

# ORGANIZATIONAL MANUAL

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

**Version 2.0**



## CMR INSTITUTE OF TECHNOLOGY

**(UGC - Autonomous)**

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

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## **BRIEF PROFILE OF THE PROMOTERS**

### **Sri. Ch. Malla Reddy, Founder Chairman, MGRES, MLA & Ex Hon'ble Cabinet Minister, TG**



Sri Ch. Malla Reddy is the Founder Chairman of CMRGI, recipient of Vidya Ratna Award by India Today and MLA & Ex Hon'ble Cabinet Minister, Telangana. Driven by unprecedented quench for learning & knowledge for over 30 years, he pioneered in establishing the most promising CMR Group of Institutions. He continues this unswerving journey to further his aims, objectives and mission - all leading towards reaching the zenith.

### **Smt. Ch. Kalpana, Chairperson, CMRGI**

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



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



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

### **Dr. Ch. Gopal Reddy, Secretary & Correspondent, MGRES**

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



### **Smt Ch. Vasantha Latha, Joint Secretary, MGRES**



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

### **Sri Ch. Mahender Reddy, Treasurer, MGRES**

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



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



Dr. M. Janga Reddy, Founder Principal & Director CMRIT since inception, is a distinct personality and honored with IKON-Dronacharya Award. He has been awarded as the Best Teacher by Lions Club. With his abundant energy & patience, he enables the employees & students to perform with commitment for the welfare of the Institution. He contributed 135 research articles to various journals of national and international repute, holds 11 international patents, and a Research Supervisor, Member of RRM, BOS and Purchase Committee – SIT, UGCASC, JNTUH and life member of ISTE/CSI/IETE/IEEE, on editorial boards of several journals and guided nine Ph.D. scholars of which three are awarded.

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## **INTRODUCTION**

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

The document is a fusion product based on

1. The University Grants Commission, New Delhi, India guidelines for autonomous colleges.
2. Bye laws of CMRIT.
3. Telangana Govt. Rules and Regulation for Affiliated Colleges.
4. Previous documents/manuals of the Institute.
5. Existing Best Practices in the institution.

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

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

### **Preamble**

The Organizational Manual shall be called as “The **CMR Institute of Technology**, Kandlakoya (V), Hyderabad, Organizational Manual” and shall be deemed to have come into effect and shall apply to all the employees of the institute as per their date of joining.

### **Definitions**

1. ‘College’/‘Institute’/‘CMRIT’ means CMR Institute of Technology, Kandlakoya (V), Medchal Dist., Hyderabad.
2. ‘Management’ means Management Committee of CMRIT constituted as per AICTE norms.
3. ‘Government’ means the Government of Telangana (TG).

4. 'University' means "Jawaharlal Nehru Technological University Hyderabad (JNTUH)".
5. 'Student' means a candidate who has taken admission into B. Tech./M.Tech./MBA course as per the guidelines stipulated from time to time by the Government of Telangana for admissions into various courses of study and of JNTUH, Hyderabad.
6. 'Governing Body' means the Governing Body (GB) of CMRIT constituted as per UGC/AICTE norms.
7. 'Academic Council' means the Academic Council (AC) constituted as per the guidelines of UGC.
8. 'Board of Studies' means Board of Studies (BoS) constituted in each department as per the guidelines of UGC.
9. 'Finance Committee' means the committee constituted as per the guidelines of UGC to look into financial aspects of the institution.
10. 'Chairman' means The Chairman of the Managing Committee/The Governing Body of CMRIT.
11. 'Secretary & Correspondent' means the Secretary & Correspondent of CMRIT.
12. 'Director' means the Head of the Institution (HOI).
13. 'Principal' means Principal of the Institution.
14. 'Dean' means The Dean of the respective cell of the Institute.
15. 'Controller of Examinations' means the Controller of Examinations (COE) of CMRIT.
16. 'Head of the Department' means the Head of an Academic Department (HOD) of CMRIT.
17. 'Employee' means a person who is employed by CMRIT including Principal and Vice-Principal excluding those who are engaged on part time basis or daily wages.
18. 'Faculty member' means the teacher (Assistant/Associate/Professor) working on regular or ad-hoc basis in any of the Academic Departments of CMRIT.
19. 'Vacation' means any recess in an academic year, which is for a minimum period of Ten days.
20. 'Vacation Staff' means employees who are allowed to avail vacation. All other employees are deemed to be Non-Vacation staff.
21. 'Teaching Staff' means Principal, Deans, Vice-principal, Professors, Associate Professors, Assistant Professors, Librarian, Physical Education Director and any other category of post declared so by the Management.
22. 'Technical Staff' means Workshop Superintendent, System Administrator, Programmers, Asst. Programmers, Computer Operators, Technicians and Lab assistants:
23. 'Non – Teaching staff' means Office: Administrative Officer, Deputy AO/Superintendent, PA to Principal, Accountant, Cashier/Accounts Clerk, Office Assistant - Staff Related Functions, Office Assistant - Student Related Matters, Office Assistant – scholarship and liaison Office, Receptionist/Telephone Operator, Estate In-charge, Electrician; **Group IV employees / Contingent staff** Watchman/Security/NMR, Attenders, Gardner and Sweepers etc.
24. Competent Authority - Chairman/Secretary & Correspondent in the case of Director and Principal in the case of all other employees.

## ABOUT THE INSTITUTION

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

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

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

**Enhancing Employability:** The Placement Cell of the institution holds a good stake of employability/placement record and it broke the targeted pay packages, placements, interns and companies visited (on/off/pool campus and onsite interviews). Many of the offers are from MNCs with average respectable pay packages, our best pay package till now being Rs 44 LPA.

**Interdisciplinary Research:** The institution has constituted interdisciplinary research groups to take up R&D work in the thrust/identified areas such as centers of excellence, innovation, incubation and entrepreneurship cell. All efforts are made to create necessary infrastructure and testing facilities for carrying out research in thrust areas. Faculty and students are provided with financial and other necessary support to participate in national/international conferences/seminars, file IPRs, technical competitions/contests and startups by involving as many stakeholders as possible. Well-knit off networking with industries and institutes of higher learning and premier universities in India & abroad has been taken-up. Opportunities for faculty and students is provided to take up innovative projects, handholding junior faculty in the preparation of project proposals, providing financial support for patents, publications, pursuing Ph.D. and Post Doc.

**Industry-Institute Interaction:** CMRIT has established strong Industry links with various organizations and over 90% of companies that visited the campus are engaged in employability/development activities. Some of them are Intel, Amazon, Capgemini, Genpact, TCS, Infosys, Virtusa, NTT Data, HSBC, IBM, Oracle, Jaro, Zensar, Service now, Wipro, SAP, HCL, Mindtree, Cognizant,

Accenture, Hitachi, cyient, L&T Infotech, MEIL, Welsfargo, Reliance Industries, Xilinx, Mentor-graphics, Mphasis, etc. Several industry-based labs have been set up and industry prescribed electives taught to enable strong bondage between Institute and Industry.

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

**Students Innovation & Extra-Curricular Activities:** CMRIT's unique initiative includes catering to the holistic development of the students and provides full-fledged learning. The learning environment caters to instill academic outlook, competitive spirit, interpersonal skills, team work, leadership qualities through encouraging extra-curricular activities. Focus in this direction, has led the students to gear up with unique personality traits suitable to the global challenges. Lateral thinking capacity and innovative ideas in myriad fields are some among such qualities which students are acquainted with. Our students' talents and innovations include the development of hybrid automobile vehicle, drones, robots, racing cars, automated blind sticks, smart street light system, dynamic traffic signaling system, fool proof website, leave management system, etc. In addition, students are motivated with financial assistance to participate in various competitions. Every academic year, students convey abundant enthusiasm to represent the institute in various competitions at regional, university, national and international level and have won laurels to the institute.

**Professional Society Associations and Chapters:** Students actively involve, participate and organize various technical-talks/seminars/workshops/conferences/symposiums/contests through professional student chapters/clubs/cells to understand contemporary practices in industry.

**Sustainability and Environmental Practices:** In line with the vision, CMRIT is in pursuit of building a sustainable and environment friendly campus. As a part of its green initiatives trees have been planted in and around the campus by the students/staff and management under the flagship of NSS cell. Efforts are made towards self-sustainability in terms of energy/water/waste management. A 100 kW solar power unit is installed for generating renewable energy. Rain water harvesting as well as direct ground water table recharge techniques has been implemented. A sewage water treatment plant (STP) of 200k liters capacity is provided for treatment of all sewage generated.

## **Vision, Mission and Quality Policy of the Institute**

**Vision:** To create world class technocrats for societal needs.

**Mission:** Achieve global quality technical education by assessing learning environment through

- Innovative Research & Development
- Eco-system for better Industry institute interaction
- Capacity building among stakeholders

**Quality Policy:** Strive for global professional excellence in pursuit of key-stakeholders.

## **Objectives and Goals**

### **Objectives**

#### **Short Term Objectives**

1. Continuous review of curriculum to bridge gaps, effective TLP, use of modern pedagogy, extensive training to both staff & students and capacity building to cope-up global societal needs.
2. Extensive support to all students, alumni, faculty and other stakeholders for effective interaction and growth through peer & collaborative learning to fill gaps and hit the targets among academia, industry, employability, entrepreneurship, R&D training, higher employment and education.

3. Encourage activities through Innovation Incubation Entrepreneurship Cell to tap entrepreneurship, technical employment/training/R&D and contribute to student/staff/alumni/economy/society.
4. Abreast of global academic culture through collaborative activities with institutional MOUs with industries/universities/R&D centers/IITs/NITs/PCOE/TBI and to enhance R&D publications.
5. Encourage value-added/multidisciplinary/interdisciplinary courses/electives/programmes/R&D to enrich curriculum in the interest of global stakeholders and enhancement of quality of learning.

### **Long Term Objectives**

1. Sponsored/collaborative R&D, consultancy, testing and professional extension services with industries/institutions and to provide MDPs/EDPs, tailor-made/adhoc programmes.
2. Involve external resource persons/experts to offer special courses/TTPs to staff/students.
3. Transform faculty from primarily teaching to research, development and innovation.
4. Inviting industry to start value added programmes in the institute.
5. Offer online/offline courses through video conferencing, electronic library, World Wide Web etc.

### **Goals**

#### **Short Term Goals**

1. Achieve enhancement in Paper publication by 25% every year.
2. Target atleast one Government sponsored R&D project.
3. Strengthen the performance of R&D Cell in all areas.
4. Achieve enhancement in Placements by 25% every year.
5. Strive to sustain among the top 5 of JNTUH Engineering Colleges.

#### **Long Term Goals**

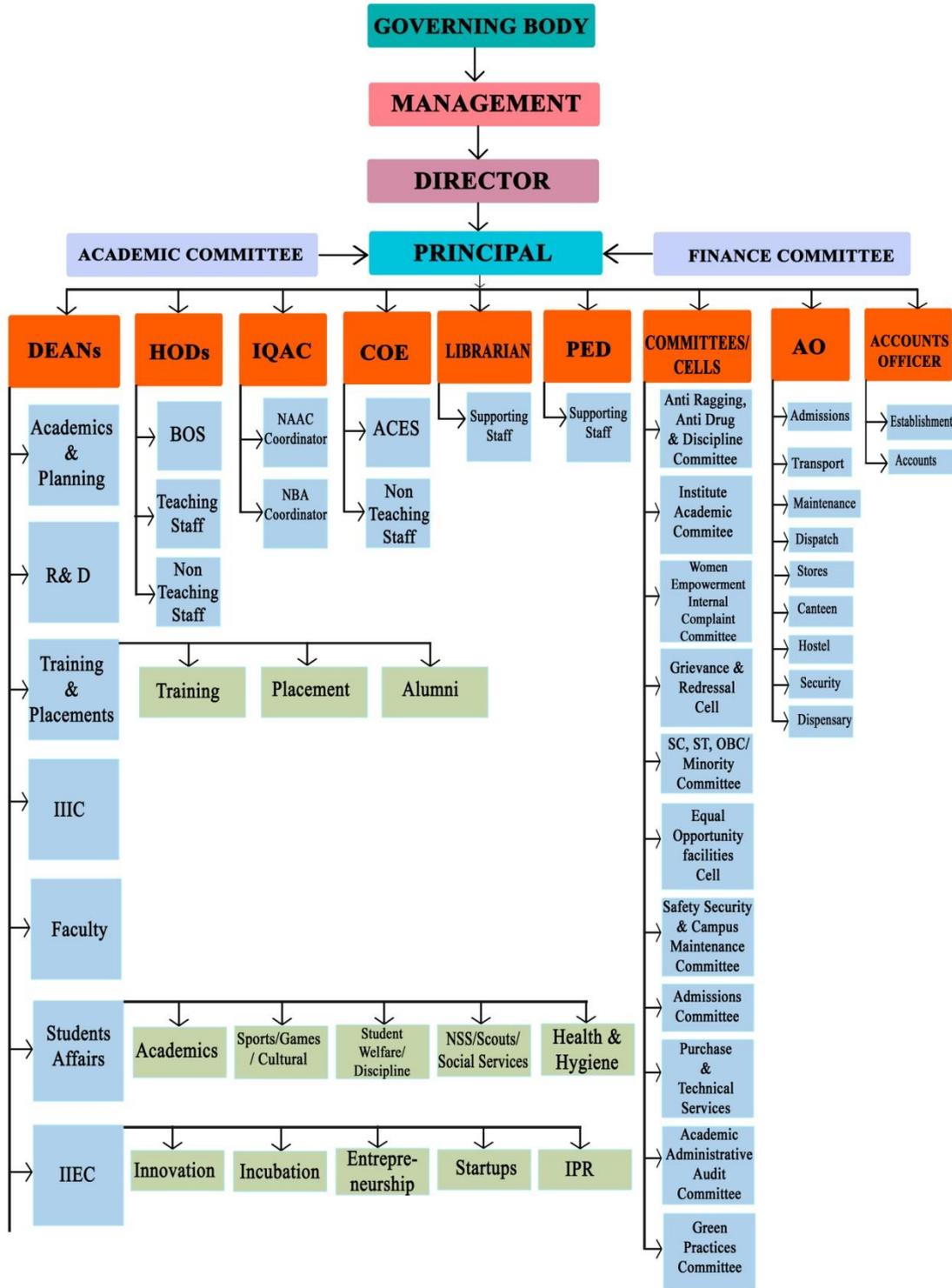
1. Achieve 100% Placements.
  2. Contribution in nation building through full-fledged functioning of R&D Cell.
  3. Strive to achieve NIRF rank below 100.
  4. Deemed to be University status.
  5. Incubate atleast five start-ups.
  6. Fully Residential Campus.
  7. Part of ISRO Student Satellite program.
-

## ORGANIZATIONAL STRUCTURE AND GOVERNANCE

### Organizational Structure

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

**CMR ISTITUTE OF TECHNOLOGY - ORGANIZATIONAL CHART**



## MANAGEMENT COMMITTEE

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

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

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

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

1. Guide on vision, mission, quality policy and strategy development at institution level.
  2. Provide guidelines to constitute Governing Body, Academic Counsel, IQAC, and Institutional Advisory committee, NBA/NAAC Steering Committee, Finance and Audit Committees for effective functioning of the institution.
  3. Advice on issues related to academic-administration, infrastructure, accounts, audits, finance, budgeting, industry-interaction, consultancy, R&D and extension services.
  4. Provide guidelines to maintain student teacher ratio and appoint staff members accordingly.
  5. Provide guidelines on process, metrics and levels of feedback to be collected from stakeholders for mutual interest and welfare.
  6. Suggest guidelines to initiate disciplinary actions on the staff and students through HOI as and when required.
  7. Recommend on introduction of new courses/programmes, variations in intake in existing courses and curriculum development to meet the global challenges.
  8. Provide guidelines for establishment of new facilities and procurement of equipment & materials, from time to time.
  9. Deliberate and decide on such other issues as the case may be.
  10. Communicate to the Governing Body the decisions taken by the management committee, from time to time, for necessary recommendations.
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## **CHAIRMAN**

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

The Roles and Responsibilities of the Chairman:

1. Provide basic information to develop vision, mission & quality policies.
  2. Advise to adapt innovative practices in all the areas of academic-administration.
  3. Provide guidelines to develop strategic alliances to bridge the academic gaps, if any.
  4. Advise the Secretary & Correspondent and/or Director to formulate various expert teams/search-committees particularly at senior administration level to lead institutional leadership, curriculum development, R&D, consultancy, Innovation, Incubation and entrepreneurship.
  5. Provide strategic advice to improve quality admissions and well qualified faculty & administrators.
  6. Address all stakeholders every year on institutional policy & development.
  7. Guide Secretary & Correspondent on budget, R&D revenue generation and other policies.
  8. Provide guidelines on Institution of scholarships, fellowships, studentships, medals, prizes, awards and certificates.
  9. Communicate the road map & blue-print of the vision to the stakeholders on various occasions.
  10. Motivate the faculty to apply for various sponsored research projects/proposals and Accreditations/Certifications/Ranking agencies.
  11. Advice on new UG/PG programmes, academic flexibility/diversity, delegation to national/international alliances and take-up foreign assignments & staff/student exchange programs.
  12. Suggest on appointment of auditor, seek advice on legal/court cases and lay down service rules.
  13. Advice on approvals of investments in movable/immovable property and related title transfers.
  14. Accept and approve endowments for specific purpose(s).
  15. Advice on appointment of Director, Principal, Professor-Emeritus and Visiting-Professors under any state/central government schemes.
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## **SECRETARY & CORRESPONDENT**

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

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

1. Articulate long-term policies of the Management and oversee policy implementation.
  2. Release funds according to the budgetary approvals and contingent cases on specific request.
  3. Constitute and lead the Staff Selection Committee and approve all appointment and relieving orders.
  4. Take required decisions on all college related activities.
  5. Conduct of Governing Body meeting and planning and monitoring committee meetings.
  6. Acquire Endorsement of annual budget.
  7. Approve and release salaries, financial transactions and other bills of expenditure.
  8. Approve international alliances, student-faculty exchange programs and foreign travel grants.
  9. Approve quality policy of the institution.
  10. Perceive any other role or responsibility at the discretion of the Chairman and the Members.
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## **DIRECTOR**

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

### **Functions:**

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

1. Report to the Secretary and Correspondent.
2. Work towards the implementation of Vision, Mission and Quality Policy of the Institution.
3. Ensure that the design and development of curriculum complies with the global requirements.
4. Ensure the implementation of ICTs in TLP practices.
5. Ensure to establish required infrastructure facilities to suit the global academic needs.
6. Ink MOUs with industry for student's internships, visits, projects, employment opportunities, etc.
7. Establish & sponsor professional chapters, technical/professional associations and events.
8. Be responsible for manpower planning for teaching and non-teaching staff for long and short term requirements.
9. Participate in the recruitment process of teaching and non-teaching staff.
10. Lay down norms for fixing the salaries, promotions, increments, etc.
11. Inspect the departments and their functioning on day to day basis.
12. Maintain liaison and coordinate with JNTUH, AICTE, UGC and other professional bodies, engineering and allied departments/industries etc.
13. Advise the principal in the annual budget preparation.
14. Approve all financial matters related to the day to day functioning of the institute.
15. Prepare the strategic plan and work towards the development the institute in all areas.
16. Encourage to organize various faculty and staff development programmes.
17. Guide Principal, HODs and Staff members towards R&D, Extension and consultancy services.
18. Participate in Governing Body meetings as a member and advise in various policy decisions.
19. Advise the Principal, HODs and faculty in various academic and administrative matters.
20. Interact with stakeholders and collect feedback for constructive improvement.
21. Represent the institute in various State and regional level bodies, societies, councils as required.

## **GOVERNING BODY**

The Governing Body (GB) of the Institute has been constituted as per UGC Notification Dated 3<sup>rd</sup> April 2023. The Governing Body consists of academicians, administrators, industrialists and philanthropists. It formulates various policies, provides guidelines for decision making, utilization of financial resources and identifies suitable welfare measures for stakeholders.

The following is the nomenclature of Governing Body:

<b>Number</b>	<b>Designation</b>	<b>Category</b>
01	Chairman	Secretary and Correspondent of MGRES
04	Members	Nominated from MGRES
01	Member	Director, CMRIT
02	Member - Teachers of the College	Nominated by Principal, CMRIT
01	Member - Administrative Staff of the College	Administrative Officer/Senior Administrative Staff
01	Member - Educationist/Industrialist	Nominated by MGRES
01	Member - State Government Nominee	Academician not below the rank of Professor or Official of DTE/TGCHE
01	Member - University Nominee	Nominated by JNTUH
01	Member Secretary	Principal, CMRIT

**Frequency of Meeting:** Meetings of the Governing Body shall be held at least twice a year and on such other occasions as the case may be. The Member Secretary in consultation with the Chairman prepares and circulates the agenda of the meeting well in advance. The Member Secretary maintains the minutes of the meeting and action taken report.

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

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

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

1. Guide the Autonomous College while fulfilling the objectives for which the College has been granted autonomous status.
2. Constitute the scholarships, fellowships, studentships, medals, prizes, and certificates of the Institute based on the recommendations of the Academic Council
3. Approve new programmes of study leading to degrees and/or diplomas.
4. Recruit all the Teaching Faculty/Principal as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
5. Approve the annual budget of the Autonomous College.
6. Perform such other functions and institute committees as may be necessary and deemed fit for the proper development of the Autonomous College.

## **ACADEMIC COUNCIL**

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

The following is the nomenclature of Academic Council:

<b>Category</b>	<b>Status</b>
<b>The Principal</b>	Chairman
<b>All the Heads</b> of Departments.	Member
<b>Four Faculty members</b> of the Institute representing different categories of teaching staff by rotation on the basis of seniority of service in the college.	Member
<b>Not less than Four Experts</b> from outside the Institute representing areas such as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the Governing Body.	Member
<b>Three Nominees</b> from the University.	Member
<b>Controller of Examinations</b> of CMRIT.	Member
<b>A faculty member</b> nominated by the Principal (Member Secretary).	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Scrutinize and approve the proposals of the Board of Studies. If the Academic Council differs on any proposal, it returns the matter for reconsideration to the Board of Studies concerned or rejects it, after giving reasons to do so.
2. Make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
3. Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
4. Recommend to the Governing Body proposals for the institution of new programmes of study.
5. Recommend to the Governing Body scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
6. Advise the Governing Body on suggestions(s) pertaining to academic affairs.
7. Perform such other functions as may be assigned by the Governing Body.

## **BOARD OF STUDIES**

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

The constitution of Board of studies of every department:

<b>Category</b>	<b>Status</b>
Head of the Department concerned	Chairman
The entire faculty of each specialization	Member
Two subject experts from outside the college to be nominated by the AC.	Member
One expert to be nominated by the Vice-Chancellor, JNTUH.	Member
One representative from Industry/Corporate Sector/allied area relating to Placement	Member
One postgraduate meritorious alumnus to be nominated by the Principal.	Member
The Chairman, BOS, with the approval of the Principal of the college, co-opt (a) Experts from outside the college whenever special courses of studies are to be formulated (b) Other members of staff of the same faculty	Member

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

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

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

**Functions:** The roles and responsibilities are to

1. Prepare Syllabi for various courses keeping in view the objectives of the Institute, interest of the Stakeholders and National requirement for consideration and approval of the Academic Council;
2. Suggest methodologies for Innovative teaching and evaluation techniques;
3. Suggest panel of names to the Academic Council for appointment of examiners; and
4. Coordinate research, teaching, extension and other academic activities in the department/college.

## **FINANCE COMMITTEE**

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

### **Composition of Finance and Planning Committee:**

<b>Category</b>	<b>Status</b>
The Principal	Chairman
One person to be nominated by the Governing Body of the College for a period of two years	Member
Finance Officer of the Affiliating University	Member
One Senior-most Teacher of the College to be nominated in rotation by the Principal for two Years	Member
Administrative Officer of the College	Member Secretary

**Frequency of Meeting:** The Finance Committee meets atleast twice in a financial year and such other times, as may be required. Every year, the meeting in the month of March is for budget allocation and the other held in the month of September for budget review. The Member Secretary in consultation with the Chairman prepares and circulates the agenda of the meeting well in advance. The Member Secretary maintains the minutes of the meeting and action taken report.

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

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

**Functions:** The Finance Committee shall meet to appraise finance related matters and submit a report to the Governing Body. The roles and responsibilities are to

1. Act as an advisory body to the Governing Body on financial aspects. Budget estimates relating to the grants received/receivable from funding agencies, income from fee etc.
  2. Audit accounts for the above.
  3. Allocate funds to the departments and their utilization details.
  4. Any other financial issues of the Institute.
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## **PRINCIPAL**

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

**Functions:** The roles and responsibilities of the Principal are to

1. Report to the Director/Secretary & Correspondent, CMRIT on all matters.
2. Assess the HR requirements and make recruitments as per the procedures and norms.
3. Being the Ex-officio Chairman of the Academic Council of the College, shall advise and guide the Chairpersons of the Board of Studies (BOS) on providing curriculum to match with market needs; ensure implementation of the decision / regulations approved by the Academic Council.
4. Act as a facilitator between external agencies and the Institution.
5. Look after overall welfare of staff and students in coordination with various cells and committees such as anti-ragging, women protection, Grievance redressal, Disha/Nirbhaya, RTI, etc.
6. Ensure that proper administrative and evaluation process in addition to addressing to the rightful grievances of the students, staff and faculty members.
7. Prepare Strategic Plan which sets the milestones to be achieved.
8. Prepare and submit annual budget in coordination with HODs to the Director for approval and ensure the auditing of the accounts.
9. Conduct regular meetings among various bodies as necessary, for proper functioning of the Institution.
10. Comply in a timely manner all records and reports required by the various agencies like JNTUH, UGC, AICTE, TEQUIP and others.
11. Promote accreditation activities and facilitate agencies like NBA, NAAC etc., by complying time to time with respect to all records and reports required by the agencies.
12. Maintain service records of probation, regularization, increments, promotion, demotion, discipline and performance appraisal of all the employees of the institution.
13. Promote Internal Revenue Generation (IRG) activities, Ink MOUs for industry tie-ups, workshops, internships and projects.
14. Recommend R&D incentives, travel grant, registration fees for various professional and academic training programmes, FDPs, Workshops, seminars, conferences at national and international level.
15. Meet expenditure within the budget limits as laid down by the governing body.
16. Put-forth plans for various building projects proposed by the Institute and proper completion of the approved projects.
17. Monitor campus recruitment training for students to enhance employability and entrepreneurship skills.
18. Build a strong Alumni Association.
19. Maintain healthy relationship with parents/guardians/media/resource-persons/consultants/industry/academia.
20. Any other duties and responsibilities assigned by the Director / Management from time to time.

