE Department) and decided the following minutes of the meeting.

1. Followup of mobile utilization in campus and dress code of students and faculty
2. Since ,the college main gate is to be closed every class work day for students is 9.30 am, hence decided to warn the students who are coming late regularly.
3. Keep close watch on the visitors of non students or strangers in the college campus
4. To create awareness among the students in the implications of the menace


Coordinator

(Dr. Janga Prasad)


PRINCIPAL

(Dr. B. Satyanarayana)

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

MEASURES TAKEN BY THE COLLEGE TO PREVENT RAGGING

Date: 16.08.2021

1. Anti Ragging committee is formed headed by a professor, senior teaching staff members and two students from each branch.
2. Counseling regarding the ragging menace and its implications was carried out by the respective counselors.
3. All the latest developments and Govt./High court orders are circulated in all class rooms from time to time.
4. All the related news appeared in print media is displayed in all the Notice Boards.
5. Separate teams are formed to monitor the activities in and around the college.
6. Frequent meetings of the Anti Ragging committee are conducted and measures in this regard are taken.
7. Meetings are conducted by principal with students and informed the consequences of ragging.
8. Lunch timings for 1st year and 2nd year are separated.
9. Mobile teams are formed and are positioned at places like RTC bus stop in front of the college. The mobile teams are positioned between 8.30 am to 10.00 am and 3.30 pm to 5.00 pm.
10. Police personnel from the medchal police station were called and were taken to each class room to inform the consequences of ragging. All the students were assembled in the seminar hall and oath was taken by all students in front of the S.I., anti ragging committee members and management.
11. Important Telephone numbers of the police personnel, Principal, A.O. and Disciplinary committee coordinator were informed to all students and displayed in the notice boards.


COORDINATOR


PRINCIPAL
Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Anti-Ragging & Disciplinary Committee** for the **A.Y. 2020-21**.

Anti-Ragging & Disciplinary Committee

- | | |
|--|------------------|
| 1. Dr. Janga Prasad, Assoc. Prof. of ECE | - Coordinator |
| 2. Mr.A.Nageshwar Rao, Assoc. Prof. of CSE | - Coordinator |
| 3. Mr. M.V.A. Rama Krishna, Assoc. Prof. of ME | - Co-coordinator |
| 4. Mr. G. Krishna Lava Kumar, Asst. Prof. of CSE | - Co-coordinator |
| 5. Mr. K. Srinivas, Assoc. Prof. of CE | - Co-coordinator |
| 6. Dr.Ravi., Assoc. Prof. H&S | - Co-coordinator |
| 7. Mr. Hareesh Kumar Reddy, Asst. Prof., MBA | - Co-coordinator |
| 8. Mr. T. Mohan Rao, Physical Director | - Member |
| 9. Mr. S. Venugopal Rao, Assoc. Prof.,ME | - Member |
| 10. Mr. Veeresh, Asst. Prof. CSE | - Member |
| 11. Mr. N. Vijay Kumar, Asst. Prof. CSE | - Member |
| 12. Dr. A. Sudhakar, Assoc. Prof., ECE | - Member |
| 13. Mr. G. Kumara Swamy, Asst. Prof., ECE | - Member |
| 14. Dr.Ponraj Sankar., Professor, CE | - Member |
| 15. Mr. K. Suresh, Asst. Prof., CE | - Member |
| 16. Dr. C.V. Madhusudhana Rao, Prof., H&S | - Member |
| 17. Mr. Shaik Shakeel, Asst. Prof., H&S | - Member |
| 18. Dr. K. Jagannayaki, Assoc. Prof., MBA | - Member |
| 19. Mr. Vikas Vemula IV ME | - Student Member |
| 20. Mr. Amul Cherukuri IV CSE | - Student Member |
| 21. Ms. A. Manasa IV ECE | - Student Member |
| 22. Mr. Vishwa Saketh IV CE | - Student Member |
| 23. Mr. Akshith III ECE | - Student Member |
| 24. Mr. Anand Babu III ME | - Student Member |

Anti-Ragging Squad Team – Inside CMRIT Campus

- Mr. K. Hareesh Kumar Reddy, Asst. Prof. MBA
- Mrs. A. Soujanya, Asst. Prof., MBA
- Mr. A. Balam, Assoc. Prof of CSE
- Mrs. B. Sunitha Devi, Assoc. Prof., CSE
- Mr. K. Srikanth, Asst. Prof., H&S
- Mrs. Parveen banu, Assoc. Prof., H&S
- Mrs. Bhuvana Asst. Prof., H&S
- Dr. E. John Alex, Prof. ECE
- Mrs. Muni Praveena Rela, Assoc. Prof. ECE
- Mr. Thirupathi, Asst. Prof., ME
- Mr. Shesha vali Asst. Prof., ME
- Mrs. G. Kalyani, Assoc. Prof., CE
- Ms. G. Sailu Asst. Prof., CE

Ground Floor Incharge:

- Mr. P.S.R.K. Subrahmanya Sharma, AO

Duties and Responsibilities of the Anti Ragging Committee: (Staff Members)

- Keep a close watch on the movement of outsiders/strangers in the college campus.
- Conduct anti-ragging awareness programme among the students and counsel them.
- Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
- Counsel the students to communicate to their parents and faculty, if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) in case of any ragging incident reported..
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps (posters, banners) and action programme required to prevent ragging.

Duties and Responsibilities of the Anti Ragging Committee: (Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti ragging committee any cases reported.

Duties and Responsibilities of the Anti Ragging Committee: (Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year class rooms.
- Inform the anti ragging committee any untoward incident witnessed.

Anti-Ragging Squad Team – Outside CMRIT Campus

- Dr. Pradeep Kumar, Assoc. Prof of ECE
- Mr. G. Rajendar, Assoc. Prof, ECE
- Mr. S. Gopala Krishna, Asst. Prof., ECE
- Mr. Shiva Prasad, Asst. Prof of ECE
- Mr. K. Kishore Kumar, Asst. Prof., CSE
- Mr. Asif, Asst. Prof. CSE
- Mr. N. Suresh, Asst. Prof., CSE
- Dr. G. Aruna, Asso. Prof. CE
- Mr. K. Karnukar, Asst. Prof., CE
- Mr. G. Kiran Kumar, Asst. Prof, CE
- Mr. G. Vijay, Asst. Prof., CE
- Mr. Prabhakar, Asst. Prof., ME
- Mr. N. Prabhakar, Asst. Prof., ME
- Mr. Santosh Kumar, Asst. Prof., ME
- Mr. Arif Ahmed, Asst. Prof H&S
- Mr. M. Venkatesh, Asst. Prof H&S
- Mr. Rajshekhar, Asst. Prof H&S
- Mr. Nageshwar Rao, Asst. Prof. H&S
- Mr. D. Rajkumar, Asst. Prof., H&S
- Mr. K. Sai Kumar, Asst. Prof., H&S
- Mr. Ch. Jagadish Chandra, Asst. Prof., H&S
- Circle Inspector of Police, Medchal**
- Sub Inspector of Police, Medchal**

First Floor Incharge:

- Mr. Nageshwar Rao, Assoc. Prof., H&S
- Mrs. V. Vijaya Lakshmi, Asst. Prof., H&S
- Mrs. R. V. S. S. Nagini, Asst. Prof., H&S
- Mr. Ch. Naveen, Asst. Prof., ME
- Mr. M. V. A. Rama Krishna, Assoc. Prof. ME
- Mr. G. Venkataramana, Assoc. Prof. ME

Second Floor Incharge:

- Mr. A. Nageshwar Rao, Assoc. Prof., CSE
- Mrs. V. Alphonsa, Asst. Prof., CSE
- Mr. C. Kumara Swamy, Asst. Prof, CE
- Mrs. A. Anjali, Asst. Prof., CE

Third Floor Incharge:

- Mr. P. Pavan Kumar, Assoc. Prof., ECE
- Mrs. M. Akhila Reddy, Asst. Prof., MBA
- Mrs. G. Anousha Reddy, Asst. Prof., MBA

Copy submitted to Secretary

Copy to: 1. All HOD's 2. All Concerned 3. Notice Board


PRINCIPAL
 CMR INSTITUTE OF TECHNOLOGY
 Kandlakoya, Off. Medchal Road,
 Hyderabad-501 401.



Date: 01.07.2019

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Anti-Ragging & Disciplinary Committee** for the A.Y. 2019-20.

Anti-Ragging & Disciplinary Committee

1. Dr. Janga Prasad, Assoc. Prof. of ECE - Coordinator
2. Mr. A. Nageshwar Rao, Assoc. Prof. of CSE - Co-coordinator
3. Mr. M.V.A. Rama Krishna, Assoc. Prof. of ME - Co-coordinator
4. Mr. G. Krishna Lava Kumar, Asst. Prof. of CSE - Co-coordinator
5. Mr. K. Srinivas, Assoc. Prof. of CE - Co-coordinator
6. Mr. P. Srinivas Reddy, Asst. Prof. H&S - Co-coordinator
7. Mr. Hareesh Kumar Reddy, Asst. Prof., MBA - Co-coordinator
8. Mr. T. Mohan Rao, Physical Director - Member
9. Mr. S. Venugopal Rao, Assoc. Prof., ME - Member
10. Mr. Veeresh, Asst. Prof. CSE - Member
11. Mr. N. Vijay Kumar, Asst. Prof. CSE - Member
12. Dr. A. Sudhakar, Assoc. Prof., ECE - Member
13. Mr. G. Kumara Swamy, Asst. Prof., ECE - Member
14. Dr. K. Baskar, Assoc. Professor, CE - Member
15. Mr. K. Suresh, Asst. Prof., CE - Member
16. Dr. C.V. Madhusudhana Rao, Prof., H&S - Member
17. Mr. Shaik Shakeel, Asst. Prof., H&S - Member
18. Dr. K. Jagannayaki, Assoc. Prof., MBA - Member
19. Mr. J. Abhishek, IV-CSE - Member
20. Ms. V. Shravya, IV-CSE - Member
21. Mr. G. Rajesh Khanna, IV-ECE - Member
22. Ms. R. Navyasree, IV-ECE - Member
23. Ms. Manideepa IV-CE - Member
24. Mr. Satheesh, IV-CE - Member

Anti-Ragging Squad Team – Inside CMRIT Campus

1. Mr. K. Hareesh Kumar Reddy, Asst. Prof. MBA
2. Mrs. Asmatunnisa Begum, Asst. Prof., MBA
3. Mr. A. Balaram, Assoc. Prof. of CSE
4. Mrs. B. Sunitha Devi, Assoc. Prof., CSE
5. Mr. K. Srikanth, Asst. Prof., H&S
6. Mrs. Parveen banu, Assoc. Prof., H&S
7. Mrs. Bhuvana Asst. Prof., H&S
8. Dr. E. John Alex, Prof. ECE
9. Mrs. Muni Praveena Rela, Assoc. Prof. ECE
10. Mr. Thirupathi, Asst. Prof., ME
11. Mr. Shesha vali Asst. Prof., ME
12. Mrs. G. Kalyani, Assoc. Prof., CE
13. Ms. G. Sailu Asst. Prof., CE

Ground Floor Incharge:

1. Mr. P.S.R.K. Subrahmanya Sharma, AO

Duties and Responsibilities of the Anti Ragging Committee: (Staff Members)

- Keep a close watch on the movement of outsiders/strangers in the college campus.
- Conduct anti-ragging awareness programme among the students and counsel them.
- Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
- Counsel the students to communicate to their parents and faculty, if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) in case of any ragging incident reported.
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps (posters, banners) and action programme required to prevent ragging.

Duties and Responsibilities of the Anti Ragging Committee: (Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti ragging committee any cases reported.

Duties and Responsibilities of the Anti Ragging Committee: (Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year class rooms.
- Inform the anti ragging committee any untoward incident witnessed.

25. Ms. K. Amulya, III-ME - Member
26. Mr. J. Tarun Chandra IV-ME - Member
27. Ms. Areen anzum II-MBA - Member
28. Mr. M. Akhileshwar II- MBA - Member

Anti-Ragging Squad Team – Outside CMRIT Campus

1. Dr. Pradeep Kumar, Assoc. Prof. of ECE
2. Mr. D. Prashanth Varna, Asst. Prof. ECE
3. Mr. S. Gopala Krishna, Asst. Prof., ECE
4. Mr. Shiva Prasad, Asst. Prof. of ECE
5. Mr. K. Kishore Kumar, Asst. Prof., CSE
6. Mr. Asif, Asst. Prof. CSE
7. Mr. Mahender Reddy, Asst. Prof., CSE
8. Mr. S. Sai Shekar Reddy, Asso. Prof. CE
9. Mr. K. Karnukar, Asst. Prof., CE
10. Mr. A. Dinesh, Asst. Prof. CE
11. Mr. G. Vijay, Asst. Prof., CE
12. Mr. B. Venkatesh, Asst. Prof., ME
13. Mr. N. Prabhakar, Asst. Prof., ME
14. Mr. Santosh Kumar, Asst. Prof., ME
15. Mr. Arif Ahmed, Asst. Prof. H&S
16. Mr. M. Venkatesh, Asst. Prof. H&S
17. Mr. Rajshekhar, Asst. Prof. H&S
18. Mr. Nageshwar Rao, Asst. Prof. H&S
19. Mr. D. Rajkumar, Asst. Prof., H&S
20. Mr. M. Ravi, Asst. Prof., H&S
21. Mr. Ch. Jagadish Chandra, Asst. Prof., H&S
22. Circle Inspector of Police, Medchal
23. Sub Inspector of Police, Medchal

First Floor Incharge:

1. Mr. Nageshwar Rao, Assoc. Prof., H&S
2. Mrs. V. Vijaya Lakshmi, Asst. Prof., H&S
3. Mrs. R.V.S.S. Nagini, Asst. Prof., H&S
4. Mr. Ch. Naveen, Asst. Prof., ME
5. Mr. M.V.A. Rama Krishna, Assoc. Prof. ME
6. Mr. G. Venkataramana, Assoc. Prof. ME

Second Floor Incharge:

1. Mr. A. Nageshwara Rao, Assoc. Prof., CSE
2. Mrs. V. Alphonsa, Asst. Prof., CSE
3. Mr. C. Kumara Swamy, Asst. Prof. CE
4. Mrs. A. Anjali, Asst. Prof., CE

Third Floor Incharge:

1. Mr. P. Pavan Kumar, Assoc. Prof., ECE
2. Mrs. M. Akhila Reddy, Asst. Prof., MBA
3. Mrs. G. Anootha Reddy, Asst. Prof., MBA
4. Mrs. M. Akhila Reddy, Assoc. Prof. ME

(Signature)
PRINCIPAL

Copy submitted to Secretary

Copy to: 1. All HOD's 2. All Concerned 3. Notice Board 4. Office File

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



Date: 02.07.2018

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Anti-Ragging & Disciplinary Committee for the A.Y. 2018-19.

Anti-Ragging & Disciplinary Committee

1. Dr. Janga Prasad, Assoc. Prof. of ECE - Coordinator
2. Mr. M.V.A. Rama Krishna, Assoc. Prof. of ME - Co-ordinator
3. Mr. G. Krishna Lava Kumar, Asst. Prof. of CSE - Co-ordinator
4. Mr. K. Srinivas, Assoc. Prof. of CE - Co-ordinator
5. Mr. P. Srinivas Reddy, Asst. Prof. H&S - Co-ordinator
6. Mr. Harresh Kumar Reddy, Asst. Prof., MBA - Member
7. Mr. T. Mohan Rao, Physical Director - Member
8. Mr. Sanhil Kumar, Asst. Prof. ME - Member
9. Mr. S. Venugopal Rao, Assoc. Prof., ME - Member
10. Mr. Vireesh, Asst. Prof. CSE - Member
11. Mr. N. Vijay Kumar, Asst. Prof. CSE - Member
12. Dr. A. Sudhakar, Asst. Prof. ECE - Member
13. Mr. G. Kumara Swamy, Asst. Prof. ECE - Member
14. Prof. K. Balaji, Prof., CE - Member
15. Mr. K. Suresh, Asst. Prof., CE - Member
16. Dr. C.V. Madhusudhana Rao, Prof., H&S - Member
17. Mr. Shaik. Shakrel, Asst. Prof., H&S - Member
18. Dr. K. Jayanarayana, Assoc. Prof., MBA - Member
19. Mr. Harsha Sandesh, IV-CSE - Member
20. Ms. S. Bhavana, IV-CSE - Member
21. Mr. N. Ravi Kumar, IV-ECE - Member
22. Ms. K. Madhura, IV-ECE - Member
23. Ms. Tejaswini IV-CE - Member
24. Mr. Narasimha IV-CF - Member

25. Ms. Harisha, IV-ME - Member

26. Mr. Arif, IV-ME - Member

27. Ms. Nandini, II-MBA - Member

28. Mr. Lakmi Sai Kumar, II-MBA - Member

Anti-Ragging Squad Team - Outside CMRIT Campus

1. Dr. Pradeep Kumar, Assoc. Prof. of ECE
2. Mr. D. Prashanth Varma, Asst. Prof. ECE
3. Mr. S. Gopala Krishna, Asst. Prof. ECE
4. Mr. Shiva Prasad, Asst. Prof. of ECE
5. Mr. K. Kishore Kumar, Asst. Prof. CSE
6. Mr. V. Ramulu, Asst. Prof. CSE
7. Mr. Mahender Reddy, Asst. Prof., CSE
8. Mr. S. Sai Shekar Reddy, Asst. Prof. CE
9. Mr. K. Karnakar, Asst. Prof., CE
10. Mr. A. Dinesh, Asst. Prof. CE
11. Mr. J. Navaneeth, Asst. Prof., CE
12. Mr. B. Venkanna, Asst. Prof., ME
13. Mr. N. Prabhakar, Asst. Prof., ME
14. Mr. Santosh Kumar, Asst. Prof., ME
15. Mr. Arif Ahmed, Asst. Prof. H&S
16. Mr. M. Venkatesh, Asst. Prof. H&S
17. Mr. Rajshekhar, Asst. Prof. H&S
18. Mr. V. Sree Hari, Asst. Prof. H&S
19. Mr. D. Rajkumar, Asst. Prof., H&S
20. Mr. D. Ramana, Asst. Prof., H&S
21. Mr. Ch. Jagadish Chandra, Asst. Prof., H&S
22. Circle Inspector of Police, Medchal
23. Sub Inspector of Police, Medchal

Anti-Ragging Squad Team - Inside CMRIT Campus

1. Mr. K. Harresh Kumar Reddy, Asst. Prof. MBA
2. Mrs. Asmatunnisa Begum, Asst. Prof., MBA
3. Mr. A. Balaram, Assoc. Prof. of CSE
4. Mrs. B. Sanitha Devi, Assoc. Prof., CSE
5. Mr. K. Srikanth, Asst. Prof., H&S
6. Mrs. D. Janaki, Asst. Prof., H&S
7. Mrs. V. Sravanthi, Asst. Prof., H&S
8. Dr. E. John Alex, Prof. ECE
9. Mrs. Muni Praveena Rela, Assoc. Prof. ECE
10. Mr. Thirupathi, Asst. Prof., ME
11. Mr. Girish, Asst. Prof., ME
12. Mrs. G. Kalyani, Assoc. Prof., CE
13. Ms. K. Mounika, Asst. Prof., CE

Ground Floor Incharge:

1. Mr. P.S.R.K. Subrahmanya Sharina, AO

First Floor Incharge:

1. Mr. Nageshwar Rao, Assoc. Prof., H&S
2. Mrs. V. Vijaya Lakshmi, Asst. Prof., H&S
3. Mrs. R.V.S.S. Nagini, Asst. Prof., H&S
4. Mr. Ch. Naveen, Asst. Prof., ME
5. Mr. M.V.A. Rama Krishna, Assoc. Prof. ME
6. Mr. G. Venkataramana, Assoc. Prof. ME

Second Floor Incharge:

1. Mr. A. Nageshwar Rao, Assoc. Prof., CSE
2. Mrs. V. Alphonsa, Asst. Prof., CSE
3. Mr. C. Kumara Swamy, Asst. Prof. CE
4. Mrs. A. Anjali, Asst. Prof., CE

Third Floor Incharge:

1. Mr. P. Pavan Kumar, Assoc. Prof., ECE
2. Mrs. N. Neelima, Assoc. Prof., ECE

Duties and Responsibilities of the Anti Ragging Committee: (Staff Members)

- Keep a close watch on the movement of outsiders/strangers in the college campus.
- Conduct anti-ragging awareness programme among the students and counsel them.
- Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
- Counsel the students to communicate to their parents and faculty, if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) in case of any ragging incident reported.
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps (posters, banners) and action programme required to prevent ragging.

Duties and Responsibilities of the Anti Ragging Committee: (Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti ragging committee any cases reported.

Duties and Responsibilities of the Anti Ragging Committee: (Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year class rooms.
- Inform the anti ragging committee any untoward incident witnessed.

Principal

PRINCIPAL

Copy submitted to Secretary
Copy to: 1. All HOD's

2. All Concerned

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501401

4. Office File

CMR INSTITUTE OF TECHNOLOGY
(UGC AUTONOMOUS)

Kandlakoya (V), Medchal Road, Hyderabad-501401

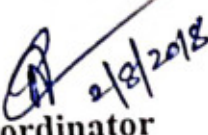
Date: 02/08/2018

CIRCULAR


All the concerned members (attached list) of Anti-Ragging and Discipline Committee are hereby informed to attend the meeting to be conducted on 02/08/2018 at 3.00PM in Room No. 340 (ECE Department Library) without fail.

Agenda:

1. Issues (if any) of students
2. Anti Ragging committes monitoring reg
3. Review of monitoring and tracking the student activities
4. Any other issues with the permission of chair



Coordinator
(Dr. Janga Prasad)



PRINCIPAL
(Dr. M. Janga Reddy)



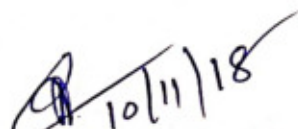
Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Date: 10/11/2018

Minutes of the meeting

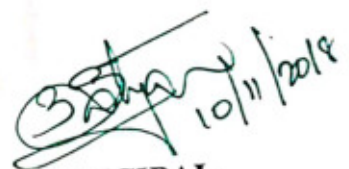
Following members of Anti-Ragging and Discipline Committee are attended the meeting held on 10/11/2018 at 3.00PM in Room No. 342 (ECE Department Library) and decided the following minutes of the meeting.

1. Updated and resolve the issues of students and faculty
2. Followup of mobile utilization in campus and dress code of students and faculty
3. Advised students to be entered in exam hall at 10 minutes before commence
4. Timing of main gate closure during class work



10/11/18
Coordinator

(Dr. Janga Prasad)



10/11/2018
PRINCIPAL
(Dr. Satyanarayana)



Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Date: 09/02/2019

Minutes of the meeting

Following members of Anti-Ragging and Discipline Committee are attended the meeting held on 09/02/2019 at 3.00PM in Room No. 342 (ECE Department Library) and decided the following minutes of the meeting.

1. Followup of mobile utilization in campus and dress code of students and faculty
2. Since ,the college main gate is to be closed every class work day for students is 9.30 am, hence decided to warn the students who are coming late regularly.
3. Keep close watch on the visitors of non students or strangers in the college campus
4. To create awareness among the students in the implications of the menace

9/2/19

Coordinator

(Dr. Janga Prasad)

9/2/19

PRINCIPAL

(Dr. Satyanarayana)

Handwritten signatures of committee members.

Principal

GRIEVANCE REDRESSAL POLICY



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

Landline: 08418-200720; Fax: 08418-200240

E-mail: principal@cmritonline.ac.in

Web: www.cmritonline.ac.in

May 2023


Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401

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Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

GRIEVANCE REDRESSAL POLICY

1. Preamble

AICTE has notified a regulation that a committee for grievance redressal has to be established in all the AICTE approval technical institutions in order to ensure transparency, for imparting technical education, with the objectives of preventing unfair practices and to provide a mechanism to students for redressal of their grievances.

2. Definition

“Grievances or complaint” includes any communication that expresses dissatisfaction, harassment with respect to the conduct or any act of omission or commission or deficiency of service and is of the nature of seeking a remedial action.

The Grievances may broadly include the following complaints of the aggrieved student

- a. Academic
- b. Non-Academic
- c. Grievances related Assessment
- d. Grievances related to Victimization
- e. Grievances related to Attendance
- f. Grievances related to heavy charging of fees
- g. Grievances regarding conduction of examinations
- h. Harassment by students or the teachers etc.
- i. Harassment of women at workplace
- j. Harassment of SC/ST students and faculty

3. Objectives

The purpose of this policy is to set forth the policies and procedures to be followed in receiving handling responding and resolving any grievance against persons/department/institute with respect to the services offered by it. While dealing the complaint, the committee at all levels will observe law of natural justice and hear the complaint of the concerned people.

The students and faculty are the main stakeholders in any academic institution and the institute endeavours to make all the efforts to ensure that transparency is observed in all of the activities at different stages. Taking this spirit in consideration, the institution has decided that to provide a mechanism to students and faculty for redressal of their grievances.

The following are the broad objectives for handling the grievances:

- To provide equal and fair treatment to all stakeholders without any bias at all the times.
- To ensure that all issues raised by stakeholders are dealt with courtesy and resolved in stipulated timeliness.
- To develop an adequate and timely organizational framework to promptly address and resolve stakeholders grievances fairly and equally.
- To provide easy accessibility to the all the stakeholders for an immediate grievance redressal.

4. How to Raise the Grievance

The Stakeholders can raise grievances through the following modes

Through SMS/Call: message/call to contact number specified on institute website to register the compliant

Email: Stakeholders may write compliant by using email specified on institute website to register the compliant.

Letter: The Stakeholders can write a letter to the authorities

Website: The stakeholders may also raise the grievance by downloading the grievance redressal form from the institute portal (<https://cmrithyderabad.edu.in/download> and forms)

5. Maintenance of Records of Grievance and Reporting

The Chairman of grievance committee preserves all records pertaining to grievance/compliant received resolution and closer of the grievance. The compliant shall be transferred to the concerned intermediary within three working days, provided however that resolution time shall not exceed 20 day from the date of the receipt of the compliant from the compliant.

6. Closer of Grievance

Every grievance shall be disposed-off within a period of 20 days of its receipt and a final statement shall be sent to the complainant, containing details of resolution or rejection of the compliant, with reasons there of recoded in writing.

7. Escalation of Grievance

The stakeholders whose grievance has not been resolved by the committee within 20 days from the date of submission of the grievance and those who are not satisfied with the resolution by the respective committee shall prefer an appeal to the Head of the institution against the concerned committee or entity.

8. Policy to Handle Major Grievances

- Major grievances such as problem involving legal matters are referred to the management of the institute. Appropriate action is carried out as per guidance provided by management.
- In case grievance involves external agencies, matter is referred to appropriate authorities for future action.


Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Organization wide awareness and undertakings on policies with zero tolerance

Creating organization-wide awareness and commitment to policies with zero tolerance is crucial for fostering a safe and respectful environment. CMR Institute of Technology (CMRIT) created this through comprehensive communication campaigns, including workshops, seminars, and informational materials, employees and stakeholders are educated about the policies and their implications. Regular training sessions ensure understanding of what constitutes unacceptable behavior, be it harassment, discrimination, or any violation. Students play a pivotal role by setting examples and demonstrating adherence to these policies. Incorporating the policies into codes of conduct and employment contracts reinforces their significance. Regular reviews and updates to policies keep them relevant and effective. Recognition of individuals and teams adhering to these principles reinforces positive behavior. By prioritizing zero tolerance policies, CMRIT showcases its dedication to a culture of respect, safety, and fairness, fostering an environment where everyone can thrive without fear of misconduct or harm.



Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Organization Wide Awareness



Anti-ragging Display Board near 2nd Floor and 3rd Floor Stair Case for student familiarization about consequences of ragging

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Organization Wide Awareness



Anti-ragging Display Board near Ground Floor and 1st Floor Stair Case for student familiarization about consequences of ragging

A handwritten signature in green ink, likely belonging to the Principal of CMR Institute of Technology.