## **DEAN – ACADEMICS & PLANNING**

Dean Academic & Planning plays a unique role as academic administrator and facilitator. He ensures effective communication amongst the students, staff, HODs and Coordinators to enable harmonious organizational culture characterized to promote quality academic environment.

**Functions:** The role and responsibilities are to

1. Prepare the consolidated institutional level master calendar of all the activities including Academic Calendar, monitor the progress of classwork, syllabus coverage, student mentoring, and supervise student activity programs.
2. Facilitate the creation of a learner-centric environment conducive for quality education and organize SWOC analysis for all active stakeholders.
3. Arrange for feedback responses from the students, the teachers, non-teaching staff, the parents and the other stakeholders on quality-related institutional processes.
4. Control, regulate and co-ordinate research activities, Innovation and Entrepreneurship to maintain standards of teaching and research in the Institute.
5. Conduct regular meetings (preferably atleast once in every month) of the Class Coordinator to Monitor and Evaluate Academic Activities.
6. Facilitate Dean - Student Affairs to organize inter/intra institutional workshops, seminars to sustain academic quality.
7. Demonstrate a commitment to high expectations for faculty performance by developing orientation and induction programs for freshman, parent-teacher meet, professional chapters meet, graduation day and alumni meet by coordinating with all concerned.
8. Coordinate with HODs/BOS/Academic-Council for preparation of academic-regulations, syllabus, value-added, online, outreach and extension courses for all programs.
9. Oversee development and implementation of academic strategic plan.
10. Coordinate with all the HODs/deans/cells/committees for various inspections/visits of TSGOVT/ AICTE/JNTUH-FFC/NBA/NAAC/UGC.
11. Monitor the Course Registration/Re-registration of the students in coordination with COE.
12. Ensure implementation of BTL in TLP, evaluation and assessment processes by setting rubrics/ benchmarks for all programmes.
13. Plan, educate and train on OBE to develop vision, mission, PEOs, POs and COs for all courses.
14. Arrange to inspect the quality of course files, teaching notes, course hand-outs, PPTs, question banks, assignments, videos, e-reports, etc., in coordination with IQAC.
15. Check the implementation of almanac, usage of ICT in classwork, syllabus coverage, remedial/makeup classes, student counseling/mentoring and technical/other club activities.
16. Recommend departments/cells to organize expert lectures, add-on courses, student-contests, exhibitions, workshops, faculty quality improvement and continuous education programs.
17. Establish grievance redressal mechanism to solve issues among staff and students.
18. Arrange to organize for programmes of national/professional/technical/societal/traditional/ cultural/historical importance.
19. Propose the necessary infrastructural requirements from time to time, for the academic activities.
20. Any other function that may be assigned by the HOI from time to time.

## DEAN – FACULTY

The Dean Faculty is overall responsible to enhance faculty development with respect to teaching & learning through faculty development programmes, research and consultancy. The Dean seeks funds for support programmes and strategic development, in collaboration with the Director, Principal, Dean of Academics & Planning, HODs, other collaborating units and faculty members.

**Functions:** The role and responsibilities are to

1. Maintain and update faculty database.
  2. Arrange orientation program for newly appointed faculty.
  3. Coordinate with HOD for Faculty Performance Appraisal System (FPAS).
  4. Maintain faculty evaluation and teaching credentials.
  5. Arrange for training need analysis.
  6. Manage scheduling, delivery, and effectiveness of FDP.
  7. Assist in budgeting and provision of FDP funding.
  8. Arrange for individual faculty counseling.
  9. Make sure that FDP contains sessions on mentoring programs, workshops on teaching/learning.
  10. Inculcate Leadership & Research skills and succession planning.
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## HEAD OF THE DEPARTMENT

Head of Department holds the responsibility of an Academic Department at the Institution for a Period of 2 years and will be reporting functionally to the Director and operationally to the Principal.

The prime role of the Head of an Academic Department is to provide strong Academic Leadership. He is required to exercise Leadership, demonstrate Vision, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities and empower others in order to deliver the agreed departmental strategy. His duties and the extent of delegation, depends on such factors as the size and nature of the department and his personal approach.

### Head of the Department should possess

- Very strong academic record and standing
- Very good understanding of the academic disciplines within the department
- Excellent communication and delegation skills
- Very good ambassadorial and diplomatic skills
- The ability to manage a number of competing demands and adapt to changing circumstances
- Ability to exercise judgment and take risks

### Terms and Conditions of Office of the HOD

- Appointed normally through internal advertisement and in consultation with departmental staff and selected following selection committee procedure.
- Appointed by the Director and the Principal for a period of 2 yrs and renewable for further 2 yrs.
- Required to undertake a shadowing period prior to taking up office.
- Required to attend the necessary briefings and training
- Rewarded based on the performance and achievements.
- Play active role in the appointment process for selection of new Heads of Department.

**Functions:** The specific roles and responsibilities are

### Setting Vision and Mission of the Department

#### Department Administration

- Coordinate the activities of the faculty and supporting staff in the department to offer quality education to the students and achieve the desired goals of the college.
- Take advise/sanction from the Principal for implementation of academic, co-curricular and extracurricular activities.
- Allot the teaching subject to the faculty after taking into account of the Faculty Member's choice.
- Check up of the course files of the teachers and suggest corrective measures.
- Schedule the syllabus coverage, internal tests and opening and closing of semesters as per the academic calendar.
- Arrange for the departmental requirements such as staff, lab equipments, library books, textbooks and other infrastructure facilities.
- Ensure installation and maintenance of departmental labs.
- Convene departmental meetings.

- Maintain all records as stipulated by UGC/AICTE/JNTUH/NBA/NAA/ISO for inspection and Accreditation.
- Assess the self appraisal of each faculty in the department and submits to the Principal/Director every year along with their self assessment form.
- Authorize for approval of leave for Faculty and Students.

### **Staff Management**

- Motivate and lead the department as a role model.
- Delineate and allocate responsibilities to faculty and staff.
- Faculty appraisal and motivate them for self improvement.
- Maintain harmonious relations to resolve the student and/or staff grievances in the department.
- Engender a Culture of excellence, co-operation and respect both within and beyond the department.

### **Curriculum Design Activities**

- Design and develop syllabus, course structure, academic-regulations and specify the COs.
- Convene the BOS meeting, get approvals from various statutory bodies, maintain minutes of the meetings, action taken reports, etc.
- Set the Program Educational Objectives. (PEO).
- Publish the PEOs of the department and disseminating among the stakeholders.
- Achieve the PEOs and assess the same.
- Define and validate course outcomes and Program Outcomes.
- Attain the POs and evaluate the same.

### **Teaching Learning Process**

- Ensure preparation of Time Table and classroom/lab management.
- Monitor day to day attendance and internal assessment marks entry in LMS.
- Arrange Guest lectures and Workshops.
- Monitor the activities and dissemination of information through regular meetings.
- Conduct of periodical class coordinators' and mentors' meetings.
- Conduct Students Symposia/Seminars/Conferences.
- Review of students' performance and remedial measures.
- Arrange Industrial visits and in-plant training for the students.
- Monitor the cleanliness of the department.
- Develop inter-departmental cooperation.
- Improve Students' Academic results and initiate remedial measures.
- Counsel students.
- Conduct value added courses.

### **Research and Publications**

- Motivate and improve research - sponsored development programmes.
- Motivate both students and staff for paper publications and Ph.D. research.
- Conduct professional society activities.
- Take necessary steps to develop Industry Institute interaction.

### **Quality Assurance**

- Coordinate with various committees for design and development of PEOs, POs, vision, mission, rubrics for achievement and assessment of department objectives and goals.
- Submit the identified list of examiners, paper setters in prescribed format to BOS and AC for approval. Arrange the panel of examiners from the approved list for both theory and practical.
- Collect the subject-wise student's online feedback, analyze and communicate to the concerned faculty and apprise the Director. Guide and monitor the faculty performance towards improvement.
- Allot the project guides to each batch and frame the project review committee as per guidelines.
- Ensure that Staff performance is managed appropriately and that fair workload allocation processes are in place as per UGC/AICTE norms.
- Ensure all Staff has access to the necessary support to enable them to contribute fully and develop their Skills and Experience.
- Ensure students are included as appropriate in the various decisions making for and within the department.
- Ensure all activities are carried out to the highest possible standards as per IQAC guidelines.
- Comply with auditing, quality assurance and risk management procedures both internal and external.

### **Financial Management**

- Prepare a list of the required laboratory equipment and arrange for procurement.
- Prepare annual budget proposals of the department in consultation with the faculty and submit the same to the Director for approval and adhere to the sanctioned budget limits.
- Take responsibility for devolved budgets and comply with institutes financial regulations.
- Manage income and expenditure in order to promote financial sustainability.
- Ensure adherence by all departmental members, with institutes financial regulations and other financial operating procedures and regulations.
- Ensure that Institute's Equipment/Facilities under the Department's control are properly maintained and serviced as required.

### **Mentoring Students and Faculty Members**

### **Maintaining relation between Alumini and parents for the welfare of department**

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## **CONTROLLER OF EXAMINATIONS**

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

**Functions:** Role and Responsibilities are to

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

## ADDITIONAL CONTROLLER OF EXAMINATIONS

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

**Functions:** Role and Responsibilities are to

1. Prepare enrollment numbers of students after due completion of admission process.
2. Automate student profile and course registration process before commencement of the semester.
3. Collect and maintain class time-tables, cumulative monthly attendance database department wise.
4. Prepare and submit budget for equipment, operations, maintenance, remuneration bills to COE.
5. Prepare appointment/relieving orders to examiners in coordination with HODs for deputation.
6. Ensure generation of e-hall-tickets and provide access to students by uploading in website.
7. Prepare and display CIE time tables for all programmes/courses as per academic calendar.
8. Collect question papers for CIE and ensure online entry of marks within time for all courses.
9. Prepare nominal rolls, seating plan, list of invigilators and ensure distribution of stationery kits.
10. Prepare notifications for various examinations SEE and monitor the online-registrations.
11. Provide the database of CIE/SEE to the respective HODs for necessary action.
12. Arrange for examination-kits, answer-booklets, nominal-rolls, D-Forms and collect the same.
13. Keep custody of question papers of CIE/SEE from the faculty members well in advance.
14. Submit the list of students under condonation & detention and ensure payment of online fee.
15. Arrange for distribution of Hall Tickets after receiving NOC in prescribed format.
16. Coordinate with appointed moderator/observer/examiners/evaluators for theory/practical/ project.
17. Coordinate the moderation process if any for CIE/SEE.
18. Update CIE marks immediately by respective faculty members after the conduct of lab exams.
19. Handover the bundled question papers for all subjects in examination hall confidentially.
20. Undertake training/instruction sessions to all the examination staff well in advance.
21. Supply tables/charts/diagrams if required and ensure smooth conduct of examination.
22. Arrange of preparation of detailed scheme of evaluation for each subject for CIE/SEE.
23. Prepare action taken report for malpractice case(s) based on committee recommendations.
24. Arrange for segregation, scanning, verification of answer booklets and generation of bundle key.
25. Grant bundle access to evaluator, monitor scrutiny process and generate consolidated marks.
26. Consolidate internal and external marks obtained in theory/practical/seminars/project.
27. Generate pre-result and/or final result sheets and submit to COE.
28. Print grade-memos/CMM/PC/other certificates after recounting/revaluation process.
29. Prepare the list of the academic toppers and the gold medalists and submit to COE.
30. Maintain all relevant files and documents with authenticity.
31. Perform any other tasks as assigned by the COE/Principal/Director.

## **INSTITUTE ACADEMIC COMMITTEE**

The Institute Academic Committee advocates in the day-to-day matters of the institute.

**Constitution:**

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

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

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

**Functions:** The roles and responsibilities are to

1. Review the Academic Regulations, Attendance and Examinations.
2. Review academic activities through ICT and introduce innovations in TLP.
3. Visualize and formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
4. Promote research and extension activities including plan for resource mobilization through industry interaction, consultancy etc.
5. Offer new courses/programmes by curriculum revision; meet infrastructural requirements to strengthen the departments and to meet global challenges.
6. Develop academic strategies such as curricular, co-curricular and extra-curricular activities to review staff and student's academic progress.
7. Recommend schemes to promote participation of academic departments in community development activities in the region.
8. Promote teaching innovations and student placement programmes.
9. Develop contingency plan to meet the specific requirements.
10. Oversee the internal examination/evaluation/analysis of results/performances of Students, plan for conduct of remedial classes for performance improvement.
11. Review student attendance at the end of every semester and malpractices in the examinations.
12. Monitor students' mentoring and counsel the students on need basis.
13. Review faculty competency programs to enhance the academic quality.
14. Review, monitor and implement the academic calendar and its adherence, conduct academic and administrative audit at all levels.
15. Any other functions specifically assigned to it by the Governing Body.

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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

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

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

### **Composition**

S. No.	Category	Status
1	Head of the Institution	Chairperson
2	Teachers to represent all levels (Three to eight)	Member
3	One member from the Management	Member
4	Few senior administrative officers	Member
5	One nominee each from local society, Students and Alumni	Member
6	One nominee each from Employers/Industrialists/Stakeholders	Member
7	One of the senior teachers as the coordinator of the IQAC	Member Secretary

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

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

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

**The objectives of IQAC:** The objectives of IQAC are to

1. Develop a system for conscious, consistent and programmed action to improve the quality of academic and administrative performance of the institution.
2. Establish measures for effective functioning of institution through quality enhancement, innovation and best practices.
3. Promote, promulgate and pronounce values and ethics in academics, research and consultancy.

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

1. Ensure timely and efficient functioning of various academic, administrative and financial tasks.
2. Develop and apply the quality benchmarks/parameters for various academic and administrative activities of the institution.
3. Provide access and affordability of academic programmes for various sections of society.
4. Optimize and integrate the modern methods of teaching and learning.
5. Create an atmosphere of credibility of evaluation procedures.
6. Ensure the adequacy, maintenance and proper allocation of support structure and services.

7. Share the R&D intelligence among the network institutions in India and Abroad.
8. Document information about various programmes and activities leading to quality improvement.
9. Establish and exhibit the relevance and quality of academic and research programmes.

**Functions of IQAC:** the functions of IQAC are to

1. Develop and implement of quality benchmarks/parameters/rubrics for various academic and administrative activities of the institution.
2. Develop the quality culture by creating a learner-centric conducive environment to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrange for collection and analysis of feedback from students, parents and other stakeholders on quality-related institutional processes.
4. Disseminate the information on various quality parameters of higher education to all stakeholders.
5. Establish inter/intra institutional facilities to support workshops, seminars and quality circles.
6. Document various programmes/activities which lead to quality improvement.
7. Act as a nodal agency for quality-related activities, adoption and dissemination of best practices.
8. Develop and maintain the institutional database to enhance the quality of MIS.
9. Arrange periodical internal/external academic and administrative audits and maintain the records.
10. Prepare AQAR, submit to NAAC on approval from GB and host the same in website.

**Benefits of IQAC:** IQAC will facilitate/contribute to

1. Higher level of clarity & focus in institutional functioning towards quality enhancement.
  2. Internalization of the quality culture.
  3. Coordinate various academic and administrative activities to adapt best practices.
  4. Effective decision-making to improve institutional functioning.
  5. Adaption of dynamic system for quality changes in HEIs.
  6. Methodology of documentation and internal communication in an organized manner.
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## **EQUAL OPPORTUNITY FACILITIES CELL**

India is a hub of different religions, castes, and culture and is a country of diversity. Unity in diversity is our principle. Discrimination against any person on disability or physical limitations and minority status is a violation of the principles of equality and human rights. In order to address the issues which are related to the students & staff belonging to SC/ST, OBC, Minorities, PWDs & Women, the Equal Opportunity Facilities Cell has been established.

**Constitution:** Equal Opportunity Facilities Cell consists of

<b>S. No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	Three senior faculty members including one female faculty member	Member
3	Dean, Faculty	Member Secretary

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

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

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

**Objectives:** The objectives of the cell are to

1. Monitor effective implementation of policies and programmes for disadvantaged groups.
2. Provide guidance and counseling on academic, financial and other matters.
3. Promote diversity on campus.

**Functions:** The role and responsibilities are to

1. Ensure equal rights and opportunities for the institute's marginalized community and promote social inclusion.
2. Create a socially comfortable atmosphere for academic interaction and for the growth of healthy interpersonal relationships among students who come from diverse social backgrounds.
3. Help individuals or groups of students belonging to the disadvantaged groups of the society with problems related to discrimination.
4. Address the grievances of the weaker section of the population and propose a mutually agreeable solution to their problems.
5. Organize regular meetings to monitor the progress of various programs.
6. Raise awareness of the institute about the problems of SC/ST and other disadvantaged groups.

## **EXAMINATION COMMITTEE**

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

**Constitution:** Examinations Committee consists of

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Academics & Planning	Member
3	HODs of two Departments	Member
4	One University Nominee	Member
5	One Additional Controller of Examinations	Member
6	Controller of Examinations	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Monitor paper setting, moderation, conduct of examination, digital evaluation, results processing, declaration of results and all examination related works.
2. Conduct examinations smoothly under strict vigilance by timely execution of examination schedules.
3. Ensure suitable punishment for students based on the recommendations of the malpractice prevention committee.
4. Initiate appropriate punishment on violation of rules during the examination process to staff, paper setters, examiners, moderators, evaluators, scrutinizers, referees or any other persons.
5. Hold periodical meetings in a semester or on emergencies to initiate necessary action.
6. Recommend examination process reforms from time to time in question paper settings, scheme of evaluation, digital valuation, expedite the results and issue of certificates.
7. Conduct post-audit at random for evaluation procedures and submit relevant documents to the Affiliating University for approval and result declaration and declare the results.
8. Maintain compliance with moderation/grafting/grace-marks/publish the results in website/ notification of re/challenge valuation.
9. Declare the final results after re/challenge valuation and distribution of relevant certificates.
10. Approve the financial estimates prepared by COE.

## STUDENTS AFFAIRS AND ACTIVITIES CELL

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

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	01 Faculty, Cultural Activities	Member
3	01 Faculty, Physical Director	Member
4	01 Student from each Course	Member
5	04 Students from Sports, NSS, Cultural Activities	Member
6	Dean, student affairs	Member Secretary

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

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

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

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

1. **Academics:** The cell organizes co-curricular/extra-curricular activities at all levels from time to time to create zeal among the students towards academics and to sustain the academic atmosphere of the institute. Students' grievances regarding academic matters are conciliated with amicable solutions. The functions are to,
  - a. Disseminate the academic calendar and the schedule of events.
  - b. Monitor the progress and submit report on student's involvement to the HOD/Director.
  - c. Inform students/staff about schedule of various activities in the campus.
  - d. Provide equitable opportunity to the students to involve/participate/organize various activities
  - e. Motivate the students through mentors to participate in all the activities.
  - f. Display list of winners' at all conspicuous places as token of recognition/appreciation.
  - g. Forward the events report for real time media coverage i.e. print/electronic/social media.
  - h. Maintain the relevant records of academic activities with proper documentation.
  
2. **Sports/Games:** The cell suggests on improvement of facilities for sports/games and motivates the students to participate actively in various events/competitions. Any students-grievances pertaining to sports and games are resolved quickly. The functions are to,
  - a. Ensure the availability of sports/games equipment and arrange for procurement, if needed.
  - b. Be in touch with the sports coordinators for any kind of developmental activities.
  - c. Bring it to the notice of the HOI any issue deemed to be fit.

3. **Cultural Activities:** The cell organizes various cultural activities/events/programs/competitions both at institute, university and National/international level and motivates the students' for their active-participation in various activities. The functions are to,
  - a. Coordinate all the events and festivals as per schedule and procedures.
  - b. Prepare a data base of highly talented students in different activities and motivate them.
  - c. Organize the cultural events with the help of other staff members.
  - d. Mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
  - e. Maintain all the files, bills, reports, records and documents pertaining to every event.
  - f. Depute tasks for event coordinators and arrange for sub-committees, if necessary.
  - g. Take care of hospitality, transportation, refreshments, reception, presentations and gifts.
  - h. Maintain digital reports on all events and disseminate the same to coordinators.
  - i. Motivate students to write/collect articles and publish newsletters/magazines.
  - j. Forward the events report for real time media coverage i.e. print/electronic/social media.
  
4. **Hostel and Canteen Development:** With a view to sustain homely atmosphere and food items, the cell monitors the improvement of the basic facilities and living conditions in the hostels and canteen from time to time. The hostel and canteen related functions are to,
  - a. Ensure that there is no room for indiscipline, ragging and unnatural events.
  - b. Allot rooms and educate students about etiquette in sharing of rooms.
  - c. Ensure required equipment, secure environment and warden to supervise their activities.
  - d. Provide access to Wi-Fi, reading facilities, recreation facilities and tutorial support.
  - e. Fix menu, timings of service, hygienic mess maintenance, quality food, drinking water, etc.
  
5. **Students Welfare:** The cell suggests provision for financial assistance, special library facilities and hostel accommodation to the needy students. The functions are to,
  - a. Ensure student insurance policy is in place and renewed time to time.
  - b. Guide students interested in pursuing higher education and employment.
  - c. Conduct awareness programmes with international alliances on education and employment.
  - d. Guide students for special financial assistance through AICTE/MHRD.
  - e. Guide SC/ST students for special drive financial assistance.
  - f. Offer tailor made assistance to new startups.
  - g. Provide assistance to attempt for exams such as GRE/TOEFL/GMAT/CAT/IELTS.
  - h. Create awareness on various state/central govt. schemes regarding financial assistance.
  - i. Develop awareness on book bank scheme among special category students.
  - j. Assist to apply for education loans, passport, voter-id, driving license, Aadhar, PAN card, etc.
  - k. Create awareness on availability of library, hostel, transport, games/sports, gym, auditorium, ATM, post-office, dispensary, cafeteria, stores and communication facilities.
  
6. **Health & Hygiene:** The cell takes care of canteen/hostel/house-keeping/dispensary/medical facilities and redresses the grievances for betterment of the health and hygiene conditions of the students. The functions are to,
  - a. Monitor the canteen/hostel hygiene of food, cleanliness of utensils and surroundings.
  - b. Display nutritional charts for healthy dietary habits and causes for malnutrition.

- c. Ensure the display of approved price list of various available food items in the canteen.
  - d. Conduct surprise quality checks in a snapshot at campus/canteen/hostel and suggest measures.
  - e. Collect feedback from the students/staff about the quality of food.
  - f. Ensure the availability and maintenance of first aid/safety kits at all conspicuous places.
  - g. Ensure clean and hygiene campus maintenance including housekeeping.
  - h. Bring complaints if any, to the notice of the HOI.
7. **Law and Discipline:** The cell takes steps to maintain discipline among the students and makes attempts to resolve the grievances/issues. The functions are to,
- a. Ensure discipline among students while in campus, hostel and in busses.
  - b. Create awareness about the consequences of ragging, eve-teasing, harassment and abuse.
  - c. Organize awareness programmes on traffic and its violations.
  - d. Create awareness on handling of hazardous/toxic materials.
  - e. Organize programmes on constitutional obligations and green practices.
  - f. Ensure the students that grievance redressal cell is in place to resolve student related issues.
  - g. Bring complaints if any, to the notice of the HOI.
8. **Social Activities:** The cell suggests from time to time ways and means to promote students' participation in various social activities such as literacy, cleanliness, health & hygiene and such other activities in and around the campus which may be deemed appropriate. The functions are to,
- a. Establish and monitor NSS/NCC/HSG cells and motivate the students to participate actively.
  - b. Liaison of NSS cell with JNTUH/NGO/TG and ground NSS volunteers in various camps.
  - c. Prepare the budget requirement and submit report on the cell activities to the HOI.
  - d. Organize programmes such as rural/digital/computer literacy, use of local technology and resources in coordination of NSS cell.
  - e. Organize programmes like haritha-haram, swatch-bharath, green environment, potable water, waste management, eco-environment, traffic awareness, medical/blood-donation camps.
  - f. Conduct digital literacy camps for women, children and adults in surrounding villages.
  - g. Organize awareness programmes for women empowerment/protection/schemes.
  - h. Ensure student participation in Central Government Electoral Programmes.
  - i. Identify village adaptation schemes and provide necessary nourishments to the villagers.
  - j. Conduct awareness programmes on anti-ragging measures, consequences of eve teasing, ragging, harassment, provisions under Disha/Nirbhya acts.
  - k. Strive for awards/rewards/recognitions/appreciations at local/national/international levels.
  - l. Bring complaints if any, to the notice of the HOI.
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## **RESEARCH & DEVELOPMENT CELL**

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

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

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

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One representative from GB	Invitee
3	One Professor from each department	Member
4	One representative from industry nominated by GB	Member
5	Dean, R&D nominated by HOI	Member Secretary

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

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

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

**Functions:** The roles and responsibilities are to

1. Prepare the annual R&D action plan.
2. Create zeal amongst faculty and students towards research and innovation including multidisciplinary, research papers publication in WoS/Scopus indexed/referred journals and publish patents.
3. Strengthen the R&D centre and get recognition from SIRO/DST/University/DRDO.
4. Ink MOUs with industries; collaborate with institutions of higher learning and R&D organizations for joint funded research projects.
5. Assure R&D quality by inhibiting effective ethical efficacy.
6. Create centers of excellence in niche/thrust/emerging areas of research.
7. Recommend on financial assistance for various R&D activities.
8. Obtain the budget approval for various activities from finance & planning committee and GB.
9. Prepare a comprehensive list of funding agencies that allocate funds for R & D projects.
10. Encourage staff & students to prepare and submit R&D/AQIS/project proposals for funding by

ISRO, DRDO, CSIR, DST, AICTE, UGC, MSME, HUBS etc., within the stipulated time.

11. Formulate strategies for mutual benefit of stakeholders by fostering research collaborations in interdisciplinary areas of industry/govt./IITs/TBIs/professional chapters to address societal needs.
  12. Monitor R&D progress through visits and identify bottlenecks and take remedial action.
  13. Maintain close liaison with industry and undertake sponsored projects.
  14. Organize national/international conferences/workshops/seminars/training programs in thrust areas to enhance the professional and research skills among the staff and students.
  15. Promote self employability skills by conducting various activities under innovation, incubation and entrepreneurship cell (IIEC).
  16. Facilitate access for the faculty and students to Industries & business organizations.
  17. Maintain & update data regarding research, consultancy and extension activities of staff/students and submit the report to the Director time to time.
  18. Upload progress of R&D activities on the web portals of affiliating/accrediting/ranking agencies.
  19. Constitute a review committee to adjudicate the originality & quality of the publications/projects/consultancies/patents of staff/students and to recommend for incentives/appreciation and suggestions for improvement.
  20. Perform any other R&D activities as assigned by the Director time to time.
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## **INDUSTRY INSTITUTE INTERACTION CELL**

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

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

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

### **Composition**

S. No.	Category	Status	Roles and Responsibilities
1	Principal	Chairman	Formal approval of IIC proposals, in discussion with the Institute council.
2	Nominated by Principal	Convenor	<ul style="list-style-type: none"> <li>• Facilitate and monitor IIC activities</li> <li>• Coordinate with department representatives for the execution of IIC activities.</li> <li>• Maintain a reference database for all the IIC activities</li> </ul>
3	Department representatives, nominated by the respective HODs	Members	<ul style="list-style-type: none"> <li>• Channelize industry related activities</li> <li>• Facilitate the activities in the department.</li> <li>• Student co-ordination for IIC activities</li> </ul>

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

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

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

**Objectives:** The objectives of IIC are to

1. Ink MOUs with industry to promote global research & consultancy among students and staff.
2. Become a nodal agency channelizing all matters concern to industry and external organizations.
3. Create and implement various procedures for smooth interaction of institution with industry.
4. Encourage staff and students to carry out industrial assignments, internships and projects.
5. Provide consultancy for execution of projects in various industrial undertakings.
6. Support continuous education and R&D for professional development to the industrial staff.
7. Act as a catalyst between academics and industrial R&D for further growth of the institute.
8. Involve industry experts in all institutional matters for mutual benefit of all the stakeholders.

**Outcomes:** The outcomes of the cell includes

1. Encourage faculty sabbaticals and student internships.
2. Realization of new industrial consultancy projects.

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

**Functions:** The role and responsibilities are to

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

**Activities:**

### **1. Academics**

- a. Involve industry experts in curriculum design and development.
- b. Use of specialized databases/labs in association with industry partners.
- c. Conduct industry-oriented value-added/certificate courses/trainings/workshops/guest-lecturers
- d. Establish professional/technical associations cum chapters and clubs.
- e. Publish work-papers on industry practices and take-up academic assignments.

### **2. Trainings/Skill development**

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

### **3. Faculty Up-skilling**

- a. Short-term technical assignments to faculty members to upgrade/update skills.
- b. Invite industry/academic experts as guest faculty/research supervisors/technical consultants.
- c. Coordinate with institute library for subscription of industry related journals and magazines.
- d. Identify problems, design, analyze, develop solutions and publish patents.
- e. Sabbatical level assignments to the staff in various areas of mutual interest.

### **4. Industry visits/Internships/Interactions for students**

- a. Provide implant training, industrial visits, internships and project works for the students.
- b. Organize industry oriented expert talks, interactive-workshops, seminars and bridge courses.
- c. Transform graduating engineers into professionally employable by industrial R&D activities.

### **5. Industry based projects/Utilization of laboratories**

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

- b. Conduct joint R&D activities/projects under the supervision and guidance of industry experts.
- c. Take up industry-based projects funded by AICTE/DST/DRDO/CSIR/other funding agencies.
- d. Translate current global scientific and technological scenario into active R&D projects.
- e. Setup industry sponsored R&D laboratories and use for testing & consultancy purposes.

**6. Consultancy**

- a. Provide technical consultancy services to/from the industry.
- b. Share IPR/infrastructure/revenue between and amongst industry/institute and staff/students.
- c. Prepare budget showing revenue and expenditure to setup industry R & D laboratories.
- d. Encourage technical consultancy projects without any disturbance to regular activities.

**7. Memorandum of Understanding**

- a. MOUs and agreements with various industrial and research organizations in different fields and sectors to promote various forms of interactions.
- b. Procedures for calibration of equipment, safety and AMC for industry sponsored laboratories.

**8. Employment and entrepreneurship**

- a. Strengthen internship, employment and startups linkages with industry partners/associations.
  - b. Organize entrepreneurship awareness programs/camps in collaboration with industry partners.
  - c. Promote seed funding, venture capital and startups in association with MHRD/HUBs/TBI.
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## **INNOVATION INCUBATION AND ENTREPRENEURSHIP CELL**

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

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

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

### **IIEC comprises of:**

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

### **Composition**

<b>S. No.</b>	<b>Category</b>	<b>Designation</b>	<b>Number</b>
1	Head of the Institution	Chairman	1
2	Dean, IIEC	Member Secretary	1
3	One Senior Faculty Member from each department	Member	6
5	Innovation activity Coordinator	Member	1
6	Start-up activity coordinator	Member	1
7	Internship coordinator	Member	1
8	IPR activity coordinator	Member	1
9	One Student from each department	Member	5

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

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

**Term:** The tenure of the members shall be Three years

**Objectives:** The objectives of IIEC are to

1. Stimulate a culture of innovation, creativity and entrepreneurship with an ecosystem to develop business ideas, prototypes, incubation of process/product design and mobilize funds.
2. Undertake MOUs with industry R&D labs, IPR agencies, TBI, and other professional bodies to create collaborative environment for joint research projects/consultancy/value added services.
3. Encourage critical thinking, creative inquiry, information literacy and technical communication skills among students and staff leading to professional advancement and innovative projects.
4. Establish cordial relations with stakeholders, industries, academic institutions, research

organizations, NGOs, local population and government agencies in and around the institution.

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

**Activities:**

1. Students, staff and alumni are involved in design competition and idea generation process by field survey and a data base of products with societal impact and business potential is prepared.
2. Start-ups are being counseled, mentored, given technical and business advices by experts and respective faculties of the institution.
3. 3-tier counseling and mentoring for startups is adopted for successful business process.
4. Mentoring (round the clock).
5. Technical support (design, simulations, development and testing).
6. Financial support (seed support, innovation, refinement & commercialization grant).
7. Legal advice with regards to IPR issues.
8. Fabrication assistance through established labs.
9. Market information (product development strategies/business intelligence/business architecture).
10. Networking with R & D laboratories (for knowledge diffusion and day to day interactions).

**Functions:** The roles and responsibilities are to

1. Create an innovation ecosystem for entrepreneurial start-ups/internships/projects.
2. Strive for success by achieving for better ranks in NIRF and other agencies.
3. Develop better cognitive ability for innovation and entrepreneurship activities.
4. Identify/reward innovations and share success stories through MHRD's-IIC/JHUB/THUB.
5. Organize periodic ideation-day/workshops/seminars/interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
6. Create network with peers, NEN and EDIs.
7. Create an institution's innovation portal to highlight innovative projects of students/staff.
8. Organize Hackathons, idea competition, mini-challenges etc, with the involvement of industries.
9. Facilitate start-up ecosystem to identify the areas of focus and market relevance, build investor relations, business partnerships, leverage government programmes and accelerate initiatives.
10. Facilitate students' industrial internships through IIEC.

**Benefits:** Students and Staff can

1. Make use of existing IIEC ecosystem, institutional infrastructure and local TBI at free of cost.
2. Participate in all innovation related initiatives and competitions.
3. Interact with top-notch business-leaders/academicians to develop prototypes and new ideas.
4. Experiment with latest technologies and compete for prizes/certificates.
5. Visit new places of learning and culture.

## **WOMEN EMPOWERMENT / INTERNAL COMPLAINT COMMITTEE**

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

### **Constitution:**

<b>S. No.</b>	<b>Category</b>	<b>Status</b>
1	One Presiding officer (women, employed at a senior level)	Chairman
2	Two faculty members including one female faculty member	Member
3	Two non-teaching staff members including one female staff member	Member
4	One Voluntary Organization Representative NGO	Member
5	One Girl and One Boy Student Representatives	Member
6	One Senior Women faculty Representative	Member Secretary

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

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

**Term:** The tenure of the members shall be Three years

**Functions:** The committee functions to

1. Prevent gender discrimination and sexual harassment towards women by promoting gender amity programs to all employees and students.
2. Implement rules, standing orders and bye-laws of government to justify, lay down procedures for the prohibition, resolution, settlement, prosecution of acts pertaining to harassment and discrimination of women.
3. Expedite the legal procedures in cases of sexual harassment by healing/counseling mechanisms.
4. Build self-esteem & dignity among girl students & women faculty members.
5. Offer counseling, legal aid in case of atrocities against women.
6. Create awareness on women-rights and opportunities to improve attitude/behaviour.
7. Organize programs on health awareness, self defense, personality development etc.
8. Acquaint adolescent youth on attitudinal and behavioral changes through gender bias.
9. Resolve issues related to sexual harassment/abuse/gender-discrimination/grievance/ unfair-means in a time bound manner and ensure support services to the victimized.
10. Recommend appropriate punitive action against the guilty party to the Director.

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

## GRIEVANCE REDRESSAL CELL

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

**Constitution:**

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

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

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

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

**Functions:** The role and responsibilities are to

1. Conduct awareness programs on sources and consequences of grievances.
2. Resolve grievance of behavioral/academic issues between student-student/student-staff/staff-staff.
3. Deal with all categories of grievances of students/staff except on examination cell and HOI.
4. Advise staff/students to put their grievances in writing in the suggestion/drop box and/or to discuss personally with any of the members of the cell to solve the problem.
5. Enquire into the complaints received from the aggrieved students/staff about any incident including ragging and non-confidential examination matters.
6. Recommend on the punitive action i.e. counsel, penalty, levy, seize, impose, confiscate, sanction, remedy, etc to the Director.
7. Convey the decision of the grievance cell to the complainant(s) through office of the Director.
8. Provide an opportunity to be heard to the aggrieved party in case dissatisfied with the decision of the cell, aggrieved may appeal to the Director within two days and no appeals entertained later.
9. Review the cases received/attended/pending and submit statistical report on the same to Director.
10. Document all the grievances referred to the cell at Director's office.

## **SC/ST/OBC/MINORITY COMMITTEE**

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

### **Constitution:**

<b>S. No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	One staff member each of SC, ST, OBC, Minority including one female staff	Member
3	One faculty from SC/ST/OBC/Minority nominated by HOI	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Implement, monitor and evaluate continuously the Reservation Policy in the Institute.
  2. Maintain records of students who belong to SC/ST/OBC/Minority categories.
  3. Ensure that the admissions are made in accordance with the government reservation policy.
  4. Supervise the allotment and distribution of scholarships for various reserved candidates.
  5. Take necessary steps to ensure effective implementation of the policy & programmes/schemes of the State and Central Govt.
  6. Organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.
  7. Ensure the Prevention of Atrocities on the SC/ST/OBC/Minority Staff, Faculty and Students.
  8. Ensure the equal opportunity in matters of employment/promotions subject to fulfilling Qualification, Eligibility criteria and Merits.
  9. Hear and resolve the issues/complaints if any; of such nature of Atrocity reported/complained.
  10. Conduct the inquiries on the reported & complained issues and to aid and advice the Principal in this regard for the justice and smooth functioning of the Institute.
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## **ANTI-RAGGING ANTI-DRUG AND DISCIPLINE COMMITTEE**

The Anti-Ragging and Anti-Drug committee initiates and implements various anti-ragging and curbs possession or consumption or use of drugs, alcohol and tobacco products that are in-line with provisions of the Anti-ragging and Anti-Drug Act issued by the government. The committee examines the complaints received on any disciplinary issues including ragging on any students/staff member and recommends suitable punishment as per act. Ragging in and around the college in any form is banned in order to maintain the healthy atmosphere. CMRIT strictly prohibits smoking, drinking liquor, chewing tobacco, Gutkha or any tobacco product in the campus. Possession/consumption of these items, entry in campus under the influence of alcohol or any addictive/toxic material is taken as a serious punishable offence. The committee constitutes various sub-committees/squads to vigil rowing/floor inspection, busses, boarding/ alighting points, surrounding bus-stops, auditorium, grounds, courtyards, parking places, entrance, terrace, corridors, canteen, library and hostels to maintain campus discipline.

### **Objectives:**

1. To prohibit, prevent and eliminate ragging/indiscipline in all forms among students/staff by means of misconduct, misbehavior, un-parliamentary words/acts and indulging in any form of teasing/ill-treating/man-handling/rudeness/rowdyism.
2. To monitor, direct and oversee the functions and performance of the anti-ragging squads in prevention and curbing of ragging/indiscipline in the institution.
3. To recommend/suggest suitable punishments against individuals indulged in ragging/indiscipline.
4. To achieve and maintain drug free premises and surroundings by imposing total ban on consumption or use of drugs, alcohol and tobacco products.

### **Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Students Affairs	Member
4	Senior Faculty members from each department	Member
5	Two non-teaching staff members	Member
6	One Local Civil and Police Administration	Member
7	One Local Media Representative	Member
8	One NGO representative involving in youth activities	Member
9	Two Parents (one from fresher and one from senior)	Member
10	Two Students (one from fresher and one from senior)	Member
11	Coordinator, Anti ragging and discipline	Member Secretary

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

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

**Term:** The tenure of the members shall be Three years.

**Function:** The roles and responsibilities are to

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

2. Display at all conspicuous places round the clock SOS/helpline numbers to contact in case of ragging/in-disciplinary issues.
3. Create awareness about availability of drop box for complaint and grievance redressal link in institute's website.
4. Conduct anti-ragging awareness programmes/camps in association with statutory bodies.
5. Involve students from seniors/fresher's jointly in value based cultural and other activities.
6. Ensure possible solutions through interaction, warning, counseling, mentoring, conciliation, etc related to ragging/indiscipline and intimate the same to the respective Authority.
7. Report on the violation of disciplinary rules to the nearest police station on approval from HOI.
8. Empower campus vigilance teams to conduct surprise visits/inspections/snapshots at all vulnerable places to avoid ragging and indiscipline.
9. Keep a close watch on the movement of trespassers/outside/strangers in the college campus.
10. Advise students, particularly girls, to regulate their movements and interactions, especially with strangers or undesirable characters.
11. Conduct meetings on ragging/indiscipline issues and recommend appropriate action as per the "Prohibition of Ragging in Educational Institutions Act".
12. Conduct regular meetings with Anti-ragging squad members, floor in-charges and student members to review the status in the campus, document it and submit the report to the HOI.
13. Duties and Responsibilities of the Anti Ragging Squad
  - a. Conduct rowing inspections in and around the campus.
  - b. Create awareness among the students about the repercussions and punishment for involvement in any act of ragging/indiscipline.
  - c. Bring to the notice of the anti ragging committee any cases reported.
14. Duties and Responsibilities of the Anti Ragging Floor In-charges
  - a. Conduct rowing inspections in the respective floors at regular intervals.
  - b. Monitor and warn the loitering of senior students near the first year class rooms.
  - c. Inform the anti ragging committee about any untoward incident witnessed.
15. Organize induction program/awareness programs by government authorized agencies/ organizations to educate the students about the ill effects of the use of drugs as well as the legal action for violation of the laws.
16. Conduct regular as well as surprise checking in hostels, toilet block of cafeteria and few remote/hiding places.
17. Encourage students' volunteer (peer group) to stand vigilant and report the case to Anti-Drug Committee with evidence.

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## BUILDING AND CIVIL WORKS COMMITTEE

The committee is responsible to prepare phase-wise, comprehensive, time-bound plans to construct new buildings as per AICTE/JNTUH/UGC/TG norms and according to the vision of the college and get it approved by governing body and management. The objective is to propose and get the grants from the society to undertake construction as well as renovation/extension.

**Constitution:**

S. No.	Category	Status
1	Chairman of the governing body	Chairman
2	One or more members of the governing body	Member
3	Head of the Institution	Member Secretary
4	Invitee member - architect from approved panel	Member
5	Administrative Officer	Member
6	Construction Incharge	Member

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

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

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

**Functions:** The roles and responsibilities are to

1. Select the sites for all new constructions.
2. Work out all details of acquisition of new land and complete acquisition proceedings after obtaining approval of the Governing Body.
3. Present proposals for construction of new buildings and other major works to the GB for approval.
4. Make recommendations to the Governing Body regarding the appointment of a Consulting Engineer and an Architect, whenever required and also suggest the remunerations payable to them as well as the terms and conditions of such appointments.
5. Get the detailed plans and estimates prepared for all new construction works, present them and obtain the approval of the Governing Body.
6. Plan all minor modifications and maintenance works subject to the provision of the budge.
7. Take decision whether an approved work is to be carried out departmentally or through contract.
8. Issue tender notifications and receive tenders for the approved construction works.
9. Scrutinize the tenders, negotiate whenever necessary and award works provided the tender does not exceed the approved estimate by more than 10% and to make appropriate recommendations to the Governing Body in case of tenders exceeding the approved estimate by more than 10%.
10. Take decisions on the rates at which labor contracts are to be awarded.
11. Decide the procedure for purchase of materials required for new construction works as well as maintenance works.
12. Monitor and ensure effective supervision of all works and their completion within time frame.
13. Offer better facilities such as RO-water, electrification, waste management systems, restrooms, canteen, gym, games, sports, open/indoor auditorium, semi-automated house-keeping, CCTV surveillance, fire safety and campus vigilance team.
14. Display campus map, signboards and inspiring quotes at different places.
15. Ensure to conduct audits such as safety, traffic, green, energy and prepare annual GPAC report.
16. Any other function specifically assigned to it by the Governing Body.

## **PURCHASE AND TECHNICAL SERVICES COMMITTEE**

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

### **Constitution:**

<b>S. No.</b>	<b>Category</b>	<b>Status</b>
1	The Chairman of Governing Body or his Nominee	Chairman
2	Head of the Institution	Member
3	All HODs	Member
4	Finance officer	Member
5	Administrative officer	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Get the necessary indents from the respective departments.
2. Verify and approve the procurement proposals received from all the departments as per the sanctioned budget limit and communicate the decision to concerned department.
3. Get atleast two quotations from the approved vendors, analyze and consolidate the same.
4. Ensure credibility, proportionality, transparency, accountability and fairness in the procurement process.
5. Ensure all necessary procurement procedures are properly followed including any relevant donor procedures. Seek clarification from suppliers/service providers where necessary.
6. Ensure the quality of the equipment based on the sample demonstration.
7. Finalize and issue the purchase order, delivery of goods, inspection and instructions for payment on satisfactory report from concerned head.
8. Ensure the maintenance of the stock registers for the different items and conduct periodic scrutiny of the equipment.
9. Specify the procedure for weeding/writing-off/selling of scrap/obsolete/shred of equipment, impairment, maintenance and repairs.
10. Any other function specifically assigned to it by the HOI.

## **SAFETY SECURITY AND CAMPUS MAINTENANCE COMMITTEE**

This committee looks after the safety, security and campus maintenance of the Institute. These include the Study and review of the installation of CCTV, firefighting equipment, monitoring of security system and overall maintenance of the Institute.

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Faculty	Member
3	One Faculty from each department	Member
4	Anti-Ragging and Disciplinary Coordinator	Member
5	Administrative Officer	Member Secretary

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

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

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

**Functions:** The roles and responsibilities are to

1. Ensure installation and maintenance of firefighting equipment System at all identified locations.
2. Ensure installation and maintenance of CC Camera System at all conspicuous locations and their operation mode.
3. Ensure the maintenance of inward and outward details of logistics and visitor database.
4. Monitor the positioning and timings of Security personal.
5. Ensure the Optimization of number of Security personal as per need.
6. Define duties and responsibilities of security system and ensure implementation of the same.
7. Organize awareness programmes on Safety and security to all students and staff.
8. Plan and ensure the smooth entry and exit of the vehicles at the parking locations.
9. Ensure regular maintenance of the building and the equipments of the Institute.
10. Coordinate with the people for the maintenance and ensure timely completion of job.
11. Monitor routine maintenance in the Institute and related infrastructure on daily/annual basis.
12. Monitor and arrange major and minor repairs of laboratory equipments and office accessories.
13. Maintain a complaint register and resolve on daily basis.
14. Ensure to arrange staff for daily and routine maintenance and their work is monitored on daily basis by the supervisors.
15. Ensure to escalate the complaints to HOI which don't come under the preview of the committee.

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## ADMISSIONS COMMITTEE

The Admissions Committee formulates and executes the admission criteria and focus on creation of brand image for the institution through such promotional activities to attract good quality students for admission into all programs.

**Constitution:**

S. No.	Category	Status
1	The Chairman of Governing Body or his Nominee	Chairman
2	Head of the Institution	Member
3	Three senior faculty members	Member
4	Administrative Officer	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Prepare well defined policies for admissions, brochures, prospectus and handouts for publicity.
2. Get acquainted with all the rules and regulations of admissions as prescribed by Govt. and guide the students seeking admission accordingly.
3. Acquaint students and parents about institutional facilities during admission-enquiry.
4. Prepare plan for addressing intermediate/12<sup>th</sup>-standard/diploma/degree students as a career counseling activity.
5. Advertise in newspapers regarding admissions into all categories (Convener, Management, Spot Admissions) as per guidelines issued by TGCHE/JNTUH/AICTE.
6. Get approved list of newly admitted students in all categories/programs from competent authority.
7. Advise on improvement of facilities based on stakeholder feedback during admissions.
8. Depute representatives to admission centers for counseling the students as and when required.
9. Maintain digitized student admission data and forward it to concerned department.
10. Guide the students to complete the admission procedure like fulfilling eligibility criteria, paying fees, Roll Numbers, course registration, I-card, time tables, transport, hostel admission, etc.

## **TRAINING PLACEMENT AND CAREER GUIDANCE CELL**

The Training, Placement and Career Guidance Cell aims to guide and prepare the students to choose right career, provide knowledge, aptitude and skills that suits the global manpower requirements. The prospective recruiters are provided with infrastructure support for scheduling interviews, hosting seminars, group discussions and written tests. The cell imparts continuous training in learning-skills, behavioral-skills, life-skills in addition to aptitude and communication skills. The cell functions in this direction by providing training in four phases i.e. primary, secondary, tertiary, advanced involving all the levels of students step by step.

**Vision:** Nurture the students with culture, values, ethics, sincerity and hard work that pave way for bright career and enable them to serve global society.

**Mission:** Endure students to develop the technical/professional/inter-personal/lateral-thinking skills through mentoring, industry interaction and counseling to succeed & advance in their career.

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean Academics & Planning	Member
3	All HODs	Member
4	Two faculty members from each department	Member
5	Dean, Training and Placement	Member Secretary

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

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

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

**Objectives:** The objectives of the Cell are to

1. Facilitate the campus recruitment with necessary industry interaction, MOUs, training and placement to the satisfaction of the stakeholders.
2. Arrange interaction with recruiters for acquaintance regarding recruitment & selection procedure.
3. Counsel the students for their career-development/academic/career interests and short/long term goals.
4. Arrange for the maintenance of databases with details of students, companies, placement offers, compensation packages etc.
5. Organize periodic meetings with HRs of companies and TPO's to promote recruitments.

**Functions:** The roles and responsibilities are to

**I. Career Guidance:**

1. Establish a **Centre for Career Guidance & Counseling** to organize professional counseling.
2. Create awareness on career advancement, professional/technical communication skills.
3. Display articles regarding competitive & industrial career opportunities on all notice boards.

4. Involve alumni and stakeholders to provide job opportunities in Govt/Public/Private Sectors.
5. Arrange for motivational talks/workshops with industry/academic experts.
6. Create awareness about online assessments by providing central computer facilities.
7. Conduct tests like psychometric, aptitude, reasoning, coding challenges, mock-interviews, etc.
8. Formulate placement teams with faculty coordinators for guiding respective students.
9. Conduct competency mapping programs on higher education/employment/entrepreneurship.

## **II. Training & Development**

1. Design the curriculum with industry expectations and train the students accordingly.
2. Provide communication skills - LSRW/personality-development/GD/JAM at entry level.
3. Train the students on aptitude, reasoning, verbal skills, resume preparation, email writing, interview skills and conduct practice/mock sessions for the same at secondary level.
4. Provide corporate training program on group discussions, general knowledge, current affairs, technical and core aspects, etc at tertiary level and gear-up for recruitment process.
5. Provide need based training according to industry requirement through online tests, technical and HR interviews at advanced level.
6. Acquaint real-world work culture exposure by organizing industrial visits.
7. Conduct training sessions in value added courses to bridge industry-institute gap.
8. Involve alumni to conduct competency mapping and career advancement programmes.