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Organization Wide Awareness



Anti-ragging Display Board near 1st Floor and 2nd Floor Stair Case for student familiarization about consequences of ragging

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, Sravani Billa s/o - d/o Mr./Mrs./Ms Billa Somi Reddy , having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON 12-12-2022

Signature of Deponent

Sravani
Sravani Billa

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at 9.30 On 12-12-2022

Signature of Deponent

Sravani
Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Perk
HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. Billa Somi Reddy father/ mother/ guardian of Sravani Billa having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my ward is liable to be cancelled.

DECLARED ON 12-12-2022

Signature of Deponent

BS Reddy
Billa Somi Reddy

Address

TELANGANA

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at 9:30 On 12-12-2022

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Signature of Deponent

BS Reddy

Head
HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Reference Number 3549706

ANTIRAGGING AFFIDAVIT BY THE STUDENT

1. I, Dhonika Kanagala s/o - d/o Mr./Mrs./Ms Kanagala Narasimha Rao , having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

DECLARED ON 19-12-2022**Signature of Deponent**Dhonika Kanagala**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at 9.40 On 19-12-2022**Signature of Deponent**

K. Dhonika
Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

neu
HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

UNDERTAKING BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. Kanagala Narasimha Rao father/ mother/ guardian of Dhonika Kanagala having been admitted to CMR Institute of Technology , have received a copy of the UGC regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that:-
My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my word is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my word has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission my word is liable to be cancelled.

DECLARED ON 19-12-2022

Signature of Deponent

K. Narasimha
Kanagala Narasimha Rao

Address

TELANGANA

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at 9.40 On 19-12-2022

Signature of Deponent

K. Narasimha

Principal

CMR INSTITUTE OF TECHNOLOGY

Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

NU
HEAD
Dept. of ECE
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Mechanisms for Submission of Online/Offline Grievances

CMR Institute of Technology provides digital platforms for students and staff to submit grievances. These methods ensure swift and convenient issue reporting, along with digital records for tracking and resolution. Further, Grievances can also be submitted offline through physical suggestion boxes placed strategically on campus, formal written complaint letters to administrative offices, or face-to-face meetings with designated personnel. These traditional approaches offer alternatives for individuals who prefer in-person interactions or lack online access, promoting inclusivity and comprehensive grievance handling within the institution's framework.



Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

GRIEVANCE REDRESSAL POLICY




Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

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

Landline: 08418-200720; Fax: 08418-200240

E-mail: principal@cmritonline.ac.in

Web: www.cmritonline.ac.in

May 2023

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Principal
CMR INSTITUTE OF TECHNOLOGY
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- b. Non-Academic
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- e. Grievances related to Attendance
- f. Grievances related to heavy charging of fees
- g. Grievances regarding conduction of examinations
- h. Harassment by students or the teachers etc.
- i. Harassment of women at workplace
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- To develop an adequate and timely organizational framework to promptly address and resolve stakeholders grievances fairly and equally.
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Principal
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Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

4. How to Raise the Grievance

The Stakeholders can raise grievances through the following modes

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- In case grievance involves external agencies, matter is referred to appropriate authorities for future action.



Principal

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Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

12/24/23, 3:54 PM

CMR Institute of Technology | Top Engineering College in Hyderabad

EAMCET/ECET/PGCET CODE: **CMRM** 360° View NIRF ARIIA [Online Grievance](#) Mandatory Disclosure NISP



CMR INSTITUTE OF TECHNOLOGY
(UGC AUTONOMOUS)

Approved by AICTE | Accredited by NAAC with 'A' Grade
All B.Tech Programs Accredited by NBA



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[Admissions 2023](#)



<https://cmrithyderabad.edu.in>



Screenshot of Online Grievance Icon in CMRIT College Website

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Timely redressal of the grievances through appropriate committees

Statutory and regulatory bodies play a crucial role in ensuring effective grievance redressal mechanisms in higher educational institutions. CMR Institute of Technology (CMRIT) has several committees formed on the guidelines of UGC and AICTE for grievance resolution. These bodies also prescribe procedures for complaint submission, investigation, and resolution, emphasizing transparency and fairness. CMRIT also provided the information on students approaching external bodies for unresolved issues on the website and placed display boards across the campus. Overall, these statutory and regulatory bodies ensure that the institution maintains a conducive environment for learning by promptly addressing grievances and promoting accountability



Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

5.1.4. The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organization wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

Statutory and regulatory bodies play a crucial role in ensuring effective grievance redressal mechanisms in higher educational institutions. CMR Institute of Technology (CMRIT) has several committees formed on the guidelines of UGC and AICTE for grievance resolution. These bodies also prescribe procedures for complaint submission, investigation, and resolution, emphasizing transparency and fairness. CMRIT also provided the information on students approaching external bodies for unresolved issues on the website and placed display boards across the campus. Overall, these statutory and regulatory bodies ensure that the institution maintains a conducive environment for learning by promptly addressing grievances and promoting accountability.

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Principal
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Hyderabad-501 401.



CMR INSTITUTE OF TECHNOLOGY (UGC AUTONOMOUS)

Kandlakoya(V), Medchal Road, Hyderabad – 501 401
Ph. No. 08418-200720, 9247605109 Fax No. 08418-200240

Committees A.Y. 2022-23

Committee: Anti-Ragging & Disciplinary Committee			
S.No	Name and Designation	Department	Role
1.	Dr. Janga Prasad, Assoc. Prof.	ECE	Coordinator
2.	Mr.A.Nageshwar Rao, Assoc. Prof.	CSE	Coordinator
3.	Mr. M.V.A. Rama Krishna, Assoc. Prof.	ME	Coordinator
4.	Mr. G. Krishna Lava Kumar, Asst. Prof.	CSE	Coordinator
5.	Mr. K. Srinivas, Assoc. Prof.	CE	Coordinator
6.	Dr. M. Ravi, Asst. Prof.	H&S	Coordinator
7.	Ms. Vanaja, Asst. Prof.	MBA	Coordinator
8.	Mr. T. Mohan Rao, Physical Director	H&S	Member
9.	Mr. C. Rama Krishna, Asst. Prof.	CSE(DS)	Member
10.	Mr. K. Chandramouli, Asst. Prof.	CSE(AI&ML)	Member
11.	Dr. A. Sudhakar, Assoc. Prof.,	ECE	Member
12.	Mr. G. Kumara Swamy, Asst. Prof.	ECE	Member
13.	Mr H VenkataSubbaiah, Asst. Prof.	CSE(DS)	Member
14.	Mr.G.Nageshwar Rao, Assoc. Prof.	H&S	Member
15.	Mrs.D Janaki, Asst. Prof.	MBA	Member
16.	Ms. B.Srija	II MBA	Student Member
17.	Mr Sanjay Surya	II MBA	Student Member
18.	Mr. Bhavinav	III CSE(DS)	Student Member
19.	Mr.V. Manikanta	IV CSE	Student Member
20.	Ms. K. Jaya Arpitha	III ME	Student Member
21.	Ms. G. Pravalika	III ECE	Student Member
Anti-Ragging Squad Team – Inside CMRIT Campus			
S.No	Name and Designation	Department	Role
1.	Mrs. N.Vanaja, Asst. Prof.	MBA	Member
2.	Mrs. A.Sowjanya, Asst. Prof.	MBA	Member
3.	Mr. A. Balaram, Assoc. Prof.	CSE	Member
4.	Mrs. B. Sunitha Devi, Assoc. Prof.	CSE(AI&ML)	Member
5.	Mr. K. Srikanth, Asst. Prof.	H&S	Member
6.	Mrs. Bhuvana, Asst. Prof.	H&S	Member
7.	Mrs. ParveenBanu, Assoc. Prof.	H&S	Member
8.	Dr. E. John Alex, Assoc. Prof.	ECE	Member
9.	Mrs. Muni PraveenaRela, Assoc. Prof.	ECE	Member
10.	Mrs. G. Kalyani, Assoc. Prof.	CE	Member
11.	Mr. Satyanarayana, Asst. Prof.	ME	Member
12.	Ms. G. Sailu, Asst. Prof.	CE	Member
Anti-Ragging Squad Team – Outside CMRIT Campus			
S.No	Name and Designation	Department	Role
1.	Dr. Pradeep Kumar, Assoc. Prof.	ECE	Member
2.	Mr. G. Rajendar, Assoc. Prof.	ECE	Member
3.	Mr. S. Gopala Krishna, Asst. Prof.	ECE	Member
4.	Mr. Shiva Prasad, Asst. Prof.	ECE	Member
5.	Mr. N. Abhishaik, Asst. Prof.	CSE	Member
6.	Mrs. G. Ranitha, Asst. Prof.	CSE(DS)	Member
7.	Mr. N. Suresh, Asst. Prof.	CSE(AI&ML)	Member
8.	Mr. K. Karunakar, Asst. Prof.	CE	Member
9.	Mr. G. Vijay, Asst. Prof.	CE	Member
10.	Mr. N. Prabhakar, Asst. Prof.	ME	Member
11.	Mr. Santosh Kumar, Asst. Prof.	ME	Member
12.	Ms. N.Vanaja, Asst. Prof.	MBA	Member
13.	Mrs. B. Rajini, Asst. Prof.	H&S	Member
14.	Mr. Rajshekhar, Asst. Prof.	H&S	Member
15.	Mr. G.Nageshwar Rao, Asst. Prof.	H&S	Member
16.	Mr. D. Rajkumar, Asst. Prof.	H&S	Member

Committee:DEAN ACADEMICS			
S.No	Name and Designation	Department	Role
1.	Dr. Vinit Kumar Gunjan, Assoc. Prof.	CSE	Dean
2.	Dr. Pradeep Kumar, Assoc. Prof.	ECE	Assoc. Dean

Committee: College Advisory Committee			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
3.	Dr. K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
4.	Dr. K.Niranjana Reddy, Assoc.Prof. & HOD	ECE	Member
5.	Mr.K.Srinivas, Assoc.Prof. & HOD	CE	Member
6.	Mr.G.Venkataramana. Assoc.Prof. & HOD	ME	Member
7.	Dr. Arokya Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
8.	Dr. Gudla Balakrishna, Assoc.Prof. & HOD	CSE(DS)	Member
9.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
10.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
11.	Mr. D. Upender Chary, Assoc. Prof. & COE	ME	Member
12.	Dr. K. Praveen Kumar, Assoc. Prof. & Coordinator IQAC	ECE	Member
13.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Member Secretary

Committee: College Academic Committee			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Dr. T. Anil Kumar, Head HR	ECE	Member
3.	Dr. M. Srinivas, Coordinator IIIC	MBA	Member
4.	Dr.K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
5.	Dr.K.Niranjana Reddy, Assoc.Prof. & HOD	ECE	Member
6.	Mr.K.Srinivas, Assoc.Prof. & HOD	CE	Member
7.	Mr.G.Venkataramana. Assoc.Prof. & HOD	ME	Member
8.	Dr. Gudla Balakrishna , Assoc.Prof. & HOD	CSE(DS)	Member
9.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
10.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
11.	Mr. D. Upendra Chary, Assoc. Prof. & COE	H&S	Member
12.	Dr. A. Usha Bala, Prof.	H&S	Member
13.	Dr . K. Praveen Kumar, Coordinator IQAC	ECE	Member
14.	Dr. Nirmal Kumar, Assoc. Prof, Dean Student Affairs	CSE	Member
15.	Dr Arokya Jesu Prabhu, Assoc. Prof., HOD &Coordinator , IIEC	CSE(AI&ML)	Member Secretary

Committee:Heads of the Department			
S.No	Name and Designation	Department	Role
1.	Dr. K.Pradeep Reddy, Assoc. Prof.	CSE	HOD
2.	Dr.Y.Sucharitha , Assoc.Prof.		Incharge
3.	Dr. K. Niranjana Reddy, Assoc. Prof.	ECE	HOD
4.	Dr. Prasad Janga, Assoc. Prof.		Incharge
5.	Mr.K.Srinivas, Assoc.Prof.	CE	HOD
6.	Mr. G. VenkataRamana, Assoc. Prof.	ME	HOD
7.	Dr. Arokya Jesu Prabhu, Assoc. Prof.	CSE(AI&ML)	HOD
8.	Mrs. B.Sunitha Devi, Assoc.Prof.		Incharge
9.	Dr. Gudla Balakrishna, Assoc.Prof	CSE(DS)	HOD
10.	Mr. A.Balaram , Assoc.Prof.	AI&DS	Incharge
11.	Dr.B.Tulasi Lakshmi Devi, Prof.	H&S	HOD
12.	Mr. K. Srinivasa Rao, Assoc. Prof.		Incharge
13.	Dr. G. Sai Rekha , Prof.	MBA	HOD
14.	Mrs. M. Akhila Reddy, Asst. Prof.		Incharge



Committee:DEAN – Internal Quality Assurance Center			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. Principal	CSE	Chairman
2.	Mr. P. Sivarama Krishna Subrahmanya Sarma	Admin	Member
3.	Mr. K.Siva Sankara Prasad, Finance Officer, AO	Admin	Member
4.	Mr. A. Nageshwar Rao, Assoc. Prof.	CSE	Member
5.	Dr. John Alex, Assoc. Prof.	ECE	Member
6.	Mr. M VA Ramakrishna, Assoc. Prof.	ME	Member
7.	Mrs. G.Kalyani, Asst.Prof.	CE	Member
8.	Dr. P. Muralidhar, Asst.Prof.	CSE(DS)	Member
9.	Dr. C.V. Madhusudhana Rao, Prof.	H&S	Member
10.	Dr. K. Praveen Kumar, Assoc. Prof. & Coordinator, IQAC	ECE	Member Secretary

Committee:Examination Committee			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Member
3.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
4.	Mr. K. Srinivas Rao, Assoc. Prof.	CSE	Member
5.	Dr. M.Nagaratna, Prof & Addl. Controller of Examinations	JNTUH	University Nominee
6.	Dr. A.V.S.S.K.S. Guptha, Prof of ME, JNTUH, COE	ME, JNTUH	Member
7.	Mr. D. Upendra Chary, Assoc. Prof. & COE	H&S	Member Secretary

Committee:STUDENTS AFFAIRS AND ACTIVITIES CELL			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Mr. Shaik Shakeel, Asst. Prof.	H&S	Member
3.	Ms. V. Priyanka, Asst. Prof.	H&S	Member
4.	Mr. T. Mohan Rao, Physical Director	H&S	Member
5.	Mr. A. Vijay Kumar, III B.Tech	CSE	Student Member
6.	Mr. David Ankith Paul, III B.Tech	CSE (DS)	Student Member
7.	Ms. Koppela Sai Priya, III B.Tech	CSE (AI&ML)	Student Member
8.	Mr. G. Rakesh, III B.Tech	ECE	Student Member
9.	Mr. Ramakrishna III B.Tech	CE	Student Member
10.	Ms. S. Rushikesh, III B.Tech	ME	Student Member
11.	Ms. J. Shivani	MBA	Student Member
12.	Ms. P. Srijanitha, III B.Tech	ECE	Student Member
13.	Ms. Cynthia, III B.Tech	ME	Student Member
14.	Ms. Sakshisinha II B.Tech	ECE	Student Member
15.	Dr. T. Santosh, Asst. Prof. & Assoc. Dean Student Affairs	ECE	Member
16.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member Secretary

Committee: RESEARCH & DEVELOPMENT CELL			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Member
3.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
4.	Dr. K. Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
5.	Dr. K. Niranjan Reddy, Assoc. Prof. & HOD	ECE	Member
6.	Mr. K. Srinivas, Assoc. Prof. & HOD	CE	Member
7.	Mr. G. Venkataramana, Assoc. Prof. & HOD	ME	Member
8.	Dr. Arokia Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Member
9.	Dr. Gudla Balakrishna, Assoc. Prof. & HOD	CSE(DS)	Member
10.	Dr. B. Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
11.	Dr. G. Sai Rekha, Prof. & HOD	MBA	Member
12.	Dr. Muralidhar, Assoc. Prof.	CSE(DS)	Member
13.	Dr. M. Ramya, Asst. Prof.	H&S	Member
14.	Dr. Ninni Singh, Assoc. Prof.	CSE	Member
15.	Mr. G. Umamaheswara Rao, Assoc. Prof.	MBA	Member
16.	Mr. N. Suresh, Asst. Prof.	CSE(AI&ML)	Member

Principal

17.	Mr. P. Kapil Kumar, GB Nominee	Industry	Member
18.	Mr.Karanam Yashitha Sai	CSE	Student Member
19.	Mr.J.S.Rushikesh	ECE	Student Member
20.	Mr.LakshmanNaik	CE	Student Member
21.	Mr.A.Rajesh	ME	Student Member
22.	Mr. Tejeshwar	MBA	Student Member
23.	Dr. Vijender Kumar Solanki, Assoc. Prof.	CSE	Member Secretary

Committee:INDUSTRY INSTITUTE INTERACTION CELL			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof.& Principal	CSE	Chairman
2.	Dr. Mantha Srinivas , Prof.	MBA	Convener
3.	Mr. G.Venkataramana, Assoc. Prof.	ME	Member
4.	Mr.V.Y.Bharadwaj, Asst.Prof.	CSE	Member
5.	Mr. R.Narender, Asst.Prof.	ECE	Member
6.	Mrs. G.Anusha Reddy, Asst.Prof.	MBA	Member
7.	Dr. J. Ramesh, Asst.Prof.	H&S	Member
8.	Mrs. K.N.D.Saile, Asst.Prof.	CSE(AI&ML)	Member
9.	Mrs.G.Kalyani, Assoc.Prof.	CE	Member

Committee:INNOVATION INCUBATION AND ENTREPRENEURSHIP CELL.			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Arokia Juesu Prabhu, Assoc.Prof.	CSE(AI&ML)	Member Secretary
3.	Mr. T. Nagaraju, Asst. Prof.	CSE	Member
4.	Mr. U. Veeresh, Asst. Prof.	CSE	Member
5.	Dr. M Santosh , Asst. Prof.	H&S	Member
6.	Dr. G. Archana Devi , Asst. Prof.	ECE	Member
7.	Mr. Tejender Singh, Asst. Prof.	ECE	Member
8.	Kotte Swathi Sri, IV CSE	CSE	Student Member
9.	K. Ashish, III CSE(DS)	CSE(DS)	Student Member
10.	Jai Shetty Nikhil, III CSE(AI&ML)	CSE(AI&ML)	Student Member
11.	D.Devender Reddy, III B.Tech	ECE	Student Member
12.	M.Dilip, IVB.Tech	CE	Student Member
13.	S.Chetan, IVB.Tech	ME	Student Member
14.	Mr.Pradeep Kumar	MBA	Student Member
15.	KeshavJhavar, III CSE	CSE	Student Member
16.	G.UmeshNetha, III B.Tech	ECE	Student Member
17.	MalyalaSwathi, III CSE(AI&ML)	CSE(AI&ML)	Student Member

Committee:Women Protection / Internal Complaints Cell			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof.& Principal	CSE	Chairman
2.	Mrs. Anantha Lakshmi,Asst. Prof. Maths	H&S	Member
3.	Mrs. A. Mahalakshmi, Asst. Prof.	CSE	Member
4.	Mrs. A. Venkatalakshmi, Asst. Prof.	ECE	Member
5.	Dr .Arokia Jesu Prabhu, Assoc. Prof.	CSE(AI&ML)	Member
6.	Ms. R. Chinmayi	CSE	Student Member
7.	D. Devender Reddy	ECE	Student Member
8.	Dr. A. Usha Bala, Prof.	H&S	Member Secretary

Committee:Grievances Redressal Cell			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr.T.Satya Savithri, Prof.	ECE,JNTUH	JNTUH, Nominee
3.	Mr. D. Upender Chary, Assoc. Prof. & COE	ME	Member
4.	Mr. G. VenkataRamana, Assoc. Prof.	ME	Member
5.	Dr. B. Tulasi Lakshmi Devi, Prof.	H&S	Member

6.	Mr. P. Pavan Kumar, Assoc. Prof.	CSE	Member
7.	Mrs. Nagamani, Sr. Asst.	Admin	Member
8.	Mrs. Kamala, Programmer	H&S	Member
9.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member Secretary
10.	D. Harshavardhan II B.Tech	ECE	Member
11.	B.Vaishnavi II B.Tech	ECE	Member

Committee:SC/ST Cell

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr.K. Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
3.	Dr.K.Niranjan Reddy, Assoc. Prof. & HOD	ECE	Member
4.	Mr.K.Srinivas, Assoc. Prof. & HOD	CE	Member
5.	Mr.G.Venkataramana. Assoc. Prof. & HOD	ME	Member
6.	Dr. Gudla Balakrishna, , Assoc. Prof. & HOD	CSE(DS)	Member
7.	Dr Arokia Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Member
8.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
9.	Dr. G. Sai Rekha, Prof. & HOD	MBA	Member
10.	Mrs. Y. Sucharitha, Assoc. Prof.	CSE	Member
11.	Mrs. G. Vijay, Asst. Prof.	CE	Member
12.	Ms. M. Radhika, Asst. Prof.	MBA	Member
13.	Mrs.B.Padma, Office Assistant	CSE	Member
14.	Dr. A. Sudhakar, Assoc. Prof.	ECE	Member Secretary

Committee:BUILDING AND CIVIL WORKS COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Mr. K Shiva Vara Prasad, Accounts Officer	Admin	Member
3.	Ms. Y.Sushma, Asst. Prof.	CE	Member
4.	Ms. S.Roja, Asst. Prof.	CE	Member
5.	Mr K. Srinivas, Assoc. Prof. & HOD	CE	Member Secretary

Committee:ANTI-RAGGING AND DISCIPLINE COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
3.	Dr. K. Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
4.	Dr. K.Niranjan Reddy, Assoc. Prof. & HOD	ECE	Member
5.	Mr. K.Srinivas, Assoc. Prof. & HOD	CE	Member
6.	Dr. Arokia Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Member
7.	Mr. G.Venkataramana. Assoc. Prof. & HOD	ME	Member
8.	Dr. Gudla Balakrishna, , Assoc. Prof. & HOD	CSE(DS)	Member
9.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
10.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
11.	Dr. CVM Rao.Prof.	H&S	Member
12.	Mr. G. Krishna Lava Kumar, Asst. Prof.	CSE	Member
13.	Dr. Prasad Janga, Assoc. Prof.	ECE	Member Secretary

Committee:Purchase / Technical Services Committee.

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr.S. Alagumuthu Krishnan, Assoc. Prof.	CSE	Member
3.	Mr. Md. Abdul Raheem, Assoc. Prof.	ME	Member
4.	Dr. G. Archana Devi, Assoc. Prof.	ECE	Member
5.	Mrs. T.Sowjanya, Asst. Prof.	CE	Member
6.	Mr. K. Raji Reddy, Asst. Prof.	H&S	Member
7.	Mr. Chandra Mouli Kathi, Asst. Prof	CSE(AI&ML)	Member
8.	Mrs. N. Vanaja, Asst. Prof.	MBA	Member
9.	Dr. K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
10.	Dr. K.Niranjan Reddy, Assoc. Prof. & HOD	ECE	Member
11.	Mr. K.Srinivas, Assoc. Prof. & HOD	CE	Member

12.	Mr.G.Venkataramana. Assoc. Prof. & HOD	ME	Member
13.	Dr. Gudla Balakrishna, , Assoc. Prof & HOD	CSE(DS)	Member
14.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
15.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
16.	Dr. Arokia Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
17.	Mr. KShivavara Prasad, Accounts Officer	Admin	Member
18.	Mr. Sivarama Krishna Subrahmanya Sarma P, AO	Admin	Member Secretary

Committee:Admissions Committee

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Mrs. N. Jyothi, Asst. Prof.	H&S	Member
3.	Mr. G. Nanda Gopal, Assoc. Prof.	H&S	Member
4.	Mr. Sivarama Krishna Subrahmanya Sarma P,AO	Admin	Member
5.	Mr. P. Pavan Kumar, Assoc. Prof.	CSE	Member Secretary

Committee:Placement & TrainingCommittee

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Dean
3.	Dr.K Pradeep Reddy, Assoc.Prof. & HOD	CSE	Member
4.	Dr.K.Niranjan Reddy, Assoc.Prof. & HOD	ECE	Member
5.	Mr.K.Srinivas, Assoc.Prof. & HOD	CE	Member
6.	Mr.G.Venkataramana. Assoc.Prof. & HOD	ME	Member
7.	Dr. Gudla Balakrishna, , Assoc.Prof & HOD	CSE(DS)	Member
8.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
9.	Dr. G. Sai Rekha , Prof.& HOD	MBA	Member
10.	Dr. Arokia Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
11.	Mr. A.Balaram, Asst.Prof.	CSE	Member
12.	Mr. Asif Shaik, Asst.Prof.	CSE	Member
13.	Dr..T.Santosh Kumar, Asst.Prof.	ECE	Member
14.	Mr..P.Pavan Kumar, Asst.Prof.	ECE	Member
15.	Mr..K.Karunakar, Asst.Prof.	CE	Member
16.	Mr. K.Venkateswararao, Asst.Prof.	ME	Member
17.	Mr. M. Sanjaiah	ECE	Student Member
18.	Mr. Ajay Krishna	CSE	Student Member
19.	Mr.B..Rahul	CSE(DS)	Student Member
20.	Mr. Abhijit Reddy	CSE(AI&ML)	Student Member
21.	Ms. Chinmayi	MBA	Student Member
22.	Mr. Md. Ahmed Ali, Assoc. Prof.	Placement Officer	Member Secretary

Committee:Human Resources Committee

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Mr. Sivarama Krishna Subrahmanya Sarma P,AO	Admin	Member
3.	Mr.G.Umamaheshwara Rao	MBA	Member
4.	Mr A Shiva Prasad, Asst. Prof.	ECE	Member
5.	Mrs. B. Sunitha Devi, Assoc. Prof.	CSE(AI&ML)	Member
6.	Mr.KShivavara Prasad, Accounts Officer	Admin	Member
7.	Mrs.Yogyavathi, Lab Asst.	ECE	Member
8.	Dr. T. Anil Kumar, Prof.	ECE	Member Secretary

Committee:RTI Committee

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Mr. Karunakar Asst. Prof.	CSE	Member
3.	Dr. K Pradeep Reddy,Assoc.Prof.& HOD	CSE	Member
4.	Dr. K.Niranjan Reddy, Assoc.Prof.& HOD	ECE	Member
5.	Mr. K. Srinivas, Assoc.Prof.& HOD	CE	Member
6.	Dr .Arokia Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
7.	Mr. G.Venkataramana. Assoc.Prof.& HOD	ME	Member

8.	Dr. Gudla Balakrishna, Assoc. Prof & HOD	CSE(DS)	Member
9.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
10.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
11.	Dr. CVM Rao, Prof.	H&S	Member Secretary

Committee:Social Media/ Advt.			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Md. Arif Ahmed, Asst. Prof.	H&S	Member
3.	Mrs Sk. Kahirunnisa Begum, Asst. Prof.	CSE	Member
4.	Mr. N. Suresh, Asst. Prof.	CSE(AI&ML)	Member
5.	Mr .Satyanarayana, Asst. Prof.	ME	Member
6.	Mr. B.Ravi Kumar, Asst. Prof.	ECE	Member
7.	Mrs. M. Swetha Reddy, Asst Prof.	CSE(DS)	Member
8.	Ms. S. Roja, Asst. Prof.	CE	Member
9.	Ms. Radhika, Asst. Prof.	MBA	Member
10.	Ms. M.V. Ramya Sree, Programmer	H&S	Member
11.	Mr. G.Rajendher Reddy, Programmer	CSE	Member
12.	Mr. K.Shravan, Programmer	CSE(AI&ML)	Member
13.	Mr. A. Zaphanya, Lab Assistant	ME	Member
14.	Ms. Swathi, Lab Assistant	ECE	Member
15.	Ms. R.Shailaja, Programmer	CSE(DS)	Member
16.	Mr. J.Bhaskar, Lab Assistant	CE	Member
17.	Mr.Artham Nikhil, IV CSE	CSE	Student Member
18.	Mr. K Anand, IV CSE	CSE	Student Member
19.	Kondadi Sadvik, III CSE(AI&ML)	CSE(AI&ML)	Student Member
20.	Tharun Kaleru, III CSE(AI&ML)	CSE(AI&ML)	Student Member
21.	T.Mary Cynthia, IVB.Tech	ME	Student Member
22.	K.Madhusudan Reddy, IVB.Tech	ME	Student Member
23.	T.Spoorthy Reddy, IIIB.Tech	ECE	Student Member
24.	D.Srija, III B.Tech	ECE	Student Member
25.	Kappu Sandeep III B.Tech	CSE(DS)	Student Member
26.	VaibhavPatil III B.Tech	CSE(DS)	Student Member
27.	Shivani, III B.Tech	CE	Student Member
28.	Shivani, III B.Tech	CE	Student Member
29.	Renuka II MBA	MBA	Student Member
30.	Dr. G. Rajender, Assoc. Prof.	ECE	Member Secretary

Committee:Program Assessment Committee(CSE)			
S.No	Name and Designation	Department	Role
1.	Dr. K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Chairman
2.	Dr. C. Ashok Kumar, Assoc.Prof.	CSE	Member
3.	Mr. G. Lava Kumar. Asst.Prof.	CSE	Member
4.	Mr. M. Ravi,Assoc. Prof.	CSE	Member
5.	Dr. S. Dhanalakshmi, Assoc. Prof.	CSE	Member Secretary

Committee:Program Assessment Committee(CSE(AI&ML))			
S.No	Name and Designation	Department	Role
1.	Dr .Arokia Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Chairman
2.	Mrs. R. Jyothsna, Asst.Prof.	CSE(AI&ML)	Member
3.	Mr. M.Praveen, Asst.Prof.	CSE(AI&ML)	Member
4.	Mrs. V.Surekha, Asst.Prof.	CSE(AI&ML)	Member
5.	Mrs. B.Pallavi, Asst.Prof.	CSE(AI&ML)	Member
6.	Mr. A. Mrutunjayam, Asst.Prof.	CSE(AI&ML)	Member Secretary

Committee:Program Assessment Committee(CSE(DS))			
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S.No	Name and Designation	Department	Role
1.	Dr. Gudla Balakrishna, Assoc. Prof. & HOD	CSE(DS)	Chairman
2.	Mrs. A.Hemalatha, Asst.Prof.	CSE(DS)	Member
3.	Mrs. MSwetha, Asst.Prof.	CSE(DS)	Member
4.	Mrs. S.Shahintaz, Asst.Prof	CSE(DS)	Member
5.	Mrs. G.Anitha, Asst.Prof.	CSE(DS)	Member
6.	Dr. P.Muralidhar, Assoc. Prof.	CSE(DS)	Member Secretary

Committee:Program Assessment Committee(ECE)			
S.No	Name and Designation	Department	Role
1.	Dr. K Niranjana Reddy , Assoc. Prof. & HOD	ECE	Chairman
2.	Dr. Hari Shanker, Assoc.Prof.	ECE	Member
3.	Mrs. B.Venkata Krishana Veni, Assoc.Prof.	ECE	Member
4.	Mr. G.Rajender, Assoc.Prof.	ECE	Member
5.	Mr. G. Kumarawamy, Asst.Prof.	ECE	Member
6.	Dr. Pradeep Kumar, Assoc. Prof.	ECE	Member Secretary

Committee:Academic And Administrative Audit Committee			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Vinit Kumar Gunjan, Assoc. Prof, CSE	Dean	Member
3.	Dr. Pradeep Kumar, Assoc. Prof., ECE	Assoc. Dean	Member
4.	Dr. K. Pradeep Reddy, Assoc. Prof.& HOD	CSE	Member
5.	Dr.K. Niranjana Reddy, Assoc. Prof.& HOD	ECE	Member
6.	Mr. K. Srinivas, Assoc.Prof.& HOD	CE	Member
7.	Mr. G. Venkataramana. Assoc.Prof.& HOD	ME	Member
8.	Dr. Gudla Balakrishna, , Assoc.Prof&HOD	CSE(DS)	Member
9.	Dr. Arokia Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
10.	Dr. B. Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
11.	Dr. G. Sai Rekha , Prof.& HOD	MBA	Member
12.	Mr. K. Siva Sankara Vara Prasad, Accounts Officer	Admin	Member
13.	Dr. K Praveen Kumar, Assoc. Prof. & IQAC Coordinator	ECE	Member Secretary

Committee: Green Practices Assessment Committee			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Mrs. A.Sowjanya, Asst.Prof.	MBA	Member
3.	Mr. G.KumaraSwamy, Asst.Prof.	ECE	Member
4.	Mrs. M.SriBala, Asst.Prof.	CSE	Member
5.	Mr. G.Vijay, Asst.Prof.	CE	Member
6.	Mr. T.Mahender, Asst.Prof.	ME	Member
7.	Mr. V. VenkataBhavani, Asst.Prof	CSE(DS)	Member
8.	Ms. O.Nikhila, Asst.Prof.	H&S	Member
9.	Ms.T. Bhavani, Asst.Prof.	CSE(AI&ML)	Member
10.	Dr. K. Praveen Kumar, Assoc. Prof. & Dean IQAC	ECE	Member Secretary

Committee:Time-Table Committee

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. K PradeepReddy, Assoc. Prof.& HOD	CSE	Member
3.	Dr. K. Niranjan Reddy, Assoc. Prof.& HOD	ECE	Member
4.	Mr. K. Srinivas, Assoc. Prof. & HOD	CE	Member
5.	Mr. G. Venkataramana. Assoc.Prof.& HOD	ME	Member
6.	Dr. Gudla Balakrishna, , Assoc. Prof &HOD	CSE(DS)	Member
7.	Dr .Arokia Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Member
8.	Dr. B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
9.	Dr. G. Sai Rekha , Prof.& HOD	MBA	Member
10.	Mr. T.Santosh Kumar, Asst. Prof.	ECE	Member
11.	Mrs. A.Mahalakshmi, Asst. Prof.	CSE	Member
12.	Mr. G.Sailu, Asst. Prof.	CE	Member
13.	Mr. M.V.A.Rama Krishna, Assoc. Prof.	ME	Member
14.	Mr. P. Rajashekar, Asst. Prof.	H&S	Member
15.	Mrs. M.Parimala, Asst. Prof.	CSE(DS)	Member
16.	Mrs. K.N.D.Saile, Asst. Prof.	CSE(AI& ML)	Member
17.	Mrs. M.Akhila Reddy, Asst. Prof.	MBA	Member
18.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Member Secretary

Committee:Library Committee			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. K Pradeep Reddy, Assoc..Prof. & HOD	CSE	Member
3.	Dr. K.Niranjan Reddy, Assoc. Prof. & HOD	ECE	Member
4.	Mr. K.Srinivas, Assoc. Prof. & HOD	CE	Member
5.	Mr. G.Venkataramana. Assoc.Prof. & HOD	ME	Member
6.	Dr. Gudla Balakrishna, , Assoc. Prof. & HOD	CSE(DS)	Member
7.	Dr. B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
8.	Dr .Arokia Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Member
9.	Dr. G. Sai Rekha , Prof.& HOD	MBA	Member
10.	Dr. Vinit Kumar Gunjan, Assoc. Prof & Dean Academics	CSE	Member
11.	Dr. Pradeep Kumar, Assoc. Prof. & Assoc. Dean Academics	ECE	Member
12.	Dr. M Prashanthi, Asst. Prof., Mathematics	H&S.	Member
13.	Mr. Mrutunjayan, Asst. Prof.	CSE	Member
14.	Md. Abdul Raheem, Asst.Prof.	ME	Member
15.	Mr. Krishnaveni, Asst. Prof.	ECE	Member
16.	Mrs. G. Anitha, Asst. Prof.	CSE(DS)	Member
17.	Mr. G.Venu Gopal Rao, Asst. Prof.	CSE(AI&ML)	Member
18.	Mrs. A. Anjali, Asst. Prof.	CE	Member
19.	Mrs. A. Sowjanya, Asst. Prof.	MBA	Member
20.	Mr. K. Siva Sankara Vara Prasad, Accounts Officer	Admin	Member
21.	Mr. Sivarama Krishna Subrahmanya Sarma P, AO	Admin	Member
22.	Dr. M. Eshwara Reddy, Librarian	Library	Member Secretary

Committee:HOSTEL COMMITTEE			
S.No	Name and Designation	Department	Role
1	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
3	Ms. N.Pravalika, Asst.Prof.	CSE	Member
4	Mrs. Muni Praveena R ,Assoc. Prof.	ECE	Member
5	Ms. Venkata Bhavani, Asst.Prof.	CSE(DS)	Member
6	Ms. K Rampriya, Asst.Prof.	CSE(AI&ML)	Member
7	Ms. Hamsini I B.Tech	AI&ML	Student Member
8	Ms. B. Nandini, I B.Tech	ECE	Student Member
9	Mrs. Preethi	Warden	Member Secretary

Committee:Transport Committee

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Nirmal Kumar, Assoc.Prof. & Dean Student Affairs	CSE	Member
3.	Mrs. B.Sunita Devi, Assoc.Prof.	CSE	Member
4.	Mr. K.Raji Reddy, Asst.Prof.	H&S.	Member
5.	Mr. Tejender Singh, Asst.Prof.	ECE	Member
6.	Mr. C.Ramakrishna, Asst.Prof.	CSE(DS)	Member
7.	Mr. M.Praveen, Asst.Prof.	CSE(AI&ML)	Member
8.	Mrs. K. Srinivas , Asst.Prof.	CE	Member
9.	Mrs. Akhila Reddy ,Asst.Prof.	MBA	Member
10.	Mr. K. Siva Sankara Vara Prasad, Accounts Officer	Admin	Member
11.	Mr. Sivarama Krishna Subrahmanya Sarma P, AO	Admin	Member Secretary

Committee: Subject Coordinators for B.Tech I/II SEM.

S.No	Name and Designation	Department	Role
1.	Dr. Usha Bala Adavi, Prof. in English	H&S	Coordinator- English
2.	Dr. C.V. Madhusudhana Rao, Prof. in Physics	H&S	Coordinator- Physics
3.	Mrs. M. Hinuja, Asst. Prof. in Chemistry	H&S	Coordinator-Chemistry
4.	Dr. B. Tulasi Lakshmi Devi, Prof. in Maths	H&S	Coordinator-Maths
5.	Mr. K. Srinivasa Rao, Assoc. Prof.	CSE	Coordinator- PPS & DS
6.	Mr. M. Paramesh, Asst. Prof.	H&S	Coordinator- CAEG
7.	Mr. M. Venkatesham, Asst. Prof.	H&S	Coordinator- BEEE


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Committees A.Y. 2021-22

Various committees are formed for the smooth functioning of major/minor day-to-day activities/events of the institution related to academic/financial/curricular/co-curricular/extra-curricular etc for the academic year 2021-2022. The faculty members of the respective formed committees are advised to follow the rules and guidelines mentioned in the organizational manual.

ANTI-RAGGING & DISCIPLINARY COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. Janga Prasad, Assoc. Prof.	ECE	Coordinator
2.	Mr.A.Nageshwar Rao, Assoc. Prof.	CSE	Coordinator
3.	Mr. M.V.A. Rama Krishna, Assoc. Prof.	ME	Coordinator
4.	Mr. G. Krishna Lava Kumar, Asst. Prof.	CSE	Coordinator
5.	Mr. K. Srinivas, Assoc. Prof.	CE	Coordinator
6.	Mr. P. Srinivas Reddy, Asst. Prof.	H&S	Coordinator
7.	Mr. Hareesh Kumar Reddy, Asst. Prof.	MBA	Coordinator
8.	Mr. T. Mohan Rao	Physical Director	Member
9.	Mr. S. Venugopal Rao, Assoc. Prof.	ME	Member
10.	Mr. C. Rama Krishna, Asst. Prof.	CSE(DS)	Member
11.	Mr. K. Chandramouli, Asst. Prof.	CSE(AI&ML)	Member
12.	Dr. A. Sudhakar, Assoc. Prof.	ECE	Member
13.	Mr. G. Kumara Swamy, Asst. Prof.	ECE	Member
14.	Mr. K. Suresh, Asst. Prof.	CE	Member
15.	Dr. C.V. Madhusudhana Rao, Prof.	H&S	Member
16.	Mr. Shaik Shakeel, Asst. Prof.	H&S	Member
17.	Mrs.N Vanaja Asst. Prof.	MBA	Member
18.	Mr.V. Manikanta	III-CSE	Student Member
19.	Ms.Indu Aishwarya	IV-CSE	Student Member
20.	Ms. K. Jaya Arpitha	III ME	Student Member
21.	Ms.G.Pravalika	III ECE	Student Member
22.	Mr.Monish	IV CE	Student Member
23.	Mr.A.Sowtanya	IV-CE	Student Member
24.	Mr. Akshith	IV ECE	Student Member
25.	Mr.K. Revanth Reddy	IV-ME	Student Member
26.	Mr. Syed Babar	II-MBA	Student Member
ANTI-RAGGING SQUAD TEAM – INSIDE CMRIT CAMPUS			
S.No	Name and Designation	Department	Role
1.	Mrs. N.Vanaja, Asst. Prof.	MBA	Member
2.	Mrs.A.Sowjanya, Asst. Prof.	MBA	Member
3.	Mr. A. Balaram, Assoc. Prof.	CSE	Member
4.	Mrs. B. Sunitha Devi, Assoc. Prof.	CSE(AI&ML)	Member
5.	Mr. K. Srikanth, Asst. Prof.	H&S	Member
6.	Mrs. Bhuvana Asst. Prof.	H&S	Member
7.	Mrs. Parveen Banu, Assoc. Prof.	H&S	Member
8.	Dr. E. John Alex, Assoc. Prof.	ECE	Member
9.	Mrs. Muni Praveena Rela, Assoc. Prof.	ECE	Member
10.	Mr. Thirupathi, Asst. Prof.	ME	Member
11.	Mr.Sheshavali Asst. Prof.	ME	Member
12.	Mrs. G. Kalyani, Assoc. Prof.	CE	Member
13.	Ms. G.Sailu Asst. Prof.	CE	Member
ANTI-RAGGING SQUAD TEAM – OUTSIDE CMRIT CAMPUS			
S.No	Name and Designation	Department	Role
1.	Dr. Pradeep Kumar, Assoc. Prof.	ECE	Member
2.	Mr. G.Rajendar, Assoc. Prof.	ECE	Member
3.	Mr. S. Gopala Krishna, Asst. Prof.	ECE	Member
4.	Mr. Shiva Prasad, Asst. Prof.	ECE	Member

5.	Mr. K. Kishore Kumar, Asst. Prof.	CSE	Member
6.	Dr. S Wilson Prakash , Asst. Prof.	CSE(DS)	Member
7.	Mr.N.Suresh, Asst. Prof.	CSE(DS)	Member
8.	Mr. K. Karunakar, Asst. Prof.	CE	Member
9.	MrG.Vijay, Asst. Prof.	CE	Member
10.	Mr. N. Prabhakar, Asst. Prof.	ME	Member
11.	Mr. Santosh Kumar, Asst. Prof.	ME	Member
12.	Mr. K. Hareesh Kumar Reddy, Asst. Prof.	MBA	Member
13.	Mr. M. Venkatesh, Asst. Prof .	H&S	Member
14.	Mr. Rajshekhar, Asst. Prof .	H&S	Member
15.	MrG.Nageshwar Rao, Asst. Prof.	H&S	Member
16.	Mr. D. Rajkumar, Asst. Prof.	H&S	Member
17.	Mrs.V. Anusha , Asst. Prof.	CSE(AI&ML)	Member
18.	Mrs. B.Rajini, Asst. Prof.	H&S	Member

DEAN ACADEMICS			
S.No	Name and Designation	Department	Role
1.	Dr. Vinit Kumar Gunjan, Assoc. Prof.	CSE	Dean
2.	Dr. Pradeep Kumar, Assoc. Prof.	ECE	Assoc. Dean

COLLEGE ADVISORY COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
3.	Dr. B. Sridhar Babu, Assoc. Prof. & Dean IIEC	ME	Member
4.	Dr.K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
5.	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
6.	Mr. A. Krishna Rao, Assoc. Prof. & HOD	CE	Member
7.	Dr. T. Vishnuvardhan, Prof. & HOD	ME	Member
8.	Dr. Arokya Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Member
9.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
10.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
11.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
12.	Mr. D. Upender Chary, Assoc. Prof. & COE	H&S	Member
13.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Member Secretary

FINANCE AND PLANNING COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
3.	Dr. B. Sridhar Babu, Assoc. Prof. & Dean IIEC	ME	Member
4.	Dr. K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
5.	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
6.	Mr. A. Krishna Rao, Assoc. Prof. & HOD	CE	Member
7.	Dr. T. Vishnuvardhan, Prof. & HOD	ME	Member
8.	Dr. Arokya Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
9.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
10.	Dr. B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
11.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
12.	Dr T Anil Kumar, Prof.	ECE	Member
13.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Member
14.	Mr. K Siva Sankara Prasad, Finance Officer	Admin	Member Secretary

HEADS OF THE DEPARTMENT			
S.No	Name and Designation	Department	Role
1.	Dr.K Pradeep Reddy, Assoc. Prof.	CSE	HOD
2.	Mrs. M. Parimala, Assoc. Prof.		Incharge
3.	Dr. K. Niranjan Reddy, Assoc. Prof.	ECE	HOD

4.	Dr. Prasad Janga, Assoc. Prof.		Incharge
5.	Mr. A. Krishna Rao, Assoc. Prof.	CE	HOD
6.	Mr. K. Srinivas, Assoc. Prof.		Incharge
7.	Dr. T. Vishnu Vardhan, Prof.	ME	HOD
8.	Mr. G. Venkata Ramana, Assoc. Prof.		Incharge
9.	Dr. P.Muralidhar, Assoc.Prof.	CSE(DS)	HOD
10.	Mr. A.Balaram ,Assoc.Prof.		Incharge
11.	Dr.B.Tulasi Lakshmi Devi, Prof.	H&S	HOD
12.	Mr. K. Srinivasa Rao, Assoc. Prof		Incharge
13.	Dr. Arokya Jesu Prabhu, Assoc. Prof.	CSE(AI&ML)	HOD
14.	Mrs. B.Sunitha Devi, Assoc.Prof.		Incharge
15.	Dr. G. Sai Rekha , Prof.	MBA	HOD
16.	Mrs. M. Akhila Reddy, Asst. Prof.		Incharge

INTERNAL QUALITY ASSURANCE CELL (IQAC)

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Mr. P. Sivarama Krishna Subrahmanya Sarma, AO	Admin	Member
3.	Mr. Shivavara Prasad, Finance Officer	Admin	Member
4.	Mr. A. Nageshwar Rao, Assoc Prof.	CSE	Member
5.	Dr. John Alex, Assoc Prof.	ECE	Member
6.	Mr. M VA Ramakrishna, Assoc Prof.	ME	Member
7.	Mrs. G.Kalyani, Assoc. Prof.	CE	Member
8.	Dr. P. Muralidhar, Assoc. Prof.	CSE(DS)	Member
9.	Dr. C.V. Madhusudhana Rao, Prof.	H&S	Member
10.	Dr. K. Praveen Kumar, Assoc Prof.& Coordinator IQAC	ECE	Member Secretary

EXAMINATION COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Vinit Kumar Gunjan, Assoc Prof. & Dean Academics.	CSE	Member
3.	Dr. Nirmal Kumar, Assoc Prof. & Dean Student Affairs	CSE	Member
4.	Mr. K. Srinivas Rao, Assoc. Prof.	CSE	Member
5.	Dr. M. Nagaratna, Prof & Addl. Controller of Examinations, JNTUH		University Nominee
6.	Dr.A.V.S.S.K.S.Guptha,Prof of ME,JNTUH, COE	ME,JNTUH	Member
7.	Mr. D. Upender Chary, Assoc. Prof. & COE	H&S	Member Secretary

STUDENTS AFFAIRS AND ACTIVITIES CELL

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Ms. N.V.P.R. Rajeshwari Asst. Prof.	H&S	Member
3.	Mr.T.Mohan Rao	Physical Director	Member
4.	Mr. A.Vijay Kumar, II B.Tech	CSE	Member
5.	Mr. David Ankith Paul, II B.Tech	CSE (DS)	Member
6.	Ms.Koppela Sai Priya, II B.Tech	CSE(AI&ML)	Member
7.	Mr. G.Rakesh, II B.Tech	ECE	Member
8.	Mr.Ch.Sravan, III B.Tech	CE	Member
9.	Mr.S.Rushikesh, II B.Tech	ME	Member
10.	Ms.D. Supriya II MBA	MBA	Member
11.	Mr D Surya Prakash IV CSE	CSE	Member
12.	Ms.P.Srijanitha III B.Tech	ECE	Member
13.	Ms. Cynthia, II B.Tech	ME	Member
14.	Ms. Sakshisinha II B.Tech	ECE	Member
15.	Dr. Nirmal Kumar, Assoc.. Prof.& Dean Student Affairs	CSE	Member Secretary

RESEARCH & DEVELOPMENT CELL

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member
3.	Dr. B. Sridhar Babu, Assoc. Prof.& Dean IIEC	ME	Member
4.	Dr.K Pradeep Reddy,Assoc. Prof.& HOD	CSE	Member
5.	Dr. K. Niranjan Reddy,Assoc Prof. & HOD	ECE	Member
6.	Mr. A. Krishna Rao, Assoc. Prof. & HOD	CE	Member

7.	Dr. T. Vishnuvardhan, Prof.& HOD	ME	Member
8.	Dr. Arokya Jesu Prabhu, Assoc.Prof.& HOD	CSE(AI&ML)	Member
9.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
10.	Dr. B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
11.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
12.	Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean Academics	CSE	Member
13.	Dr.E. Ramya, Asst. Prof.	H&S	Member
14.	Mr.Venugopal Rao Assoc.Prof .	ME	Member
15.	Dr.J.Sasi Bhanu, Assoc. Prof .	CSE	Member
16.	Dr. A. Sudhakar , Assoc.Prof .	ECE	Member
17.	Dr. K Suresh, Asst. Prof.	CE	Member
18.	Mr K Chandramouli, Asst.Prof.	CSE(AI&ML)	Member
19.	Mr. C, Ramakrishna, Asst.Prof.	CSE(DS)	Member
20.	Mr. G. Umamaheswara Rao, Assoc. Prof.	MBA	Member
21.	Ms. KaranamYashitha Sai II B.Tech	CSE	Member
22.	Ms. J.S.Rushikesh, II B.Tech	ECE	Member
23.	Mr. LakshmanNaik, E, III B.Tech	CE	Member
24.	Mr. A.Rajesh, III B.Tech	ME	Member
25.	Mr. Vijay Banura II MBA	MBA	Member
26.	Dr. Vijender Kumar Solanki	CSE	Member Secretary

INDUSTRY INSTITUTE INTERACTION CELL

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. M. Srinivas, Prof.	MBA	Convener
3.	Mr.G.Venkataramana, Assoc.Prof.	ME	Member
4.	Mr.V.Y.Bharadwaj, Asst.Prof.	CSE	Member
5.	Mr.R. Narender, Asst.Prof.	ECE	Member
6.	Mrs.G.Anusha Reddy, Asst.Prof.	MBA	Member
7.	Dr.K.Suresh, Asst.Prof.	CE	Member
8.	Mrs.K.N.D.Saile, Asst.Prof.	CSE(AI&ML)	Member
9.	Dr. J .Ramesh, Asst. Prof .	H&S	Member

INNOVATION INCUBATION AND ENTREPRENEURSHIP CELL

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. B.Sridhar Babu, Assoc.Prof. & Dean IIEC	ME	Member Secretary
3.	Mr. T. Nagaraju, Asst. Prof.	CSE	Member
4.	Mr. U. Veeresh, Asst. Prof.	CSE	Member
5.	Mr. D. Raj Kumar, Asst. Prof.	H&S	Member
6.	Mr. P. Nagaraja Kumar, Asst. Prof.	ECE	Member
7.	Ms. Y.Sushma, Asst. Prof.	CE	Member
8.	Mr. R. Muthu Kumaran, Asst. Prof.	ME	Member
9.	Mr. Sricharan, IV B.Tech	CSE	Student Member
10.	Ms. Kotte Swathi Sri, III CSE	CSE	Student Member
11.	Mr K. Ashish, II CSE(DS)	CSE(DS)	Student Member
12.	Mr. Jai Shetty Nikhil, II CSE(AI&ML)	CSE(AI&ML)	Student Member
13.	Mr. D.Devender Reddy, II B.Tech	ECE	Student Member
14.	Mr. M.Dilip, III B.Tech	CE	Student Member
15.	Mr. S.Chetan, III B.Tech	ME	Student Member
16.	Mr. K. Sai Srinivas II MBA	MBA	Student Member
17.	Mr. Keshav Jhavar, III CSE	CSE	Student Member
18.	Mr. G.UmeshNetha, II B.Tech	ECE	Student Member
19.	Ms. MalyalaSwathi, II CSE(AI&ML)	CSE(AI&ML)	Student Member

WOMEN PROTECTION / INTERNAL COMPLAINTS CELL

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Mrs. Anantha Lakshmi, Asst Prof.	H&S	Member
3.	Mrs. A. Mahalakshmi, Asst. Prof.	CSE	Member
4.	Mrs. A. Venkatalakshmi, Asst. Prof.	ECE	Member
5.	Dr. Arokia Jesu Prabhu , Assoc. Prof.	CSE(AI&ML)	Member
6.	Ms. B.Vaishnavi, II B.Tech	ECE	Member

7.	Mr. D.Ajay Kumar, II B.Tech	CSE	Member
8.	Dr. A. UshaBala, Prof. in English	H&S	Member Secretary
GRIEVANCES REDRESSAL CELL			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr.T.Satya Savithri, Prof.	ECE,JNTUH	University Nominee
3.	Mr. D. Upender Chary, Assoc. Prof. &COE	H&S	Member
4.	Mr. G. Venkata Ramana, Assoc. Prof.	ME	Member
5.	Dr. B. Tulasi Lakshmi Devi, Prof.	H&S	Member
6.	Mr. P. Pavan Kumar, Assoc. Prof.	CSE	Member
7.	Mrs. Nagamani, Sr. Asst.	Admin	Member
8.	Mrs. Kamala, Programmer	H&S	Member
9.	Dr. Nirmal Kumar, Assoc. Prof. & Dean Student Affairs	CSE	Member Secretary
10.	Mr. D. Harshavardhan II B.Tech	ECE	Member
11.	Ms. B.Vaishnavi II B.Tech	ECE	Member
SC/ST CELL (SPECIAL CELL STANDING COMMITTEE)			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
3.	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
4.	Mr. A. Krishna Rao, Assoc. Prof. & HOD	CE	Member
5.	Dr. T. Vishnuvardhan, Prof. & HOD	ME	Member
6.	Dr. Arokya Jesu Prabhu, Assoc.Prof.& HOD	CSE(AI&ML)	Member
7.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
8.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
9.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
10.	Mrs. Y. Sucharitha, Asst. Prof.	CSE	Member
11.	Mrs. G. Vijay, Asst. Prof.	CE	Member
12.	Mr.Ch.Nagaraju, Lab Programmer	CSE	Member
13.	Ms. M. Radhika , Asst. Prof.	MBA	Member
14.	Ms.G.S. Deepika, Jr.Asst.	Admin	Member
15.	Dr. A. Sudhakar, Assoc Prof.	ECE	Member Secretary
BUILDING AND CIVIL WORKS COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. Principal	CSE	Member
2.	Mr K. Srinivas, Assoc. Prof.	CE	Member Secretary
3.	Mr.K.Karunakar, Asst.Prof.	CE	Member
4.	Mr.K Sivasankara Prasad, Accounts Officer	Admin	Member
ANTI-RAGGING AND DISCIPLINE COMMITTEE			
S.No	Name and Designation	Department	Role
1	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2	Dr.K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
3	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
4	Mr. A. Krishna Rao, Assoc. Prof. & HOD	CE	Member
5	Dr. T. Vishnuvardhan, Prof. & HOD	ME	Member
6	Dr. Arokya Jesu Prabhu, Assoc.Prof.& HOD	CSE(AI&ML)	Member
7	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
8	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
9	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
10	Dr. M. Ravi, Asst. Prof.	H&S	Member
11	Mr. K. Kishore Kumar, Asst. Prof.	CSE	Member
12	Mr.Subba Reddy, Boys Hostel Warden	-	Member
13	Mrs.Preethi, Girls Hostel Warden	-	Member
14	Dr.David Anand Kumar, Psychologist	-	Member
15	Dr. Prasad Janga, Assoc Prof.	ECE	Member Secretary
PURCHASE / TECHNICAL SERVICES COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Member
2.	Dr.S. Alagumuthu Krishnan	CSE	Member
3.	Mr. Md. Abdul Raheem, Assoc. Prof.	ME	Member