## **III. Placement/Internship**

1. Maintain databases of recruitments/rankings/affiliations for accrediting agencies in the prescribed format.
2. Collect list of eligible students for internship/jobs/projects/higher-studies/entrepreneurs from HODs/COE and guide them in their respective areas.
3. Liaison with industries for internships, projects, seminars, visits and recruitment.
4. Ink MOUs with industries/universities/professional-associations/R&D agencies.
5. Publish the achievements of training/placement/alumni/entrepreneurship in institute newsletter, print and electronic media.
6. Prepare monthly, quarterly, half yearly and annual report on number of training programs/workshops/seminars/guest-lectures conducted, companies visited, list of selected students, alumni contacted, number of leads generated and submit to the HOI and upload in website and maintain a record of the same for AICTE/NBA/NAAC/JNTUH etc.

## **IV. Higher Education**

1. Provide information at all conspicuous places on higher studies in Indian/Foreign universities.
2. Conduct trainings for exams like Civil Services, GATE, CAT, GRE, TOEFL, IELTS, etc.
3. Provide platform to interact with foreign university officials admissions cum scholarships.
4. Create awareness programmes with various funding agencies regarding abroad opportunities.
5. Conduct awareness programmes on emerging courses and opportunities.

## **V. Alumni**

1. Establish, involve, maintain and interact with alumni association for overall development.
2. Create awareness among the students about the importance of alumni association.
3. Ensure outgoing students to register in alumni association.

4. Maintain alumni database and conduct regular interaction.
5. Strengthen alumni relations through social media and seek their advice.
6. Conduct guest lectures on employment opportunities through alumni interaction.
7. Extend support for the needy/deserving students of the institute in association with alumni.
8. Share intelligence and information on various aspects between alumni and institute.
9. Seek alumni assistance in student's project/internship/placement opportunities.
10. Involve alumni in curriculum-design/education/training/R&D/consultancy/extension services.

**V. Interaction between industry and institute**

1. Arrange guest-lecturers/workshops/training/R&D/consultancy/projects/internships/visits by signing of relevant MOUs with various industries.
2. Involve industry experts in curriculum-design and development.
3. Organize programs on innovation, incubation, IPR and entrepreneurship development.
4. Counsel and mentor by industry experts.
5. Conduct mock-interviews and GDs with the help of professional/industry associations.

**VI. Facilities for Recruiters**

1. Provide facilities to conduct pre-placement talks and computer labs for online tests.
  2. Facilitate GD rooms and personal interview chambers.
  3. Arrange student volunteers and logistics for the campus/pool drives.
  4. Ensure proper hospitality for recruitment teams.
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## **HUMAN RESOURCES COMMITTEE**

The Human Resources Committee ensures the recruitment of well-qualified, trained and experienced staff in all categories/departments to meet the vision, mission, objectives, goals and norms of affiliating bodies for fulfillment of student learning in accordance with the strategic plan.

### **Constitution:**

<b>S. No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	All HODs	Member
3	One senior faculty from each department	Member
4	Administrative Officer	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Prepare HR policies and procedures regarding recruitment, designation, induction, training, development, pay fixation, increments, incentives, promotion, retirement, resignation, termination, awards, rewards, leaves/vacation and any other matter related to HR.
2. Receive staff requirements from all the departments and get it approved from GB for recruitment.
3. Advertise the vacancy recruitment notification in leading news papers and institutional website.
4. Scrutinize and shortlist the applicants based on credentials and arrange for test and interviews.
5. Formulate staff selection committees as per norms for conducting interviews.
6. Verify the genuineness of credentials and custody of original certificates of selected/confirmed candidates for JNTUH/AICTE/UGC/NBA/NAAC verification.
7. Ensure to conduct orientation/training/development/refresher/counseling/mentoring programs for newly appointed/existing staff with eminent persons from industry.
8. Identify staff assessment committees to apprise the staff of various departments to recommend for increment/incentives/training/promotion/demotion/termination/dismissal/any other purpose.
9. Recommend for higher-education/QIP/lean and arrange for grant of NOC for special/sabbatical leave, issue of originals with service certificates and ensure return of all the original certificates issued by the institution along with certificate in support of the benefit availed.
10. Arrange for the relieving order, service certificate, salary certificate, TDS certificate and return of original/custodian certificates if any of the staff resigned/retired/terminated after obtaining no-dues certificate and also arrange for functions such as farewell, felicitation, etc.

## RIGHT TO INFORMATION CELL

The RTI cell provides any information about the institution's administration/functionality/faculty/students/other stakeholders in most transparent manner within the stipulated time on request and payment of prescribed fee under citizens' charter.

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Appealing Officer
2	Information Officer nominated by HOI	Member Secretary
3	Asst. Information Officer nominated by HOI	Member
4	All Deans	Member(s)
5	All HODs	Member(s)

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

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

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

**Objectives:** Provide available information of the Institute as enshrined in RTI ACT to the Indian citizen on payment of prescribed fees.

1. To establish procedures to be followed in the decision making process and particulars of discharge of functions, powers, duties, responsibilities of officers/employees.
2. To provide published rules, regulations, instructions, manuals, documents and records used by employees for discharging their functions.
3. To pronounce the roles and responsibilities of the boards, councils, cells and committees etc., and the same are accessible through institutional website.

**Functions:** The roles and responsibilities are to

1. Document the information pertaining to the students, staff and institutional activities.
2. Maintain RTI data.
3. Respond within stipulated time for all queries.
4. Prepare and deliver copies of the documents/data/information/order to the petitioners on approval of HOI.
5. Hold on enquiry regarding relative transparency of data under question.

## **SOCIAL MEDIA CELL**

Media Cell handles the PR activities and caters to the three major domains of the institute - Public Relations, Social media, Official Newspaper/Newsletter of the Institute. Media Cell enhances the Institute performance to the students and its stakeholders. The team works towards publishing and distributing information on the various activities, achievements and successes of the institute through various print, electronic, digital and social media channels. The members are drawn from across the staff in order to ensure a holistic approach to information dissemination and coverage.

### **Constitution:**

<b>S. No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	One Teaching Staff Member from each department	Member
3	One Non Teaching Staff Member from each department	Member
4	Two students from each department	Member
5	Coordinator, Social Media Cell	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Maintain and update the Institute website.
2. Carry out the social media campaign for promoting Institute related news & information.
3. Design innovative post/messages for posting on social media accounts of the Institute such as Facebook, X Platform, Instagram, Youtube, LinkedIn etc.
4. Execute the advertising, promotional activities for building up the brand of the Institute.
5. Keep track of the views, comments and likes on the social media platforms and report it to the concerned authorities.
6. Coordinate with different departments of the Institute as well as other stakeholders & collect relevant information for posting on social media.

**The following are the official social media links of the institute:**

Website: <https://www.cmritonline.ac.in>

Facebook: <https://www.facebook.com/115321953351203>

Instagram: <https://www.instagram.com/cmrittelangana>

LinkedIn: <https://www.linkedin.com/school/cmrittelangana>

Twitter: <https://twitter.com/cmritthyd>

YouTube: <https://youtube.com/cmritthyd>

## **PROGRAM ASSESSMENT COMMITTEE**

The Program Assessment Committee (PAC) monitors all departmental activities and the processes of program review including all stakeholders. The scope of PAC is to verify CO-PO mapping, POs, PSOs & PEOs and identify ways and means to accomplish and review benchmarks, rubrics, metrics and quality standards for effective academic administrative system to achieve affiliations/accreditations/rankings. The committee ensures that the faculty/students actively participate in workshops, develop projects, working models, R&D publications.

**Constitution:**

S. No.	Category	Status
1	Head of the Department	Chairman
2	Minimum four faculty members at all levels	Member
3	Coordinator, PAC	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Prepare departmental academic calendar.
2. Recommend modifications in the curriculum to the BOS, if required.
3. Ensure academic standards and excellence of regular/value added/certificate courses offered.
4. Offer programs for enhancement of employability skills and professional advancement.
5. Monitor attainments and assessment methodologies used at course/program level to achieve COs, POs and PSOs by developing benchmarks, rubrics and strategic plan document.
6. Provide guidelines for MOUs, industry interaction, internships, R&D, consultancy and extension services.
7. Involve key stakeholders to establish cells/clubs/chapters/centers-of-excellence/entrepreneurship/innovations/incubations and report on the activities.
8. Interact with stakeholders continuously, collect-feedback, seek suggestions to strengthen the programs.
9. Motivate staff/students to attend the workshops and develop projects/models/publish R&D papers.
10. Involve stakeholders in development of Vision, Mission, PEOs, POs, PSOs and COs attainment.

## **ACADEMIC AND ADMINISTRATIVE AUDIT COMMITTEE**

The Academic and Administrative Audit Committee (AAAC) essentially looks after the quality orientation-processes in academics, examinations, R&D consultancies, extension services, administrative practices for the excellence in engineering and management education. The purpose of the committee is to devise policies, strategies and controls to evaluate the performance of the various departments/ institution and give suggestions for further improvement of the quality in relevant areas.

**Objectives:** The objectives of the committee are to

1. Conduct SWOC analysis for quality improvement in all departments/cells/ clubs/chapters.
2. Identify bottlenecks in the existing administrative mechanisms and suggest measures to reform.
3. Evaluate the optimum utilization of financial and other resources.
4. Ensure continuous improvement to meet requirements of affiliating/accreditation/ranking agencies.

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	All Heads and Deans	Member
3	One Representative from Administration	Member
4	IQAC Coordinator	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Envisage the profiles of all students, staff, department and institution.
2. Provide guidelines for design and development of curriculum.
3. Define various performance indicators/rubrics/benchmarks in TLP and evaluation of COs/POs/PSOs/PEOs.
4. Conduct academic-quality audits.
5. Propose guidelines on quality audits to HODs for affiliation, accreditation, and ranking processes.
6. Seek action taken report from HODs, deans and in-charges on all audited reports.
7. Assess the role of administrators/staff/students to maintain ethics in TLP Research & Outreach.
8. Assess the core and professional competencies of the staff and students.
9. Ensure infrastructure requirements for effective functioning of all systems.
10. Verify academic and administrative compliance to achieve Vision, Mission, Objectives and Goals

## GREEN PRACTICES ASSESSMENT COMMITTEE

The Green Practices Committee aims to improve the quality of environment, decrease waste, conserve natural resources/energy and report on current environmental practices in-vogue on campus so as to provide remedial measures to sustain the environment. The committee ensures the active participation of employees and students in government sponsored/non-sponsored programmes such as Haritha Haram, Swach Bharath and Swach Pakhwada to promote green practices.

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One Representative from All Departments	Member
3	Coordinator, IQAC	Member Secretary

**Frequency of Meeting:** Once in a semester (Preferably in the first month) and such other times, as may be required. The member secretary in consultation with the chairman prepares and circulates the agenda of the meeting well in advance. The member secretary maintains the minutes of the meeting and action taken report.

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

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

**Functions:** The role and responsibilities are to

1. Ensure carbon neutrality and ecological balance through green zones in campus such as academic-infrastructure, canteen, transport, parking, hostels, lawns, courtyards, etc.
2. Identify the adverse environmental affects, if any and devise suitable remedial programmes.
3. Set targets to achieve green campus and environmental sustainability through awareness camps.
4. Conduct field visits/camps/workshops/programs in coordination with NSS, government/NGOs and stakeholders to create awareness about green practices.
5. Organize frequent campus visits, prepare green audit report, get certifications, maintain all relevant reports/records and produce the same for affiliation/accreditation/certification/ranking agencies.

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## **TIME-TABLE COMMITTEE**

The aim of the Time-Table Committee is to provide effective content delivery schedules for attainment of graduate attributes. The committee prepares the consolidated academic calendar for various programs in coordination with in-charges of various departments/cells/chapters/clubs covering curricular, co-curricular and extra-curricular activities.

### **Constitution:**

<b>S. No.</b>	<b>Category</b>	<b>Status</b>
1	Head of the Institution	Chairman
2	One faculty member from each department	Member
3	Dean, Academics & Planning	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Develop well defined and consolidated timetable for regular, curricular, co-curricular and extracurricular activities.
  2. Ensure uniformity in the timetables as per the course structure of respective departments.
  3. Accommodate separate time schedules for library, sports, placement training, mentoring etc by effective utilization of infrastructure and human resources.
  4. Provide time schedules for makeup/remedial classes/tests for slow-pace/backlog students.
  5. Ensure uniform distribution of workload as per norms and ensure no faculty gets two continuous sessions.
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## **LIBRARY COMMITTEE**

The purpose of the Library Committee is to act as a channel of communication between the institute library and its users. It shall assist in developing operational procedures, suggest measures for improvement and inculcate the habit of technical-readings and retrieve intelligence.

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	One senior faculty member from each department	Member
3	Librarian	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Monitor functioning of Online Public Access Catalogue (OPAC).
2. Request and collect library requirements from HODs before the beginning of semester.
3. Verify and approve the library requirements from all the departments as per norms.
4. Consolidate library requirements of all the departments within the budget limits and recommend.
5. Review the procedure for enquiry, quotations, scrutiny, negotiations, order, delivery and payment.
6. Ensure process adopted for inspection, accession, stacking and adding to LIS.
7. Inspect entries in accession register time to time and maintenance of e-records of issues/returns.
8. Conduct audit of books/journals/periodicals/equipment/resources/stock & accession registers.
9. Check display of new arrivals of books, journals, magazines, software and any other e-resources.
10. Keep e-record of students and staff and visitors register with suggestions in the library.
11. Insist on timely subscription/renewal of all journals, e-resources, licenses, software, etc.
12. Observe availability & accessibility of DIGINET/remote access/reprography/internet/WiFi/CNET
13. Visit and check reading room, AV/digital library with suitable PAS/head gear system facilities.
14. Ensure access to digital resources like NDL/NPTEL/SWAYAM/EKLAVYA/MOOCs/INDEST.
15. Ensure display of central library area/seating-capacity/titles/volumes/journals/periodicals available.
16. Ensure addition of required titles, volumes, journals, periodicals, magazines, news papers, AV-CD's, rare books, new/old manuscripts, e-resources and infrastructure every year as per norms.
17. Bring any complaint/suggestion from the students/staff to the notice of the HOI.

## **HOSTEL AND CANTEEN COMMITTEE**

Hostel and Canteen committee is responsible to frame guidelines to manage and organize the hostel and canteen smoothly in all aspects. As a part of its responsibility the committee coordinates with the wardens, students and faculty for routine day-to-day activities and functioning. The committee deploys preventive/corrective measures meticulously to monitor regularly infrastructure, lodging, boarding, drinking water, medical, counseling, communication, internet, Wi-Fi, CCTV surveillance, transport, house-keeping, sanitation, laundry, amenities, generator, recreation, library, etc, in the interest of student's welfare.

### **Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
2	Dean, Students Affairs	Member
3	Four Faculty members residing in Hostel	Member
4	Two Faculty members including one female faculty	Member
5	One student from each Hostel	Member
6	Warden	Member Secretary

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

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

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

**Functions:** The roles and responsibilities are to

1. Frame admission guidelines with disciplinary norms and collect the application form along with undertaking from the student, parent/guardian at the time of admission.
2. Review digitized admission records, CCTV vigilance system and form student-floor-committee.
3. Ensure secured biometric entry and exit mechanism and prevent outside interference.
4. Circulate blacklisted students with details to parents/guardians, classrooms and HODs.
5. Prepare an operational budget and forward it to HOI for further recommendations.
6. Make recommendations to the management regarding prices of commodities.
7. Monitor infrastructure, lodging, boarding, hygienic-mess, drinking water, dispensary, counseling, communication, internet, Wi-Fi, CCTV surveillance, transport, house-keeping, sanitation, drainage, plumbing, electricity, laundry, cleansing of amenities, generator, recreation, library, etc.
8. Conduct checks through squads in prohibition of ragging, smoking, alcoholics, use of narcotics/drugs, smuggling, unnatural means and report the same to the HOI for necessary action.
9. Invite quotations, negotiate, place orders, delivery, service inspection and payment to suppliers.
10. Monitor display of daily-menu/food-quality/nutritional-standards and suggest remedial measures.
11. Display the contact details of CMR Hospital eminent doctors at conspicuous places.
12. Collect feedback on the hostel facilities, analyze and suggest for improvement of services.
13. Bring any complaint/suggestion from the students/staff to the notice of the HOI.

## TRANSPORT COMMITTEE

The Transport Committee ensures operational convenience in travelling for its students and staff. The committee takes care of all legal formalities of local government such as valid operating route permits, insurance, licenses, fitness certificate, training and recruitment of drivers, mechanics, helpers, regular service/maintenance of vehicles, accessories, interiors consumables, spares and rules for sub-contract operators/drivers, traffic violations, challans, parking issues, aberrations, etc.

**Constitution:**

S. No.	Category	Status
1	Head of the Institution	Chairman
3	One Faculty from each department utilizing the transport facility	Member
4	Administrative Officer	Member
6	Transport Manager	Member Secretary

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

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

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

**Functions:** The role and responsibilities are to

1. Frame operational guidelines for all the transport related matters.
2. Ensure to get fitness certificates, c-book entries, route permits, clearances, special exemptions, insurance, licenses, pollution-check and clearance from the various departments of Government.
3. Monitor and review the time schedules of the vehicles operators/drivers.
4. Conduct surprise inspections/checks regarding occupancy, overloading, safety equipment/ measures, cleanliness, fee defaulters and unauthorized boarding among staff and students.
5. Receive/Resolve complaints/suggestions on all transport and traffic matters.
6. Collect feedback on operators, drivers, in-charges and initiate necessary action including indiscipline.
7. Identify the feasibility of new routes/buses based on the demand and fix the transport fee.
8. Coordinate with various bus-in-charges, drivers and operators for smooth functioning and necessary instructions.
9. Check periodically the availability of the documents of buses, drivers, operators and contractors.
10. Inspect the condition of the buses as per norms and report to HOI.

## SERVICE RULES AND REGULATIONS

CMRIT recruits staff twice a year and also on need basis. The recruitment committee comprises of external & internal subject experts, HOD and two senior staff members of the respective departments. The recruitment for all the posts are based on merit/performance achieved in the selection procedures conducted by the committees constituted for it.

The recruitment process for regular posts commences with a notification/invitation to receive applications from the eligible candidates through an open advertisement/voluntary channels. However, temporary vacancies are filled through walk in interviews by constitution of a separate selection committee with the Director, Principal, HOD concerned and two experts in that field of specialization. In case of recruitment to senior positions at professor/associate professor level, the vacancies are filled by a special invitation to eminent persons those who are retired from premier academic/R&D/Govt. institutions and industry.

The recruitment of technical/non-technical staff is done by a committee constituted with Director, Principal and Heads of respective departments. **The minimum age for all regular/full-time employment with the institution is 18 years.**

### Categorization of Staff

The staff members are categorized under two broad heads, namely,

- a. Teaching staff.
- b. Non-teaching (technical and administrative) staff.

### Classification of Staff

Based on the nature of position held, the staff of the institute is classified as

- a. Regular/Fulltime
- b. Under probation
- c. Adhoc/Contract/Temporary
- d. Adjunct/Visiting/Part-time/Professor-Emeritus

### Appointing Authority

The Governing Body frames rules for all appointments and delegates the powers to Director/Principal to recruit, transfer and depute staff for all positions. The staff selection committee for all teaching positions is formed as per guidelines of Governing Body. The committee includes the Secretary & Correspondent, Director, Principal and other nominated members. The Secretary & Correspondent signs all the appointment orders. The recruitment process is executed in a scrupulous, fair and transparent manner.

### Teaching Staff and Eligibility Procedures

The teaching Staff of the institute comprises the following categories:

- |                                       |   |
|---------------------------------------|---|
| a. Principal                          | f. Assistant Professors   |
| b. Deans                              | g. Librarian  |
| c. Professors                         | h. Physical Education Director                                  |
| d. Professor of Practice to Professor | i. Any other category of post sanctioned by the Governing Body. |
| e. Associate Professors               |   |

**Qualifications and Experience:** The minimum qualifications, experience, requirements for various teaching posts, teacher student ratio (1:20) and cadre ratio (1:2:6) are followed as prescribed by AICTE from time to time. The following are the criteria:

S. No.	Cadre	Prescribed Qualifications and Experience
1	<b>Assistant Professor</b>	<p><b><u>Engineering &amp; Technology</u></b>                      B.E./B.Tech./or equivalent (as prescribed by AICTE) and M.E./M.Tech./M.S. (or) Integrated M.Tech. (or) B.E./B.Tech. with Ph.D.                      At least one degree either at UG or PG level shall be in relevant discipline with first class/equivalent credits at UG and PG in any one of the degrees.                      The candidates with Ph.D. in CSE along with MCA are also eligible to teach B.Tech. or M.Tech (CSE) programme along with existing qualifications as prescribed by AICTE for Assistant Professor in Engineering and Technology.</p> <p><b><u>Master of Business Administration</u></b>                      Bachelor's Degree in any discipline and Master's Degree in Business Administration/PGDM/CS/C.A./ICWA/M.Com. with first class or equivalent <b>and</b> Two years of professional experience after acquiring Master's degree. However, Professional experience shall be exempted for those who possess Ph.D. Degree/Fellow in Management (Institutions approved by AICTE and Indian Institute of Management (IIMs).</p> <p><b><u>Humanities and Sciences</u></b>                      Ph.D. in concerned subject <b>or</b> first class PG in concerned subject with SET/NET Qualification.</p>
2	<b>Associate Professor</b>	<p>a. Qualifications as prescribed for the post of Assistant Professor with Ph.D. degree in relevant/allied discipline.  <b>and</b>                      b. Atleast 6 research publications in Web of Science list of Journals or a combination of Web of Science Journal publications and granted utility/process patents (Indian), out of which at least two should be in the last three years prior to the closing date of notification for the post.  <b>and</b>                      c. Minimum of 8 years experience in Teaching/Industry/Research.</p>
3	<b>Professor</b>	<p>a. Qualifications as prescribed for the post of Assistant Professor with Ph.D. degree in relevant/allied discipline.  <b>and</b>                      b. Minimum of 10 years experience in Teaching/Industry/Research out of which 3 years must be at the level of Associate Professor and/or equivalent.  <b>or</b>                      Minimum of 12 years of experience as Assistant Professor or combined experience as Assistant Professor &amp; Associate Professor, in teaching/research/industry.  <b>and</b>                      c. At least 4 research publications at the level of Associate Professor in Web of Science list of Journals and at least 2 successful Ph.D. guided as Supervisor/Co-supervisor till the closing date of notification for the post.  <b>or</b>                      At least 6 research publications in Web of Science list of Journals or a combination of Web of Science Journal publications and granted utility/process patents (Indian) at the level of Associate Professor/ equivalent level in R&amp;D/Industry till the closing date of notification for the post.</p>

		<p align="center"><b>or</b></p> <p>At least 10 research publications in Web of Science list of Journals or a combination of Web of Science Journal publications and granted utility/process patents (Indian) at the level of Assistant Professor/Associate Professor/equivalent level in R&amp;D/industry till the closing date of notification for the post.</p>
<b>4</b>	<b>Professor of Practice</b>	Professor of practice with a proven track record of research and innovation (candidates from industry and R&D should have demonstrated performance in development of products, projects, revenue generated, and patents granted).
<b>5</b>	<b>Principal/Director</b>	<p>a. Qualifications as above that is for the post of Professor, as applicable</p> <p align="center"><b>and</b></p> <p>b. Minimum 15 years of experience in academic institute/research organization/industry/corporate, with a minimum of 3 years administrative experience in the level of Professor/equivalent pay level.</p> <p align="center"><b>and</b></p> <p>c. At least two successful Ph.D. guided as Supervisor/Co-Supervisor</p> <p align="center"><b>or</b></p> <p>Minimum 8 research publications in Web of Science journals.</p> <p align="center"><b>or</b></p> <p>At least 2 utility/process patents granted (Indian).</p> <p align="center"><b>or</b></p> <p>Authored at least 4 books (text/reference) with reputed publishers (Renowned and international level) and organized at least four conferences as convener.</p> <p align="center"><b>or</b></p> <p>Founder/Co-founder of a start-up/ incubation unit recognized by MSME/DPIIT or by any other Central/State Government.</p> <p align="center"><b>or</b></p> <p>Possess Postgraduate Certificate of at least one year duration/Diploma/Degree in Management/Public Administration (Not applicable for the Professor of Management discipline).</p>
<b>6</b>	<b>Training and Placement Officer</b>	<p>a. Qualifications, service conditions and Pay scales of Training and Placement Officer shall be same as Professor in Engineering &amp; Technology or concerned Technical Program.</p> <p>b. One of the Professors in the Institute shall be entrusted with additional responsibility of Training and Placement Officer on rotation basis.</p> <p>c. If Professor is not available, Associate Professor may be identified for this post.</p>
<b>7</b>	<b>Assistant Librarian</b>	<p>a. Master's Degree in Library Science/Information Science/Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.</p> <p>b. Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by the UGC.</p>
<b>8</b>	<b>Assistant Director - Physical Education</b>	<p>a. Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least First Class or its equivalent with good academic record from a recognized University/Institute.</p> <p>b. Record of having represented the University/College at the inter-University/ Inter-collegiate competitions or the state and/or national championships;</p> <p>c. Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p>

		<p>d. Record of strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student/event management activities during college/ University studies.</p> <p>e. Record of organizing such events as student’s convener or in later part of life.</p>
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*\* Faculty members and Principals/Directors/Heads of institutions shall be permitted to serve upto attainment of 65 years of age. Further, a reemployment till the attainment of 70 years of age may be given to those faculty members who are physically fit.*

**Percentage Equivalence of Grade Points for a Ten Points Scale**

S. No.	Grade Point	Equivalent Percentage
1	6.25	55
2	6.75	60
3	7.25	65
4	7.75	70
5	8.25	75

**General Norms for Experience**

1. The teaching experience in engineering colleges, degree colleges, post graduation colleges and polytechnic colleges in the relevant subject only will be considered.
2. Teaching experience in schools, junior colleges and private coaching centers, training centers will not be considered.
3. In case of industrial experience, experience from organizations having more than five crore turnover and registered as private limited and public limited companies only will be considered.