4.	Mrs G. Archana Devi, Asst. Prof.	ECE	Member
5.	Mrs. T.Sowjanya, Asst. Prof.	CE	Member
6.	Mr. K. Raji Reddy, Asst. Prof.	H&S	Member
7.	Mr. Chandramouli Kathi, Asst. Prof	CSE(AI&ML)	Member
8.	Mrs. N. Vanaja, Asst. Prof.	MBA	Member
9.	Dr. K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
10.	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
11.	Mr. A. Krishna Rao, Assoc. Prof. & HOD	CE	Member
12.	Dr. T. Vishnuvardhan, Prof. & HOD	ME	Member
13.	Dr. Arokya Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
14.	Dr. P.Muralidhar, Assoc. Prof. & HOD	CSE(DS)	Member
15.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
16.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member
17.	Mr.K Sivasankara Prasad, Accounts Officer	Admin	Member
18.	Mr. P S R K S Sarma , A.O.	Admin	Member Secretary

ADMISSIONS COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof & Principal	CSE	Member
2.	Mrs. N. Jyothi, Asst. Prof.	H&S	Member
3.	Mr. G. Nanda Gopal, Assoc. Prof.	H&S	Member
4.	Mr. P S R K S Sarma, A.O.	Admin	Member
5.	Mr. P. Pavan Kumar, Assoc. Prof.	CSE	Member Secretary

TRAINING&PLACEMENT CELL

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof & Principal	CSE	Chairman
2.	Dr. Vinit Kumar Gunjan, Assoc. Prof.	CSE	Dean
3.	Mr.A.Balaram, Asst.Prof	CSE	Member
4.	Mr.Asif Shaik, Asst.Prof	CSE	Member
5.	Dr.T.Santosh Kumar, Assoc.Prof	ECE	Member
6.	Mr.P.Pavan Kumar, Asst.Prof	ECE	Member
7.	Mr.K.Karunakar, Asst.Prof	CE	Member
8.	Mr.K.Venkateswararao, Asst.Prof	ME	Member
9.	Dr.G.Sai Rekha, Prof.	MBA	Member
10.	Mr.Md. Ahmed Ali, Placement Officer	CSE	Member Secretary

HUMAN RESOURCES COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Mr. Sivarama Krishna Subrahmanya Sarma P AO	Admin	Member
3.	Mr A Shiva Prasad, Asst.Prof .	ECE	Member
4.	Mrs. B. Sunitha Devi, Assoc. Prof.	CSE(AI&ML)	Member
5.	Mr.K Sivasankara Prasad, Accounts Officer	Admin	Member
6.	Mrs.Yogyavathi, Lab Asst.	ECE	Member
7.	Dr. T. Anil Kumar, Prof.	ECE	Member Secretary

RTI COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Dr. Y. Balaram., Asst.Prof	ME	Member Secretary
3.	Mr. Karunakar Asst. Prof.	CSE	Member
4.	Dr. K Pradeep Reddy, Assoc. Prof. & HOD	CSE	Member
5.	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
6.	Mr. A. Krishna Rao, Assoc. Prof. & HOD	CE	Member
7.	Dr. T. Vishnuvardhan, Prof. & HOD	ME	Member
8.	Dr.Arokya Jesu Prabhu, Assoc.Prof. & HOD	CSE(AI&ML)	Member
9.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
10.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
11.	Dr. G. Sai Rekha , Prof. & HOD	MBA	Member

SOCIAL MEDIA CELL

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Md. Arif Ahmed, Asst. Prof	H&S	Member

3.	Mr. K. Kishore Kumar, Asst Prof	CSE	Member
4.	Mr. N. Suresh, Asst Prof	CSE(AI&ML)	Member
5.	Mr. K. Tirupathi, Asst Prof	ME	Member
6.	Mrs. M. SwethaReddy, Asst Prof	CSE(DS)	Member
7.	Ms. S. Roja Asst. Prof	CE	Member
8.	Ms Radhika M, Asst Prof	MBA	Member
9.	Ms. M. V. RamyaSree, Programmer	H&S	Member
10.	Mr.G. Rajendher Reddy, Programmer	CSE	Member
11.	Mr.K.Shravan, Programmer	CSE(AI&ML)	Member
12.	Mr.A.Zaphanya	ME	Member
13.	Ms.Swathi, Lab Assistant	ECE	Member
14.	Ms.R.Shailaja, Programmer	CSE(DS)	Member
15.	Mr.J.Bhaskar, Lab Assistant	CE	Member
16.	Mr. Artham Nikhil, III CSE	CSE	Member
17.	Mr. K Anand, III CSE	CSE	Member
18.	Mr. Kondadi Sadvik, II CSE(AI&ML)	CSE(AI&ML)	Member
19.	Mr. Tharun Kaleru, II CSE(AI&ML)	CSE(AI&ML)	Member
20.	Ms. T.Mary Cynthia, III B.Tech	ME	Member
21.	Mr. K.Madhusudan Reddy, III B.Tech	ME	Member
22.	Ms. T.Spoorthy Reddy, II B.Tech	ECE	Member
23.	Ms. D.Srija, II B.Tech	ECE	Member
24.	Mr. Kappu Sandeep	CSE(DS)	Member
25.	Mr. VaibhavPatil	CSE(DS)	Member
26.	Ms. Shivani, II B.Tech	CE	Member
27.	Ms. Shivani, III B.Tech	CE	Member
28.	Ms. A. Naga Haripriya II MBA	MBA	Member
29.	Mr. G. Rajender, Assoc. Prof.	ECE	Member Secretary

COLLEGE ACADEMIC COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Dr. Alagumuthu Krishnan, Assoc.Prof	CSE	Member
3.	Dr. M. Nitya, Assoc. Prof	CE	Member
4.	Mrs.Muni Praveena Rela, Assoc. Prof	ECE	Member
5.	Dr. L.Arokia Jesu Prabhu, Assoc.Prof	CSE(AI&ML)	Member
6.	Mrs. N.Prathyusha, Asst.Prof	CSE(DS)	Member
7.	Mrs. M. Akhila Reddy, Asst.Prof	MBA	Member
8.	Mrs.B. Sudha Rani, Asst.Prof	H&S	Member
9.	Mr. M. V. A. Ramakrishna, Assoc.Prof	ME	Member
10.	Dr. Vinit Kumar Gunjan, Assoc.Prof & Dean Academics	CSE	Member Secretary

PROGRAM ASSESSMENT COMMITTEE(CSE(AI&ML))			
S.No	Name and Designation	Department	Role
1.	Dr.L.Arokia Jesu Prabhu, Assoc.Prof & HOD	CSE(AI&ML)	Chairman
2.	Mrs.R.Jyothsna, Asst.Prof.	CSE(AI&ML)	Member
3.	Mr.M.Praveen, Asst.Prof.	CSE(AI&ML)	Member
4.	Mrs.V.Surekha, Asst.Prof.	CSE(AI&ML)	Member
5.	Mrs.B.Pallavi, Asst.Prof.	CSE(AI&ML)	Member Secretary
PROGRAM ASSESSMENT COMMITTEE(CSE(DS))			
S.No	Name and Designation	Department	Role
1.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Chairman
2.	Mrs.P.Divya, Asst.Prof.	CSE(DS)	Member
3.	Mrs.N.Pratyusha, Asst.Prof.	CSE(DS)	Member
4.	Mrs.S.Shahintaz, Asst.Prof.	CSE(DS)	Member
5.	Mrs.G.Anitha, Asst.Prof.	CSE(DS)	Member
6.	Dr.P.Muralidhar, Assoc.Prof.	CSE(DS)	Member Secretary

PROGRAM ASSESSMENT COMMITTEE(ECE)			
S.No	Name and Designation	Department	Role
1.	Dr K Niranjan Reddy, Assoc.Prof.& HOD	ECE	Chairman
2.	Dr. Hari Shanker, Assoc. Prof.	ECE	Member
3.	Mrs.B.Venkata Krishana Veni, Assoc. Prof.	ECE	Member
4.	Mr.G.Rajender, Assoc. Prof.	ECE	Member
5.	Mr G. Kumarawamy, Asst. Prof .	ECE	Member
6.	Dr Pradeep Kumar, Assoc. Prof .	ECE	Member Secretary
PROGRAM ASSESSMENT COMMITTEE(CE)			
S.No	Name and Designation	Department	Role
1	Mr. .A.Krishna Rao, Assoc. Prof & HOD	CE	Chairman
2	Mrs.K.Sravanthi, Asst. Prof.	CE	Member
3	Ms.N.Usha, Asst.Prof.	CE	Member
4	Mr.G.Vijay, Asst.Prof.	CE	Member
5	Ms. S. Roja Asst. Prof.	CE	Member
6	Dr. M.Nitya, Assoc. Prof.	CE	Member Secretary
PROGRAM ASSESSMENT COMMITTEE(ME)			
S.No	Name and Designation	Department	Role
1	Dr.T.Vishnuvardhan, Prof & HOD	ME	Chairman
2	Mr.D.Dev Singh, Assoc.Prof.	ME	Member
3	Mr.Md.Abdul Raheem, Assoc.Prof.	ME	Member
4	Mr.K.Tirupathi, Asst.Prof.	ME	Member
5	Mr.T.Mahender, Asst.Prof.	ME	Member
6	Dr.Y.Balaram, Asst.Prof.	ME	Member Secretary
PROGRAM ASSESSMENT COMMITTEE(H&S)			
S.No	Name and Designation	Department	Role
1.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Chairman
2.	Dr.A Usha Bala, Prof	H&S	Member
3.	Mr.G Nanda Gopal, Assoc.Prof	H&S	Member
4.	Mrs.B. Sudha Rani, Asst.Prof	H&S	Member
5.	Dr. C.V. Madhusudhana Rao , Prof	H&S	Member Secretary
PROGRAM ASSESSMENT COMMITTEE(MBA)			
S.No	Name and Designation	Department	Role
1.	Dr.G.Sai Rekha, Prof. &HOD	MBA	Chairman
2.	Mr. G.Uma Maheswara Rao ,Assoc .Prof.	MBA	Member
3.	Mrs.M.Akhila Reddy, Asst. Prof.	MBA	Member
4.	Mrs.G.Anusha Reddy, Asst. Prof.	MBA	Member
5.	Mr.K.Harish Kumar Reddy, Asst. Prof.	MBA	Member
6.	Dr.M.Srinivas, Prof.	MBA	Member Secretary
ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Vinit Kumar Gunjan, Assoc. Prof, CSE	Dean	Member
3.	Dr. Pradeep Kumar, Assoc. Prof., ECE	Assoc. Dean	Member
4.	Dr. K Pradeep Reddy, Assoc. Prof.& HOD	CSE	Member
5.	Dr. K. Niranjan Reddy, Assoc. Prof. & HOD	ECE	Member
6.	Mr. A. Krishna Rao, Assoc. Prof .& HOD	CE	Member
7.	Dr. T. Vishnuvardhan, Prof. & HOD	ME	Member
8.	Dr.Arokya Jesu Prabhu, Assoc. Prof. & HOD	CSE(AI&ML)	Member
9.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
10.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
11.	Dr.G.Sai Rekha, Prof. & HOD	MBA	Member
12.	Mr. Sivarama Krishna Subrahmanya Sarma P,AO	Admin	Member
13.	Dr. M. Srinivas, Prof.	MBA	Member Secretary

GREEN PRACTICES ASSESSMENT COMMITTEE			
S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Mrs. A.Sowjanya, Asst. Prof.	MBA	Member

3.	Mr. G.Kumara Swamy, Asst .Prof.	ECE	Member
4.	Mrs. B.Shirisha, Asst. Prof.	CSE	Member
5.	Mrs. K.Sravanthi, Asst. Prof.	CE	Member
6.	Mr. T.Mahender, Asst.Prof.	ME	Member
7.	Mrs. N.Pratyusha, Asst.Prof	CSE(DS)	Member
8.	Ms. O.Nikhila, Asst.Prof .	H&S	Member
9.	Mrs. G.Anitha,Asst.Prof.	CSE(AI&ML)	Member
10.	Dr. M.Srinivas, Prof.	MBA	Member Secretary

TIME-TABLE COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Dr. K Pradeep Reddy, Assoc. Prof.& HOD	CSE	Member
3.	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
4.	Mr. A. Krishna Rao, Assoc. Prof .& HOD	CE	Member
5.	Dr. T. Vishnuvardhan, Prof.& HOD	ME	Member
6.	Dr.Arokya Jesu Prabhu, Assoc.Prof.& HOD	CSE(AI&ML)	Member
7.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
8.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
9.	Dr.G.Sai Rekha, Assoc. Prof. &HOD	MBA	Member
10.	Mr.T.Santosh Kumar, Assoc. Prof.	ECE	Member
11.	Mrs.A.Mahalakshmi, Asst. Prof	CSE	Member
12.	Mr.G.Sailu, Asst. Prof.	CE	Member
13.	Mr.M.V.A.Rama Krishna, Assoc. Prof.	ME	Member
14.	Mr. P. Rajashekar, Asst Prof.	H&S	Member
15.	Mrs.M.Parimala, Asst. Prof	CSE(DS)	Member
16.	Mrs.K.N.D.Saile, Asst. Prof.	CSE(AI& ML)	Member
17.	Mrs.M.Akhila Reddy, Asst. Prof.	MBA	Member
18.	Dr. Vinit Kumar Gunjan, Assoc. Prof, Dean Academics	CSE	Member Secretary

LIBRARY COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Dr. K Pradeep Reddy, Assoc. Prof.& HOD	CSE	Member
3.	Dr. K. Niranjan Reddy, Assoc Prof. & HOD	ECE	Member
4.	Mr. A. Krishna Rao, Assoc. Prof .& HOD	CE	Member
5.	Dr. T. Vishnuvardhan, Prof.& HOD	ME	Member
6.	Dr. Arokya Jesu Prabhu, Assoc. Prof.& HOD	CSE(AI&ML)	Member
7.	Dr. P.Muralidhar, Assoc.Prof. & HOD	CSE(DS)	Member
8.	Dr.B.Tulasi Lakshmi Devi, Prof. & HOD	H&S	Member
9.	Dr.G.Sai Rekha, Prof , &HOD	MBA	Member
10.	Dr. Vinit Kumar Gunjan, Assoc. Prof	CSE	Member
11.	Dr. Pradeep Kumar, Assoc. Prof.	ECE	Member
12.	Dr. B. Sridhar Babu, Prof.	ME	Member
13.	Dr. Sasi Bhanu, Assoc, Prof.	CSE	Member
14.	Dr. E. Ramya, Asst Prof.	H&S.	Member
15.	Dr. Sathees Kumar, Prof.	ME	Member
16.	Mr. L. Suneel, Asst. Prof.	ECE	Member
17.	Mrs. G. Anitha, Asst. Prof	CSE(DS)	Member
18.	Mr. M. Praveen, Asst. Prof	CSE(AI&ML)	Member
19.	Mrs. A. Anjali, Asst. Prof	CE	Member
20.	Mrs. A. Sowjanya, Asst. Prof.,	MBA	Member
21.	Mr.K Sivasankara Prasad, Accounts Officer	Admin	Member
22.	Mr. P S R K S Sarma , AO	Admin	Member
23.	Dr. M. Eshwara Reddy, Librarian	H&S	Member Secretary

HOSTEL COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof. & Principal	CSE	Chairman
2.	Dr. Nirmal Kumar, Dean Student Affairs	CSE	Member
3.	Ms.N.Pravalika, Asst.Prof.	CSE	Member

(Principal)

4.	Dr.G.Aruna, Assoc.Prof.	CE	Member
5.	Ms. Ram Priya , Asst.Prof.	CSE(AI&ML)	Member
6.	Mrs. Muni Praveena Rela, Assoc. Prof.	ECE	Member
7.	Mrs.Nagarani,Asst.Prof.	H&S	Member
8.	Mrs.N.Pratyusha, Asst.Prof.	CSE(DS)	Member
9.	Ms.A.R.Chinmayi,II B.Tech	CSE	Member
10.	Mr.D.Suharsha Joel, II B.Tech	CSE	Member
11.	Mrs.Preethi, Girls Hostel Warden	-	Member Secretary

TRANSPORT COMMITTEE

S.No	Name and Designation	Department	Role
1.	Dr. B. Satyanarayana, Prof., CSE	Principal	Chairman
2.	Dr. Nirmal Kumar, Dean Student Affairs	CSE	Member
3.	Mr.K Ruben Raju, Asst.Prof.	CSE	Member
4.	Mr. B. Jaya Uma Shankar, Asst.Prof	H&S.	Member
5.	Mr.M.Paramaesh, Asst.Prof.	ME	Member
6.	Mr.Tejender Singh, Asst.Prof.	ECE	Member
7.	Mr.C.Rama krishna, Asst.Prof.	CSE(DS)	Member
8.	Mr.M.Praveen, Asst.Prof.	CSE(AI&ML)	Member
9.	Mrs.T.Sowjanya, Asst.Prof.	CE	Member
10.	Mrs.K.harish Kumar, Asst.Prof.	MBA	Member
11.	Mr. P S R K S Sarma, A.O.	Admin	Member
12.	Mr.K Siva sankara Prasad, Accounts Officer	Admin	Member
13.	Mr. P S R K S Sarma, A.O.	Admin	Member Secretary

SUBJECT COORDINATORS FOR B.TECH I/II SEM.

S.No	Name and Designation	Department	Role
1.	Dr. A.Usha Bala Adavi, Prof. in English	H&S	Coordinator- English
2.	Dr. C.V. Madhusudhana Rao, Prof. in Physics	H&S	Coordinator- Physics
3.	Ms. B.Sudha Rani, Asst. Prof in Chemistry	H&S	Coordinator-Chemistry
4.	Dr. B. Tulasi Lakshmi Devi, Prof. in Maths	H&S	Coordinator-Maths
5.	Mr. K. Srinivasa Rao, Assoc. Professor	CSE	Coordinator- PPS & DS
6.	Mr. M. Paramesh, Asst. Professor	H&S	Coordinator- CAEG
7.	Mr.P Rajashaker, Asst. Prof	H&S	Coordinator- BEEE


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Ph. No. 08418-200720, 9247605109 Fax No. 08418-200240

Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Anti-Ragging & Disciplinary Committee for the A.Y. 2020-21.

Anti-Ragging & Disciplinary Committee

- | | |
|--|------------------|
| 1. Dr. Janga Prasad, Assoc. Prof. of ECE | - Coordinator |
| 2. Mr.A.Nageshwar Rao, Assoc. Prof. of CSE | - Coordinator |
| 3. Mr. M.V.A. Rama Krishna, Assoc. Prof. of ME | - Co-coordinator |
| 4. Mr. G. Krishna Lava Kumar, Asst. Prof. of CSE | - Co-coordinator |
| 5. Mr. K. Srinivas, Assoc. Prof. of CE | - Co-coordinator |
| 6. Dr.Ravi., Assoc. Prof. H&S | - Co-coordinator |
| 7. Mr. Hareesh Kumar Reddy, Asst. Prof., MBA | - Co-coordinator |
| 8. Mr. T. Mohan Rao, Physical Director | - Member |
| 9. Mr. S. Venugopal Rao, Assoc. Prof.,ME | - Member |
| 10. Mr. Veeresh, Asst. Prof. CSE | - Member |
| 11. Mr. N. Vijay Kumar, Asst. Prof. CSE | - Member |
| 12. Dr. A. Sudhakar, Assoc. Prof., ECE | - Member |
| 13. Mr. G. Kumara Swamy, Asst. Prof., ECE | - Member |
| 14. Dr.Ponraj Sankar., Professor, CE | - Member |
| 15. Mr. K. Suresh, Asst. Prof., CE | - Member |
| 16. Dr. C.V. Madhusudhana Rao, Prof., H&S | - Member |
| 17. Mr. Shaik Shakeel, Asst. Prof., H&S | - Member |
| 18. Dr. K. Jagannayaki, Assoc. Prof., MBA | - Member |
| 19. Mr Akshith ECE | - Student Member |
| 20. Mr.Anand Babu ME | - Student Member |

Anti-Ragging Squad Team – Inside CMRIT Campus

1. Mr. K. Hareesh Kumar Reddy, Asst. Prof. MBA
2. Mrs.A.Soujanya, Asst. Prof., MBA
3. Mr. A. Balaram, Assoc. Prof of CSE
4. Mrs. B. Sunitha Devi, Assoc. Prof., CSE
5. Mr. K. Srikanth, Asst. Prof., H&S
6. Mrs. Parveen banu, Assoc. Prof., H&S
7. Mrs. Bhuvana Asst. Prof., H&S
8. Dr. E. John Alex, Prof. ECE
9. Mrs. Muni Praveena Rela, Assoc. Prof. ECE
10. Mr. Thirupathi, Asst. Prof., ME
11. Mr.Shesha vali Asst. Prof., ME
12. Mrs. G. Kalyani, Assoc. Prof., CE
13. Ms. G.Sailu Asst. Prof., CE

Ground Floor Incharge:

1. Mr. P.S.R.K. Subrahmanya Sharma, AO

Duties and Responsibilities of the Anti Ragging Committee: (Staff)

- Keep a close watch on the movement of outsiders/strangers i
- Conduct anti-ragging awareness programme among the stud
- Advise students, particularly girls, to regulate their movem
- undesirable characters.
- Counsel the students to communicate to their parents and faculty, if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) in case of any ragging incident reported..
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps (posters, banners) and action programme required to prevent ragging.

Anti-Ragging Squad Team – Outside CMRIT Campus

1. Dr. Pradeep Kumar, Assoc. Prof of ECE
2. Mr. G.Rajendar, Assoc. Prof, ECE
3. Mr. S. Gopala Krishna, Asst. Prof., ECE
4. Mr. Shiva Prasad, Asst. Prof of ECE
5. Mr. K. Kishore Kumar, Asst. Prof., CSE
6. Mr. Asif, Asst. Prof. CSE
7. Mr.N.Suresh, Asst. Prof., CSE
8. Dr.G.Aruna, Asso. Prof. CE
9. Mr. K. Karnakar, Asst. Prof., CE
10. Mr. G.Kiran Kumar,Asst. Prof. CE
11. Mr G.Vijay, Asst. Prof., CE
12. Mr.Prabhakar, Asst. Prof., ME
13. Mr. N. Prabhakar, Asst. Prof., ME
14. Mr. Santosh Kumar, Asst. Prof., ME
15. Mr. Arif Ahmed, Asst. Prof H&S
16. Mr. M. Venkatesh, Asst. Prof H&S
17. Mr. Rajshekhar,Asst.Prof H&S
18. Mr Nageshwar Rao, Asst. Prof. H&S
19. Mr. D. Rajkumar, Asst. Prof., H&S
20. Mr.K.Sai Kumar, Asst. Prof., H&S
21. Mr. Ch. Jagadish Chandra, Asst. Prof., H&S
22. Circle Inspector of Police, Medchal
23. Sub Inspector of Police, Medchal

First Floor Incharge:

1. Mr. Nageshwar Rao, Assoc. Prof., H&S
2. Mrs. V. Vijaya Lakshmi, Asst. Prof., H&S
3. Mrs. R.V.S.S. Nagini, Asst. Prof., H&S
4. Mr. Ch. Naveen, Asst. Prof., ME
5. Mr. M.V.A. Rama Krishna, Assoc. Prof. ME
6. Mr.G.Venkataramana,Assoc. Prof. ME

Second Floor Incharge:

1. Mr. A. Nageshwar Rao, Assoc. Prof., CSE
2. Mrs. V. Alphonsa, Asst. Prof., CSE
3. Mr. C. Kumara Swamy, Asst. Prof. CE
4. Mrs. A. Anjali, Asst. Prof., CE

Third Floor Incharge:

1. Mr. P. Pavan Kumar, Assoc. Prof., ECE
2. Mrs M.Akhila Reddy, Asst. Prof., MBA
3. Mrs. G. Anoosha Reddy, Asst. Prof., MBA



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Duties and Responsibilities of the Anti Ragging Committee: (Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti ragging committee any cases reported.

Duties and Responsibilities of the Anti Ragging Committee :(Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year class rooms.
- Inform the anti ragging committee any untoward incident witnessed.

PRINCIPAL

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Copy to:

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2. All Concerned

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Date: 29.01.2021

CIRCULAR

All the staff members are hereby informed that the **College Academic Committee** is formed with the following members for the **A.Y. 2020-21**.

- | | |
|--|--------------------|
| 1. Dr. B. Satyanarayana, Prof., CSE & Principal | - Chairman |
| 2. Dr. M. Srinivas, Prof., MBA | - Member |
| 3. Dr. T. Anil Kumar, Dean R&D | - Member |
| 4. Dr. K. Jagannayaki, Dean EDC | - Member |
| 5. Dr. K. Praveen Kumar, Dean IQAC | - Member |
| 6. Dr. K. Niranjan Reddy, Assoc Prof. & HOD ECE | - Member |
| 7. Dr. K. Pradeep Reddy, Assoc. Prof. & HOD | - Member |
| 8. Mr. A. Krishna Rao, Assoc. Prof. & HOD Civil | - Member |
| 9. Dr. T. Vishnuvardhan, Prof. & HOD ME | - Member |
| 10. Dr. B. Tulasi Lakshmi Devi, Prof. & HOD | - Member |
| 11. Dr. G. Sai Rekha, Prof. & HOD | - Member |
| 12. Mr. D. Upendra Chary, Assoc. Prof., ME & COE | - Member |
| 13. Dr. Poonraj Shanker, Assoc. Prof., CE | - Member |
| 14. Dr. A. Usha Bala, Prof., H&S | - Member |
| 15. Dr. B. Sridhar Babu, Dean IIIC | - Member Secretary |

Duties and Responsibilities of the Academic Committee

- Review the academic activities on regular basis.
- Review the students and faculty development programmes.
- Visualize and formulate perspective plans for the development and growth of the college.
- Formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- Draw new schemes of development.
- Plan for resource mobilization through industry interaction, consultancy and extra-mural funding.
- Promote research and extension activities
- Promote teaching innovations and student placement programmes.
- Plan for sustaining the quality of education, quality improvement and accreditation
- Recommend schemes to promote participation of academic departments in Community development activities in the region.
- Consider such other activities for furtherance of academic excellence.

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29/01/21

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Hyderabad

Date: 29.01.2021**CIRCULAR**

All the staff members and the students are hereby informed that the following are appointed as members of **Grievances Redressal Committee & Internal Complaint Committee** for the A.Y. **2020-21**.

- | | |
|---|------------------|
| 1. Dr. M. Srinivas, Prof., MBA | - Coordinator |
| 2. Mr. G. Venkata Ramana, Asso. Prof. ME | - Co-Coordinator |
| 3. Dr. B. Tulasi Lakshmi Devi, Prof. Maths, H&S | - Co-Coordinator |
| 4. Mr. P. Pavan Kumar, Asso. Prof., CSE | - Member |
| 5. Mr. M.V.A. Ramakrishna, Assoc. Prof., ME | - Member |
| 6. Mrs. Muni Praveena Rela, Assoc. Prof., ECE | - Member |
| 7. Mr. K. Srinivas, Asso. Prof., CE | - Member |
| 8. Dr. K. Jagannayaki, Asso. Prof. MBA | - Member |

Duties and Responsibilities of the Grievances Redressal Committee:

- The cases will be attended promptly on receipt of written grievances from the students/faculty.
- The committee formally review all cases and will act accordingly as per the provisions as laid down in the institutional policies.
- The committee will give the report to the Principal about the cases attended and forward the recommendation to the principal, the penalty to be imposed, action to be taken and corrective measures to be formulated.