**Recruitment Procedure**

CMRIT recruits and retains highly qualified, talented, faculty/staff from diverse fields, for various positions in all academic areas who contribute directly to achieve the set goals and objectives. The recruitment of vacant/new posts shall be filled through an open advertisement/invitation/ promotion of internal staff members on sanction/approval in the Governing Body.

**The process of recruitment includes:**

- a) Search for prospective candidates
- b) Shortlist prospective candidates
- c) Preliminary Selection – Staff Selection Committee
- d) Final Selection – JNTUH SCM for the Selected Candidates

**1. Search for Prospective Candidates:**

The process includes:

- a. Advertisement in leading newspapers/dailies in Telugu & English with the details of the openings/vacancies, eligibility criteria, scales of pay and other conditions.
- b. Periodical updates of the vacancy positions in detail on the website.
- c. The faculty members can also refer potential candidates about the vacant positions.
- d. The candidates have to satisfy the eligibility criterion to facilitate further consideration

### **Application Procedures:**

The eligible candidate has to submit the application through email/in-person within the stipulated time frame. The age limit is as per the AICTE/UGC/state government norms. Retired personnel from teaching/industry and R&D are also encouraged to apply for the posts. Incomplete or partially filled-in applications are summarily rejected.

The submission of documents should include,

- a. Duly filled-in application form (downloaded from the Institute Website).
- b. A copy of JNTUH-UID.
- c. Separate application for each post, if the candidate wishes to apply for more than one post.
- d. Educational Qualification, service and other certificates.
- e. Any other documents as per the prescribed norms.

### **2. Short listing of prospective candidates:**

Upon receipt of applications from candidates the administrative office consolidates & summarizes the relevant applicants' information and forwards it to the respective HODs.

The shortlist process is detailed hereunder:

- a. To reject applications that does not meet the eligibility criteria.
- b. To shortlist the potential/competent candidates based on eligibility criteria and recommend them for interviews to the Staff Selection Committee.
- c. The shortlisted candidates are called for written test, technical demo and interview.

### **3. Primary Selection - Staff Selection Committee:**

The Selection Committee is constituted as per the instructions of GB for each department for selection of the shortlisted candidates through interview. The following are the members of the committee:

- a. Director - Chairman of the Selection Committee
- b. Principal - Member Secretary of the Selection Committee
- c. Management Representative - Member of the Selection Committee
- d. HOD/BOS of the Department - Members of the Selection Committee
- e. Two Senior Faculty Members from the concerned Department as subject experts
- f. Subject Expert - Member of the Selection Committee (Preferably from JNTUH)

The committee evaluates the prospective candidates for a particular position and recommends for their appointment. The selected candidates are issued offer letters to accept the same and the appointment orders are issued at the time of joining.

The selected candidates for appointment to various posts should appear before JNTUH staff selection committee. Based on the recommendations of 'JNTUH staff selection committee' the candidates would be considered for final appointment. Any failure in this regard from the end of the candidate leads to cease the appointment.

### **4. University Selection Committee Meeting**

A Committee is constituted with the following members under the chairmanship of the Secretary & Correspondent of the CMRIT, to oversee the selection procedure. The members of the committee

include

- a. Chairperson (Secretary & Correspondent of CMRIT)
- b. Principal, CMRIT
- c. Head of the Department/BOS
- d. Two nominees from affiliating university
- e. Two subject experts from outside of CMRIT
- f. SC/ST/OBC/Women/Differently Abled, if any

The committee interviews the new/internal candidates and recommends the selected candidates for appointment. The appointed faculty should upload the certificates of educational qualification, experience, relieving order of the previous institution, appointment letter and SCM in the Faculty Registration Portal of the university along with the joining report and a copy of the JNTHUID.

### **5. Appointment of Principal**

A Committee is constituted with the following members under the chairmanship of the Secretary & Correspondent of the CMRIT, to oversee the selection procedure:

- a. Chairperson (Secretary & Correspondent of CMRIT)
- b. One nominee from affiliating university
- c. Two administrative experts (Principal) from outside of CMRIT
- d. SC/ST/OBC/Women/Differently Abled, if any

The committee interviews the new/internal candidates and recommends the selected candidate for appointment. The appointed Principal should upload the certificates of qualification, experience, relieving order of the previous institution, appointment letter and SCM in the Faculty Registration Portal of the university along with the joining report and a copy of the JNTHUID.

### **6. Appointment of Visiting Faculty/Adjunct Faculty/Trainer**

The candidature of an Trainer, Adjunct/Visiting Faculty position is discussed initially at department level and is forwarded to selection committee with specific comments about the suitability of candidature. the selection committee comprises of the following members to examine the candidature:

- a. Director
- b. The Principal
- c. The Head of Department Concerned
- d. The Dean-Faculty/Senior Most Faculty
- e. One External Expert Member.

The list of recommended candidates for a particular post is forwarded to the Secretary & Correspondent for further consideration & approval. The period of appointment is valid for a maximum of 3 years. The strength of adjunct faculty shall not exceed 25% of sanctioned limit. The appointed adjunct faculty has to undertake following responsibilities:

- a. Teaching conventional higher education, skill based and research courses
- b. Training
- c. Research
- d. Services
- e. Any other work as assigned by the HOI

**Non-Teaching Staff and Eligibility Procedures**

The following table comprises the Non-Teaching Staff positions, required qualification and Experience for each position:

<b>S. No.</b>	<b>Category</b>	<b>Designation</b>	<b>Qualification</b>
1	Administrative Staff	Administrative Officer	Master Degree or Degree from any recognized University with minimum 5 years experience in a reputed administrative position, preferably with knowledge of working in an educational institution.
		Accounts Officer	A Bachelors Degree with atleast 5 years service in managing accounts in a reputed concern, preferably CA/ICWA.
		Library Assistant	First Class in B.L.I.Sc. from a recognized University with 2 years of experience. Skilled in MS Office is a must.
		Book Bearer	First Class Degree in C.L.I.Sc. with a minimum of 2 years of experience in any Library Section. Typing and Computer knowledge will be preferred.
		Senior Assistant	A Bachelors Degree with at least 5 years service in the lower category
		Steno Typist	A Bachelors Degree with a knowledge of (a) Typewriting English Higher Grade (b) Shorthand English Lower/Higher Grade and (c) Knowledge of MS Office
		Junior Assistant / Junior Assistant cum Typist	A Bachelors Degree with a knowledge of (a) Typewriting English Higher Grade (b) Knowledge of MS Office
		Junior Assistant	A Bachelor's degree with a knowledge of MS Office
		Data Entry Operator	Passed Higher Secondary with DCA/DTP Certificate
		Xerox Machine Operator / Office Asst. / Attender	10 <sup>th</sup> passed
2	Technical Staff	Workshop Superintendent	B.E./B.Tech. Mechanical/Civil Engineering with 10 years of experience in the relevant field.
		System Administrator	B.E./B.Tech. or equivalent in Computer Science with 5 to 6 years of experience in networking and system administration.
		Programmer	B.E./B.Tech. (CSE)/ M.Sc.(Comp. Science)/MCA
		Computer Operator	Any Degree with Computer knowledge.
		Technician / workshop Instructor	I.T.I. in the concerned trade & Apprenticeship.
		Lab Assistant	Diploma or ITI with 2 years of experience in the relevant field. In case of Physics & Chemistry, a degree in the respective discipline.
3	General Services	Maintenance Engineer/ Works Supervisor	Degree or Diploma for the respective branch with minimum of 7 years of experience in maintenance
		Mechanic	Diploma with 3 years experience or ITI with 6 years of experience.
		Electrician	ITI certificate in relevant trade with 3 years of experience in an academic institution or industry
		Plumber	
		Drivers	10 <sup>th</sup> Passed with Heavy Vehicle License
		Sweepers	10 <sup>th</sup> passed

### **Non-Teaching Staff - Recruitment Procedure**

The Selection Committee is constituted by the Governing Body which interviews and selects the candidates for non-teaching posts. The selection committee comprises the following members:

- a. Director
- b. Principal
- c. Dean, Faculty
- d. Respective Head of the Department
- e. AO

The procedure for recruitment of non-teaching staff includes:

The respective Head forwards the consolidated requirement of the department/cell to the Director through the Principal for recruitment. Applications are called through open advertisement, referrals and also by voluntary channel. A technical interview and demonstration of skills is conducted by a committee comprises of the Head and a senior faculty. However, temporary vacancies and candidates from voluntary applications are filled by selection of candidates through walk-in-interviews.

**Note:** for candidates with more experience, relaxation in qualification may be given by the Management subject to the ratification of the same by the Governing Body.

### **Offer Letter for Appointment**

The selected candidates under regular/full-time employment are issued an offer letter based on the recommendations of the Staff Selection Committee and Director. The appointment order is issued by the Secretary & Correspondent on the day of joining. The Secretary & Correspondent may entrust the powers to the Director to appoint any adhoc staff. All the adhoc appointments are on consolidated-pay subject to TDS as per norms.

### **Re-Appointment**

Management can reappoint after superannuation of an employee for a further period of one-year treated as a fresh appointment and is extendable. No person is eligible for re-appointment under any circumstances if the employee is/was dismissed on disciplinary grounds.

### **Compliance requirements of the employee at the time of joining service**

The candidate shall join the service on or before the last date as specified in the appointment order on any working day. In general all the joining reports are accepted only in the forenoon otherwise the service would be considered from the next working day for all service related matters.

The candidate should submit the following documents in the Administrative office and report to concern Head of the department immediately:

1. Latest Resume along with Registration copy of JNTUH-UID (for Teaching Staff)
2. A set of scanned copies of all the certificates in prescribed format by JNTUH (for Teaching Staff) for uploading in JNTUH faculty registration portal.
3. Bank account No, copies of AADHAAR, PAN card and Passport Size Photos.
4. All Educational qualification certificates in original, softcopy of thesis, guide details, Ph.D. admission letter, genuinity certificates along with SCM, relieving, service/experience certificate, pay slips from previous organization, Medical certificate and any other relevant certificates.
5. Joining report accepting to render a minimum of one year of service.

## **Induction Programme**

All the fresh appointees should undergo an induction programme individually/in-batches to facilitate:

1. Introduction with the existing staff and in particular with the respective department.
2. Acquaintance with the culture, norms, affiliations, roles & responsibilities and expectations.
3. Awareness with the curriculum, schedules, sessions and other academic matters.
4. Necessary awareness to adapt to the TLP process followed in the Institution.

## **Service Records**

1. A service book is maintained by the HOI to record the performance of the employee.
2. Every employee verifies the entries & signs in their service book in the month of April every year.
3. The SR contains information about the employee from the date of joining to the date of relieving.
4. Update service record with the data such as dates of appointment/joining/probation/confirmation/regularization/increment/promotion/re-instatement/appreciation/demotion/memos/notices/QIP/all leaves/salary details and any other details related to service.
5. The same record continues if the employee rejoins within three years from the date of resignation retirement. However, the rejoining is treated as a fresh appointment.
6. SR will be destroyed after five years from the date of relieving/retirement from the service.

## **Pay Fixation Procedures**

The basic compensation includes fixed pay, incentive pay and all other pay benefits as per statute. The following are the details:

### **1. Pay Scales:**

- a. Teaching Staff:** AICTE/UGC scales of pay as applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.
- b. All other Posts:** Scales, as prescribed by the governing body from time to time.

**2. Entitlement of Pay:** An employee is entitled for pay from the date of joining. The employee is not entitled to draw salary (other allowances, if any) from the day the employee is relieved from services. Salary is credited to the employee's bank account every month.

**3. Allowances:** DA, HRA, CCA, other allowances are as per norms and approved by GB.

**4. Pay Fixation:** An employee who is appointed for fulltime regular post is entitled for a scale prescribed by AICTE/UGC and mentioned in appointment order. However any special promotions, increments by CAS/MPS may be added to basic pay only.

**5. Incentive Pay:** The outstanding performance of faculty members will be rewarded.

**6. Increments:** Increments are fixed based on the qualification, experience and position at the time of appointment for all the cadres and annual increments will be granted as detailed below:

- a) A basic minimum increment will be granted to each and every employee in their cadre as per norms subject to submission of self-appraisal report through proper channel followed by a satisfactory-report from staff evaluation and assessment committee appointed for granting of increments and promotions.

- b) The increment in case of teaching staff will be decided based on stakeholders feedback along with HOD/HOI. In the case of non-teaching staff, the tune of increment will be decided based on their functional performance and recommendations of respective HOD.
- c) A prescribed form will be given to all the staff members consisting different levels, parameters and metrics in-line with API suggested by AICTE/UGC guidelines.
- d) The annual increments will be directly affected by excess use of all leaves/vacation/OD beyond a limit which may lead to cease of annual increments. However, in special cases management may exercise the discretion with intimation to GB.
- e) If any employee couldn't secure annual increment consecutively for three years whatsoever may be the reason may not be eligible for continuation of services in the institution and also for reappointment. In no case institute entertain the candidature for fresh appointments also.
- f) However to those faculty members who secure Ph.D. in between academic year will be granted two increments in the existing cadre if they do not claim the same benefit on the submission of Ph.D. thesis at the beginning of the academic year or at the time of joining.
- g) Institute reserves the right to release the increments till the employee successfully completes the probation. The Secretary & Correspondent is the ultimate authority to sanction the increment for all staff members of the institute.

**7. Performance Appraisal Procedure:** Every year the faculty has to submit self-appraisal in the prescribed format which consists of performance indicators and faculty must thrive to achieve the criteria mentioned therein. This is to ensure the quality in teaching and learning, research and other activities of the faculty. The faculty has to submit the self-appraisal form to the HOD for remarks and then it is forwarded to the HOI for assessment and for approval by the management.

The following table shows the category wise minimum score required

S. No.	Category	Maximum score	Minimum Score Required*		
			Assistant Professor	Associate Professor	Professor
1	Teaching, learning and evaluation related activities	100	60	60	60
2	Co-curricular, extension and professional development related activities.	50	30	30	30
3	Research & academic contributions	**	20	30	40

\* Minimum points required for award of annual increment under each category

\*\* There is no upper limit for the maximum API score for 3<sup>rd</sup> category.

- i) The committee after assessment may recommend one or more of the following initiatives
  - a. To continue in the present position.
  - b. To consider for promotion to a higher position.
  - c. To consider annual increment or hike in remuneration based on the performance.
  - d. To extend training period.
  - e. To terminate services.
- ii) Appraisals are not applicable for employees who are appointed on ad-hoc, part-time, contract basis, visiting and adjunct faculty.
- iii) Appraisals for technical and non-teaching staff, the HOD and HOI will recommend to the Secretary & Correspondent with their remarks for final approval.
- iv) The employee who received two show-cause notices from the HOI through HOD is not eligible for any increment though they have submitted their self-appraisal form and no

assessment should be carried out for a period of one year and the employee is summoned to review whether the services to be continued or not. The management may take appropriate decision based on the review petition of the employee.

- v) Continuous absenteeism, habitual late comers and irregularities in attendance more than five days in a month under no case is considered for assessment and sanction of increment.
- 8. Withholding of Increment:** The increment of an employee may be withheld due to disciplinary action leading to postponement of future increments also. It is at the discretion of the Governing Body for approval of the same.
- 9. Reduction of Pay:** The pay of an employee may be reduced based on performance assessment committee recommendations due to continuous poor performance after many reminders. It is at the discretion of the Governing Body for approval of the same.
- 10. Advance Increments:** The Governing Body is the ultimate authority to sanction advance increments. The HOI is a competent authority to offer higher basic pay to the deserving/existing employees and report the same to Governing Body for approval.

### **General Conditions of Service**

- 1. Medical Fitness:** All the candidates whoever appointed in whatsoever may be the position must produce a medical certificate from an approved medical officer not less than the rank of assistant civil surgeon regarding their fitness and health, if anything found wrong at later stage will be subjected for prosecution and no compensation will be offered further and previous compensation may also be recovered.
- 2. Full-Time Employee**
  - a. Unless otherwise stated specifically in the terms of appointment, every employee is a full-time employee of the Institute and may be called upon to perform such duties, as may be assigned to employee by the HOI even beyond the scheduled working hours, on holidays and Sundays.
  - b. All employees in general are prohibited to undertake any work outside the institute and shall devote full-time to the service of the institute and execute such duties as may be assigned by the HOI. The employee shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of the duties. However, this condition shall not be applied for R&D and consultancies undertaken with the prior permission of the HOI and rules imposed by Governing Body.
- 3. Probation**
  - a. All employees appointed to regular posts under the Institute shall be on probation for a period of one year.
  - b. Employees appointed to higher post by promotion shall also be on probation for a period of one year.
  - c. The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary.
  - d. Any person appointed on temporary/contract/ad-hoc basis and is subsequently considered for regular post, the probation in those cases would be from the date of first appointment.
- 4. Confirmation:** On satisfactory completion of probation including extended period if any, of an employee may be confirmed as full-time employee on Governing Body approval. If no intimation is received from the HOI's office, the employee is still on probation.

5. **Seniority:** The seniority of an employee in a post is counted based on the merit order of the selection committee, when two or more persons are selected and appointed on the same day to the same post.
6. **Promotion:** The HOI invites applications for higher level positions from the eligible internal staff having completed 3 years of service at CMRIT. The HOI constitutes a committee for selection of internal candidates for consideration of promotion based on their eligibility and contributions. All internal applications will be reviewed first at the department level and the shortlisted applicants go through a peer review assessment process and appear before selection committee.

The following aspects are considered to decide on promotions:

- a. Promotions are made as and when vacancies occur in the next higher cadre of post.
  - b. Promotion cannot be claimed as a matter of right.
  - c. The Governing Body holds all the discretion to decide whether to fill a vacancy or not.
  - d. All promotions are based on employee contribution, competency, seniority and sincerity.
  - e. CAS/MPS are considered subject to the confirmation by the Governing Body.
7. **Demotion:** The HOI has all the rights and discretion to demote an employee on disciplinary grounds and reduce the salary as per norms or may waive punishment after a specified period subject to approval by the Governing Body.
  8. **Transfers:** Any employee may be transferred on administrative grounds between departments and/or CMR Group of Institutions either with/without any change in the cadre and the terms and conditions remain the same.

#### 9. Retirement

- a. All staff members in general retire on superannuation as per government norms and at the discretion of HOI and Governing Body, the services of employee can be extended.
- b. The management of the institute extends the benefits of service for the entire month though the employee retires on the first day of the month.
- c. The institute communicates in written to the employee atleast three months before the date of superannuation and no employee will be in administrative position during this period.
- d. No employee should accumulate more than 30 days of leave by the year of superannuation. However, the employees about to retire are not allowed to avail leave for more than nine days continuously. If any employee accumulates leaves beyond the norms are not en-cashable, enjoyable and should forgo.

#### 10. Resignation

- a. Any Employee on the Regular Service shall provide a minimum of Three Months' Notice in case the Employee desire to be relieved on Resignation or in the option shall pay Three Months' Salary in lieu thereof. The Resignation shall come into force from the date on which the appointing authority accepts the Resignation and the Candidate is relieved.
- b. Resignation will not be accepted during the middle of the academic session and once the JNTUH FFC affiliation process starts till its completion.

#### 11. Termination:

- a. The Services of Adhoc/Contract Employee are likely to be terminated at any time, after issuing a Minimum of One Month Notice and without assigning any reasons whatsoever.

- b. The Management Reserves the right to terminate the Services of a Regular Employee by giving Three Months' Notice or Three Months' Salary in lieu thereof without assigning any reason.
- c. The Management can suspend or terminate an Employee whether on Contract/Probationary or Regular if the employee is involved in Political activity, or in a criminal cases or failed to discharge the duties or charged with moral turpitude or negligence of duties, or when convicted by a court of law.

**12. Retrenchment:** Surplus Staff Teaching and Non-Teaching can be retrenched by giving Three Months' Notice. Staff structure shall be generally on the norms laid down by the UGC/AICTE/JNTUH and as approved by the Governing Body.

### **13. Applications for outside appointment**

- a. A staff member, who is on probation, shall not be permitted to apply for outside jobs; if any staff applied for the same, should resign and remit notice period salary in advance to apply on such occasions.
- b. The maximum number of applications from a member of the regular staff to be forwarded by the competent authority for appointment outside the Institute shall be restricted to two per calendar year.
- c. HOI has every right to withhold such applications from such employees, till they get alternative in specific cadre.

### **List of documents to be submitted at the time of relieving**

- a. No-dues certificate from all the departments.
- b. All the documents like class attendance registers, counseling file, course file, ID card, etc.
- c. All official apparatus issued to the employee to discharge the duties including and not limited to keys/books/periodicals/mobile-phone/sim-card/laptop/desktop/pen-drive/cds/login-credentials/passwords/stationary etc., and all other items that have officially been given to the employee either to the HOD or any person authorized in this regard.
- d. Vacate office/accommodation, handover the keys and complete other formalities instantaneously before-relieved/on-termination whichever is earlier and at the discretion of Director.
- e. The office vehicle should be handed over along with no damage certificate from transport in-charge a day before being relieved from service.
- f. Exit interview form duly signed by the official who has conducted the exit interview and counter signed by HOI.

### **Biometric Attendance Policy**

The Biometric Attendance Monitoring System (BAMS) has been installed to cater to the stated needs i.e., improve the attendance efficiency, automated monitoring of leave records and over all working environment. This policy is applicable to all staff members invariably.

The rules for operation of the system are as follows:

- 1. It is mandatory to all the staff members to provide thumb impression in BAS-JNTUH and face recognition in BAMS-CMRIT for entry/exit time along with physical signature in attendance register followed by personal report to respective head within five minutes. There is no exception to any staff member in this regard.
- 2. In general the office hours are from 09:00 AM to 05:00 PM with 50 minutes of lunch break from 01:10 PM to 02:00 PM. The academic timings are from 09:10 AM to 04:05 PM with 45 minutes of lunch break from 1.20 PM to 2.05 PM and these timings are to be scrupulously observed.

3. The attendance of any staff member would be recognized only when the entries are recorded at the times specified above. Any deviation will be treated as half day leave and adjusted against to their leave account, except in cases obliged by the HOI.
4. Staff members wish to avail half-day CLs should make a note of that they shall mark in & out time as specified.
5. All BAS/BAMS machines are installed under CCTV surveillance and a disciplinary legal action is initiated against staff member if found unfair/tamper/malware-used against equipment/system.
6. It should be noted that a consolidated monthly statement by BAS-JNTUH will be considered for termination/ceasure of service without any notice.

### **Leave Rules**

**General:** Leave records are maintained on the basis of calendar year and leave is not a right. Leaves once sanctioned can be revoked or cancelled at the discretion of the HOI in case of emergencies. The staff leave record is maintained by ELMS-CMRIT and all leaves must be applied & processed through the LMS only for all practical purposes. Staff applied leave in ELMS should make alternate-arrangements/substitutions against class-work/duties assigned to them. Leave will not get escalated to the HOD/HOI without the proper adjustment. Leaves cannot be applied after availing them as the system will not accept and such leaves will be considered as loss of pay.

The rules for applying leave are as follows:

- a. Leave shall be availed only on approval from the respective sanctioning authority.
- b. Application for the leave should be submitted through the respective Head of the Department.
- c. All leave applications should be submitted well in advance with alternate arrangements so as to avoid that the regular assignments are not affected.
- d. An employee can leave headquarters only with prior approval from the HOI and should be in touch with concerned HOD and resume-back to office in no time in case of any emergencies.

**Recall from Leave:** An employee on leave may be recalled to duty before the expiry of leave in case of urgency and necessity. The un-availed period of leave will be credited to the account of the employee.

**Return to Duty on Expiry of Leave:** An employee on leave is prohibited to return to duty before the expiry of leave granted unless permitted in writing to do so by the authority sanctioning the leave. The employee shall return to duty on expiry of leave and is not permitted to merge/extend the leave.

### **Categories of Leaves**

The following are different categories of leaves for the staff members with confirmed regular service on successful completion of probation for each cadre of fresh appointment. The leaves to honorary positions after superannuation i.e., professor emeritus/visiting/adjunct are at the discretion of HOI.

#### **1. Casual Leave (CL)**

- a. The Institute usually works for 6 days in a week. All Employees of the Institute shall normally be entitled to 15 days of CL per calendar year subject to any changes from time to time approved by the Governing Body. If any employee joins the institute in the middle of the calendar year, the quantum of casual leave admissible will be on pro-rata basis.
- b. Teaching staff who want to go on CL should make alternative arrangement for their class work, duties and responsibilities. CL should not be combined with any kind of regular leave. CL for Half a day can also be granted.

- c. Normally not more than two days of CL can be availed in a Month. However, CL can be extended for two more days with prior approval of HOI. The CL to be suffixed, prefixed or sandwiched with other Public Holidays provided the total duration does not exceed 5 days. In case this stipulation of 5 days is exceeded, the total period will be debited to other leave including Loss of Pay to which they are eligible.
- d. Unutilized CL if any will automatically lapse on the last day of the calendar year. No staff member is allowed to put-on leave on first and last working days of calendar year.

## **2. Half-Pay Leave (Applicable to fulltime regularized staff members)**

Half-pay leave for a maximum period of five days in a calendar year may be granted on genuine medical grounds i.e., any critical illness which demands hospitalization of a minimum of five days including date of admission/discharge subject to the submission of a valid proof of hospitalization to fulltime regularized employee.

## **3. Vacation**

- a. All teaching staff members are entitled for four weeks of vacation i.e., one week winter & three weeks summer subject to service conditions as shown in table of guidelines for vacation.
- b. Non-teaching staff members are eligible for vacation as per the stipulated guidelines.
- c. Unless & otherwise instructed by the HOI, all the faculty members shall avail vacation in two spells only and spell should not be less than ten days including holidays/Sundays.

## **4. Earned Leave (Applicable to fulltime regularized staff members)**

- a. All the regular staff members engaged in official work during the sanctioned vacation, can carry forward their vacation leave to the next Academic Year, at the rate of one day Earned Leave (EL) for two days of vacation leave.
- b. EL should be applied in advance and sanction obtained, before it is availed.
- c. CL, CCL, OD or other leave cannot be combined with EL under any circumstances.

## **5. Extra-Ordinary Leave (Applicable to fulltime regularized staff members)**

- a. Extra-Ordinary Leave may be granted at the discretion of the HOI in special circumstance when no other leave is available and employee needs to apply in writing.
- b. No salary, pay, allowances and increments are admissible during such leave.
- c. Extra ordinary leave should not be combined with any other leave/vacation.
- d. Extra-ordinary leave may be granted on medical grounds or for higher studies or any other circumstances deemed to be fit.
- e. No extra-ordinary leave shall be condoned beyond 90 days and leads to termination of service without any further notice and eligible to appoint afresh.

## **6. Compensatory Casual Leave (CCL)**

- a. Teaching/Non-Teaching Staff including Ministerial Staff shall be entitled for Compensatory Leave on the specific direction or recommendations of the Head of the Institute or Head of the Department whenever they are required to work on a Holiday(s) with prior approval, to a maximum of 10 days Per Calendar Year. Such leave will have to be utilized within 6 months from the date of working on the Holiday only with prior approval. This will not apply to the work of University Examinations/Other Duty which is remunerative.
- b. CCLs cannot be combined with any other leave and lapse after six months.

**7. Academic and On-Duty Leave (Applicable to fulltime regularized staff members)**

**a. Academic leave:**

- i) Academic leave of 5 days in a year may be sanctioned at the discretion for the purpose of attending QIP/higher education/pre-Ph.D./Ph.D. examinations but not for entrance tests and can't be carried forward to the next year in case of non-utilization. Such leave cannot be treated as OD.
- ii) Aspirants of Ph.D./Post-Doc/M.Tech. courses before proceeding need to apply to the HOI with complete details of the program they intend to do through CAC/R&D committee.
- iii) Academic leave will not be sanctioned during vacation/extraordinary leave.

**b. On-duty leave:**

- i) A maximum of 10 days of On-duty leave for faculty members may be granted by the HOI for the purpose of SEE/viva-voce/labs/spot-valuation/observer/BOS/AC/GB meetings, attend/present papers at conferences, R&D works, seminars, workshops, TTP, SDP, etc.
- ii) Application for OD should always be accompanied by the relevant correspondence.

**8. Maternity Leave (Applicable to fulltime regularized staff members)**

- a) All Women Employees after satisfactory completion of Probation of two years of Regular Service are eligible for 3 months for one Child. This leave is not debited to leave Account, and can only be availed exclusively under the terms of maternity leave.
- b) Salary will be paid only after the employee re-joins duty. Provided the employee should continue in service for another two years. In case of violations of rule the employee is liable to return the total monetary benefit claimed from the institution.

**9. Marriage Leave:** Staff members who have put in a minimum of two years of service are eligible for a special leave of three days in case of first marriage. However, in genuine reasons with genuine cases, the day of marriage will be considered as marriage leave.

**10. Leave due to bereavement in family:** On sudden expiry of an employee's kith and kin, three days of special leave is permitted.

**Guidelines for Leaves**

S. No.	Leave Type	Maximum No. of Leaves per calendar year for Staff		Description
		Teaching	Non-Teaching	
1	Casual Leave	15	15	Generally two in a month with permission.
2	Academic Leave	5	5	To attend exams of M.Tech./Pre-Ph.D./Ph.D. viva-voce on self request.
3	On Duty Leave	10	-	To attend JNTUH duties, conferences/Paper-Presentations/workshops/seminars/TTP/SDP on prior approval of HOI.
4	Non-Vacation Leave	-	7	With prior approval and protocol. Can be recalled in case of emergency.
5	Special/Medical Leave	10	10	Any critical illness which demands hospitalization of a minimum period of seven days lead to temporary/permanent disability of limbs supported by medical certificate by family members.

### **Guidelines for Vacation**

All the staff members can avail the vacation as per the eligibility shown in the following table in an academic year. Vacation is sanctioned by the HOI on recommendation of concerned HODs followed by a declaration that they should continue their service for next academic year. All violations lead to recovery of the vacation salary, cost of recruitment, notice period, identification period of substitute at the same position and at the same cadre as per affiliating body norms.

<b>S. No.</b>	<b>Category</b>	<b>Service Details</b>	<b>Summer vacation</b>
1	Teaching Staff	$\geq 10$ months $\leq 1$ year service at CMRIT	One Week
		$\geq 1$ year $\leq 2$ years Service at CMRIT	Two Weeks
		$\geq 2$ years service at CMRIT	Four Weeks
2	Non-Teaching Staff	$\leq 1$ year service at CMRIT	No Vacation
		$\geq 1$ year $\leq 2$ years Service at CMRIT	One Week
		$\geq 2$ Years service at CMRIT	Ten Days

However, the entitlement is subject to following stipulations:

- a. HODs have to prepare the vacation schedule for their staff as per norms by retaining 25% of staff excluding HOD or I/c-HOD during vacation period with prior approval from Director.
- b. Non teaching staff members who do not avail the vacation are entitled for EL as per norms.

### **Unauthorized Leave/Absence**

Absence of the employee from duty without prior approval of any kind of leave shall be treated as absconded and the employee shall be liable for disciplinary action followed by prosecution. If an employee overstays or is absent after the expiry of approved leave the employee shall not be entitled for pay and the extended days on which the employee abstained from work will be treated as Loss of Pay though there is leave on credit at the double rate of pay. However, even after loss of pay, it is the discretion of the institute to continue the service of the employee. The HOI is the competent authority to condone such cases if the absence of employee is justified with proper cause/reason.

### **Working Hours/Attendance/Late Reporting**

Attendance of employees is monitored through BAS-JNTUH/BAMS-CMRIT and every employee should record/mark the attendance in the morning before 9.10 AM & after 4.10 PM in the evening. An employee reporting after 9.10AM or leaving before 4.10PM will be marked as absent and ½ half day Casual Leave will be deducted from the leave account, if it is available. If not, CCL/EL will be deducted if available. If all leaves are utilized it will be considered as Loss of Pay. The HOI may condone late comers in genuine cases based on the recommendations of HOD/AO.

### **Permission during working hours**

Two permissions of one hour each, either first/last hour of any day in a calendar month shall be granted to staff members in case of emergencies. However, in both cases, it is the onus of the employee to adjust class-work/examination duties in coordination with class coordinator and HOD.

### **Lean on employment**

Lien/Deputation may be granted, depending upon Staff position, and entirely at the discretion of the Management to work elsewhere for a Period of 2 years, extendable in exceptional cases, only when an Employee has put in more than 5 years of Regular Service. During the lean period, the employee shall not be entitled for any pay or allowances.

## **Employee's Benefits and Welfare**

The following are the some of the employee benefits and welfare measures available to the staff:

- a. The staff members are covered under Employment Provident Fund Scheme as per the act.
- b. Maternity leave benefit to the women employees.
- c. Educational loan for higher studies and interest free loans for emergency.
- d. Free admission or fee concession for children of employee.
- e. Group Insurance and Subsidized transport for staff.
- f. Employment to the dependent of deceased person subject to the conditions.
- g. A discount of 50% is given to all staff members on various services provided in CMR hospital.

## **Awards**

The following are various awards/appreciations/recognitions/rewards for the staff:

- a. Best Teacher Award
- b. Best-Mentorship Award (academics) for mentors if all their mentees pass in every semester
- c. Best-Mentorship Award (placement) for mentors if all their mentees get placement
- d. Best Service Award for 10 years (Silver), 20 years (Gold) and 30 years (Diamond)
- e. Award for achieving 100% results
- f. Best Publication/R&D Publication Award

## **Conduct Rules**

All staff members should follow these rules invariably without fail.

1. Observe, abide, obey and comply with all the rules, regulations, orders and directions in force.
2. Maintain integrity, honesty, devotion, and be impartial & courteous in all official dealings.
3. Must adhere to the schedules unless permitted by the HOI.
4. Any false information provided leads to immediate termination and prosecution.
5. Should follow the code of conduct, dress-code and wear ID-Card when on duty.
6. Should refrain from politics & discrimination of any kind.
7. Use of mobile-phones is strictly prohibited in the campus.
8. Shall not make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
9. Collection of funds/fees/subscriptions/donations/bribes of any kind is strictly prohibited.
10. Involvement in legal violations of any kind leads to automatic dismissal from services.
11. Strictly prohibited from gambling, consumption of alcohol/tobacco/drugs/smoking in campus.
12. Maintain utmost confidentiality of the society/institute/constituents; unless judicially compelled.
13. The following acts of commission/omission shall be treated as misconduct.
  - a. Failure to exercise powers, rights, duties, and responsibilities.
  - b. Insubordination, disobedience and any unlawful acts.
  - c. Gross negligence in duties and responsibilities.
  - d. Trespassers and ransacks are prohibited to avoid damage to the property of institution.
  - e. Any act involving moral turpitude punishable under the provisions of the IPC.
  - f. Intemperate habits affecting the efficiency of the teaching work.

### **Disciplinary Action Procedures**

1. Any employee may be liable for disciplinary action in case of disobedience, misconduct and dereliction of duty on administrative grounds. However, a disciplinary action is initiated after giving a reasonable opportunity to be heard. On establishment of the misconduct of an employee one or more of the following disciplinary actions will be initiated.
  - a. Issue of a Memo
  - b. Withholding increments/promotion
  - c. Recovery from salary on gross negligence of duty or breach of orders/rules.
  - d. Separation/Suspension/Demotion/Dismissal from the services.
  - e. Relocation/Alternative Employment with decreased pay & cadre.
2. If the HOI feels that it is necessary to hold an enquiry, the HOI constitutes an enquiry committee. An employee can appeal to the HOI against any punishment awarded by the committee.
3. The employee can be terminated without assigning any notice if found guilty of misconduct or negligence, threatening and not obeyed the instructions of HOD.
4. Terminated Staff member on disciplinary grounds are not eligible for reappointment and also for fresh appointment in the group of institutions for any post.

### **Disciplinary Proceedings**

No order imposes any punishment on any staff member except after initiating proceedings. A written communication is sent to the employee by the HOI with regard to any allegations on which the disciplinary action is proposed to be imposed after giving an opportunity to be heard. However, an employee can appeal to the next higher level within the limitation period if such provision is there.

### **Disciplinary Punishments and Appeals**

The following are penalties applicable on sufficient administrative grounds. Authorities who impose penalties and appellate authority are tabulated below and decision of Appellate authority is final:

<b>S. No.</b>	<b>Penalties/Punishments</b>	<b>Authorities who impose Fine/Punishment for Teaching/Non-Teaching</b>	<b>Appellate Authority for Teaching/ Non-Teaching</b>
1	Censure	Principal	Director
2	Fine	Principal	Director
3	With-holding of increments/ promotion	Principal	Director
4	Reduction to a lower post or a lower stage in the time scale	Principal	Director
5	Recovery from salary on gross negligence of duty or breach of orders/rules	Principal	Director
6	Suspension/demotion/removal/dismissal from the services	Principal	Director
7	Relocation/alternative employment with decreased pay & cadre	Secretary & Correspondent	Governing Body
8	Compulsory Retirement	Secretary & Correspondent	Governing Body

### **Policy against Sexual Harassment**

A male employee of the institute interacts with lots of female students, female colleagues and other female staff. The employee's behavior in all such interactions must be decent, as per the directions of Supreme Court of India. The following are some of the acts/behaviour under this section:

- a. Physical contact and advances for sexual favors.
- b. Sexually colored remarks with female member like jokes in a mixed company in various places.
- c. Showing/reading pornography, unwelcome physical, verbal/non-verbal conduct of sexual nature.
- d. A victim of sexual harassment may lodge a complaint with the faculty/mentor/HOD/HOI.
- e. Student/staff may approach the Women's Protection Cell for advice/redressal on related issues.
- f. All staff members should support inquiry/investigation of Women's Protection Cell proceedings.

Proven sexual harassment complaint cases against any staff member shall result in immediate termination from service; no financial benefits extended and handed over to judicial custody.

### **Holidays**

The college observes the following as holidays for the calendar year:

S. No.	Occasion/Festival	General / Optional	S. No.	Occasion/Festival	General / Optional
1	New Year Day	General	14	Dr. B.R. Ambedkar Jayanthi	General
2	Moharam	General	15	Bonaalu	General
3	Bhogi	General	16	Sreekrishnastami	General
4	Sankranti	General	17	<b>Independence Day</b>	<b>General</b>
5	Kanuma	<b>Optional</b>	18	Vinayaka Chathurthi	General
6	<b>Republic Day</b>	<b>General</b>	19	Ramzan	General
7	Maha Shivarathri	General	20	Batukamma	General
8	Milad-Un-Nabi	General	21	Durgashtami	General
9	Holi	General	22	Vijaya Dasami	General
10	Ugadi	General	23	Gandhi Jayanthi	General
11	Sri Rama Navami	General	24	Deepavali	General
12	Babu Jagjivan Ram Birthday	General	25	Bakrid	General
13	Good Friday	General	26	Christmas	General

### **Meeting Procedures**

The following meetings are conducted at regular intervals under the chairmanship of the HOI.

- a. **Meeting with the HODs/Deans/Professors:** Various meetings are conducted once in fortnight to understand the academic progress/developments/issues in the institute/department and also to get feedback from them regarding fulfillment of various targets set, including academic schedules. Minutes of the meeting shall be recorded and circulated among all HODs/Deans/Professors. Emergency meetings are organized, whenever required.
- b. **Intra Departmental Meeting:** Each department HOD/Coordinator conducts meetings once in a week and maintains the minutes of the meeting. These meetings are conducted to monitor and take corrective action for effective functioning of the department and report the same to the HOI.
- c. **Staff/Mentors/Coordinators Meeting:** These meetings are conducted once in a month. The agenda of the meeting is circulated among the staff at least two days in advance to enable the participants to come prepared for a fruitful discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for, whenever required.
- d. **Class Coordinators/Committee Meeting:** The coordinators of various committees/cells will meet once in a fortnight and discuss the progress of various targets set by themselves and record the minutes of the meeting and communicate the same to HOI's office.
- e. **Report on Meetings:** A brief and consolidated report of the meetings is sent to the Secretary & Correspondent once in a month to keep him aware about happenings of the Institute.

## **Training Need Analysis and Procedures**

Training needs of the faculty are continuously assessed by HODs. The consolidated list is sent to the IQAC through the HOI. Based on the recommendations, the training programme shall be organized during winter/summer vacations in the following identified areas:

1. Personality Development
2. Teaching Methodology/Induction/Orientation/Refresher
3. R & D Orientation Programmes to pursue Quality Research
4. Technical Advancement and Continuing Education
5. Accreditations, assessment and Academic-audit

## **Training Policy for Staff**

The institute takes care of training its levers with rapid technological changes and global connectivity issues in view of cut throat competition in modern times. Need of the hour is intensive technological developments, sustainability, environmental degradation, resource depletion and inclusive growth.

The debuts are provided with SDP/Workshop/conferences/seminars/orientation-programmes/micro-teaching-opportunities and development of digital resources using ICT tools. The training programmes are conducted in association with the resource persons of premier institutions. This type of training will help staff to improve their skills, develop further and rectify lapses, if any.

There is a deluge of new software, online platforms, e-modes of teaching-learning, e-sources of information etc. and the teacher has to learn how to make judicious use of these without getting lost in the quagmire and also without becoming obsolete.

Broad objectives of the training policy are to

1. Provide an induction program to new staff members on micro-teaching through ICT.
2. Identify in-service & in-house need based specific training program to the staff.
3. Prescribe the structure and contents of the training program at different levels.
4. Monitor, facilitate and successively improve the quality of training programmes
5. Orient about the spectrum of challenges of technical education, duties and expectations.
6. Build capacity, competency & maturity through effective TLP, inclusive and interactive learning.
7. Focus on evaluation, assessment, accomplishment and achievement in relevant areas & levels.
8. Provide platform for problem-solving, creativity, innovation and R&D project guidance.
9. Acquaint with best practices in establishment of labs, research-centers and centers of excellence.
10. Train on administrative/event-management/project-management/IPR filling procedures.

## **Staff Development Scheme**

### **Teaching Staff**

In pursuance of its commitment about the policy to impart quality education, the management encourages following quality training programmes for improvement of efficacy of the staff members.

- a. Deputation of staff under the Quality Improvement Program of the AICTE.
- b. Support for pursuing M.Tech/Ph.D.
- c. Deputation of faculty for refresher courses and other short-term training programs.

- d. Support for presenting research papers in regional/national/international conferences.
- e. Deputation of staff to short-term training programs for skills cum technology up-gradation.

The IQAC will scrutinize the applications and make recommendations based on the following criteria:

- a. Specialization requirement in the department
- b. Whether the program is part-time or full-time.
- c. Number of faculty members of the department already deputed/supported.
- d. Remaining service and faculty contribution.

Recommendations of the IQAC would be considered for deputation of staff member to any programme. Generally, preference will be given to M.Tech./Ph.D./P.Doc. programmes. However, the interests of the department or institute should not be disturbed in any manner.

### **Support for Ph.D./P.Doc.**

1. Faculty with three years of confirmed-regular-service in the institute is only eligible for QIP.
2. Study leave is provided for admission in any reputed institutions for Ph.D./Post Doc. subject to the service, tenure of the QIP and binding-over of faculty to continue after award of degree.
3. On Duty leave is provided during the course work and exams/viva-voce.

### **Deputation to Refresher Courses, Workshops, Seminars, FDPs and MOOCS/Online Courses**

The faculty members are provided with OD with pay and reimbursement of two way transportation and registration fee to attend various programmes organized by IITs, IISc, NITs, Universities and other reputed institutions.

The registration/examination fee for any online/offline certification courses will be reimbursed on successful completion of course along with submission of certificate and payment acknowledgement.

### **Consultancy, R&D, Presenting Research Papers and Teaching Assignments**

1. As a matter of policy all the staff members can take-up any remunerative R&D/Consultancy services on approval from HOI and as per guidelines for revenue sharing.
2. Any academic assignments whether remunerative or not including guest lectures, memberships of BOS/AC/GB, full/part-time tutorials/lectures need a prior approval from the HOI before attending any interview or making any application with outside institutions.
3. The staff member can avail any of the institutional administrative, R&D, incubation and infrastructure facilities to carry out academic/R&D assignments with prior approval from HOI. The institute may levy such charges towards utilization of institutional infrastructure by way of a lump-sum/rental amount which should be borne by the staff only unless and otherwise specified.
4. If any R&D/consultancy/assignment/testing generates any revenue by way of professional service charges other than that amount allocated to institutional infrastructure or resources would be shared as mentioned below:
  - a. Where it is an R&D project involving the infrastructure/testing-facilities, during office hours, it shall be 80:20 (20% to faculty).
  - b. Where it is involving exclusive consultancy but makes use of R&D/infrastructure/testing-facilities of the institution and during work time, it shall be 70:30 (30% to faculty).
  - c. In case of consultancy services does not involve institutional R&D/infrastructure/testing-facilities and during the office time, it shall be 60:40 (40% to faculty).
  - d. In case of any other assignments of faculty member, it shall be 50:50 (50% to faculty).

**Incentives for Publishing Papers**

As a part of the continual quality improvement policy of the institution, the staff members are eligible to claim incentives for publishing papers in conferences/journals as mentioned in the following tables.

**Reimbursement (On submission of Receipt for Journals/Conferences only)**

Category	Description	Reimbursement
A	Transactions of IEEE/ASME/ASCE/ACM/SCI, Journals with SJR/SNIP > 0.5 and of similar standard	Rs. 25,000/-
B	WoS/ESCI/Scopus Indexed Journals with existence of more than 2 yrs, prior to the date of publication.	Rs. 20,000/-
C	Journals approved by UGC and any Journal existing for than 5 years with ISSN	Rs. 2,000/-
D	International/National Conference publication with ISBN Proceedings (One Per semester)	Rs. 5,000/-

**Award (Non submission of Receipt for Journals only)**

Category	Description	Award Amount
1	<ul style="list-style-type: none"> <li>➤ Any Paper published in Journal through Conference route</li> <li>➤ Papers directly submitted to journal and published in Q3 &amp; Q4 listed Journals</li> </ul>	Rs.5000/- [3,000/- + Min. 2,000/- Reward]
2	Papers published through direct submission to following Journal: <ul style="list-style-type: none"> <li>➤ All IEEE/ACM Transactions</li> <li>➤ Journals by Elsevier/Springer/IET Publication, existing for last 3 Years</li> <li>➤ All Q1 and Q2 listed Journals</li> </ul>	Rs.10000/- [8,000/- + Min. 2,000/- Reward]

**Reward**

Category	Description	Reward
1	Out of n no. of authors, if 2 or more authors are from different institutes of CMRGI.	Average of Scopus h-index of CMRGI authors X Rs. 1000/-
2	Out of n no. of authors, if 2 or more authors are from same institute of CMRGI.	Average of Scopus h-index of CMRGI authors X Rs. 750/-
3	Out of n no. of authors, only one author is from institutes of CMRGI.	'Scopus H-index' of lone author of CMRGI authors X Rs. 500/-
4	Patents filing on institute name only	Rs. 10,000/-
5	Book/Book-Chapter (indexed in Scopus)	Rs. 5000/- / Rs. 1500/-

- a. OD leave, reimbursement of registration fee and travel expenses as per the rules in force and vary time to time along with rewards are provided on submission of prescribed claim form.
- b. Prior permission shall be obtained from R&D cell before submission of papers.
- c. No financial incentives to the papers published by more than four authors.
- d. Reimbursement for patent publication with institute affiliation as per guidelines.
- e. Detailed terms and conditions are available with R & D Cell.

**Grant for FDP/Seminar/Conference/Workshops/Symposiums/TTP/Association Activities**

1. A seed fund of maximum two lakh rupees is provided to interested faculty members to organize/conduct various activities such as FDP/seminar/conference/workshops/ symposiums/ TTP/professional-association activities to both students and staff including research promotion and advancement between and amongst stakeholders.

2. Proposals are invited in prescribed format through proper channel along with budget, correspondence, communication, schedule, resource person's affiliation, website alert about upcoming event in bulletin board and revenue generated by way of registration fee and sponsorship from all sources.
3. The organizers of the event should submit a report on participant's feedback, resource person's feedback and media release links with proofs to the HOI and also update in institutional website.

### Professional Association Life Membership Allowance

The technical society membership allowance will be granted to the faculty on successful completion of probation period. In case any faculty resigns in the same year, they have to return that amount to the institution. However, this facility can be availed only once that too only for one society.

### Technical Staff

Technical staff such as System administrators, Programmers, Lab Assistants, Lab Technicians etc., will be deputed for short-term technical training programs for acquisition of new technical skills, enhance/add-on skills, refresher/training/retraining programmes to update and adopt in the new/ revised curricula. All applications for the above programs should be through proper channel.

### Administrative Staff

- a. Arrange in-house training programme for improvement of communication skills.
- b. Arrange training programme that covers rank & filing, drafting, accounts, maintenance of office records & SR, and other administrative, establishment, financial and service procedures.
- c. Arrange training programmes on use of software/accounting-packages/ERP packages and menu-driven user friendly software.

### Travel Allowance

Staff on official duty may be granted with TA as per the following guidelines.

1. Employees deputed on OD whether in/out station are entitled for TA and must apply well in advance in prescribed format.
2. In case of travel by bus, the actual fare in shortest route will be reimbursed on valid proof.
3. In case of travel by train, the actual expenditure incurred will be reimbursed subject to a maximum of I AC for HOI, II AC for Professors/Associate Professor and III AC for Assistant Professors. In case flight fares are cheaper than train, only flight fare is reimbursed.
4. If there is no train transportation facility, actual AC bus fare shall be reimbursed. If any staff member hires taxi the amount will be reimbursed at the rate of Rs. 15/- per km on approval.
5. Local transportation/conveyance allowance will be paid at a maximum of Rs. 500 per day irrespective of cadre.
6. The employee on return from the duty/deputation should submit a statement of expenditure and advance drawn details with valid bills within two days after resuming back to work. No expenditure will be considered without supporting document within the prescribed limits.
7. In case staff have relatives in those cities of travel and stayed at their residence, staff should honestly declare the same and they may be entitled for only DA and a consolidated pay for their boarding & lodging reimbursed at the discretion of HOI.

**Daily Allowance:** Staff on official duty can avail DA per day as per the following guidelines:

S. No.	Category	A Grade City	B Grade City	C Grade City
1.	Grade-I: Regular Teaching Staff	Rs. 750	Rs. 500	Rs. 300
2.	Grade-II: All the Non-Teaching Staff	Rs.400	Rs. 250	Rs. 150

To claim DA, the absence of the employee from the headquarters is reckoned i.e., the time between the officers left the headquarters and the time he returned to the headquarters shall be taken. For periods less than 24 hours absence the following rates are admissible:

Absence Less than 6 Hours	No DA
Absence more than 6 hours, but less than 12 hours	Half DA
Absence more than 12 hours	Full DA

**Note:** With regards to the interpretation of rules, the decision of the HOI is final. The management reserves the right to amend any of the above rules.

### **Responsibility of Employee on Loss or Theft of High Value Assets/Items under Custody**

1. The high value assets/items like LCD-projectors/Laptops/cameras etc will be issued to an employee for official purposes whenever required. It is the responsibility of the employee to whom it is issued to return it back in good condition as received & recorded in the register.
2. In case of theft/loss of valuable equipment, the employee should immediately bring it to the notice of the HOD, AO and HOI in written/prescribed format with details and brief summary.
3. The AO may instruct in case of emergencies to the security to check individuals/bags/vehicles at all exit points and hunt in case of escapes to confiscate or detain either the article or individual.
4. The CCTV footage is evidence/alibi from where the item is lost/stolen to identify the culprit.
5. All the employees/visitors must cooperate at all security terminals to avoid unnecessary charges.
6. If any person detained by security staff with items stolen must be produced in person before AO, CSO and the HOI for further prosecution and may be handed over to the Police custody.
7. If any item/valuable is stolen in the premises and not found any evidence with any individuals in the office, the HOI may constitute a three member committee to inquire into the case and submit a report on recovery of items/valuables stolen from the responsible persons for custody.
8. Institute is not responsible for loss/theft of any personal belongings such as cash/wallet/mobile-phones/bags/ornaments/other-valuables of any employee/student/visitors. It is their own risk to safeguard their belongings.