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Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Canteen Hygiene Committee** for the **A.Y. 2020-21**.

- | | |
|---|---------------|
| 1. Dr. Pradeep Kumar, Assoc. Prof. of ECE | - Coordinator |
| 2. Mrs. P. Rupa, Asst. Prof, CSE | - Member |
| 3. Dr. Ponraj Sankar, Prof, CE | - Member |
| 4. Mr. S.Venugopal Rao, Assoc. Prof, ME | - Member |
| 5. Mr. B. Thirupathi, Asst. Prof. of H&S | - Member |
| 6. Ms.M.Radhika, Asst. Prof. MBA | - Member |

Duties and Responsibilities of the Canteen Hygiene Committee:

- Visit the Canteen at regular intervals.
- Check the hygiene of food and utensils.
- The Cleanliness of the kitchen and surroundings.
- Confirm the availability of all food articles to all the students.
- Advise the Canteen Supervisor to improve the quality as and when required.
- Advise the Canteen Supervisor to give moderate rates for the products.
- Enquire from the Students about the quality of food/articles.
- Any Complaint in this regard should be brought to the notice of the Principal.

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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as **Heads of the Department** for the A.Y. 2020-21.

- | | |
|----------|---|
| 1. CSE | : Dr .K Pradeep Reddy, Assoc. Prof., & HOD, CSE
Mr. A. Nageshwar Rao, Assoc. Prof., CSE, I/C |
| 2. ECE | : Dr. K. Niranjan Reddy, Assoc. Prof., & HOD ECE
Dr. Prasad Janga, Assoc. Prof., ECE, I/C |
| 3. CE | : Mr. A. Krishna Rao, Assoc. Prof., & HOD, CE
Mr. K. Srinivas, Assoc. Prof., CE, I/C |
| 4. ME | : Dr. T. Vishnu Vardhan, Prof., & HOD, ME
Mr. G. Venkata Ramana, Asso. Prof., ME, I/C |
| 5. H & S | : Dr. B.Tulasi Lakshmi Devi, Prof., & HOD, H&S
Mr. K. Srinivasa Rao, Asst. Prof., H&S, I/C |
| 6. MBA | : Dr. G. Sai Rekha , Prof., & HOD, MBA
Mr. K. Hareesh Kumar Reddy, Asst. Prof., MBA, I/C |

Duties and Responsibilities of the Heads of the Department:

- Ensure that the attendance registers for theory and practical subjects are maintained properly.
- Ensure that all the experiments listed out in the syllabi are conducted in each laboratory.
- Ensure that the observation books and record for all the laboratories are properly evaluated.
- See that the sessional marks are awarded for theory and practical as per regulations and ensure that the details are ready for verification by any members of staff appointed by the University.
- Ensure the conduct of practical examination as per regulations and maintain record of answer scripts for scrutiny by University authorities.
- Ensure that the syllabus for theory and practical work is covered in an evenly distributed manner proportionate to working days.
- Ensure that the syllabus coverage is distributed evenly for each subjective/online examination.
- Make sure that every staff member maintains a diary for the classes handled by him and the valid reasons for not holding any period.
- Forward the Staff leaves only after ensuring the work adjustments.
- Ensure that the students' permission/leave letters are forwarded only after evaluating the complexity.
- Carry out the students counseling based on less attendance, abnormal behavior and weak in studies.
- Meet the principal and discuss the developmental activities on day to day basis.
- Ensure that the syllabus allotted to the concerned faculty is completed in stipulated timeframe.
- Ensure that the overall distribution of work load on the faculty should be equal and unbiased.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Games Sports and Cultural activities Committee for the A.Y. 2020-21.

1. Mr. D. Raj Kumar, Asst. Professor in H&S	- Coordinator
2. Mr.MLRavi, Asst. Professor in H&S	- Coordinator
3. Ms.N.V.P.R. Rajeshwari Asst. Professor in H&S	- Coordinator
4. Ms.Julia Sagar, Asst. Professor in H&S	- Member
5. Ms.Harshita Asst. Professor in ME	- Member
6. Mr.K.Santosh kumar , Asst. Professor in ME	- Member
7. Ms.N.Neelima, Assoc. Professor in ECE	- Member
8. Mr. G.Kumara Swamy, Asst. Professor in ECE	- Member
9. Mr. K.Karunakar, Asst. Professor in CE	- Member
10. Mrs. Alka Sreedhar, Asst. Professor in CE	- Member
11. Mr. Veeresh, Asst. Professor in CSE	- Member
12. Ms. T.N. Chitri, Asst. Professor in CSE	- Member
13. Mr. Y. Balaram, Asst. Professor in ME	- Member
14. Ms. G. Anousha Reddy, Asst. Professor in MBA	- Member
15. Ms. M. Akhila Reddy, Asst. Professor in MBA	- Member

Duties and Responsibilities of the Sports & Cultural Committee:

- Ensure the availability of all sports equipment at all times.
- Procure new items as and when required.
- Maintain every record of the purchase i.e. quotation, purchase order, bills and stock register.
- Be in touch with the captains for any kind of developmental activities.
- Bring it to the notice of the Principal any issue deemed fit.
- Coordinate all the events and festivals of the college as per schedule and procedures.
- Prepare a data base of highly talented students in different activities and motivate them to participate in the events within and outside the college.
- Organize the cultural events with the help of other staff members.
- Mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
- Maintain the photo album, video and audio recording of all the events organized at the college.
- Maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit to the principal.
- Identify cultural and technical event in charges.
- Coordinator if he so desires may form subcommittees as mentioned below for the event management.
 - o Stage In-charge - audio-visual equipment, stage management material, etc.
 - o Finance in-charge - maintain all the files, bills, reports, records and documentation pertaining to every event organized by the college.
 - o Audio & Video in-charge -maintain the photo album, video and audio recording of all the events organized in the college.
- Hospitality in-charge for transportation, refreshments, reception, presentations and gifts.


Principal

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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Library Committee** for the **A.Y. 2020-21**.

1. Dr. Sasi Bhanu, Assoc. Prof., CSE	- Coordinator
2. Dr. A. Usha Bala, Prof., English, H&S.	- Member
3. Dr. Satheesh Kumar, Prof. ME	- Member
4. Mr. A.M.Srinivasacharyulu, Asst. Prof., ECE	- Member
5. Mr. A. Balaram, Assoc. Prof., CSE	- Member
6. Ms. B.Anjali ,Asst.Prof. CE	- Member
7. Ms. A.Sowjanya,Asst. Prof., MBA	- Member

Duties and Responsibilities of the Library Committee:

- Recommend the required volumes, titles of books, Journals, Magazines, News papers, Audio video CD's and infrastructure as per AICTE/ JNTUH norms.
- Identify old manuscripts and other related material to be procured and recommend the same for purchase.
- Check the correctness in the stock register/ Accession register.
- Any complaint / suggestion from the students / staff should bring to the notice of the Principal.


Principal

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Date: 29.01.2021

CIRCULAR

All the students and staff members are hereby informed that the following members are appointed for Student Club Cell/News Letter/Wall Magazine/Quiz for the A.Y. 2020-21.

- | | |
|---|---------------|
| 1. Dr. Bh.V. Gopinath, Prof. in English, H&S | - Coordinator |
| 2. Ms. Bhuvana, , Asst. Prof. in English, H&S | - Member |
| 3. Mrs. Julia, Asst. Prof. in English, H&S | - Member |
| 4. Mr. Md. Arif Ahmed, Asst. Prof. in English, H&S | - Member |
| 5. Mrs. V. Vijaya Lakshmi, Asst. Prof. English, H&S | - Member |
| 6. Ms. V.Easha, Asst. Prof. English, H&S | - Member |

Duties and Responsibilities:

- Keep a record of events and collect data regarding departmental activities.
- Collect photographs of all college events.
- Write reports on all events.
- Motivate students to write and collect articles.
- Coordinate publishing of newsletter.
- Motivate students to contribute articles, sketches, clippings from newspapers or magazines.
- Select articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and distribute prizes to the winners.
- Change articles once or twice a week depending on the importance of the article.
- Maintain a report of the exhibits.


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CIRCULAR

All the students and staff members are hereby informed that the following members are appointed for **Website / Online College Portal** for the **A.Y. 2020-21**.

- | | |
|--|---------------|
| 1. Mr. T. Nagaraju, Asst. Prof. in CSE | - Coordinator |
| 2. Mr. M. Mahipal Reddy, System. Administrator | - Member |

Duties and Responsibilities of the Seminars Committee:

- Update the web site periodically on various issues such as: faculty & student data, library details, results, and performances, new affiliations / tie-ups / MOUs Signed / accreditations, awards / rewards, news and events of the institute.
- Constantly update the web-site by incorporating improvements.
- Monitor the security of web-site periodically and take necessary measures.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Placement & Training Committee** for the A.Y. 2020-21.

- | | |
|---|---------------|
| 1. Mr. Ahmed Ali, Placement Officer | - Coordinator |
| 2. Mr. A. Balaram, Assoc. Prof. in CSE | - Member |
| 3. Md. Shahbaz Khan, Assoc. Professor in ECE | - Member |
| 4. Mr. K. Karunakar, Asst. Professor in CE | - Member |
| 5. Mr. S. Venugopal Rao, Assoc. Professor in ME | - Member |
| 6. Mr. G. Umamaheshwar Rao, Assoc. Professor in MBA | - Member |

Duties and Responsibilities of the Placement & Training Committee:

(i) Training

1. To create an awareness among the students about the requirements of various recruiting organizations.
2. To create awareness and train the students in communication skills.
3. To establish a "Centre for Career Guidance and Counseling" and to organize professional counseling by experts in career opportunities.

(ii) Placement

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
3. To organize regular mock interviews and group discussions in association with the language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather the information about further studies of various universities and display the same for higher studies.
7. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOEFL / GMAT / GATE etc in coordination with library committee.
8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

(iii) Alumni

1. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
2. To coordinate the filling up of the alumni Performa by the outgoing students.
3. To maintain an alumni database and conduct an alumni get together at least once in a year.
4. To send greetings or letters of appreciation to the alumni.

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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as **Subject Coordinators for I-B.Tech. for the A.Y. 2020-21.**

- | | |
|---|-------------------|
| 1. Dr. Usha Bala Adavi, Prof. in English, H&S | - English |
| 2. Dr. C.V. Madhusudhana Rao, Prof. in Physics, H&S | - Engg. Physics |
| 3. Ms. Hinuja, Asst. Prof. in Chemistry, H&S | - Engg. Chemistry |
| 4. Dr. B. Tulasi Lakshmi Devi, Prof. in Maths, H&S | - Mathematics |
| 5. Mr. K. Srinivasa Rao, Asst. Prof. in CSE | - PPS & DS |
| 6. Mr. Shesha Vali, Asst. Prof. in ME | - Engg. Mechanics |
| 7. Mr. M. Paramesh, Asst. Prof. in H&S | - Engg. Drawing |
| 8. Mr.P Rajashaker, Asst. Prof. in H&S | - BEEE |

Duties and Responsibilities of the Subject Coordinators for I-B.Tech.:

- Frame the Academic Schedule.
- Monitor the Academic Progress.
- Weekly report to HOD & Principal.
- Identify the Remedial measurements to weak students.


Principal

Copy submitted to Secretary

Copy to:

1. All HOD's
2. All Concerned
3. Notice Board
4. Office File

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



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Kandlakoya(V), Medchal Road, Hyderabad – 501 401
Ph. No. 08418-200720, 9247605109 Fax No. 08418-200240

Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **RTI Committee** for the **A.Y. 2020-21**.

- | | |
|--|---------------|
| 1. Dr. K. Jagannayaki, Assoc. Prof., MBA | - Coordinator |
| 2. Dr. Vinit Kumar Gunjan, Assoc. Prof., CSE | - Member |
| 3. Mr. A. Shiva Prasad, Asst. Prof., ECE | - Member |
| 4. Ms. G. Kalyani, Asst. Prof., CE | - Member |
| 5. Ms. Parveen Banu, Assoc. Prof., H&S | - Member |
| 6. Mr. M.V.A. Ramakrishna, Assoc. Prof., ME | - Member |

Duties and Responsibilities of the RTI Committee:

- Document the information pertaining to the students and institutional activities.
- Maintain RTI data.
- Prepare the reply to any enquiry received through RTI application.


Principal

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Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Purchase / Technical Services Committee** for the A.Y. 2020-21.

- | | |
|---|---------------|
| 1. Dr. A. Sudhakar, Prof., ECE | - Coordinator |
| 2. Mr. K. Morarjee, Assoc. Professor, CSE | - Member |
| 3. Mr. Md. Abdul Raheem, Assoc. Professor, ME | - Member |
| 4. Dr. Janga Prasad, Assoc. Prof., ECE | - Member |
| 5. Mr. C. Kumara Swamy, Asst. Prof., CE | - Member |
| 6. Ms. B. Sudha Rani, Asst. Professor in Chemistry, H&S | - Member |
| 7. Mrs. N. Vanaja, Asst. Professor in MBA | - Member |

Duties and Responsibilities of the Purchase/ Technical Services Committee:

- Carryout Technical equipments requirements / maintenance of each department.
- Call for the Quotations and prepare a comparative statement.
- Recommend the Quality Equipment with competitive price.
- Procure / Service from the recommended service provider by the concerned department and approved by the Principal.
- Submit Quarterly Report to the Principal.


Principal

Copy submitted to Secretary
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Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **NSS Committee for the A.Y. 2020-21.**

- | | |
|---|---------------|
| 1. Mr. G. Nanda Gopal, Asst. Prof., H&S | - Coordinator |
| 2. Ms. O. Nikhila, Asst. Prof., H&S | - Member |
| 3. Ms. M. Radhika Asst. Prof., MBA | - Member |
| 4. Mr. Tejendar Singh, Asst. Prof., ECE | - Member |
| 5. Mr. Kishore Kumar, Asst. Prof., CSE | - Member |
| 6. Mr. K.Santosh Kumar, Asst.Prof., ME | - Member |

Duties and Responsibilities of the NSS Committee:

- Motivate the students towards NSS activities.
- Prepare the budget requirement.
- Liaison with NSS Cell JNTUH.
- Conduct NSS activities in and out of the campus.
- Accompany the NSS volunteers to various Camps.
- Submit Quarterly Report to the Principal.

Principal

Copy submitted to Secretary

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Date: 29.01.2021

OFFICE ORDER

DEAN - R & D

Dr. T.Anil Kumar, Prof. of ECE

- Dean

Dr. G. Aruna, Prof., CE

- Co-Dean

He plays a vital role in encouraging the faculty members of all the departments towards research, consultancy and development activities. All the R & D proposals for sponsored research are routed through him, who processes and recommends to the Principal the proposals. The HODs have to submit their respective departmental research proposals through Dean R & D who will forward them to the Principal for consideration. He should submit the progress report regarding the activities to the Principal for appropriate action.

The following are his/her duties

- Encourage the faculty to publish papers in peer reviewed journals/ conferences papers with high impact factor and indexed by SCI/ Scopus.
- Develop an active research culture that nurtures novelty and innovation in all accomplishments by encouraging faculty to procure projects and research grants.
- Identify research ideas and address the entire faculty once in a month, preferably on 3rd Saturday from 3 PM to 5 PM.
- Procure various projects and grants from public and private sector undertakings and facilitate the Consultancy work in the institution.
- Enlighten the staff and students on the latest development and research prospects through expert guidance.
- Inform comprehensively of the research undertaken in the departments and identify funding and knowledge transfer opportunities.
- Encourage research links within the department and with external organizations.
- Ensure that suitable strategies and policies are in place for recruiting and retaining excellent researchers.
- Facilitate patent applications and licensing and to coordinate with departments on associated grant and contract submissions.
- Identify new research areas and multi-disciplinary research having potential for significant growth and arrange conferences /workshops /symposiums of the same.
- Collaborate with the Heads of Departments to accelerate external collaborative research and knowledge transfer activities globally.

Copy submitted to Secretary

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Principal

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Date: 29.01.2021

OFFICE ORDER

DEAN – Internal Quality Assurance Center.

Dean IQAC plays a unique role in assuring the quality of education through periodic audits.

Dr. Praveen Kumar Prof., ECE
Dr. Sateesh Kumar Prof., ME

– Dean
– Co-Dean

The responsibilities include

Academic

- Strategic planning, coordinating and assessment of Academic programs to meet the college vision.
- Effective implementation of Blooms Taxonomy in every area of learning and implement outcome-based education.
- Supervise and guide staff in support of the College's mission and vision.
- Look after all the academic matters of the Institute such as monitoring periodic attendance, course files, teaching notes, course hand-outs, PPTs, tutorial question banks, etc.
- Processing and recommending the Academic proposals of individual departments to the Principal.

Audit

- Appoint teams (internal or external) for auditing individual departments and monitor stock verification biannually.
- Invite external institute Audit team for statutory audit of stock.
- Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste and discards, general fitness of all equipment and so on.
- Plan and conduct audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations.
- Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
- Plan developmental proposals for expansion and diversification of the institutional activities.
- Monitor the utilization of funds with respect to all plans and other developmental schemes and Submit compliance reports to the Principal.

Quality Assurance

- Develop quality benchmarks / parameters for various academic and administrative activities and disseminate the same for ensuring quality education.
- Facilitate a learner-centric environment conducive for quality education through participatory teaching and learning process.
- Ensure periodic feedback responses from students, parents and other stakeholders on quality-related processes.
- Organize and document various inter and intra-institutional programmes such as workshops, seminars on quality related issues/themes and their promotion.
- Maintain institutional database through MIS for the purpose of sustaining and enhancing the institutional quality.
- Prepare the Annual Quality Assurance Report (AQAR) based on the quality parameters/assessment criteria.
- Recommend the Principal to consider favorably the conduction of expert lectures, Add-on courses, student paper contests, exhibitions/workshops, faculty improvement Programs, enhancing qualifications/continuity education programs and so on.

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Principal

Principal

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Kandlakoya (V), Medchal Road,
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Date: 29.01.2021

OFFICE ORDER

DEAN – IIIC

As the Head of Innovation, Incubation Industry Institute Interaction Cell he attends to students' needs and recommends to the Principal.

- | | |
|---|-----------|
| 1. Dr. B.Sridhar Babu, Prof., ME | - Dean |
| 2. Mr. P.Pavan Kumar, Assoc. Prof., CSE | - Co-Dean |

Duties and Responsibilities of the Industry Institute Interaction Cell Include

- To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture
- To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries
- Encouraging Engineers from industries to visit institution to deliver lectures
- Participation of experts from industries, in curriculum development
- To organize industrial visits for Faculty members and students
- To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
- Industrial testing by Faculty and technician at site, or in laboratory
- To organize in-plant training for the students
- To identify the areas for executive development programmes in the areas of recent technological advances
- To assist the Departments in establishing rapport with industries for taking up mini projects and projects
- To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
- To strengthen Alumni relations
- To assist the Training and Placement Division
- Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories
- Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer
- Visiting faculty from industries
- R&D Laboratories sponsored by industries at the institute

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Principal

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Ph. No. 08418-200720, 9247605109 Fax No. 08418-200240

Date: 29.01.2021

OFFICE ORDER

DEAN - EDC

As the Head of EDC Cell he attends to students' needs and recommends to the Principal.

1. Dr. K. Jagannayaki, Assoc. Prof. in MBA
2. Dr. K. Morarjee, Asst Prof. CSE Dept

- Dean
-Co Dean

Duties and Responsibilities of the EDC Cell Include:

1. EDC Cell Connect Students & faculty with MSME, NSIC, EDI JNTUH.
2. The cell supports the Students and their Mentors in Skill Development.
3. The cell encourages the students for Funding and Guidance through various Govt. and Private Agencies.
4. The cell activates close linkage with T-Hub, Technical Incubators in and around Hyderabad.
5. Actively organize programmes in association with EDC Cells of various universities in Hyderabad.
6. EDC Cell organizes awareness programmes and camps to all the students.
7. Creates awareness among the students about the various Govt. Funding Programmes to convert their dreams into reality.

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Principal

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Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Examination Committee** for the **A.Y. 2020-21**.

Controller of Examinations:

1. Addl. Controller -I
2. Addl. Controller -II
3. Assistant
4. Assistant
5. Assistant
6. Department Incharge
7. Department Incharge
8. Department Incharge
9. Department Incharge
10. Department Incharge
11. Department Incharge

- Mr. D. Upendra Chary, Assoc. Prof., H & S
- Mr. M. Sri Rama Lakshmi Reddy, Asst. Prof., CSE
- Mr. K. Srinivasa Rao, Assoc. Prof., CSE
- Mr. M. Rakesh, Jr. Asst. Exam Branch
- Mr. D. Venu Kumar, Jr. Asst. Exam Branch
- Mr. M. Mahipal Reddy, System Admin.
- Mr. G. Krishna Lava Kumar, Asst. Prof., CSE
- Mrs. Neelima Nagalla, Asso. Prof., ECE
- Mr. C. Kumara Swamy, Asst. Prof., CE
- Mr. N. Prabhakar, Asst. Prof., ME
- Mr. K. Hareesh Kumar Reddy, Asst. Prof., MBA
- Mr. P. Rajashekar, Asst. Prof., H&S

Duties and Responsibilities of the Exam Branch Committee:

- Maintain the student master record and university correspondence.
- Maintain the record of internal/end examination including laboratory results.
- Maintain the record of malpractices.
- Maintain the record of detained students list.
- Maintain the record of students credits.
- Maintain the record of supplementary students list.
- The answer scripts of internal exam and laboratory exams should be kept under safe custody.
- Display all the results the notice board soon after with announcement of result of each examination.
- The stationery related to examinations should be supplied only from the exam branch and maintain the account properly.
- Prepare internal/external examinations time table and display in the notice board in advance. A copy of the same should be submitted to A.O., Heads and Principal.
- The lab examinations time tables should be prepared after consultation with the concerned dept. head.
- Appoint the examiners for internal/external examinations with the consultation of the Principal and prepare appointment order in this regard and the same should be given to the examiners. All the process should be carried out confidentially.
- Invigilation duties should be prepared in advance and informed to the concerned invigilators.
- Collect the Question papers along with required no. of Xerox copies in the sealed covers and supply the required no. of question papers to the exam halls 5 minutes before commencement of exam.
- Seating plan and numbering should be made and have to be displayed in the notice board and respective exam halls in advance.
- Make necessary arrangements for end examinations as per JNTU norms.
- Collect the final list of students from the office and allot the Roll numbers as per JNTU norms and submit the list to A.O., Heads and the Principal.
- Collect the answer scripts after completion of the exams. Segregate the sheets according to the subject. Handover the same to the concerned faculty. The corrected answer scripts to be taken back along with marks in the stipulated time frame.
- Collect the examination, late and condonation fee from the students according to the dates prescribed by JNTU.
- Prepare the list of students attendance in the form of above 75%, between 65% -75% and below 65% i.e. detained. This is to be prepared at the end of semester/academic year and submit to the University along with hall tickets and fee in the stipulated time.
- The required submission to JNTU related to the examinations i.e. Marks, Attendance, malpractice cases etc. should be made in the stipulated time given by the JNTU.
- The marks list duly signed by the concerned faculty members should be collected.
- Maintain the record of issued hall tickets.
- Prepare the list of remuneration for examiners/ invigilators as per JNTU norms, collect the amount from the office, disburse and maintain the account.

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Principal

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Ph. No. 08418-200720, 9247605109 Fax No. 08418-200240

Date: 29.01.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Academic Programmes (Seminars, FDP, SDP & Paper Presentation) Committee** for the A.Y. 2020-21.

1. Dr. Kumar Pradeep, Prof., ECE	- Coordinator
2. Mrs. B. Sunitha Devi, Assoc. Prof., CSE	- Member
3. Mr. G. Venkata Ramana, Assoc. Prof., ME	- Member
4. Dr. Poonraj. Sankaran, Prof., CE	- Member
5. Mrs. R.Muni Praveena, Assoc. Prof., ECE	- Member
6. Dr. B.Tulasi Lakshmi Devi, Prof., H&S,	- Member
7. Dr. K. Jagannayaki, Assoc. Prof., MBA	- Member

Duties and Responsibilities of the Committee:

- Prepare topics and inform students 3 days before the event every week for each seminar.
- Conduct the event in free and fair manner (every one must be given equal importance) and submit the report to the principal through the respective HOD's.
- Motivate all the students to take participation in both activities.
- The winners to be disclosed after verification of the panel.
- Maintain complete records properly.

Principal

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Date: 29.1.2021

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Sexual Harassment / Internal Complaints Committee (Women Protection Cell)** for the A.Y. 2020-21.

- Chairman – Principal
Convener – Dr. A. UshaBala, Professor in English (H&S)
Members -
1. Mrs. Anantha Lakshmi, Asst. Prof. in Mathematics (H&S)
2. Mrs. B. Sunitha Devi, Assoc. Prof. in CSE
3. Mrs. Archana, Asst. Prof. in ECE
4. Mrs. G. Kalyani, Assoc. Prof. in CE
5. Mrs. M. Akhila Reddy, Asst. Prof. in MBA

OBJECTIVES:

1. Promote gender amity amongst all CMRIT employees and students thereby preventing gender discrimination and sexual harassment towards women.
2. Recommend modifications/elaborations in the Rules, Standing orders and Bye-Laws etc, towards achieving justification and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts pertaining to harassment and discrimination of women.
3. Expedite the legal procedures in cases of sexual harassment while ensuring psychological well-being of the victimized through healing mechanisms.
4. Advocate appropriate punitive action against the guilty through proper channel, i.e. the Principal/the Chairman.

Meetings

The committee shall meet at least twice a year. The meetings may be chaired by the Chairman and the Convener will be responsible to call the meeting and take the minutes.

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Date: : 29.01.2021

CIRCULAR

All the office staff members are here by informed that some of the office duties are separated for administrative purpose and accountability and they are allotted to individual staff members as per the duties mentioned against your names for the A.Y. 2020-21.

1) Mrs. Padma Madireddy– Admn .Officer

- 1) Security
- 2) Canteen
- 3) Material Procurement
- 4) Cleaning supervision & General maintenance & Repairs of the General furniture and equipments of the Campus
- 5) Student Admissions
- 6) Internal Arrangements
- 7) Transport
- 8) Miscellaneous
- 9) Campus discipline & Cell phones checking and seizing, general discipline in the campus and in front of the college such as Ragging, Teasing etc.
- 10) Office Administration & Correspondence
- 11) Lists Submissions and approvals
 - a) Higher Education
 - b) Technical Education
 - c) JNTUH

- Any other work assigned by the authorities from time to time.
 - To report Principal/Secretary or Management in the same order unless specified.
- Others will share the duties in case of anybody is absent or depending on the demand as per the advice by Principal / Secretary in the same order.

2) Mrs. B. Nagamani, Jr. Asst.

- 1) Bank Transactions
- 2) General Accounts
- 3) Writing of Account Books, Cash books & Vouchers
- 4) Preparation of Salary Bills & wages and disbursement
- 5) Acquittance Register writing and collection of signature from the staff.
- 6) Filing:
 - a) AICTE
 - b) Higher Education
 - c) Technical Education
 - d) JNTUH

- 7) Circulars and Notice Board Maintenance
- 8) Staff list preparation
- 9) Typing works

- To report A.O./Principal/Secretary or Management in the same order unless specified.
- Others will share the duties in case of anybody is absent or depending on the demand as per the advice by A.O./Principal / Secretary in the same order.

3) Mr. S. Shiva Kumar - Jr. Asst.

- 1) Preparation of Tuition fee and other fee dues & bill books
- 2) Store Maintenance & Stock Register writing.
- 3) Payment of Telephone Bills, Electricity Bills and Maintenance Bills.
- 4) Student Personal Files and T.C. preparation
- 5) Personnel Section (Staff) files maintenance (Teaching & Non-Teaching)
- 6) Scholarships
- 7) NRI fees and Special Fee collection

Any other work assigned by the authorities from time to time.

4) Mr. S. Srinivas Rao - Jr. Asst.

- 1) Student personal files and T.C.'s preparation.
 - 2) Bonafide Certificates & ID Cards
 - 3) Inward & outward
 - 4) Leave Register
 - 5) Admission Register
 - 6) Students list preparation of all courses in consultation with Exam Cell I/c
 - 7) Typing works
- Any other work assigned by the authorities from time to time.
 - To report A.O./Principal/Secretary or Management in the same order unless specified.
 - Others will share the duties in case of anybody is absent or depending on the demand as per the advice by A.O./Principal / Secretary in the same order.

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Principal

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Date: 29.01.2021

CIRCULAR

The scheduled Caste(SC)and Scheduled Tribes(ST) Cell promotes special interest of the students in the reserved category and to provide special inputs in area where the students experience difficulty, following staff members are appointed as committee members to take care of SC/ST Cell staff and students for A.Y.2020-21.

1. Dr. A A Sudhakar	Assoc. Prof., ECE	-Coordinator
2. Mrs. B.Sunitha Devi	Assoc. Prof., CSE	-Member
3. Ms. B Sudha Rani	Asst. Prof., H&S	-Member

Duties and Responsibilities:

- To ensure Proper implementation of various Schemes of MHRD, Government of India and State Govt. concerning scholarship ,stipends etc. for welfare of reserved categories.
- To meet the concerned students, understand the problem and take necessary action and /or render them necessary advice/help to resolve the matter.
- To facilitate the overall welfare of the students, staff and faculty as per the guidelines issued by AICTE.


Principal

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Date: 01.07.2019

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Anti-Ragging & Disciplinary Committee for the A.Y. 2019-20.

Anti-Ragging & Disciplinary Committee

- | | |
|--|------------------|
| 1. Dr. Janga Prasad, Assoc. Prof. of ECE | - Coordinator |
| 2. Mr.A.Nageshwar Rao, Assoc. Prof. of CSE | - Coordinator |
| 3. Mr. M.V.A. Rama Krishna, Assoc. Prof. of ME | - Co-coordinator |
| 4. Mr. G. Krishna Lava Kumar, Asst. Prof. of CSE | - Co-coordinator |
| 5. Mr. K. Srinivas, Assoc. Prof. of CE | - Co-coordinator |
| 6. Mr. P. Srinivas Reddy, Asst. Prof. H&S | - Co-coordinator |
| 7. Mr. Hareesh Kumar Reddy, Asst. Prof., MBA | - Co-coordinator |
| 8. Mr. T. Mohan Rao, Physical Director | - Member |
| 9. Mr. S. Venugopal Rao, Assoc. Prof., ME | - Member |
| 10. Mr. Veeresh, Asst. Prof. CSE | - Member |
| 11. Mr. N. Vijay Kumar, Asst. Prof. CSE | - Member |
| 12. Dr. A. Sudhakar, Assoc. Prof., ECE | - Member |
| 13. Mr. G. Kumara Swamy, Asst. Prof., ECE | - Member |
| 14. Dr. K. Baskar, Assoc. Professor, CE | - Member |
| 15. Mr. K. Suresh, Asst. Prof., CE | - Member |
| 16. Dr. C.V. Madhusudhana Rao, Prof., H&S | - Member |
| 17. Mr. Shaik Shakeel, Asst. Prof., H&S | - Member |
| 18. Dr. K. Jagannayaki, Assoc. Prof., MBA | - Member |
| 19. Mr.J.Abhishek, IV-CSE | - Member |
| 20. Ms.V.Shravya , IV-CSE | - Member |
| 21. Mr. G. Rajesh Khanna, IV-ECE | - Member |
| 22. Ms. R. Navyasree, IV-ECE | - Member |
| 23. Ms. Manideepa IV-CE | - Member |
| 24. Mr. Satheesh, IV-CE | - Member |

- | | |
|-------------------------------|----------|
| 25. Ms. K.Amulya, III-ME | - Member |
| 26. Mr. J.Tarun Chandra IV-ME | - Member |
| 27. Ms. Afreen anzumil-MBA | - Member |
| 28. Mr. M Akhileshwar II- MBA | - Member |

Anti-Ragging Squad Team – Outside CMRIT Campus

1. Dr. Pradeep Kumar, Assoc. Prof of ECE
2. Mr. D. Prashanth Varma, Asst. Prof. ECE
3. Mr. S. Gopala Krishna, Asst. Prof., ECE
4. Mr. Shiva Prasad, Asst. Prof of ECE
5. Mr. K. Kishore Kumar, Asst. Prof., CSE
6. Mr. Asif, Asst. Prof. CSE
7. Mr. Mahender Reddy, Asst. Prof., CSE
8. Mr. S. Sai Shekar Reddy, Asso. Prof. CE
9. Mr. K. Karmakar, Asst. Prof., CE
10. Mr. A Dinesh, Asst. Prof. CE
11. Mr G.Vijay, Asst. Prof., CE
12. Mr. B. Venkatesh, Asst. Prof., ME
13. Mr. N. Prabhakar, Asst. Prof., ME
14. Mr. Santosh Kumar, Asst. Prof., ME
15. Mr. Arif Ahmed, Asst. Prof H&S
16. Mr. M. Venkatesh, Asst. Prof H&S
17. Mr. Rajshekhar, Asst. Prof H&S
18. Mr Nageshwar Rao, Asst. Prof. H&S
19. Mr. D. Rajkumar, Asst. Prof., H&S
20. Mr. M.Ravi, Asst. Prof., H&S
21. Mr. Ch. Jagadish Chandra, Asst. Prof., H&S
22. Circle Inspector of Police, Medchal
23. Sub Inspector of Police, Medchal

Anti-Ragging Squad Team – Inside CMRIT Campus

1. Mr. K. Hareesh Kumar Reddy, Asst. Prof. MBA
2. Mrs. Asmatunnisa Begum, Asst. Prof., MBA
3. Mr. A. Balaram, Assoc. Prof of CSE
4. Mrs. B. Sunitha Devi, Assoc. Prof., CSE
5. Mr. K. Srikanth, Asst. Prof., H&S
6. Mrs. Parveen banu, Assoc. Prof., H&S
7. Mrs. Bhuvana Asst. Prof., H&S
8. Dr. E. John Alex, Prof. ECE
9. Mrs. Muni Pravena Rela, Assoc. Prof. ECE
10. Mr. Thirupathi, Asst. Prof., ME
11. Mr. Shesha vali Asst. Prof., ME
12. Mrs. G. Kalyani, Assoc. Prof., CE
13. Ms.G.Sailu Asst. Prof., CE

Ground Floor Incharge:

1. Mr. P.S.R.K. Subrahmanya Sharma, AO

First Floor Incharge:

1. Mr. Nageshwar Rao, Assoc. Prof., H&S
2. Mrs. V. Vijaya Lakshmi, Asst. Prof., H&S
3. Mrs. R.V.S.S. Nagini, Asst. Prof., H&S
4. Mr. Ch. Naveen, Asst. Prof., ME
5. Mr. M.V.A. Rama Krishna, Assoc. Prof. ME
6. Mr.G.Venkataramana, Assoc. Prof. ME

Second Floor Incharge:

1. Mr. A. Nageshwar Rao, Assoc. Prof., CSE
2. Mrs. V. Alphonsa, Asst. Prof., CSE
3. Mr. C. Kumara Swamy, Asst. Prof. CE
4. Mrs. A. Anjali, Asst. Prof., CE

Third Floor Incharge:

1. Mr. P. Pavan Kumar, Assoc. Prof., ECE
2. Mrs M.Akhila Reddy, Asst. Prof., MBA

Duties and Responsibilities of the Anti Ragging Committee: (Staff Members)

- Keep a close watch on the movement of outsiders/strangers in the college campus.
- Conduct anti-ragging awareness programme among the students and counsel them.
- Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
- Counsel the students to communicate to their parents and faculty, if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) in case of any ragging incident reported..
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps (posters, banners) and action programme required to prevent ragging.



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Duties and Responsibilities of the Anti Ragging Committee: (Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti ragging committee any cases reported.

Duties and Responsibilities of the Anti Ragging Committee :(Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year class rooms.
- Inform the anti ragging committee any untoward incident witnessed.



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Date: : 01.07.2019

CIRCULAR

All the staff members are hereby informed that the **College Academic Committee** is formed with the following members for the **A.Y. 2019-20**.

- | | |
|---|--------------------|
| 1. Dr. B. Satyanarayana, Prof., CSE& Principal | - Chairman |
| 2. Dr. M.Srinivas, Prof., MBA | - Member |
| 3. Dr.T. Anil Kumar, Dean R&D | - Member |
| 4. Dr. K. Jagannayaki, Dean EDC | - Member |
| 5. Dr. K. Praveen Kumar, Dean IQAC | - Member |
| 6. Mr.K. Niranjan Reddy, Assoc Prof.& HOD ECE | - Member |
| 7. Dr. D. Baswaraj, Prof.& HOD CSE | - Member |
| 8. Mr. A. Krishna Rao, Assoc. Prof. & HOD Civil | - Member |
| 9. Dr. T. Vishnu vardhan, Prof.& HOD ME | - Member |
| 10. Dr. B.Tulasi Lakshmi Devi, Prof. & HOD H&S | - Member |
| 11. Dr. G.Sai Rekha, Prof. & HOD MBA | - Member |
| 12. Mr. D. Upendra Chary, Assoc. Prof., H&S & COE | - Member |
| 13. Dr. K. Baskar, Assoc. Prof., CE | - Member |
| 14. Dr. A. Usha Bala, Prof., H&S | - Member |
| 15. Dr. B. Sridhar Babu, Dean IIIC | - Member Secretary |

Duties and Responsibilities of the Academic Committee

- Review the academic activities on regular basis.
- Review the students and faculty development programmes.
- Visualize and formulate perspective plans for the development and growth of the college.
- Formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- Draw new schemes of development.
- Plan for resource mobilization through industry interaction, consultancy and extra-mural Funding.
- Promote research and extension activities
- Promote teaching innovations and student placement programmes.
- Plan for sustaining the quality of education, quality improvement and accreditation
- Recommend schemes to promote participation of academic departments in Community development activities in the region.
- Consider such other activities for furtherance of academic excellence.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Grievances Redressal Committee & Internal Complaint Committee** for the A.Y. **2019-20**.

- | | |
|--|------------------|
| 1. Dr. M. Srinivas, Prof., MBA | - Coordinator |
| 2. Mr. G. Venkata Ramana, Asso. Prof. ME | - Co-Coordinator |
| 3. Dr.B. Tulasi Lakshmi Devi, Prof. Maths, H&S | - Co-Coordinator |
| 4. Mr. P. Pavan Kumar, Assoc. Prof., CSE | - Member |
| 5. Mr. M.V.A. Ramakrishna, Assoc. Prof., ME | - Member |
| 6. Mrs. Muni Praveena Rela, Assoc. Prof., ECE | - Member |
| 7. Mr. K. Srinivas, Asso. Prof., CE | - Member |
| 8. Dr. K. Jagannayaki, Assoc. Prof. MBA | - Member |

Duties and Responsibilities of the Grievances Redressal Committee:

- The cases will be attended promptly on receipt of written grievances from the students/faculty.
- The committee formally review all cases and will act accordingly as per the provisions as laid down in the institutional policies.
- The committee will give the report to the Principal about the cases attended and forward the recommendation to the principal, the penalty to be imposed, action to be taken and corrective measures to be formulated.


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All the staff members and the students are hereby informed that the following are appointed as members of **Canteen Hygiene Committee** for the **A.Y. 2019-20**.

- | | |
|---|---------------|
| 1. Dr. Pradeep Kumar, Assoc. Prof. of ECE | - Coordinator |
| 2. Mrs. P. Rupa, Asst. Prof, CSE | - Member |
| 3. Dr. Ponraj Sankar, Prof, CE | - Member |
| 4. Mr. S.Venugopal Rao, Assoc. Prof, ME | - Member |
| 5. Mr. B. Thirupathi, Asst. Prof. of H&S | - Member |
| 6. Ms. M.Radhika, Asst. Prof. MBA | - Member |

Duties and Responsibilities of the Canteen Hygiene Committee:

- Visit the Canteen at regular intervals.
- Check the hygiene of food and utensils.
- The Cleanliness of the kitchen and surroundings.
- Confirm the availability of all food articles to all the students.
- Advise the Canteen Supervisor to improve the quality as and when required.
- Advise the Canteen Supervisor to give moderate rates for the products.
- Enquire from the Students about the quality of food/articles.
- Any Complaint in this regard should be brought to the notice of the Principal.

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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as **Heads of the Department** for the **A.Y. 2019-20**.

- | | |
|----------|--|
| 1. CSE | : Dr. D. Baswaraj, Professor & HOD, CSE
Mr. A. Prakash, Assoc. Prof., CSE, I/C |
| 2. ECE | : Mr. K. Niranjana Reddy, Assoc. Prof., & HOD, ECE
Dr. Prasad Janga, Assoc. Prof., ECE, I/C |
| 3. CE | : Mr. A. Krishna Rao, Assoc. Professor & HOD, CE
Mr. K. Srinivas, Assoc. Professor, CE, I/C |
| 4. ME | : Dr. T. Vishnu Vardhan, Prof., & HOD, ME
Mr. G. Venkata Ramana, Assoc. Prof., ME, I/C |
| 5. H & S | : Dr. B. Tulasi Lakshmi Devi, Prof. & HOD, H&S
Mr. K. Srinivasa Rao, Asst. Prof., H&S, I/C |
| 6. MBA | : Dr. G. Sai Rekha, Prof. & HOD, MBA
Mr. K. Hareesh Kumar Reddy, Asst. Prof. MBA, I/C |

Duties and Responsibilities of the Heads of the Department:

- Ensure that the attendance registers for theory and practical subjects are maintained properly.
- Ensure that all the experiments listed out in the syllabi are conducted in each laboratory.
- Ensure that the observation books and record for all the laboratories are properly evaluated.
- See that the session all marks are awarded for theory and practical as per regulations and ensure that the details are ready for verification by any members of staff appointed by the University.
- Ensure the conduct of practical examination as per regulations and maintain record of answer scripts for scrutiny by University authorities.
- Ensure that the syllabus for theory and practical work is covered in an evenly distributed manner proportionate to working days.
- Ensure that the syllabus coverage is distributed evenly for each subjective/online examination.
- Make sure that every staff member maintains a diary for the classes handled by him and the valid reasons for not holding any period.
- Forward the Staff leaves only after ensuring the work adjustments.
- Ensure that the students' permission/leave letters are forwarded only after evaluating the complexity.
- Carry out the students counseling based on less attendance, abnormal behavior and weak in studies.
- Meet the principal and discuss the developmental activities on day to day basis.
- Ensure that the syllabus allotted to the concerned faculty is completed in stipulated time frame.
- Ensure that the overall distribution of work load on the faculty should be equal and unbiased.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Games Sports and Cultural activities Committee** for the **A.Y. 2019-20**.

1. Mr. D. Raj Kumar, Asst. Professor in H&S	-Coordinator
2. Mr.M.Ravi,Asst. Professor in H&S	-Coordinator
3. Ms.N.V.P.R.Rajeshwari Asst. Professor in H&S	-Coordinator
4. Ms.Julia Sagar, Asst. Professor in H&S	-Member
5. Ms.Harshita Asst. Professor in ME	-Member
6. Mr.K.Santosh kumar ,Asst. Professor in ME	-Member
7. Ms.N.Neelima, Assoc. Professor in ECE	-Member
8. Mr.G.Kumara Swamy,Asst. Professor in ECE	- Member
9. Mr.K.Karunakar, Asst. Professor in CE	- Member
10. Mrs.Alka Sreedhar,Asst. Professor in CE	- Member
11. Mr.Veeresh,Asst. Professor in CSE	-Member
12. Ms.T.N.Chiti, Asst. Professor in CSE	-Member
13. Mr. Y. Balaram, Asst. Professor in ME	-Member
14. Ms. G. Anoosha Reddy, Asst. Professor in MBA	- Member
15. Ms. M. Akhila Reddy,Asst. Professor in MBA	- Member

Duties and Responsibilities of the Sports& Cultural Committee:

- Ensure the availability of all sports equipment at all times.
- Procure new items as and when required.
- Maintain every record of the purchase i.e. quotation, purchase order, bills and stock register.
- Be in touch with the captains for any kind of developmental activities.
- Bring it to the notice of the Principal any issue deemed fit.
- Coordinate all the events and festivals of the college as per schedule and procedures.
- Prepare a data base of highly talented students in different activities and motivate them to participate in the events within and outside the college.
- Organize the cultural events with the help of other staff members.
- Mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
- Maintain the photo album, video and audio recording of all the events organized at the college.
- Maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit to the principal.
- Identify cultural and technical event in charges.
- Coordinator if he so desires may form subcommittees as mentioned below for the event management.
 - Stage In-charge - audio-visual equipment, stage management material, etc.
 - Finance in-charge – maintain all the files, bills, reports, records and documentation pertaining to every event organized by the college.
 - Audio & Video in-charge –maintain the photo album, video and audio recording of all the events organized in the college.
- Hospitality in-charge for transportation, refreshments, reception, presentations and gifts.


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All the staff members and the students are hereby informed that the following are appointed as members of **Library Committee** for the **A.Y. 2019-20**.

1. Dr. Sasi Bhanu, Assoc. Prof., CSE	- Coordinator
2. Dr. A. Usha Bala, Prof., English, H&S.	- Member
3. Dr. Satheesh Kumar, Prof., ME	- Member
4. Mr. A.M.Srinivasacharyulu, Asst. Prof., ECE	- Member
5. Ms. A.Balaram, Assoc. Prof., CSE	- Member
6. Ms. B.Anjali, Asst. Prof., CE	- Member
7. Ms. A.Sowjanya, Asst. Prof., MBA	- Member

Duties and Responsibilities of the Library Committee:

- Recommend the required volumes, titles of books, Journals, Magazines, News papers, Audio video CD's and infrastructure as per AICTE/ JNTUH norms.
- Identify old manuscripts and other related material to be procured and recommend the same for purchase.
- Check the correctness in the stock register/ Accession register.
- Any complaint / suggestion from the students / staff should bring to the notice of the Principal.


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CIRCULAR

All the students and staff members are hereby informed that the following members are appointed for Student Club Cell/News Letter/Wall Magazine/Quiz for the A.Y. 2019-20.

- | | |
|---|---------------|
| 1. Dr. Bh.V. Gopinath, Prof. in English, H&S | - Coordinator |
| 2. Ms. Bhuvana, Asst. Prof. in English, H&S | - Member |
| 3. Mrs. Julia, Asst. Prof. in English, H&S | - Member |
| 4. Mr. Md. Arif Ahmed, Asst. Prof. in English, H&S | - Member |
| 5. Mrs. V. Vijaya Lakshmi, Asst. Prof. English, H&S | - Member |
| 6. Ms. V.Easha, Asst. Prof. English, H&S | - Member |

Duties and Responsibilities:

- Keep a record of events and collect data regarding departmental activities.
- Collect photographs of all college events.
- Write reports on all events.
- Motivate students to write and collect articles.
- Coordinate publishing of newsletter.
- Motivate students to contribute articles, sketches, clippings from newspapers or magazines.
- Select articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and distribute prizes to the winners.
- Change articles once or twice a week depending on the importance of the article.
- Maintain a report of the exhibits.


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CIRCULAR

All the students and staff members are hereby informed that the following members are appointed for **Website / Online College Portal** for the A.Y. 2019-20.

- | | |
|--|---------------|
| 1. Mr. T. Nagaraju, Asst. Prof. in CSE | - Coordinator |
| 2. Mr. M. Mahipal Reddy, System. Administrator | - Member |

Duties and Responsibilities of the Seminars Committee:

- Update the web site periodically on various issues such as: faculty & student data, library details, results and performances, new affiliations / tie-ups / MOUs Signed / accreditations, awards / rewards, news and events of the institute.
- Constantly update the web-site by incorporating improvements.
- Monitor the security of web-site periodically and take necessary measures.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as member's of **Placement & Training Committee** for the A.Y. 2019-20.

- | | |
|--|---------------|
| 1. Mr. Ahmed Ali, Placement Officer | - Coordinator |
| 2. Mr. A. Balaram, Assoc. Prof. in CSE | - Member |
| 3. Md. Shahbaz Khan, Assoc. Prof. in ECE | - Member |
| 4. Mr. K. Karunakar, Asst. Prof. in CE | - Member |
| 5. Mr. S.Venugopal Rao, Assoc. Professor in ME | - Member |
| 6. Mr. G.Umahadeshwar Rao, Assoc. Prof. in MBA | - Member |

Duties and Responsibilities of the Placement & Training Committee:

(i) Training

1. To create an awareness among the students about the requirements of various recruiting organizations.
2. To create awareness and train the students in communication skills.
3. To establish a "Centre for Career Guidance and Counseling" and to organize professional counseling by experts in career opportunities.

(ii) Placement

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
3. To organize regular mock interviews and group discussions in association with the language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather the information about further studies of various universities and display the same for higher studies.
7. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOEFL / GMAT / GATE etc in coordination with library committee.
8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

(iii) Alumni

1. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
2. To coordinate the filling up of the alumni Performa by the outgoing students.
3. To maintain an alumni database and conduct an alumni get together at least once in a year.
4. To send greetings or letters of appreciation to the alumni.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as **Subject Coordinators for I-B.Tech.** for the A.Y. 2019-20.

- | | |
|--|-------------------|
| 1. Dr. Usha Bala Adavi, Prof. in English, H&S | - English |
| 2. Dr. C.V.Madhusudhana Rao, Prof. in Physics, H&S | - Engg. Physics |
| 3. Ms. Hinuja, Asst. Professor in Chemistry, H&S | - Engg. Chemistry |
| 4. Dr. B. Tulasi Lakshmi Devi, Prof. in Maths, H&S | - Mathematics |
| 5. Mr. K. Srinivasa Rao, Asst. Professor in CSE | - PPS& DS |
| 6. Mr. Shesha Vali, Asst. Prof. in ME | - Engg. Mechanics |
| 7. Mr. M. Paramesh, Asst. Professor in H&S | - Engg. Drawing |
| 8. Mr. P.Rajashaker, Asst.Prof in H&S | -BEEE |

Duties and Responsibilities of the Subject Coordinators for I-B.Tech.:

- Frame the Academic Schedule.
- Monitor the Academic Progress.
- Weekly report to HOD & Principal.
- Identify the Remedial measurements to weak students.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **RTI Committee** for the **A.Y. 2019-20**.

- | | |
|--|---------------|
| 1. Dr. K. Jagannayaki, Assoc. Prof. of MBA | - Coordinator |
| 2. Dr. Vinit Kumar Gunjan, Assoc. Prof. of CSE | - Member |
| 3. Mr. A. Shiva Prasad, Asst.Prof., ECE | - Member |
| 4. Ms. G. Kalyani, Asst.Prof. in CE | - Member |
| 5. Ms. Parveen Banu, Assoc. Prof. in H&S | - Member |
| 6. Mr. M.V.A.Ramakrishna, Assoc. Prof. in ME | - Member |

Duties and Responsibilities of the RTI Committee:

- Document the information pertaining to the students and institutional activities.
- Maintain RTI data.
- Prepare the reply to any enquiry received through RTI application.


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Principal
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Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



**CMR INSTITUTE OF TECHNOLOGY
(UGC AUTONOMOUS)**

Kandlakoya(V), Medchal Road, Hyderabad – 501 401
Ph. No. 08418-200720, 9247605109 Fax No, 08418-200240

Date: 01.07.2019

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Purchase/ Technical Services Committee** for the A.Y. 2019-20.

- | | |
|---|---------------|
| 1. Dr. A. Sudhakar, Prof., ECE | - Coordinator |
| 2. Dr. K. Morarjee, Assoc. Prof., CSE | - Member |
| 3. Mr. Md. Abdul Raheem, Assoc. Prof., ME | - Member |
| 4. Dr. Janga Prasad, Assoc. Prof., ECE | - Member |
| 5. Mr. C.Kumara Swamy, Asst. Prof., CE | - Member |
| 6. Ms. B. Sudha Rani, Asst. Prof. in Chemistry, H&S | - Member |
| 7. Mrs. N. Vanaja, Asst. Prof. in MBA | - Member |

Duties and Responsibilities of the Purchase/ Technical Services Committee:

- Carryout Technical equipments requirements / maintenance of each department.
- Call for the Quotations and prepare a comparative statement.
- Recommend the Quality Equipment with competitive price.
- Procure / Service from the recommended service provider by the concerned department and approved by the Principal.
- Submit Quarterly Report to the Principal.


PRINCIPAL

Copy submitted to Secretary

Copy to: 1. All HOD's

2. All Concerned

3. Notice Board

4. Office File

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Date: 01.07.2019

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **NSS Committee for the A.Y. 2019-20.**

- | | |
|---|--------------|
| 1. Mr. G.Nanda Gopal, Asst. Prof., H&S | -Coordinator |
| 2. Ms. M. Radhika, Asst. Prof., MBA | -Member |
| 3. Mr. Tejendar Singh, Asst. Prof., ECE | - Member |
| 4. Mr. K. Kishore Kumar, Asst. Prof., CSE | - Member |
| 5. Mr. K.Santosh Kumar, Asst. Prof., ME | - Member |
| 6. Ms. O Nikhila, Asst. Prof., H&S | - Member |

Duties and Responsibilities of the NSS Committee:

- Motivate the students towards NSS activities.
- Prepare the budget requirement.
- Liaison with NSS Cell JNTUH.
- Conduct NSS activities in and out of the campus.
- Accompany the NSS volunteers to various Camps.
- Submit Quarterly Report to the Principal.


PRINCIPAL

Copy submitted to Secretary

Copy to:

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OFFICE ORDER

DEAN - R & D

Dr. T.Anil Kumar, Professor of ECE

– Dean

Dr. G. Aruna, Prof., CE

– Co-Dean

He plays a vital role in encouraging the faculty members of all the departments towards research, consultancy and development activities. All the R & D proposals for sponsored research are routed through him, who processes and recommends to the Principal the proposals. The HODs have to submit their respective departmental research proposals through Dean R & D who will forward them to the Principal for consideration. He should submit the progress report regarding the activities to the Principal for appropriate action.

The following are his/her duties

- Encourage the faculty to publish papers in peer reviewed journals/ conferences papers with high impact factor and indexed by SCI/ Scopus.
- Develop an active research culture that nurtures novelty and innovation in all accomplishments by encouraging faculty to procure projects and research grants.
- Identify research ideas and address the entire faculty once in a month, preferably on 3rd Saturday from 3 PM to 5 PM.
- Procure various projects and grants from public and private sector undertakings and facilitate the Consultancy work in the institution.
- Enlighten the staff and students on the latest development and research prospects through expert guidance.
- Inform comprehensively of the research undertaken in the departments and identify funding and knowledge transfer opportunities.
- Encourage research links within the department and with external organizations.
- Ensure that suitable strategies and policies are in place for recruiting and retaining excellent researchers.
- Facilitate patent applications and licensing and to coordinate with departments on associated grant and contract submissions.
- Identify new research areas and multi-disciplinary research having potential for significant growth and arrange conferences /workshops /symposiums of the same.
- Collaborate with the Heads of Departments to accelerate external collaborative research and knowledge transfer activities globally.


PRINCIPAL

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Date: 01-07-2019

OFFICE ORDER

DEAN – Internal Quality Assurance Center.

Dean IQAC plays a unique role in assuring the quality of education through periodic audits.

Dr. K. Praveen Kumar, Assoc. Prof., ECE
Dr. Sateesh Kumar, Prof., ME

–Dean
– Co-Dean

The responsibilities include

Academic

- Strategic planning, coordinating and assessment of Academic programs to meet the college vision.
- Effective implementation of Blooms Taxonomy in every area of learning and implement outcome-based education.
- Supervise and guide staff in support of the College's mission and vision.
- Look after all the academic matters of the Institute such as monitoring periodic attendance, course files, teaching notes, course hand-outs, PPTs, tutorial question banks, etc.
- Processing and recommending the Academic proposals of individual departments to the Principal.