### **Issue of Visiting Cards**

1. Visiting cards will be provided to the administrative heads on approval of the HOI.
2. Employees are not permitted to use/print visiting cards with name of the institution on their own.
3. All requests for visiting cards should be in proper channel and shall be printed & issued by AO.
4. Only official information shall be printed on visiting cards.
5. Visiting cards are printed in standard format by the institute's official printer.

### **Staff Grievances Redressal Procedures**

To redress the genuine grievances of staff, the institute constituted the grievances redressal cell and an exclusive Women's Grievance Redressal Cell/Internal Complaint Committee to address the academic/administration/gender issues of staff/students. The aggrieved party/parties can approach directly the HOI or lodge a complaint to HOD through proper channel or can meet any member of the committee and move the motion. However, all the complaints received from all the sources will be directed accordingly to the above committees for concealment/punishment/performance/remedy.

## **DUTIES AND RESPONSIBILITIES OF THE STAFF MEMBERS**

The staff members have to ensure mutual respect and freedom for everyone and discharge duties and responsibilities in coordination with one another. The following rules and responsibilities prescribed for all staff members so as to enable them in sustenance of harmonious atmosphere in the campus.

### **General**

1. All the employees what so ever may be the nature is expected to be in the service round the clock.
2. No staff members are allowed to engage, directly or indirectly in any trade or business or engage private tuition/coaching for any remuneration and undertake any employment outside the office.
3. The college functions six days in a week i.e. Monday to Saturday from 9.10 am to 4.05 pm. All the staff members are expected to be present in the campus at 9.00am and leave the campus after 4.10 pm, only; unless and otherwise specified as the case may be.
4. Staff members can avail two permissions in a month either late/early for not more than 60 minutes each, on approval.
5. Any staff member leaves the premises during office hours on any personal-work/on-duty shall seek special permission from HOI and record in the movement register.
6. Staff should wear ID card, follow decency, decorum and disciplinary rules during and in the course of employment.
7. Staff members those who want to claim deductions/exemptions' from total income under any section should submit proofs in original for the purpose of TDS otherwise a tax will be deducted as per income tax rules in force.
8. Staff members are restricted to use mobile phone in the campus except in their cabins/staff rooms.
9. All staff members should follow code of conduct time to time as mentioned and/or expected to present themselves in decent attire (men tucked in shirt, shoes, neat shaving; and women in saree/ salwar-suit).
10. Staff should speak in English with students and colleagues and maintain courtesy.
11. Park the vehicles as per security instructions at owners risk and follow stringently RTA rules as applicable time to time.
12. No staff members are allowed to gather/party/meet/mobbing unless and otherwise specified.
13. No staff members are allowed to avail any kind of permission/leave/vacation/OD in person without any proper authorization. However they can communicate through phone in case of emergencies.
14. The staff members can avail all categories of leaves, get approved through online portal in advance after adjustment of their duties and responsibilities.
15. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the institute and should maintain strict confidentiality of any information.
16. All the staff members are expected to be present five minutes before to their respective duties and responsibilities.
17. Perform any other work assigned by the HOI from time to time.

## **DUTIES AND RESPONSIBILITIES OF TEACHING STAFF**

The teaching staff members have to ensure mutual respect and freedom and serve as role models for student/staff community. They should exhibit code of conduct, culture, discipline, decency, decorum, by following the rules and regulations of the institution as prescribed. The roles and responsibilities of teaching staff are categorized as general, academic, behavioral, managerial and interactive functions.

### **A. General Responsibilities**

The Faculty members should

1. Be punctual to duties and conform to rules & regulations as prescribed.
2. Be available within the campus during the office hours of the institute.
3. Discharge all the duties with due diligence, honesty in most un-biased and committed manner.
4. Follow code of conduct, honor profession and be co-operative in a legitimate manner.
5. Take necessary precautions to protect equipment, materials and facilities of the institute.
6. Attend, participate, organize and execute meetings, tasks, assignments as instructed by HOI.
7. Absconding from the duties and responsibilities in any manner will be severely viewed.
8. Take-up sponsored projects, schemes, consultancy and extension services consistently in addition to regular teaching and R&D publications at all levels.
9. Emergency duties outside the institute must be discharged effectively. The faculty needs to submit the proof of duty i.e., relieving/appointment orders to the institute to avail OD.

### **B. Academic Responsibilities**

The Faculty members should

1. Conduct the assigned classes as schedule.
2. Maintain record of lesson plans and other relevant documents of the courses handled.
3. Implement designated curriculum with the said objectives.
4. Participate in professional development activities and apply the concepts in academic activities such as classroom delivery & also in practical sessions.
5. Share information, work on projects and enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving TLP.
6. The work load of the Teachers should not be less than 40 hours per week for 36 working weeks of actual teaching in a 6 day week. 10%  $\pm$  (plus/minus) in the teaching /workload will be allowed. Follow the below mentioned distribution of work load as per AICTE norms:

S. No.	Post	Hours per week		
		Teaching	Administration, Co- curricular, Admission, Exams etc.	Research, Consultancy, Extension
1	Principal	06	28	06
2	Professor & HODs	10	16-22	08
3	Assoc. Prof/Professor	14	10-16	14
4	Assistant Professor	16	12-16	08

### **C. Behavioral Responsibilities**

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty members shall adhere to ethical codes of conduct listed below

The faculty members should

1. Comply with rules, regulations and policies of the institution from time to time.
2. Not involve in un-authorized activities that lead to personal benefits.
3. Not exhibit unethical behavior that jeopardizes the moral values of the institution.
4. Have dignity, integrity, sincerity, temperament and patience with students & stakeholders.
5. Be proficient in teaching, mentoring, practicals, seminars, internships, projects, etc.
6. Adhere to rules & regulations, exercise due diligence and take up additional responsibilities.
7. Strive for academic excellence and persist for sustainable growth.
8. Desist to un-authorized distribution of material, tampering any records and documents.
9. Be exemplary to the students & in teaching and motivate professionally stakeholders.

#### **D. Managerial Responsibilities**

The teaching profession is not confined only to intellectual acumen but also demands superior managerial skills to disseminate the knowledge in the classroom. Classroom management plays a vital role; the faculty member has to inspire, motivate, control, interact and closely observe the students for effective delivery of content in the classroom.

**a. Class Room Management:** The faculty members should

1. Prepare the lesson plan hour-wise immediately after the allotment of subject(s).
2. Get approval of HOD on the course file of respective subject(s) in a systematic manner with result analysis, feedback analysis and CO-PO attainment at the end of the course.
3. Produce attendance/mentoring registers on demand for inspection.
4. Commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas.
5. Make use of ICT in addition to PPTs, models, traditional teaching aids, A-V modes and interactive-learning.
6. Collect feedback with possible levels and metrics and analyze using rubrics and benchmarks to draw meaningful conclusions on TLP and to assess stakeholders views.
7. Categorize students to assist them towards enhanced learning, counsel and mentor them on lagging/sluggish/habitual-absenteeism/objectionable behaviour.
8. Conduct tutorials actively by handing over tutorial sheets with solutions in advance.
9. Discuss pattern of internal/external examination question papers with hints to answer.
10. Pose questions to the students which will inculcate out of box thinking.
11. Provide real-time examples/case-studies to build self-confidence & reliability among learners in delivery of quality content.
12. Prepare and submit two sets of internal question papers on time along with scheme of evaluation along with BTL and CO-PO coverage in prescribed manner.
13. Evaluate the internal exams within the stipulated time in most transparent manner.
14. Not pre-pone/post-pone/let-off/suspend any scheduled activities in unauthorized manner.

**b. Laboratory Management:** The respective laboratory in-charge faculty member should

1. Setup apparatus/equipment, perform the experiment personally before its schedule then instruct students to conduct/execute the experiments.
2. Provide the students with list of additional experiments to strengthen practical exposure.
3. Evaluate observations/records then and there or by immediate next class.

4. Do not allow the students in the present lab session unless they submit updated records.
5. Be responsible for the maintenance of respective labs with their team, conduct all curriculum labs as scheduled, take care of safety precautions and AMC of physical lab.
6. Keep record of list of experiments, micro-projects, equipment, consumables & non-consumables registers, relevant document and files for minor/major equipment, manuals, charts, models, calibrations and master-readings with the consent of HOD.
7. Ensure safety of equipment through the following measures:
  - a. Ask the students to check the PCs/equipment etc. before starting the experiment and report to the lab in-charge in case of any missing items/irregularity.
  - b. Allot the same PC to the same individual/same group of students (in case of projects).
  - c. Do not permit students to carry bags/gadgets/computer peripheral into the labs.
  - d. On any missing/damaged item, bring to the notice of the lab in-charge.

### **E. Interactive responsibilities**

The faculty members are expected to maintain professional etiquette while interacting with students, parents, HODs, colleagues and stakeholders. The faculty members should be cohesive, cooperative, pleasant, maintain dignity and integrity.

#### **a. Faculty – Student:** The Faculty should

1. Motivate the students to interact even outside the class-room.
2. Provide all legitimate aids to guide/prepare them to face the exams confidently.
3. Be approachable, accessible and friendly in interaction with students.
4. Exploit self-learning/analytical skills of students with latest industry practices.
5. Motivate slow learners with diverse needs.
6. Handle firmly any misbehavior of the students and weed out the cause.
7. Foster experiential learning through guest-lectures/seminars/workshops.
8. Encourage students to actively participate in technical-contests outside world.
9. Warn habitual late-comers/in-disciplined students & counsel them.
10. Acquaint rules/regulations/structure/syllabi/CO/PO/PEO/vision/mission/quality-policy.

#### **b. Faculty – Parent/Guardian:** The Faculty should

1. Be just and kind enough to deal with parents/guardians during parent teacher meetings.
2. Strive to identify parameters to excel their ward in academics and all-round development.
3. Explain how to improve skills/knowledge/personality of their ward to parents/guardians.
4. Inform the attitude/interest/views/behaviour of their ward on academics/profession.
5. Intimate performance of their ward to parents/guardians personally/digitally.
6. Oblige the parents' views/feedback constructively in interest of their ward.

#### **c. Faculty – HOD:** The Faculty member must

1. Trust HOD and communicate all activities that take place in the department.
2. Take-up the work/task/teaching loads as allotted by the HOD.
3. Assume all the tasks assigned by authority in addition to academics.
4. Update student's attendance record online and inform the habitual absentees to the HOD.
5. Get all CL/CCL/EL/EP-LP/OD approved well in advance from HOD.
6. Be approachable, accessible, available, friendly, faithful, sincere & cordial to HOD.
7. Prepare & submit student achievements in academics/extracurricular activities to HOD.

**d. Faculty – Colleague:** The Faculty should

1. Treat other staff courteously and with respect.
2. Restrain from anti-social activities/elements/groves and comment in any manner.
3. Refrain from instigating or inciting one staff member against another.
4. Not discriminate against religion, caste, tribe, gender, social or physical characteristics.
5. Maintain decorum and decency while interacting with the opposite gender.

**Duties and Responsibilities of Professor**

A professor exhibit academic leadership in creation of effective learner's environment for students. The total workload for a professor is 40 hours per week, out of which, 14 hours for teaching, 10-16 hours for administration, co-curricular, exams works and 14 hours for research. The following are the duties and responsibilities of professor:

1. Teaching, Development of Curriculum, Learning Resource Material.
2. Students Assessment & Evaluation including examination work of University.
3. Participation in the Co-curricular & Extra-curricular Activities.
4. Student Guidance & Counseling in personal, ethical, moral and overall character development.
5. Continuing Education Activities and publish atleast 4 research papers in indexed journals.
6. Keeping abreast of new knowledge and skills and help dissemination of such knowledgethrough book publications seminars etc.
7. Self development through upgrading qualification, experience & professional activities.
8. Strive for Industry sponsored projects, consultancy, testing services, Industry-Intuition Interaction and establish professional chapters and associations.
9. Involve in the Academic and Administrative Management of the institution.
10. Involve in Policy-Planning, Monitoring & Evaluation which are connected to the Department.
11. Promotional activities both at Departmental and institutional level.
12. Involve and assist the HOD in the design and development of new programmes.
13. Prepare project proposals for funding in areas of R & D Work and Guiding Research.
14. Involve in Laboratory Development, Modernization, Expansion, etc.
15. Monitor and evaluate of academic and research activities.
16. Participate in policy planning at the National level for development of technical education.
17. Develop, update and maintain ERP.
18. Assist the HOD in planning and implementing staff and student development activities.
19. Maintain accountability, conduct performance appraisal.
20. Any other work assigned by the HOD/HOI from time to time.

**Duties and Responsibilities of Associate Professor**

Associate Professor creates effective learning environment for students with his academic capabilities. The total workload for a associate professor is 40 hours per week, out of which, 12 hours for teaching, 10-16 hours for administration, co-curricular, exams works and 14 hours for research. The following are the duties and responsibilities of Associate Professor:

1. Teaching including laboratory work. Development of curriculum and resource materials.
2. Evaluation including administering tests, invigilation, paper setting
3. Innovation in teaching, laboratory work and instructional materials.

4. Academic and administrative planning and development work at departmental level and assisting at institution level.
5. Leading consultancy projects and extension services.
6. Research activities and research guidance.
7. Assisting in conduct of and organizing seminars/workshops/guest lecturers etc.
8. Development of the Curriculum and Learning Resource materials.
9. Continuing Education Activities and publish atleast 3 research papers in indexed journals.
10. Any other work assigned by HOD/HOI from time to time.

### **Duties and Responsibilities of Assistant Professor**

Provide the necessary assistance to the HOD in all academic aspects. Enable effective learning environment for students with teaching and monitoring. The total workload for an assistant professor is 36 hours per week, out of which, 16 hours for teaching, 12-16 hours for administration, co-curricular, exams works and 8 hours for research. The following are the duties and responsibilities of Assistant Professor:

1. Teaching including laboratory instruction and academic activities such as acting as class review committee member, invigilator, Lab-In-charge, Coordinator (Attendance).
2. Assist in conduct of seminars, symposia, guest lecturers.
3. Perform Students' assessment and evaluation, aside from acting as paper setter.
4. Assist in consultancy and R & D Activities and publish atleast 2 research papers in indexed journals.
5. Develop resource material and laboratory development.
6. Involve in co-curricular and extracurricular activities/student welfare activities.
7. Assist in departmental administration.
8. Involve in departmental/institutional developmental activities.
9. Be a member in student welfare committees such as Anti Ragging Committee and Discipline Committee and a mentor.
10. Attend to the work allotted by HOD/HOI from time to time, helping in the cause of academic development of the institute.

### **Duties and Responsibilities of Librarian**

Library plays a vital role in academics and research and is the 'heart' of educational & research system. Without a good library, any college cannot ensure quality education or research. The Librarian takes care of mobilization of library resources, inputs, equipment, automation, and maintenance of the library as per norms. The librarian creates awareness/importance among the students and staff on the use of library resources to enhance the knowledge/skills and motivate them. The following are the duties and responsibilities of the Librarian.

1. Responsible for overall operating efficiency of the library.
2. Facilitate students and staff with all the literature that may be needed for their scholarly activities.
3. Collection of indents from various departments and processing them for procurement.
4. Purchase and maintenance of books along with weeding-out obsolete material as per norms.
5. Subscription and renewal of E-journals, Journals, Magazines and news papers.
6. Seek reviews on books recommended and suggestions/feedback on databases used.
7. Maintenance of Library Automation and Digitization of Library.
8. Provide digital library access from anywhere on campus.

9. Prepare the library budget and policies relating to the library.
10. Collection of dues/charges if any due to loss of books or late renewal/return of books.
11. Collection and preservation of statistical records related to library.
12. Conduct stock verification periodically and secure soiled-books/back-volumes through binding.
13. Updating the records, books, computer systems and provide all statistical information.
14. Conduct library committee meetings periodically.
15. Ensure availability of previous years question papers and thesis/dissertation reports.
16. Undertake any other work as assigned by the HOI.

### **Duties and Responsibilities of Physical Education Director**

Physical education plays a vital role in improvement of physical/mental fitness and enables overall confidence among students and staff towards leading healthy life-styles. It helps to develop critical thinking, situation analysis, timely decisions both as individual and team member. The Physical education director is responsible for creating awareness about physical fitness and organizes programs/camps/activities related to sports/games/events to the students/staff and reports to the Dean, students' affairs and activities for conduct of various activities within and outside of the campus. The following are the duties and responsibilities of Physical Education Director:

1. Ensure smooth conduct of sports
2. Ensure proper use of sports material and facilities
3. Purchase of sport items by coordinating with Principal.
4. Encourage students to participate in zonal/university tournaments
5. Create and upkeep of sports facilities
6. Propose annual budget for sports
7. Ensure discipline among students in campus so that no ragging activity takes place.
8. Oversee medical facilities on campus
9. Help in the organization of various events and annual sports.
10. Discharge all other duties assigned by the HOI.

### **Duties and Responsibilities of Hostel Warden (Boys/Girls)**

Hostel warden is a senior faculty member would be the over all in-charge of all functions of Hostel(s) and reports to the Management/HOI time to time. The following are the duties and responsibilities:

1. Responsible for allotment of rooms to the students.
2. Responsible for maintenance of the hostels.
3. Look after the quality of food served in the hostels.
4. Keep strict discipline among students of the hostels.
5. Look into the grievances/complaints of the students if found genuine.
6. Arrange for first-aid in case of any emergency and for hospitalization of student/staff, if required.
7. Report to the HOI in case of any indiscipline or misbehavior by the students.
8. Discharge all other duties assigned by the HOI.

### **Duties and Responsibilities of Program Coordinator**

The programme coordinator's role is critical to program sustainability & student success. The coordinator facilitates key academic/operational processes, work-collaboratively with the deans, faculty and other supporting staff. The duties and responsibilities of programme coordinator:

1. Has a good knowledge of the accreditation process and its requirements
2. Has a good understanding of the competencies and their implementation by self and by the faculty
3. Has a good knowledge of the terminology used in the program.
4. Utilize available resources and websites in an efficient way to help enhance the program
5. Network with other coordinators, institutes and organizations to share information and to gain knowledge that would help improve the program
6. Prepare and reviews course evaluation and program evaluation reports and presents the same to Program Assessment Committee (PAC) by convening the same.
7. Oversee all the courses offered by the department;
8. Appoint Course Coordinators for each course offered and administered by the department;
9. Ensure that Course files and lab manuals are reviewed periodically.
10. Ensure course syllabi and faculty profiles are updated and submitted to the ERP.
11. Monitor the achievements of POs, PSOs and PEOs and proposes necessary changes for the attainment of PEOs and POs.
12. Assess data would be gathered and reported as per assessment cycle.
13. Verify that assessment results have been used for programmatic improvements.
14. Remain update about current and knowledgeable assessment tools, practices and guidelines.
15. Interact with students, faculty and other stakeholders in facilitating PEOs.
16. Track status and report of work assigned to individual & bring out in notice to PAC.

### **Duties and Responsibilities of Course Coordinator (NBA/NAAC)**

The course coordinator is responsible for course planning, design, development, delivery, resources, assessment, outcomes, evaluation, quality and integrity. The following are duties and responsibilities:

1. Has a good knowledge of the accreditation process competency and its implementation.
2. Assist stakeholders in identifying specific E&T programmes that meet the minimum criteria for accreditation.
3. Promote innovative methods; provide guidelines and consultation in engineering education.
4. Collect and assess feedback for the improvement and development of E&T programmes.
5. Encourage quality improvement initiatives by Institutions.
6. Improve student enrollment both in terms of quality and quantity.
7. Help the Institution in securing necessary funds.
8. Enhance employability and encourage entrepreneurship of graduates.
9. Facilitate global recognition of degrees and mobility of graduates and professionals.
10. Motivate faculty to participate actively in academic and related Institutional/departmental activities.

### **Duties and Responsibilities of Class Coordinator**

Class coordinator advise on courses, communicate/explain the students about course registration, choice of electives, regularity, attendance, condonation, detention by attendance/credits in CBSS/CBCS, re-registration, re-admission, substitute courses, drop/extra courses, importance of lab/practice sessions, handing equipment in smart classrooms/labs, assignments, assessment procedure, CIE/SEE process, internships, projects, professional memberships, and performance indicators. The duties and responsibilities are to

1. Monitor availability of ICT tools, time-tables, list of faculty/students and classroom equipment.
2. Maintain and update attendance of the class & syllabus coverage by each faculty.

3. Update student attendance daily in web-portal and communicate to parents through SMS.
4. Advise staff to identify slow-pace/weak/advanced learners and arrange separate schedules.
5. Appoint one boy & girl as student representative to observe class-discipline.
6. Impose special assignments to late comers and address class room discipline/academic issues.
7. Conduct periodic meetings with students/staff, collect feedback and report on academic matters.
8. Collect feedback on OBE from student/staff/stakeholders, analyze and report the results to HOD.
9. Instruct mentors to report on critical performance of students to HOD.
10. Implement collaborative inclusive academic learning environment among student groups.
11. Act as mentor, counselor, forward student late/early permissions and academic difficulties.
12. Conduct frequent reviews with mentors on student progress submit the same to HOD.
13. Explain the student's importance of attendance, CIE, SEE, curricular and co-curricular activities.
14. Motivate students to attend the seminars/workshops/conferences/fests and present/publish papers.
15. Undertake any other work as assigned by the HOD/HOI.

### **Duties and Responsibilities of Faculty Mentor**

Each faculty member should mentor a group of 20 to 25 students. First year students will have faculty mentors from the freshmen engineering department and from second year onwards the students will have faculty mentors from the parent department and continue till their graduation.

The duties and responsibilities of mentors are to

1. Be familiar with the personal history of mentee including Educational and Family background.
2. Conduct counseling periodically and create a positive attitude among them.
3. Advise the mentees the do's and don'ts in general, girls in particular.
4. Explain the mentee importance of attendance, CIE, SEE, curricular and co-curricular activities.
5. Guide the mentees to improve their academic standards.
6. Create awareness among students about ragging and its implications.
7. Contact with the parents in case of mentees irregularity and personal problems if any.
8. Assist student explore career fields for Higher education and job opportunities.
9. Serve as a Teacher Friend to the mentees.
10. Bring any serious matter to the notice of HOD/HOI.

### **Duties and Responsibilities of Faculty in-charge for Laboratory**

The faculty in-charge is responsible for laboratory. The duties and responsibilities are to

1. Maintain the permanent and Consumable stock Registers.
2. Find out the requirements for consumables and procure the same, before the start of every term.
3. Plan for the procurement of equipment for the coming term well in advance.
4. Ensure that the infrastructure facilities in the labs are adequate.
5. Organize the laboratory for practical examinations.
6. Hold those responsible for any breakage / loss etc. and recover costs.
7. Ensure the cleanliness of the lab and switch off all equipment after use.
8. Requisition of consumables shall be submitted to the HOD for necessary action.
9. Prevent theft/damage and take action as per norms when theft occurs.
10. Any other duty as may be assigned by the HOD/HOI from time to time.

### **Duties and Responsibilities of Subject Teacher for Laboratory**

In general, same subject teacher will conduct respective lab. The duties and responsibilities are to

1. Prepare the list of experiments and maintain/update the lab manuals as per syllabus.
2. Ensure the list of all experiments to be executed.
3. Execute all the experiments personally, well in advance, before commencement of the semester.
4. Ensure attendance is taken as per the procedure and seating is done as per the order.
5. Check the observation book/record book/dress code/behaviour of every student.
6. Assist the students in execution of experiments and clarify the doubts, if any.
7. Conduct daily assessment and CIE/SEE evaluation in coordination with appointed examiner.
8. Submit CIE/SEE marks to the heads of respective departments within the stipulated time period.
9. Undertake any other work as assigned by lab in-charge and HOD.

### **Duties and Responsibilities of Coordinator - Examination Cell**

The faculty coordinator for examinations from each department is responsible to assist the examination branch and give instructions to the Staff members. The duties and responsibilities are to

1. Ensure preparation and submission of the question papers for CIE on time.
2. Ensure smooth conduct of CIE and SEE.
3. Consolidate and convey tests and examination schedules to the departments.
4. Assign external/internal examiners, invigilators for exam duty and inform to staff and COE.
5. Compute fortnight attendance and ensure posting the same in JNTUH portal.
6. Consolidate the internal assessment marks and submit the same to COE.
7. Submit remuneration bills related to Semester End Examinations to COE.
8. Distribute mark sheets received from COE office to the respective students.

### **Duties and Responsibilities of Bus Incharge**

A faculty member traveling in the specified route bus boarding at the starting point is deputed as bus incharge. The following are the duties and responsibilities:

1. Maintain the contact details of all the commuters of their bus.
2. Check the starting and arrival time of the bus. In case of any delay may be reported.
3. Ensure proper seating arrangement for staff and students by earmarking the seats.
4. Maintain strict discipline while traveling in the bus. Keep vigil over the senior students to prevent ragging in the bus. Any incident of ragging must be brought to the notice of concerned persons.
5. Periodically check the students ID card to ensure that the students are traveling in the bus route allotted to them. In case of a need to go by a different route for any genuine reason, the student may be given permission.
6. Take appropriate steps immediately in case of bus breakdown or any other problem during the journey and inform to the transport in-charge.

## **DUTIES AND RESPONSIBILITIES OF TECHNICAL STAFF**

The technical staff members of the institute perform various functions required for the smooth conduct of academics and administrative activities. The technical personnel such as programmers, systems administrators, lab assistants, workshop in-charges work for maintenance of equipment in order to provide required technical assistance to respective departments in an effective manner.