Audit

- Appoint teams (internal or external) for auditing individual departments and monitor stock verification biannually.
- Invite external institute Audit team for statutory audit of stock.
- Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste and discards, general fitness of all equipment and so on.
- Plan and conduct audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations.
- Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
- Plan developmental proposals for expansion and diversification of the institutional activities.
- Monitor the utilization of funds with respect to all plans and other developmental schemes and Submit compliance reports to the Principal.

Quality Assurance

- Develop quality benchmarks / parameters for various academic and administrative activities and disseminate the same for ensuring quality education.
- Facilitate a learner-centric environment conducive for quality education through participatory teaching and learning process.
- Ensure periodic feedback responses from students, parents and other stakeholders on quality-related processes.
- Organize and document various inter and intra-institutional programmes such as workshops, seminars on quality related issues/themes and their promotion.
- Maintain institutional database through MIS for the purpose of sustaining and enhancing the institutional quality.
- Prepare the Annual Quality Assurance Report (AQAR) based on the quality parameters/assessment criteria.
- Recommend the Principal to consider favorably the conduction of expert lectures, Add-on courses, student paper contests, exhibitions/workshops, faculty improvement Programs, enhancing qualifications/continuity education programs and so on.

Principal

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Date: 01-07-2019

OFFICE ORDER

DEAN – IIIC

As the Head of Innovation, Incubation Industry Institute Interaction Cell he attends to students' needs and recommends to the Principal.

- | | |
|---|-----------|
| 1. Dr. B.Sridhar Babu, Prof., ME | - Dean |
| 2. Mr. P.Pavan Kumar, Assoc. Professor, CSE | - Co-Dean |

Duties and Responsibilities of the Industry Institute Interaction Cell Include

- To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture
- To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries
- Encouraging Engineers from industries to visit institution to deliver lectures
- Participation of experts from industries, in curriculum development
- To organize industrial visits for Faculty members and students
- To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
- Industrial testing by Faculty and technician at site, or in laboratory
- To organize in-plant training for the students
- To identify the areas for executive development programmes in the areas of recent technological advances
- To assist the Departments in establishing rapport with industries for taking up mini projects and projects
- To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
- To strengthen Alumni relations
- To assist the Training and Placement Division
- Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories
- Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer
- Visiting faculty from industries
- R&D Laboratories sponsored by industries at the institute


PRINCIPAL

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Date: 01-07-2019

OFFICE ORDER

DEAN – EDC

As the Head of EDC Cell he attends to students' needs and recommends to the Principal.

1. Dr. K. Jagannayaki, Assoc. Prof. in MBA
2. Dr. K. Morarjee, Assoc. Prof. CSE Dept

- Dean
-Co Dean

Duties and Responsibilities of the EDC Cell Include:

- EDC Cell Connect Students & faculty with MSME, NSIC, EDI JNTUH.
- The cell supports the Students and their Mentors in Skill Development.
- The cell encourages the students for Funding and Guidance through various Govt. and Private Agencies.
- The cell activates close linkage with T-Hub, Technical Incubators in and around Hyderabad.
- Actively organize programmes in association with EDC Cells of various universities in Hyderabad.
- EDC Cell organizes awareness programmes and camps to all the students.
- Creates awareness among the students about the various Govt. Funding Programmes to convert their dreams into reality.


PRINCIPAL
Principal

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Date: 01.07.2019

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Examination Committee for the A.Y. 2019-20**,

Controller of Examinations:

1. Addl. Controller -I
2. Addl. Controller -II
3. Assistant
4. Assistant
5. Assistant
6. Assistant
7. Assistant
8. Department Incharge
9. Department Incharge
10. Department Incharge
11. Department Incharge
12. Department Incharge
13. Department Incharge

- Mr. D. Upendra Chary, Assoc. Prof., H&S
- Mr. M. Sri Rama Lakshmi Reddy, Assoc. Prof., CSE
- Mr. K. Srinivasa Rao, Assoc. Prof., CSE
- Mr. M. Rakesh, Jr. Asst. Exam Branch
- Mr. D. Venu Kumar, Jr. Asst. Exam Branch
- Mr. Kiran, Jr. Asst. Exam Branch
- Mr. Kiran, Jr. Asst. Exam Branch
- Mr. M. Mahipal Reddy, System Admin.
- Mr. G. Krishna Lava Kumar, Asst. Prof., CSE
- Dr. Prasad Janga, Assoc. Prof., ECE
- Mr. C. Kumara Swamy, Asst. Prof., CE
- Mr. N.Prabhakar, Asst. Prof., ME
- Mr. K. Hareesh Kumar Reddy, Asst. Prof., MBA
- Mr. P.Rajashekar, Asst. Prof., H&S

Duties and Responsibilities of the Exam Branch Committee:

- Maintain the student master record and university correspondence.
- Maintain the record of internal/end examination including laboratory results.
- Maintain the record of malpractices.
- Maintain the record of detained students list.
- Maintain the record of students credits.
- Maintain the record of supplementary students list.
- The answer scripts of internal exam and laboratory exams should be kept under safe custody.
- Display all the results the notice board soon after with announcement of result of each examination.
- The stationery related to examinations should be supplied only from the exam branch and maintain the account properly.
- Prepare internal/external examinations time table and display in the notice board in advance. A copy of the same should be submitted to A.O., Heads and Principal.
- The lab examinations time tables should be prepared after consultation with the concerned dept. head.
- Appoint the examiners for internal/external examinations with the consultation of the Principal and prepare appointment order in this regard and the same should be given to the examiners. All the process should be carried out confidentially.
- Invigilation duties should be prepared in advance and informed to the concerned invigilators.
- Collect the Question papers along with required no. of Xerox copies in the sealed covers and supply the required no. of question papers to the exam halls 5 minutes before commencement of exam.
- Seating plan and numbering should be made and have to be displayed in the notice board and respective exam halls in advance.
- Make necessary arrangements for end examinations as per JNTU norms.
- Collect the final list of students from the office and allot the Roll numbers as per JNTU norms and submit the list to A.O., Heads and the Principal.
- Collect the answer scripts after completion of the exams. Segregate the sheets according to the subject. Handover the same to the concerned faculty. The corrected answer scripts to be taken back along with marks in the stipulated time frame.
- Collect the examination, late and condonation fee from the students according to the dates prescribed by JNTU.
- Prepare the list of students attendance in the form of above 75%, between 65% -75% and below 65% i.e. detained. This is to be prepared at the end of semester/academic year and submit to the University along with hall tickets and fee in the stipulated time.
- The required submission to JNTU related to the examinations i.e. Marks, Attendance, malpractice cases etc. should be made in the stipulated time given by the JNTU.
- The marks list duly signed by the concerned faculty members should be collected.
- Maintain the record of issued hall tickets.
- Prepare the list of remuneration for examiners/ invigilators as per JNTU norms, collect the amount from the office and maintain the account.

PRINCIPAL

Principal

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Date: 01.07.2019

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Academic Programmes (Seminars, FDP, SDP & Paper Presentation) Committee** for the A.Y. 2019-20.

1. Dr. M. Venkata Ramanaiah, Prof., ECE	- Coordinator
2. Mrs. B. Sunitha Devi, Assoc. Prof, CSE	- Member
3. Mr. G. Venkata Ramana, Assoc. Prof. ME	- Member
4. Dr. Ponraj Sankaran, Prof., CE	- Member
5. Mrs. R.Muni Praveena, Assoc. Prof. ECE	- Member
6. Dr.Tulasi Lakshmi Devi, Prof., H&S	- Member
7. Dr. K. Jagannayaki, Assoc. Prof., MBA	- Member

Duties and Responsibilities of the Committee:

- Prepare topics and inform students 3 days before the event every week for each seminar.
- Conduct the event in free and fair manner (every one must be given equal importance) and submit the report to the principal through the respective HOD's.
- Motivate all the students to take participation in both activities.
- The winners to be disclosed after verification of the panel.
- Maintain complete records properly.

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PRINCIPAL
Principal

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Date: 01.07.2019

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Sexual Harassment /Internal Complaints Committee (Women Protection Cell)** for the A.Y. 2019-20.

Chairman – Principal

Convener – Dr. A. UshaBala, Professor in English (H&S)

Members -

1. Mrs. Anantha Lakshmi, Asst. Prof. in Mathematics (H&S)
2. Mrs. B. Sunitha Devi, Assoc. Professor in CSE
3. Mrs. Archana Devi, Asst. Prof. in ECE
4. Mrs. G. Kalyani, Assoc. Prof. in CE
5. Mrs. V. Kalavathi, Asst. Prof. in ME
6. Mrs. M. Akhila Reddy, Asst. Prof. in MBA
7. Ms. G. Meenakshi, 3rd Year, ECE
8. Ms. K. Maheshwari, 3rd Year, CSE
9. Ms. Niturani Das, 4th Year, CSE
10. Ms. Ch.Manisha Reddy, 4th Year ECE
11. Ms. Pragnya sree, 4th Year, CSE
12. Ms. Harika, 3rd Year, ME
13. Ms. K.Sridevi Aishwarya, 4th Year ME
14. Ms. Saraswathi, 4th Year CE

OBJECTIVES:

- Promote gender amity amongst all CMRIT employees and students thereby preventing gender discrimination and sexual harassment towards women.
- Recommend modifications/elaborations in the Rules, Standing orders and Bye-Laws etc, towards achieving justification and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts pertaining to harassment and discrimination of women.
- Expedite the legal procedures in cases of sexual harassment while ensuring psychological well-being of the victimized through healing mechanisms.
- Advocate appropriate punitive action against the guilty through proper channel, i.e. the Principal/the Chairman.

Meetings

The committee shall meet at least twice a year. The meetings may be chaired by the Chairman and the Convener will be responsible to call the meeting and take the minutes.


PRINCIPAL

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Date: 01.07.2019

CIRCULAR

All the office staff members are here by informed that some of the office duties are separated for administrative purpose and accountability and they are allotted to individual staff members as per the duties mentioned against your names for the A.Y. 2019-20.

1) Mr. P.S.R.K. Subrahmanya Sharma - Admn .Officer

- 1) Security
- 2) Canteen
- 3) Material Procurement
- 4) Cleaning supervision & General maintenance& Repairs of the General furniture and equipments of the Campus
- 5) Student Admissions
- 6) Internal Arrangements
- 7) Transport
- 8) Miscellaneous
- 9) Campus discipline & Cell phones checking and seizing, general discipline in the campus and in front of the college such as Ragging, Teasing etc.
- 10) Office Administration & Correspondence
- 11) Lists Submissions and approvals
 - a) Higher Education
 - b) Technical Education
 - c) JNTUH

- Any other work assigned by the authorities from time to time.
 - To report Principal/Secretary or Management in the same order unless specified.
- Others will share the duties in case of anybody is absent or depending on the demand as per the advice by Principal / Secretary in the same order.

2) Mrs. B. Nagamani, Jr. Asst.

- 1) Bank Transactions
- 2) General Accounts
- 3) Writing of Account Books, Cash books & Vouchers
- 4) Preparation of Salary Bills & wages and disbursement
- 5) Acquittance Register writing and collection of signature from the staff.
- 6) Filing:
 - a) AICTE
 - b) Higher Education
 - c) Technical Education
 - d) JNTUH

- 7) Circulars and Notice Board Maintenance
- 8) Staff list preparation
- 9) Typing works

- To report A.O./Principal/Secretary or Management in the same order unless specified.

Others will share the duties in case of anybody is absent or depending on the demand as per the advice by A.O./Principal / Secretary in the same order.

3) Ms. G. Sukanya - Jr. Asst.

- 1) Preparation of Tuition fee and other fee dues & bill books
- 2) Store Maintenance & Stock Register writing
- 3) Payment of Telephone Bills, Electricity Bills and Maintenance Bills.
- 4) Student Personal Files and T.C. preparation
- 5) Personnel Section (Staff) files maintenance (Teaching & Non-Teaching)
- 6) Scholarships
- 7) NRI fees and Special Fee collection

Any other work assigned by the authorities from time to time.

4. Mr. S. Srinivas Rao - Jr. Asst.

- 1) Student personal files and T.C's preparation.
 - 2) Bonafide Certificates & ID Cards
 - 3) Inward & outward
 - 4) Leave Register
 - 5) Admission Register
 - 6) Students list preparation of all courses in consultation with Exam Cell I/c
 - 7) Typing works
- Any other work assigned by the authorities from time to time.
 - To report A.O./Principal/Secretary or Management in the same order unless specified.
 - Others will share the duties in case of anybody is absent or depending on the demand as per the advice by A.O./Principal / Secretary in the same order.

Copy submitted to Secretary

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1. All HOD's 2. All Concerned.


PRINCIPAL

Principal
CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.



Date: 02.07.2018

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Anti-Ragging & Disciplinary Committee for the A.Y. 2018-19.

Anti-Ragging & Disciplinary Committee

- | | |
|--|------------------|
| 1. Dr. Janga Prasad, Assoc. Prof. of ECE | - Coordinator |
| 2. Mr. M.V.A. Rama Krishna, Assoc. Prof. of ME | - Co-coordinator |
| 3. Mr. G. Krishna Lava Kumar, Asst. Prof. of CSE | - Co-coordinator |
| 4. Mr. K. Srinivas, Assoc. Prof. of CE | - Co-coordinator |
| 5. Mr. P. Srinivas Reddy, Asst. Prof. H&S | - Co-coordinator |
| 6. Mr. Hareesh Kumar Reddy, Asst. Prof., MBA | - Co-coordinator |
| 7. Mr. T. Mohan Rao, Physical Director | - Member |
| 8. Mr. Senthil Kumar, Asst. Prof. ME | - Member |
| 9. Mr. S. Venugopal Rao, Assoc. Prof., ME | - Member |
| 10. Mr. Veeresh, Asst. Prof. CSE | - Member |
| 11. Mr. N. Vijay Kumar, Asst. Prof. CSE | - Member |
| 12. Dr. A. Sudhakar, Assoc. Prof., ECE | - Member |
| 13. Mr. G. Kumara Swamy, Asst. Prof., ECE | - Member |
| 14. Prof. K. Balaji, Prof., CE | - Member |
| 15. Mr. K. Suresh, Asst. Prof., CE | - Member |
| 16. Dr. C.V. Madhusudhana Rao, Prof., H&S | - Member |
| 17. Mr. Shaik Shakeel, Asst. Prof., H&S | - Member |
| 18. Dr. K. Jagannayaki, Assoc. Prof., MBA | - Member |
| 19. Mr. Harsha Sandesh, IV-CSE | - Member |
| 20. Ms. S. Bhavana, IV-CSE | - Member |
| 21. Mr. N. Ravi Kumar, IV-ECE | - Member |
| 22. Ms. K. Madhura, IV-ECE | - Member |
| 23. Ms. Tejaswini IV-CE | - Member |
| 24. Mr. Narasimha, IV-CE | - Member |

- | | |
|----------------------------------|----------|
| 25. Ms. Harisha, IV-ME | - Member |
| 26. Mr. Arif, IV-ME | - Member |
| 27. Ms. Nandini, II-MBA | - Member |
| 28. Mr. Laxmi Sai Kumar, II- MBA | - Member |

Anti-Ragging Squad Team - Outside CMRIT Campus

1. Dr. Pradeep Kumar, Assoc. Prof. of ECE
2. Mr. D. Prashanth Varma, Asst. Prof. ECE
3. Mr. S. Gopala Krishna, Asst. Prof., ECE
4. Mr. Shiva Prasad, Asst. Prof. of ECE
5. Mr. K. Kishore Kumar, Asst. Prof., CSE
6. Mr. V. Ramulu, Asst. Prof. CSE
7. Mr. Mahender reddy, Asst. Prof., CSE
8. Mr. S. Sai Shekar Reddy, Asso. Prof. CE
9. Mr. K. Karthik, Asst. Prof., CE
10. Mr. A. Dinesh, Asst. Prof. CE
11. Mr. J. Navaneeth, Asst. Prof., CE
12. Mr. B. Venkanna, Asst. Prof., ME
13. Mr. N. Prabhakar, Asst. Prof., ME
14. Mr. Santosh Kumar, Asst. Prof., ME
15. Mr. Arif Ahmed, Asst. Prof. H&S
16. Mr. M. Venkatesh, Asst. Prof. H&S
17. Mr. Rajshankar, Asst. Prof. H&S
18. Mr. V. Sree Hari, Asst. Prof. H&S
19. Mr. D. Rajkumar, Asst. Prof., H&S
20. Mr. E. Ramana, Asst. Prof., H&S
21. Mr. Ch. Jagadish Chandra, Asst. Prof., H&S
22. Circle Inspector of Police, Medchal
23. Sub Inspector of Police, Medchal

Anti-Ragging Squad Team - Inside CMRIT Campus

1. Mr. K. Hareesh Kumar Reddy, Asst. Prof. MBA
2. Mrs. Asmatunnisa Begum, Asst. Prof., MBA
3. Mr. A. Balaram, Assoc. Prof. of CSE
4. Mrs. B. Sumitha Devi, Assoc. Prof., CSE
5. Mr. K. Srikanth, Asst. Prof., H&S
6. Mrs. D. Janaki, Asst. Prof., H&S
7. Mrs. V. Savanthi, Asst. Prof., H&S
8. Dr. E. John Alex, Prof. ECE
9. Mrs. Muni Praveena Rela, Assoc. Prof. ECE
10. Mr. Thirupathi, Asst. Prof., ME
11. Mr. Gish, Asst. Prof., ME
12. Mrs. G. Kalyani, Assoc. Prof., CE
13. Ms. K. Moonika, Asst. Prof., CE

First Floor Incharges

1. Mr. Nageshwar Rao, Assoc. Prof., H&S
2. Mrs. V. Vijaya Lakshmi, Asst. Prof., H&S
3. Mrs. R.V.S.S. Nagai, Asst. Prof., H&S
4. Mr. Ch. Narveer, Asst. Prof., ME
5. Mr. M.V.A. Rama Krishna, Assoc. Prof. ME
6. Mr. G. Venkataratnam, Assoc. Prof. ME

Second Floor Incharges

1. Mr. A. Nageshwar Rao, Assoc. Prof., CSE
2. Mrs. V. Alphonsa, Asst. Prof., CSE
3. Mr. C. Kumara Swamy, Asst. Prof. CE
4. Mrs. A. Anjali, Asst. Prof., CE

Third Floor Incharges

1. Mr. P. Pavan Kumar, Assoc. Prof., ECE
2. Mrs. N. Neelima, Assoc. Prof., ECE

Ground Floor Incharges

1. Mr. P.S.R.K. Subrahmanya Sharma, AO

Duties and Responsibilities of the Anti Ragging Committee: (Staff Members)

- Keep a close watch on the movement of outsiders/strangers in the college campus.
- Conduct anti-ragging awareness programme among the students and counsel them.
- Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
- Counsel the students to communicate to their parents and faculty, if any sort of ragging occurs.
- Conduct meeting and recommend appropriate action as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) in case of any ragging incident reported.
- Conduct regular meetings with Anti-ragging Squad members, Floor Incharges and student members to review the status in the campus, document it and submit the report to the higher authorities.
- Maintain peaceful and ragging free atmosphere in the college campus/surroundings.
- The members of the committee must plan among themselves for taking necessary steps (posters, banners) and action programme required to prevent ragging.

Duties and Responsibilities of the Anti Ragging Committee: (Squad)

- Go on rounds in and around the College Campus.
- Bring awareness among the students about the repercussions and punishment for involvement in any act of ragging.
- Bring to the notice of the anti ragging committee any cases reported.

Duties and Responsibilities of the Anti Ragging Committee: (Floor Incharges)

- Go on rounds around the floor at regular intervals.
- Monitor the movement of seniors if any near the first year class rooms.
- Inform the anti ragging committee any untoward incident witnessed.

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3. Notice Board

PRINCIPAL

Principal

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Date: 02-07-2018

OFFICE ORDER

DEAN - STUDENTS AFFAIRS

As the Head of Students Affairs he/she attends to students' affairs needs and recommends to the Principal.

Dr. Lakshmi Keshav, Professor of CE

- Dean

Dr. M. Venkata Ramanaiah, Prof., ECE

- Co-Dean

His/her responsibilities are

Academic

- Be the single point of contact for students concerning their welfare and conduct class representative's meeting every 1st Saturday, 3 PM to 4 PM.
- Correspond with parents regarding their wards' progress in terms of monthly attendance, midterm examinations, external examination marks and daily SMS alerts.
- Be responsible in dealing with disciplinary matters stated in agreement with CMRIT's Disciplinary Code and Procedures.
- Be responsible for Students' Psychological Services.
- Monitor and organize the community welfare activities conducted by the students, inside and outside the campus.
- Suggest various improvements for the existing student chapters such as ISTE, IETE, IEEE, CSI, SAEINDIA and ASSE and Art of Living.
- Formulate Anti-Ragging Cell and take all necessary actions to make the college free from ragging.
- Coordinate with the State Level Monitoring Cell and University level Committees for effective execution of anti-ragging measures.

Placement

- Provide free Campus Recruitment Training along with need based training to all the students right from inception including online practice tests in Quantitative Aptitude, logical, verbal, technical modules through our exclusive database.
- Train the students in Communication & Soft Skills and provide Mock Selection Process so that students will be ready to get placed.
- Provide professional counseling through the "Centre for Career Guidance and Counseling" including higher education and overseas education.
- Conduct Alumni Meet annually and maintain their records.

Extra-curricular Activities

- Suggest and prepare proposals for conducting various State and National Level co-curricular & extracurricular activities to be organized.
- Coordinate all the events and festivals of the college as per schedule and procedures.
- Prepare a data base of highly talented students in different activities and motivate them to participate in the events within and outside the college.
- Organize the cultural events under the supervision of cultural coordinator who in turn can identify in-charge staff members as cultural and technical event in-charges.
- Maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit to the Principal.

PRINCIPAL

Principal

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Principal

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Date: 02-07-2018

OFFICE ORDER**DEAN - R & D****Dr. S. Arvind, Professor of CSE****– Dean****Dr. G. Shanmuga Priya, Prof., ECE****– Co-Dean**

He plays a vital role in encouraging the faculty members of all the departments towards research, consultancy and development activities. All the R & D proposals for sponsored research are routed through him, who processes and recommends to the Principal the proposals. The HODs have to submit their respective departmental research proposals through Dean R & D who will forward them to the Principal for consideration. He should submit the progress report regarding the activities to the Principal for appropriate action.

The following are his/her duties

- Encourage the faculty to publish papers in peer reviewed journals/ conferences papers with high impact factor and indexed by SCI/ Scopus.
- Develop an active research culture that nurtures novelty and innovation in all accomplishments by encouraging faculty to procure projects and research grants.
- Identify research ideas and address the entire faculty once in a month, preferably on 3rd Saturday from 3 PM to 5 PM.
- Procure various projects and grants from public and private sector undertakings and facilitate the Consultancy work in the institution.
- Enlighten the staff and students on the latest development and research prospects through expert guidance.
- Inform comprehensively of the research undertaken in the departments and identify funding and knowledge transfer opportunities.
- Encourage research links within the department and with external organizations.
- Ensure that suitable strategies and policies are in place for recruiting and retaining excellent researchers.
- Facilitate patent applications and licensing and to coordinate with departments on associated grant and contract submissions.
- Identify new research areas and multi-disciplinary research having potential for significant growth and arrange conferences /workshops /symposiums of the same.
- Collaborate with the Heads of Departments to accelerate external collaborative research and knowledge transfer activities globally.


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Date: 02-07-2018

OFFICE ORDER**DEAN – Internal Quality Assurance Center.**

Dean IQAC plays a unique role in assuring the quality of education through periodic audits.

Dr. M. Srinivas, Prof., MBA**–Dean****Dr. Ch. Naga Rama Devi Prof., CSE****– Co-Dean**

The responsibilities include

Academic

- Strategic planning, coordinating and assessment of Academic programs to meet the college vision.
- Effective implementation of Blooms Taxonomy in every area of learning and implement outcome-based education.
- Supervise and guide staff in support of the College's mission and vision.
- Look after all the academic matters of the Institute such as monitoring periodic attendance, course files, teaching notes, course hand-outs, PPTs, tutorial question banks, etc.
- Processing and recommending the Academic proposals of individual departments to the Principal.

Audit

- Appoint teams (internal or external) for auditing individual departments and monitor stock verification biannually.
- Invite external institute Audit team for statutory audit of stock.
- Prepare a consolidated report of all the status, in terms of losses, obsolete equipment, items recommended for writing-off, disposal of waste and discards, general fitness of all equipment and so on.
- Plan and conduct audits to assess controls, operational efficiencies and compliance with selected policies, procedures and regulations.
- Conduct periodic training workshops to promote awareness of internal controls and to discuss changes in policies that will impact the system.
- Plan developmental proposals for expansion and diversification of the institutional activities.
- Monitor the utilization of funds with respect to all plans and other developmental schemes and Submit compliance reports to the Principal.

Quality Assurance

- Develop quality benchmarks / parameters for various academic and administrative activities and disseminate the same for ensuring quality education.
- Facilitate a learner-centric environment conducive for quality education through participatory teaching and learning process.
- Ensure periodic feedback responses from students, parents and other stakeholders on quality-related processes.
- Organize and document various inter and intra-institutional programmes such as workshops, seminars on quality related issues/themes and their promotion.
- Maintain institutional database through MIS for the purpose of sustaining and enhancing the institutional quality.
- Prepare the Annual Quality Assurance Report (AQAR) based on the quality parameters/assessment criteria.
- Recommend the Principal to consider favorably the conduction of expert lectures, Add-on courses, student paper contests, exhibitions/workshops, faculty improvement Programs, enhancing qualifications/continuity education programs and so on.


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Hyderabad-501 401.

Date: 02-07-2018

OFFICE ORDER

DEAN – IIIC

As the Head of Industry Institute Interaction Cell he attends to students' needs and recommends to the Principal.

- | | |
|--|-----------|
| 1. Dr. T. Vishnu Vardhan, Prof., ME | - Dean |
| 2. Dr. Vijendra Kumar Solanki, Assoc. Professor, CSE | - Co-Dean |

Duties and Responsibilities of the Industry Institute Interaction Cell Include

- To give industrial exposure to Faculty members and students, thus enabling them to tune their knowledge to cope with the industrial culture
- To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries
- Encouraging Engineers from industries to visit institution to deliver lectures
- Participation of experts from industries, in curriculum development
- To organize industrial visits for Faculty members and students
- To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
- Industrial testing by Faculty and technician at site, or in laboratory
- To organize in-plant training for the students
- To identify the areas for executive development programmes in the areas of recent technological advances
- To assist the Departments in establishing rapport with industries for taking up mini projects and projects
- To coordinate/ identify industrial partners for proposing 'Centre for Excellence'.
- To strengthen Alumni relations
- To assist the Training and Placement Division
- Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories
- Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer
- Visiting faculty from industries
- R&D Laboratories sponsored by industries at the institute



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OFFICE ORDER

DEAN – EDC

As the Head of EDC Cell he attends to students' needs and recommends to the Principal.

1. Dr. M. Gurunadha Babu, Prof., ECE

- Dean

2. Dr. K. Jagannayaki, Assoc. Prof. in MBA

- Co-Dean

Duties and Responsibilities of the EDC Cell Include:

1. EDC Cell Connect Students & faculty with MSME, NSIC, EDI JNTUH.
2. The cell supports the Students and their Mentors in Skill Development.
3. The cell encourages the students for Funding and Guidance through various Govt. and Private Agencies.
4. The cell activates close linkage with T-Hub, Technical Incubators in and around Hyderabad.
5. Actively organize programmes in association with EDC Cells of various universities in Hyderabad.
6. EDC Cell organize awareness programmes and camps to all the students.
7. Creates awareness among the students about the various Govt. Funding Programmes to convert their dreams into reality.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **General Services Committee for the A.Y. 2018-19.**

- | | |
|---|---------------|
| 1. Mrs. D. Janaki, Asst. Prof. of Chemistry, H&S | - Coordinator |
| 2. Mr. M. Ravi, Assoc. Professor, CSE | - Member |
| 3. Mr. Tirupathi, Asst. Professor, ME | - Member |
| 4. Mr. C. Kumaraswamy, Asst. Prof., ECE | - Member |
| 5. Mr. S. Ghanshyam Singh, Asst. Prof., CE | - Member |
| 6. Mr. K. Raji Reddy, Asst. Professor in Physics, H&S | - Member |
| 7. Ms. M. Radhika, Asst. Professor in MBA | - Member |

Duties and Responsibilities of the General Services Committee Include

- Carryout General Maintenance of the Institution.
- Procure the required materials with the approval of the Principal.
- Regular feedback on facilities from the concerned members.
- Submit Quarterly Report to the Principal.

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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Examination Committee for the A.Y. 2018-19.

Controller of Examinations:

- | | |
|-------------------------|---|
| 1. Addl. Controller -I | - Mr. D. Upendra Chary, Asst. Prof., Mechanical |
| 2. Addl. Controller -II | - Mr. M. Sri Rama Lakshmi Reddy, Asst. Prof., CSE |
| 3. Assistant | - Mr. K. Raji Reddy, Asst. Prof., H&S (Physics) |
| 4. Assistant | - Mr. M. Rakesh, Jr. Asst. Exam Branch |
| 5. Assistant | - Mr. D. Venu Kumar, Jr. Asst. Exam Branch |
| 6. Department Incharge | - Mr. M. Mahipal Reddy, System Admin. |
| 7. Department Incharge | - Mr. G. Krishna Lava Kumar, Asst. Prof., CSE |
| 8. Department Incharge | - Mr. P. Pavan Kumar, Asso. Prof., ECE |
| 9. Department Incharge | - Mr. C. Kumara Swamy, Asst. Prof., CE |
| 10. Department Incharge | - Mr. N. Prabhakar, Asst. Prof., ME |
| 11. Department Incharge | - Mr. K. Hareesh Kumar Reddy, Asst. Prof., MBA |
| | - Mr. E. Ramana, Asst. Prof., H&S |

Duties and Responsibilities of the Exam Branch Committee:

- Maintain the student master record and university correspondence.
- Maintain the record of internal/end examination including laboratory results.
- Maintain the record of malpractices.
- Maintain the record of detained students list.
- Maintain the record of students credits.
- Maintain the record of supplementary students list.
- The answer scripts of internal exam and laboratory exams should be kept under safe custody.
- Display all the results the notice board soon after with announcement of result of each examination.
- The stationery related to examinations should be supplied only from the exam branch and maintain the account properly.
- Prepare internal/external examinations time table and display in the notice board in advance. A copy of the same should be submitted to A.O., Heads and Principal.
- The lab examinations time tables should be prepared after consultation with the concerned dept. head.
- Appoint the examiners for internal/external examinations with the consultation of the Principal and prepare appointment order in this regard and the same should be given to the examiners. All the process should be carried out confidentially.
- Invigilation duties should be prepared in advance and informed to the concerned invigilators.
- Collect the Question papers along with required no. of Xerox copies in the sealed covers and supply the required no. of question papers to the exam halls 5 minutes before commencement of exam.
- Seating plan and numbering should be made and have to be displayed in the notice board and respective exam halls in advance.
- Make necessary arrangements for end examinations as per JNTU norms.
- Collect the final list of students from the office and allot the Roll numbers as per JNTU norms and submit the list to A.O., Heads and the Principal.
- Collect the answer scripts after completion of the exams. Segregate the sheets according to the subject. Handover the same to the concerned faculty. The corrected answer scripts to be taken back along with marks in the stipulated time frame.
- Collect the examination, late and condonation fee from the students according to the dates prescribed by JNTU.
- Prepare the list of students attendance in the form of above 75%, between 65% -75% and below 65% i.e. detained. This is to be prepared at the end of semester/academic year and submit to the University along with hall tickets and fee in the stipulated time.
- The required submission to JNTU related to the examinations i.e. Marks, Attendance, malpractice cases etc. should be made in the stipulated time given by the JNTU.
- The marks list duly signed by the concerned faculty members should be collected.
- Maintain the record of issued hall tickets.
- Prepare the list of remuneration for examiners/ invigilators as per JNTU norms, collect the amount from the office, disburse and maintain the account.

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PRINCIPAL

Principal

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Date: : 02.07.2018

CIRCULAR

All the staff members are hereby informed that the **College Academic Committee** is formed with the following members for the **A.Y. 2018-19**.

1. Dr. B. Satyanarayana, Prof., CSE & Principal	- Chairman
2. Dr. M. Srinivas, Prof., & HOD, MBA	- Member
3. Dr. S.Arvind, Dean R&D	- Member
4. Dr. Gurunadha Babu, Dean EDC	- Member
5. Dr. K. Praveen Kumar, Dean IQAC	- Member
6. Dr .T Anil Kumar, Prof., & HOD ECE	- Member
7. Dr. D. Baswaraj, Prof., & HOD CSE	- Member
8. Mr. A. Krishna Rao, Assoc. Prof. & HOD Civil	- Member
9. Dr. T. Vishnu Vardhan, Prof., HOD ME & Dean IIC	- Member
10. Dr. B.Tulasi Lakshmi Devi, Prof., & HOD H&S	- Member
11. Mr. D. Upendra Chary, Assoc. Prof., & COE	- Member
12. Dr. S Shankaran, Prof., CE	- Member
13. Dr. A. Usha Bala, Prof., H&S	- Member
14. Dr. Vinit Kumar Gunjan, Assoc. Prof. & Dean I & IC	- Member
15. Dr. B Sridhar Babu., Assoc. Prof., & HOD ME	- Member
16. Dr. Lakshmi Keshav Prof., CE	- Member Secretary

Duties and Responsibilities of the Academic Committee

- Review the academic activities on regular basis.
- Review the students and faculty development programmes.
- Visualize and formulate perspective plans for the development and growth of the college.
- Formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
- Draw new schemes of development.
- Plan for resource mobilization through industry interaction, consultancy and extra-mural Funding.
- Promote research and extension activities
- Promote teaching innovations and student placement programmes.
- Plan for sustaining the quality of education, quality improvement and accreditation
- Recommend schemes to promote participation of academic departments in Community development activities in the region.
- Consider such other activities for furtherance of academic excellence.

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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Academic Programmes (Seminars, FDP, SDP & Paper Presentation) Committee** for the A.Y. 2018-19.

1. Dr. M. Venkata Ramanaiah, Prof., ECE	- Coordinator
2. Mrs. B. Sunitha Devi, Assoc. Prof, CSE	- Member
3. Mr. G. Venkata Ramana, Assoc. Prof. ME	- Member
4. Dr. S. Sankaran, Prof., CE	- Member
5. Dr. C.V. Madhusudhana Rao, Prof., H&S,	- Member
6. Dr. K. Jagannayaki, Assoc. Prof., MBA	- Member

Duties and Responsibilities of the Committee:

- Prepare topics and inform students 3 days before the event every week for each seminar.
- Conduct the event in free and fair manner (every one must be given equal importance) and submit the report to the principal through the respective HOD's.
- Motivate all the students to take participation in both activities.
- The winners to be disclosed after verification of the panel.
- Maintain complete records properly.

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All the staff members and the students are hereby informed that the following are appointed as members of **Sexual Harassment / Internal Complaints Committee (Women Protection Cell)** for the A.Y. 2018-19.

Chairman – Principal
Convener – Dr. A. UshaBala, Professor in English (H&S)
Members -

1. Mrs. Anantha Lakshmi, Asst. Professor in Mathematics (H&S)
2. Mrs. B. Sunitha Devi, Assoc. Professor in CSE
3. Mrs. Archana, Asst. Professor in ECE
4. Mrs. G. Kalyani, Assoc. Professor in CE
5. Mrs. M. Akhila Reddy, Asst. Professor in MBA
6. Ms. B. Vaishnavi, 2nd Year, ECE
7. Ms. S. Sreeja, 2nd Year, CSE
8. Ms. V. Sai Shivani, 3rd Year, CSE
9. Ms. Harshita, 3rd Year ECE
10. Ms. Shravya, 4th Year, CSE
11. Ms. Harisha, 4th Year, ME
12. Ms. Shivani, 4th Year CE

OBJECTIVES:

1. Promote gender amity amongst all CMRIT employees and students thereby preventing gender discrimination and sexual harassment towards women.
2. Recommend modifications/elaborations in the Rules, Standing orders and Bye-Laws etc, towards achieving justification and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts pertaining to harassment and discrimination of women.
3. Expedite the legal procedures in cases of sexual harassment while ensuring psychological well-being of the victimized through healing mechanisms.
4. Advocate appropriate punitive action against the guilty through proper channel, i.e. the Principal/the Chairman.

Meetings

The committee shall meet at least twice a year. The meetings may be chaired by the Chairman and the Convener will be responsible to call the meeting and take the minutes.


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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of **Placement & Training Committee** for the A.Y. 2018-19.

- | | |
|--|---------------|
| 1. Mr. Ahmed Ali, Placement Officer | - Coordinator |
| 2. Mr. A. Balaram, Assoc. Prof. in CSE | - Member |
| 3. Mr. T. Santosh Kumar, Asst. Professor in ECE | - Member |
| 4. Mr. K. Karunakar, Asst. Professor in CE | - Member |
| 5. Mr. N. Chandrasheker Reddy, Assoc. Professor in H&S | - Member |
| 6. Mr. G. Umamaheshwar Rao, Assoc. Professor in MBA | - Member |

Duties and Responsibilities of the Placement & Training Committee:

(i) Training

1. To create an awareness among the students about the requirements of various recruiting organizations.
2. To create awareness and train the students in communication skills.
3. To establish a "Centre for Career Guidance and Counseling" and to organize professional counseling by experts in career opportunities.

(ii) Placement

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.
3. To organize regular mock interviews and group discussions in association with the language faculty.
4. To intimate the students about the placement campaign in various major cities in the country.
5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
6. To gather the information about further studies of various universities and display the same for higher studies.
7. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOEFL / GMAT / GATE etc in coordination with library committee.
8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

(iii) Alumni

1. To educate the present outgoing batch of students about the alumni association and its relevance for the betterment of the students after their graduation.
2. To coordinate the filling up of the alumni proforma by the outgoing students.
3. To maintain an alumni database and conduct an alumni get together at least once in a year.
4. To send greetings or letters of appreciation to the alumni.

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CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of RTI Committee for the A.Y. 2018-19.

1. Dr. K. Jagannayaki, Assoc. Prof. of MBA	- Coordinator
2. Dr. K. Kenanya Kumar, Asst. Prof. of CSE	- Member
3. Prof. A. Sai Kumar Goud, Prof., ECE	- Member
4. Dr. R. Gopalakrishnan, Prof. in CE	- Member
5. Mr. N. Chandra Sekhar Reddy, Assoc. Prof. in H&S	- Member
6. Mr. M.V.A. Ramakrishna, Assoc. Prof. in ME	- Member

Duties and Responsibilities of the RTI Committee:

- Document the information pertaining to the students and institutional activities.
- Maintain RTI data.
- Prepare the reply to any enquiry received through RTI application.

Copy submitted to Secretary

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2. All Concerned
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PRINCIPAL

Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Principal

CMR INSTITUTE OF TECHNOLOGY
Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Date: 02.07.2018**CIRCULAR**

All the staff members and the students are hereby informed that the following are appointed as members of **Purchase / Technical Services Committee** for the **A.Y. 2018-19**.

- | | |
|---|---------------|
| 1. Dr. A. Sudhakar, Prof., ECE | - Coordinator |
| 2. Mr. K. Morarjee, Assoc. Professor, CSE | - Member |
| 3. Mr. Md. Abdul Raheem, Assoc. Professor, ME | - Member |
| 4. Dr. Janga Prasad, Assoc. Prof., ECE | - Member |
| 5. Mr. Sai Sekhar Reddy, Assoc. Prof., CE | - Member |
| 6. Ms. B. Sudha Rani, Asst. Professor in Chemistry, H&S | - Member |
| 7. Mrs. N. Vanaja, Asst. Professor in MBA | - Member |

Duties and Responsibilities of the Purchase/ Technical Services Committee:

- Carryout Technical equipments requirements / maintenance of each department.
- Call for the Quotations and prepare a comparative statement.
- Recommend the Quality Equipment with competitive price.
- Procure / Service from the recommended service provider by the concerned department and approved by the Principal.
- Submit Quarterly Report to the Principal.


PRINCIPAL*Principal*

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Kandlakoya (V), Medchal Road,
Hyderabad-501 401.

Date: 02.07.2018

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as **Subject Coordinators for I-B.Tech.** for the **A.Y. 2018-19.**

- | | |
|---|-------------------|
| 1. Dr. Usha Bala Adavi, Prof. in English, H&S | - English |
| 2. Dr. C.V. Madhusudhana Rao, Prof. in Physics, H&S | - Engg. Physics |
| 3. Ms. B. Sudha Rani, Asst. Professor in Chemistry, H&S | - Engg. Chemistry |
| 4. Dr. B. Tulasi Lakshmi Devi, Prof. in Maths, H&S | - Mathematics-I |
| 5. Mr. K. Srinivasa Rao, Asst. Professor in CSE | - CPS |
| 6. Mr. N. Chandra Sekhar Reddy, Assoc. Prof. in H&S | - Engg. Mechanics |
| 7. Mr. M. Paramesh, Asst. Professor in H&S | - Engg. Drawing |
| 8. Mr. E. Ramana, Asst. Prof in H&S | - BEEE |

Duties and Responsibilities of the Subject Coordinators for I-B.Tech.:

- Frame the Academic Schedule.
- Monitor the Academic Progress.
- Weekly report to HOD & Principal.
- Identify the Remedial measurements to weak students.

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Date: : 02.07.2018

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as **Heads of the Department** for the **A.Y. 2018-19**.

- | | |
|----------|--|
| 1. CSE | : Dr. D. Baswaraj, Prof. & HOD, CSE
Mr. A. Nageswar Rao, Assoc. Prof., CSE, I/C |
| 2. ECE | : Dr. T. Anil Kumar, Assoc. Prof., & HOD, ECE
Mr. K. Niranjan Reddy, Assoc. Prof., ECE, I/C |
| 3. CE | : Mr. A. Krishna Rao, Assoc. Prof. & HOD, CE
Mr. K. Srinivas, Assoc. Prof., CE, I/C |
| 4. ME | : Dr. B. Sridhar Babu, Assoc. Prof., & HOD, ME
Mr. G. Venkata Ramana, Assoc. Prof., ME, I/C |
| 5. H & S | : Dr. B. Tulasi Lakshmi Devi, Prof. & HOD, H&S
Mr. K. Srinivasa Rao, Asst. Prof., H&S, I/C |
| 6. MBA | : Dr. M. Srinivas, Prof., & HOD, MBA
Mrs. M. Akhila Reddy, Asst. Prof. MBA, I/C |

Duties and Responsibilities of the Heads of the Department:

- Ensure that the attendance registers for theory and practical subjects are maintained properly.
- Ensure that all the experiments listed out in the syllabi are conducted in each laboratory.
- Ensure that the observation books and record for all the laboratories are properly evaluated.
- See that the session all marks are awarded for theory and practical as per regulations and ensure that the details are ready for verification by any members of staff appointed by the University.
- Ensure the conduct of practical examination as per regulations and maintain record of answer scripts for scrutiny by University authorities.
- Ensure that the syllabus for theory and practical work is covered in an evenly distributed manner proportionate to working days.
- Ensure that the syllabus coverage is distributed evenly for each subjective/online examination.
- Make sure that every staff member maintains a diary for the classes handled by him and the valid reasons for not holding any period.
- Forward the Staff leaves only after ensuring the work adjustments.
- Ensure that the students' permission/leave letters are forwarded only after evaluating the complexity.
- Carry out the students counseling based on less attendance, abnormal behavior and weak in studies.
- Meet the principal and discuss the developmental activities on day to day basis.
- Ensure that the syllabus allotted to the concerned faculty is completed in stipulated time frame.
- Ensure that the overall distribution of work load on the faculty should be equal and unbiased.


Principal

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Date: 02.07.2018

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Time Table Committee for the A.Y.2018-19.

- | | |
|---|---------------|
| 1. Dr. B. Tulasi Lakshmi Devi, Prof., & HOD,H&S | - Coordinator |
| 2. Dr .T Anil Kumar, Prof., & HOD ECE | - Member |
| 3. D. D. Baswaraj, Prof., & HOD CSE | - Member |
| 4. Mr. A. Krishna Rao, Assoc. Prof. & HOD Civil | - Member |
| 5. Dr. B. Sridhar Babu, Assoc. Prof., & HOD, ME | - Member |
| 6. Dr. M. Srinivas, Prof., MBA | - Member |

Duties and Responsibilities of the Time Table Committee:

- Review the Timetables prepared by the coordinators well in advance before commencement of class work.
- Ensure the equal distribution of work load.
- Ensure that the prepared timetables are circulated to all concerned, well in advance.


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Date: 02.07.2018**CIRCULAR**

All the staff members and the students are hereby informed that the following are appointed as members of **NSS Committee** for the **A.Y. 2018-19**.

- | | |
|--|---------------|
| 1. Mr. G. Nanda Gopal, Asst. Prof., H&S, | - Coordinator |
| 2. Ms. O. Nikhila, Asst. Prof., H&S | - Member |

Duties and Responsibilities of the NSS Committee:

- Motivate the students towards NSS activities.
- Prepare the budget requirement.
- Liaison with NSS Cell JNTUH.
- Conduct NSS activities in the campus.
- Accompany the NSS volunteers to various Camps.
- Submit Quarterly Report to the Principal.

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Date: 02.07.2018

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All the staff members and the students are hereby informed that the following are appointed as members of **Grievances Redressal Committee** for the **A.Y. 2018-19**.

- | | |
|---|------------------|
| 1. Dr. M. Srinivas, Prof., MBA | - Coordinator |
| 2. Mr. G. Venkata Ramana, Asso. Prof. ME | - Co-Coordinator |
| 3. Dr. B. Tulasi Lakshmi Devi, Prof. Maths, H&S | - Co-Coordinator |
| 4. Mr. P. Pavan Kumar, Asso. Prof., CSE | - Member |
| 5. Mr. M.V.A. Ramakrishna, Assoc. Prof., ME | - Member |
| 6. Mrs. Muni Praveena Rela, Assoc. Prof., ECE | - Member |
| 7. Mr. K. Srinivas, Asso. Prof., CE | - Member |
| 8. Dr. K. Jagannayaki, Asso. Prof. MBA | - Member |

Duties and Responsibilities of the Grievances Redressal Committee:

- The cases will be attended promptly on receipt of written grievances from the students/faculty.
- The committee formally review all cases and will act accordingly as per the provisions as laid down in the institutional policies.
- The committee will give the report to the Principal about the cases attended and forward the recommendation to the principal, the penalty to be imposed, action to be taken and corrective measures to be formulated.


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Date: 02.07.2018

CIRCULAR

All the staff members and the students are hereby informed that the following are appointed as members of Canteen Hygiene Committee for the A.Y. 2018-19.

- | | |
|---|---------------|
| 1. Dr. Pradeep Kumar, Assoc. Prof. of ECE | - Coordinator |
| 2. Mr. S. Asif, Asst. Prof, CSE | - Member |
| 3. Dr. Gopala Krishna, Prof, CE | - Member |
| 4. Mr. S.Venugopal Rao, Assoc. Prof, ME | - Member |
| 5. Mr. B. Thirupathi, Asst. Prof. of H&S | - Member |
| 6. Dr. Ramesh, Assoc. Prof. MBA | - Member |

Duties and Responsibilities of the Canteen Hygiene Committee:

- Visit the Canteen at regular intervals.
- Check the hygiene of food and utensils.
- The Cleanliness of the kitchen and surroundings.
- Confirm the availability of all food articles to all the students.
- Advise the Canteen Supervisor to improve the quality as and when required.
- Advise the Canteen Supervisor to give moderate rates for the products.
- Enquire from the Students about the quality of food/articles.
- Any Complaint in this regard should be brought to the notice of the Principal.

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All the staff members and the students are hereby informed that the following are appointed as members of **Games Sports Committee** for the **A.Y. 2018-19**.

1. Mr. D. Raj Kumar, Asst. Professor in H&S	- Coordinator
2. Mrs. Naga Geetha, Asst. Professor in ECE	- Member
3. Mr. K. Karunakar, Asst. Professor in CE	- Member
4. Dr. Kenanya Kumar, Asst. Professor in CSE	- Member
5. Mr. Y. Balaram, Asst. Professor in ME	- Member
6. Mr. K. Hareesh Kumar Reddy, Asst. Professor in MBA	- Member

Duties and Responsibilities of the Sports Committee:

- Ensure the availability of all sports equipment at all times.
- Procure new items as and when required.
- Maintain every record of the purchase i.e. quotation, purchase order, bills and stock register.
- Be in touch with the captains for any kind of developmental activities.
- Bring it to the notice of the Principal any issue deemed fit.

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Date: 02.07.2018**CIRCULAR**

All the staff members and the students are hereby informed that the following are appointed as members of **Library Committee** for the A.Y. 2018-19.

1. Dr. S. Shankaran, Prof., CE	- Coordinator
2. Dr. A. Usha Bala, Prof., English, H&S.	- Member
3. Dr. Satheesh Kumar, Prof. ME	- Member
4. Mr. Nagula Meera, Assoc. Prof. of ECE	- Member
5. Mr. A. Balaram, Assoc. Prof. of CSE	- Member
6. Mrs. Asmatunisa Begum Asst. Prof., MBA	- Member

Duties and Responsibilities of the Library Committee:

- Recommend the required volumes, titles of books, Journals, Magazines, News papers, Audio video CD's and infrastructure as per AICTE/ JNTUH norms.
- Identify old manuscripts and other related material to be procured and recommend the same for purchase.
- Check the correctness in the stock register/ Accession register.
- Any complaint / suggestion from the students / staff should bring to the notice of the Principal.


PRINCIPAL*Principal*
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Date: 02.07.2018

CIRCULAR

All the students and staff members are hereby informed that the following members are appointed for News Letter/Wall Magazine/Quiz for the A.Y. 2018-19.

1. Dr. Bh.V. Gopinath, Prof. in English, H&S	- Coordinator
2. Mrs. S. Usha Rani, Assoc. Prof. in English, H&S	- Member
3. Mr. V. Sreehari, Asst. Prof. in English, H&S	- Member
4. Mrs. Julia, Asst. Prof. in English, H&S	- Member
5. Mr. Arif Ahmed, Asst. Prof. in English, H&S	- Member
6. Mrs. V. Vijaya Lakshmi, Asst. Prof. English, H&S	- Member

Duties and Responsibilities:

- Keep a record of events and collect data regarding departmental activities.
- Collect photographs of all college events.
- Write reports on all events.
- Motivate students to write and collect articles.
- Coordinate publishing of newsletter.
- Motivate students to contribute articles, sketches, clippings from newspapers or magazines.
- Select articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and distribute prizes to the winners.
- Change articles once or twice a week depending on the importance of the article.
- Maintain a report of the exhibits.

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Date: 02.07.2018

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All the students and staff members are hereby informed that the following members are appointed for Website / Online College Portal for the A.Y. 2018-19.

- | | |
|--|---------------|
| 1. Mr. T. Nagaraju, Asst. Prof. in CSE | - Coordinator |
| 2. Mr. M. Mahipal Reddy, System. Administrator | - Member |

Duties and Responsibilities of the Seminars Committee:

- Update the web site periodically on various issues such as: faculty & student data, library details, results and performances, new affiliations / tie-ups / MOUs Signed / accreditations, awards / rewards, news and events of the institute.
- Constantly update the web-site by incorporating improvements.
- Monitor the security of web-site periodically and take necessary measures.

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All the staff members and the students are hereby informed that the following are appointed as members of Cultural Activities for the A.Y. 2018-19.

1. Dr. G. Shanmuga Priya, Prof. of ECE	- Coordinator
2. Mrs. Haripriya Patra, Asst. Prof. in CSE	- Member
3. Mrs. D. Mamatha, Asst. Prof. in ECE	- Member
4. Ms. K. Mounika, Asst. Prof. in CE	- Member
5. Mr. Nagarjuna Reddy, Asst. Prof. in ME	- Member
6. Mrs. C.B. Sailaja, Asst. Prof. in Physics, H&S	- Member
7. Mrs. G. Anoosha Reddy, Asst. Prof. in MBA	- Member

Duties and Responsibilities of the Seminars Committee:

- Coordinate all the events and festivals of the college as per schedule and procedures.
- Prepare a data base of highly talented students in different activities and motivate them to participate in the events within and outside the college.
- Organize the cultural events with the help of other staff members.
- Mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
- Maintain the photo album, video and audio recording of all the events organized at the college.
- Maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit to the principal.
- Identify cultural and technical event in charges.
- Coordinator if he so desires may form subcommittees as mentioned below for the event management.
 - Stage In-charge - audio-visual equipment, stage management material, etc.
 - Finance in-charge – maintain all the files, bills, reports, records and documentation pertaining to every event organized by the college.
 - Audio & Video in-charge –maintain the photo album, video and audio recording of all the events organized in the college.
 - Hospitality in-charge for transportation, refreshments, reception, presentations and gifts.


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Date: 02.07.2018

CIRCULAR

All the office staff members are hereby informed that some of the office duties are separated for administrative purpose and accountability and they are allotted to individual staff members as per the duties mentioned against your names for the A.Y. 2018-19.

1) Mr. P.S.R.K. Subrahmanya Sharma – Admin .Officer

- 1) Security
- 2) Canteen
- 3) Material Procurement
- 4) Cleaning supervision & General maintenance & Repairs of the General furniture and equipments of the Campus
- 5) Student Admissions
- 6) Internal Arrangements
- 7) Transport
- 8) Miscellaneous
- 9) Campus discipline & Cell phones checking and seizing, general discipline in the campus and in front of the college such as Ragging, Teasing etc.
- 10) Office Administration & Correspondence
- 11) Lists Submissions and approvals
 - a) Higher Education
 - b) Technical Education
 - c) JNTUH

- Any other work assigned by the authorities from time to time.
 - To report Principal/Secretary or Management in the same order unless specified.
- Others will share the duties in case of anybody is absent or depending on the demand as per the advice by Principal / Secretary in the same order.

2) Mrs. B. Nagamani, Jr. Asst.

- 1) Bank Transactions
- 2) General Accounts
- 3) Writing of Account Books, Cash books & Vouchers
- 4) Preparation of Salary Bills & wages and disbursement
- 5) Acquittance Register writing and collection of signature from the staff.
- 6) Filing:
 - a) AICTE
 - b) Higher Education
 - c) Technical Education
 - d) JNTUH

- 7) Circulars and Notice Board Maintenance
- 8) Staff list preparation
- 9) Typing works

- To report A.O./Principal/Secretary or Management in the same order unless specified.

Others will share the duties in case of anybody is absent or depending on the demand as per the advice by A.O./Principal / Secretary in the same order.

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3. Mr. S. Shiva Kumar - Jr. Asst.

- 1) Preparation of Tuition fee and other fee dues & bill books
- 2) Store Maintenance & Stock Register writing.
- 3) Payment of Telephone Bills, Electricity Bills and Maintenance Bills.
- 4) Student Personal Files and T.C. preparation
- 5) Personnel Section (Staff) files maintenance (Teaching & Non-Teaching)
- 6) Scholarships
- 7) NRI fees and Special Fee collection

Any other work assigned by the authorities from time to time.

4. Mr. S. Srinivas Rao - Jr. Asst.

- 1) Student personal files and T.C's preparation.
 - 2) Bonafide Certificates & ID Cards
 - 3) Inward & outward
 - 4) Leave Register
 - 5) Admission Register
 - 6) Students list preparation of all courses in consultation with Exam Cell I/c
 - 7) Typing works
- Any other work assigned by the authorities from time to time.
 - To report A.O./Principal/Secretary or Management in the same order unless specified.
 - Others will share the duties in case of anybody is absent or depending on the demand as per the advice by A.O./Principal / Secretary in the same order.

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