### **Duties and Responsibilities of Lab Assistants**

The lab assistants assist the respective lab in-charge and subject teacher for smooth functioning of the laboratories. The duties and responsibilities are to

1. Assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Be available for maintenance and care of resources/services along with record of master readings/calibrations/standard errors.
3. Coordinate with the respective Lab In-Charge, to report matters, like maintenance/repairing, theft, damage etc. within the respective labs.
4. Maintain & update laboratory manual, files, dead stock, login and complaint registers.
5. Lab Assistants in coordination with Lab In-charge should display (i) List of Equipments/software with cost (ii) List of Experiments (iii) Lab Time Table (iv) Names of Lab In-charge/Lab Assistants (v) Lab Layout etc. on the Lab Notice board.
6. Any other assignments as given by HOD/HOI.

### **Duties and Responsibilities of System Administrator**

The system administrator is responsible to design, organize, modify, support and install LAN/WAN/Internet/intranet/network segments of all computer systems labs. The Systems Administrator shall discharge the duties under directions of the HOI. The following are duties and responsibilities:

1. Purchase, install and maintain computer systems, peripherals, network equipment and UPS based on requirements received from various departments.
2. Purchase, install and update of new software based on the requirements from various departments.
3. Up-gradation of existing hardware & software.
4. Renewal of AMC for computer systems.
5. Renewal of existing software.
6. Install, upgrade and maintain internet, Wi-Fi, firewall and antivirus software.
7. Conduct of computer related courses to staff & outsiders.
8. Maintenance and Up-gradation of website and ERP.

### **Duties and Responsibilities of Programmer**

Computer programmer is responsible to develop the programs for a problem, debug and execute the developed program in consultation with concerned faculty and also responsible for upkeep of the computer lab. The programmer is to assist the respective lab in-charge and subject teacher for smooth functioning of the laboratories and report to HOD. The duties and responsibilities are to

1. Assist the lab in-charge, staff and students in execution of the programs.
2. Ensure the safety and upkeep of all the materials and equipments as per stock register.
3. Maintain and update (i) list of equipment/software with cost (ii) list of experiments & lab

manuals (iii) lab time table (iv) names of lab in-charge/lab assistants (v) stock position (vi) layout (vii) log book for daily usage (viii) complaint register (ix) safety measures (x) models & charts (xi) vision/mission/PEOs/POs/COs (xii) do's & don'ts etc.

4. Coordinate with the respective Lab In-Charge, to report matters, like maintenance/repairing, theft, damage etc. within the respective labs.
5. Maintain lab manual, stock register, login register and equipment service register.
6. Maintain & update laboratory dead stock register, furniture & consumable register.
7. Be available for maintenance and care of resources/services.
8. Undertake any other work as assigned by lab in-charge/HOD/HOI.

### **Duties and Responsibilities of Computer Operator**

The computer operator reports to the systems administrator in all matters connected with the operation of computer system and peripherals. The duties and responsibilities are to

1. Assist in setup of computers, tools, peripherals and equipments.
2. Maintain and update software and OS to support application software and removal of pop-ups.
3. Explain about the safety precautions to be followed while handling the devices.
4. Train students/staff to assemble, repair/impair complex assemblies.
5. Be available for maintenance and care of resources/services.
6. Perform any other duty as assigned by higher authorities.

### **Duties and Responsibilities of Workshop Superintendent**

The Workshop Superintendent is head of all workshops in the institute and reports through HOD, Mechanical Engineering in all matters. The duties and responsibilities are to

1. Plan, schedule, organize, coordinate and monitor the workshop instructors.
2. Plan and deliver workshop instruction material cum handout for various trades
3. Conduct technical training programs covering various trades to staff/students.
4. Procure and commission of machines and equipment in various labs including the workshops.
5. Procure and storage of raw materials, tools and instruments.
6. Supervise the students during practice sessions and evaluate their performance.
7. Guide the students and faculty members with their projects in the area of fabrication.
8. Ensure the maintenance of equipments and lay-down safety procedures.
9. Undertake any other work as assigned by HOD/HOI from time to time.

### **Duties and Responsibilities of Workshop Instructor**

The workshop instructor reports to the workshop superintendent of mechanical engineering regarding to utilization of resources and maintenance of workshops. The duties and responsibilities are to

1. Assist in erection/installation/commissioning of equipment and labs.
2. Maintain the records of procure/storage/accounting of raw materials, tools and instruments.
3. Coordinate and monitor workshop instructions and tasks.
4. Issue of raw materials, tools and equipments for various workshop jobs.
5. Plan, deliver and evaluate theoretical and workshop instruction.
6. Assist the staff/students during practice sessions and evaluate students' performance.
7. Arrange for preventive maintenance and attend breakdown maintenance of equipment/machines.

8. Assist the students and faculty members in the area of fabrication of their projects.
9. Train students/staff in all trades of workshop & participate in multi-functional training activities.
10. Assist the workshop superintendent/HOD as and when necessary.

### **Duties and Responsibilities of Workshop Mechanic**

The workshop mechanic reports to the workshop instructor of mechanical engineering with regards to maintenance of workshops. The duties and responsibilities are to

1. Assist in erection/installation/commissioning of equipment and labs.
2. Assist the students with the completion of experiments in their practical classes.
3. Assist the students and faculty members in the area of fabrication of their projects.
4. Record master readings/calibrations/standard errors of tools/machines/equipments.
5. Ensure machines, tools and equipments are intact to conduct experiments.
6. Setup and run the machines before conduct of experiment.
7. Explain safety measures while handling with power tools, automated equipment and machines.
8. Train the students/staff to assemble/de-assemble/re-assemble, repair/impair complex assemblies.
9. Be available for maintenance and care of resources/services.
10. Assist the workshop instructor/workshop superintendent/HOD as and when necessary.

### **Duties and Responsibilities of Laboratory or Workshop Attendant/Helper**

The laboratory or workshop attendant/helper reports to the laboratory assistant/laboratory faculty in-charge/workshop instructor/workshop superintendent. The duties and responsibilities are to

1. Be present in prescribed dress code with neat appearance.
  2. Keep open/close laboratory/workshop.
  3. Collect workshop keys from the security and keep workshop premises clean and safe.
  4. Ensure proper locking of the rooms/labs/premises after closing windows, switching off lights/fans, closing water taps and depositing the keys with security personnel.
  5. Give respect to the superiors and extend full cooperation to other attenders.
  6. Restrict unauthorized persons from entering workshops.
  7. Clean the apparatus, tools/instruments, equipment and accessories.
  8. Overhaul machines as and when required.
  9. Attend the laboratory assistant/instructor faculty in-charge/workshop superintendent.
  10. Perform any additional duties assigned from time to time.
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## **DUTIES AND RESPONSIBILITIES OF NON-TEACHING STAFF**

The non-teaching Staff members provide the necessary administrative support for the smooth conduct of academics and other related college activities as per the norms. With their diverse non-technical functions such as AO, Accounts Officer, Transport Manager, Maintenance Officer, etc. they discharge their responsibilities in coordination with one another thereby enabling the administration process make run the academics effectively.

### **Duties and Responsibilities of Administrative officer**

The Administrative Officer is the over-all in-charge of administrative functions of the Institute such as admissions, transport, campus maintenance, security of property, and personnel, canteen operations, public relations, takes care of health-center among other things and reports to the HOI. The duties and responsibilities of Administrative Officer are to

1. Maintenance of principal's office as per principal's direction.
2. Involve in students' admission process and all kinds of scholarship works.
3. Help the principal in conducting GB/AC meeting and maintain the records of the same.
4. Assist the principal for JNTUH/AICTE/NBA/NAAC related works.
5. Monitor the duties of security personal and ensure campus discipline.
6. Ensure conduct of internal/external audits and maintain the budget files.
7. Monitor canteen hygiene, transport facilities and purchase of stationery for the stores.
8. Submission of attendance statement of staff to the account section, for preparation of salary bills.
9. Maintain student's files and the personal files of staff members.
10. Discharge all other duties assigned by the HOI.

### **Duties and Responsibilities of Deputy AO/Superintendent**

Assist the AO in all functions. The duties and responsibilities are to

1. Act as administrative officer in the absence of the administrative officer.
2. Assist administrative officer in all day to day activities.
3. Provide any statistical data in the required format as and when required.
4. Monitor sub staff day to day works.
5. Discharge all other duties assigned by the HOI.

### **Duties and Responsibilities of Accounts Officer**

Prepare and maintain all the finance related records of the institute and execute the functions like

1. Preparation of annual budget
2. Fee collection
3. Bill payments
4. Salaries and acquittance
5. Purchases
6. Sundry expenditures
7. Liaison with banks and financial institutions for loans
8. Student scholarships
9. Institutional/individual income-tax assessments and advice.

10. IT audit and TDS
11. DD/online payments for various government institutions
12. Any other finance related matters.

### **Duties and Responsibilities of Cashier/Accounts Clerk**

Assist the accountant in all the accounting/financial matters. The duties and responsibilities are to

1. Collect all types of fees.
2. Write challans and remit in to the bank
3. Maintain all records related to cash collections/payments
4. Any other accounts related function assigned from time to time by the HOI.

### **Duties and Responsibilities of Office Assistants**

The Office Assistant provides the necessary administrative help in all aspects for the smooth function of academics. Office Assistant works under the guidance and directions of the Director/Principal/Dean/HODs/AO concerned. Depending on the functions to be discharged, the duties and responsibilities of Office Assistant are categorized under various heads such as PA to Director/Principal/HOD, staff & student related operations, scholarship & liaison, dispatch and front office assistance for communication purposes.

### **General duties and responsibilities of PAs/Office Assistants/Telephone Operator are to,**

1. Perform functions in a fully automated office environment.
2. Receive the incoming calls and route them to the respective officers.
3. Compile, store and retrieve information/data as and when required in the prescribed format.
4. Arrange information/data for accreditations/inspections within the institution
5. Send the monthly internal audit/customary reports to the Management through HOI.
6. Exhibit good etiquette, be polite always and should not use derogatory & insulting language.
7. Maintain computerized accounts in systematic manner with the help of Accountant/AO.
8. Any other office related function assigned from time to time by the HOI.

### **Office Assistant – PA to Principal/Director**

PA to Principal/Director provides secretarial assistance to the Principal/Director. The duties and responsibilities are to

1. Take up dictation, draft letters and maintain all confidential records.
2. Maintain inward/outward correspondence registers for all official communication.
3. Maintain visitors register and schedule appointments.
4. Provide data and statistical particulars that have been requested by the authorities.
5. Assist to hold the meetings, prepare agenda, draft the minutes of various meetings.
6. Any other office related function assigned from time to time by the HOI.

### **Office Assistant – PA to Head of the Department**

PA provides secretarial assistance to the respective HOD. The duties and responsibilities are to

1. Be the custodian of all files in the department-office and maintain confidentiality on all matters.
2. Enter, update, maintain the database and keep-backup of all the correspondence.

3. Assist HOD/coordinators/lab-in-charges/sys-admin in preparation of departmental budget.
4. Assist to hold the meetings, prepare agenda, draft the minutes of department level meetings.
5. Maintain inward/outward correspondence registers for all official communication.
6. Maintain records of leave/permission/OD/exams/vacation/tours/visits of staff and students.
7. Record result analysis, student/staff/parents/alumni/stakeholder feedback in prescribed format.
8. Provide data/statistical information that have been requested by authorities.
9. Perform any other work assigned from time to time by HOD/HOI.

#### **Office Assistant – Staff Related Functions**

The staff related Office Assistant maintains the information/data about staff related to department/category-wise and the duties & responsibilities are to,

1. Maintain separate personal files, service registers for each staff member as per norms.
2. Arrange staff details in the prescribed format for various internal/external inspections.
3. Provide department-wise staff attendance and leave record for salary statement.
4. Provide the details of newly joined/relieved staff to the concern HOD.
5. Create employee ID & biometric-recognition data for JNTUH/AICTE and issue ID card.
6. Arrange for any statistical data in the specified format as and when required.
7. Perform any other staff related activities as instructed by AO/HOI.

#### **Office Assistant – Student Related Matters**

The Student related Office Assistant prepares and maintains the records like,

1. Students admissions
2. Student personal files
3. Admission cum academic Register
4. Bonafide Certificates & ID Cards
5. Students list preparation in consultation with Exam Cell I/C
6. Loan estimation
7. Transfer/college leaving certificate
8. And any other student related work

#### **Office Assistant – scholarship and liaison**

Scholarship and liaison Office Assistant takes care of liaison of all scholarship related works, approvals and disbursement. The duties and responsibilities are to,

1. Create awareness among the students regarding submission of online application.
2. Prepare the list of eligible students for scholarships under various categories.
3. Submit and follow up with government agencies till the scholarship is materialized.
4. Submit acquaintances to the government and follow up the renewals.
5. Arrange for disbursement of scholarship amount through cheques on approval.
6. Maintain excellent public relations and arrange meetings, if required.
7. Provide any data and statistical particulars requested by authorities.
8. Perform any other activity related to scholarship as instructed by AO/Principal/Director.

### **Office Assistant – Dispatch**

The Dispatch Assistant takes care of all the correspondence in the form of letters and record in inward/outward register at all levels. The duties and responsibilities are to,

1. Make the entries in the inward/outward register with all details.
2. Send letters/correspondence to the concerned department/individuals.
3. Maintain relevant data in records and arrange for safe custody of the same.
4. Provide any statistical data in the stipulated format as and when required.
5. Perform any other activity/task as assigned from time to time by AO/HOI.

### **Front office assistant/Telephone operator**

The Front Office Assistant/Telephone Operator provides necessary assistance/clarification to queries of visitors or any staff members. The duties and responsibilities are to,

1. Present a good ambience of office, receive visitors and attend to their queries.
2. Receive the phone calls and route them to the respective officers for further correspondence.
3. Refer/direct the callers/documents to right persons of the institute/department/cell/club.
4. Provide any statistical data/information in the required format on approval of HOI.
5. Perform any other activity related to communication as assigned by AO/HOI.

### **Office Assistants – Examination Branch**

IT Support Staff, Office Assistants (Operations) and Office Assistant (Services) of Examination Cell assist each Additional Controller of Examinations in the process of pre-examination, during-examination and post-examination related work of all programs. Duties and Responsibilities are to

#### **A. IT Support Staff**

1. Provide access to students for upload, update, course(s) registration, fee payments, examination registration etc at times required and block logins as necessary.
2. Maintain the cumulative monthly attendance database department wise.
3. Auto-generate the list of promoted, readmitted/re-registered and detained/discontinued students before commencement of semester.
4. Auto-generate examination staff remunerations based on online entry and confirm payments.
5. Maintain examination bulletin board for examination notifications and update in web-portal.
6. Generate the list of condonation/detention students and monitor payment of examination fees, dues, condonation, fines, etc.
7. Process all pre/during/post examination related works
8. Maintain all relevant files and digital resources in secured environment.
9. Perform any other tasks as assigned by the ACE/COE/HOI.

#### **B. Office Assistants (Operations)**

1. Draft, prepare, submit, document and file all the examination correspondence.
2. Prepare examination related appointment and relieving orders for internal and external examiners, observers, scrutinizers, paper setters, evaluators, invigilators etc.
3. Provide updated report of the students in the prescribed format as and when required.
4. Print consolidated attendance report of all programmes/courses separately on instruction.

5. Provide the list of promoted, readmitted/re-registered and detained/discontinued students before commencement of the semester and forward the same to the concerned HODs.
6. Prepare and circulate all examination notifications to staff & students.
7. Collect hardcopies of remuneration bills and submit the consolidated bills to respective ACE.
8. Generate the list of students who paid examination fees after due date with fine to issue relevant proceedings for further action.
9. Print and display the list of condoned and detained students on approval.
10. Involve in pre/during/post examination process and support ACE/COE.
11. Print grade-memo/CGM/PC/other necessary certificates in the presence of ACE/COE.
12. File the list of the academic toppers and the gold medalists and submit to COE.
13. Maintain all files/digital resources in secure environment to retrieve as and when necessary.
14. Perform any other task as assigned by the ACE/COE/HOI.

### **C. Office Assistants (Services)**

1. Be the custodian of the student's personal files/certificates submitted at the time of admission.
2. Issue and receive certificates related to the students on approval from the HOI.
3. Issue Bonafide Certificate, Bus Pass, Custodian certificate, Course Completion Certificate and Medium of Instruction Certificate through online on approval.
4. Issue Memorandum of Grades, Consolidated Grade Memo, Provisional Certificate and Transfer Certificate after receiving No Dues Certificate.
5. Perform any other task as assigned by the ACE/COE/HOI.

### **Duties and Responsibilities of Hostel Deputy Warden (Boys/Girls)**

Deputy Hostel Warden assists Warden to discharge duties. The duties and responsibilities are to

1. Allot the rooms to the hostelites online and maintain homely atmosphere inside the hostel.
2. Implement the rules and regulations and menu of the hostel strictly.
3. Supervise discipline of inmates & impose approved remedial measures/punishment to defaulters.
4. Coordinate the activities of the sub-staff and ensure kitchen-hygiene and prompt housekeeping.
5. Provide health care, welfare facilities, counseling and guidance for betterment of the hostelites.
6. Forward requests of hostelites for permissions, leaves, stay-outside, guest-stay to the warden.
7. Maintain the movements register of the hostelites and produce on demand.
8. Prepare bills related to payments and submit to Warden.
9. Perform any other task as assigned by the warden/HOI.

### **Roles and Responsibilities of Hostel Mess in-charge (Boys/Girls)**

Hostel mess in-charge is the overall in-charge of the kitchen storeroom and reports to the warden. The duties and responsibilities are to

1. Maintain hostel account and records.
2. Purchase quality food materials at competitive prices on approval and forward the bills of the same for payment.
3. Distribute the materials for preparation of food to mess workers and ensure cleanliness.
4. Ensure maintenance of any carpentry/electrical/plumbing/sanitation/RO-plant and other facilities.
5. Supervise the hygiene of kitchen and dining hall before/after breakfast, lunch and dinner.
6. Perform any other task as assigned by the warden/Principal/Director.

### **Duties and Responsibilities of Hostel Mess workers (Boys/Girls)**

The mess workers are overall in-charge of the kitchen and report to the Warden. The duties and responsibilities are to

1. Prepare and serve food for the hostelites and staff in the hostel.
2. Take preventive maintenance of kitchen equipment.
3. Maintain the housekeeping of the dining hall.
4. Perform any other task as assigned by the warden/HOI.

### **Duties and Responsibilities of Electrician**

The Electrician is the in-charge of the overall electrical equipment maintenance in the campus and reports to the AO/Principal/Director. The duties and responsibilities of Electrician are to

1. Ensure Safety of all electrical installations by properly connecting and maintaining.
2. Attend to any emergency requirements like fuse off, power off etc. by taking appropriate action.
3. Provide uninterruptible power supply for smooth conduct of exams, placements and main events.
4. Monitor generator, UPS, batteries, transformers and solar power plant service & maintenance.
5. Maintain all the panel boards and erect the cable from panel boards to distribution box.
6. Manage load factor by using power drives to avoid penalties/levies from TSPDCL.
7. File electricity bills, service/test reports of generator/UPS and equipment purchases, if any.
8. Provide proper points for earthing/grounding and floodlights/PAS for outdoor events.
9. Perform any other function assigned by AO/HOI.

### **Duties and Responsibilities of Transport In-charge**

The transport in-charge is responsible for overall fleet of the institution. The transport in-charge works and reports all activities to the AO. The roles and responsibilities are to

1. Identify the transport requirements such as vehicles, drivers, parking place etc., from time to time.
2. Study and regulate the routes of the buses to avoid overcrowding and long routing.
3. Schedule bus times so as to reach the college by 8.50 A.M and fix pickup/drop/departure times.
4. Sanction leave/vacation to drivers after substitution of spare driver(s) and ensure smooth service.
5. Operate limited buses on semester end examination days and during vacations.
6. Interact with bus-in-charges for traffic congestions, route-restrictions, behavioral issues, etc.
7. Ensure scheduled maintenance of vehicles as per norms and follow-up the same.
8. Receive complaints/suggestions & resolve the same on approval.
9. Maintain and update regularly the inventory of vehicles and ensure the compliance with RTA.
10. Attend to any other duties assigned by concerned authorities from time to time.

### **Duties and Responsibilities of Driver's**

The drivers should report to the Transport Manager in all transport related matters. The duties and responsibilities of drivers are to,

1. Show on demand copies of Driving License/Aadhar/PAN/Insurance/RC/Fitness.
2. Maintain vehicle in good condition, log book with signatures and attend scheduled/preventive/breakdown maintenance along with reasons.

3. Report at starting point atleast 30 minutes before the scheduled time with proper uniform.
4. Upkeep vehicle interiors/exterior clean and neat with good ambience.
5. Check/inspect vehicle daily, oil-gauges, validity of pollution control certificate, instrumentation panels and wheel alignments followed by repairs & replacement.
6. Avoid rash driving, street fight, traffic violation, hit & left, abscond, use of mobile phone, drunk & drive and misbehavior.
7. Have the knowledge and be competent to undertake minor repairs whenever required.
8. Undertake precautionary & safety measures in fleet maintenance.
9. Attend any other duties assigned by concerned authorities from time to time.

### **Duties and Responsibilities of Security Wing**

The aim is to provide the most scrupulous level of overall campus security & safety to each and every individual. A well-charged crew vigilantly maintains the campus at various sensitive/vulnerable locations. The security personnel are appointed through professional industrial security agencies. The security force is responsible to safe-guard the campus along with way-laid equipment/materials, movements of individuals in and around campus and also monitors the entry/exit procedures in force.

#### **Security Officers**

The duties and responsibilities of security officers are to,

1. Assign security guards at all entries/exits/vulnerable areas and monitor through squads.
2. Monitor the functioning of CCTV and alerts through PAS.
3. Check against indiscipline, ragging, eve-teasing, trafficking, picketing, campus unrest, etc.
4. Patrol round the clock, in and around the campus with the team.
5. Forestall mobs/crowd/mass gathering in any area in and around campus through crew.
6. Report on trespassers, ransacks and encroachment to the higher authorities.
7. Report on the unauthorized use of cell phones/cameras/drones in and around the campus.
8. Verify all the records/registers of students, staff, visitors and suppliers at security terminal.
9. Submit a report on security staff daily attendance to the higher authorities.
10. Attend any other duties assigned by concerned authorities from time to time.

#### **Security Guards**

The duties and responsibilities of security guards are to,

1. Alert the squadron about unwanted things in their vicinity and any contingent event that comes into their notice.
2. Check/verify the identity of staff/students and authenticity of visitors at all entry/exit points.
3. Issue and collect vehicles/visitor's gate pass and maintain gate inward/outward registers.
4. Check whether the staff/students possess proper online-permissions/gate-pass before they exit the campus & closely monitor all the movements of students/staff, material/equipment in the campus.
5. Report own movements to the security officer and record the same in the register on approval.
6. Restrict the unauthorized use of cell phones/cameras/drones in and around the campus.
7. Ensure the safe custody of campus infrastructure/property.
8. Forestall the trespassers, ransacks and encroachment and report the same to the higher authorities.
9. Provide contact information to the needy persons on approval from the concerned authority.
10. Attend any other duties assigned by concerned authorities from time to time

### **Duties and Responsibilities of Maintenance Supervisor**

The Maintenance Supervisor takes care of general maintenance of campus and reports to AO/HOI. The duties and responsibilities of Maintenance Supervisor are to

1. Supervise neatness and tidiness of the campus. Monitor all the existing and new constructions.
2. Ensure the safe custody of all facilities available in the campus and keep intact the equipment.
3. Check whether all maintenance problems/complaints attended as per logbook and acknowledge.
4. Troubleshoot/diagnose/rectify failure of photocopiers, fans, pumps, water-coolers, plumbing, etc.
5. Work in liaison with outside maintenance contractors/technicians and in co-ordination with AO.
6. Maintain the record of cleansing materials/supplies and facilitate issue of purchase order.
7. Monitor the condition of safety equipment against the hazards and take necessary measures.
8. Transfer of equipment/materials/fixtures/machines to relocate/establish offices/cabins.
9. Perform any other function assigned by AO/HOI.

### **Duties and Responsibilities of Attenders**

The attenders are responsible for the security/cleanliness of the respective office and report one hour before the scheduled time and leave the premises on instructions from coordinator/HOD/AO/HOI. The duties and responsibilities are to

1. Respect visitors, parents, staff and students and be present in prescribed dress code.
2. Follow strictly the instructions issued by the coordinators/HODs conscientiously.
3. Collect and deposit keys in the security office and ensure cleanliness of the rooms/labs/premises.
4. Adjust/substitute the work properly and then apply leave through proper channel.
5. Perform any other additional works assigned from time to time.

### **Duties and Responsibilities of Sweepers**

All the sweepers should report to maintenance supervisor one hour before the scheduled time and leave the premises on instructions from supervisor/AO. The duties and responsibilities are to

1. Cater the housekeeping needs of the campus and buildings.
2. Collect and deposit keys in the security office and ensure cleanliness of the campus.
3. Deposit all lost articles and those found in the campus at admin office every day.
4. Perform any other duties assigned from time to time.

### **Duties and Responsibilities of Gardener**

The gardener should report to the maintenance supervisor one hour before the scheduled time and leave the premises on instructions from supervisor/AO. The duties and responsibilities are to,

1. Maintain greenery, cleanliness, trimming/shaping of grass-cover/lawns/shrubs/plants/trees.
2. Fill the water in all overhead tanks/sumps in the premises.
3. Spray pesticides/fertilizers/chemicals/sanitizers to grass-cover/lawns/shrubs/plants/trees.
4. Maintain water sprinklers/hose pipes/pumps in the garden/construction works in the campus.
5. Extend hand in the hostel as and when required on instruction from supervisor.
6. Perform any other duties assigned from time to time.

## **GUIDELINES TO CONDUCT THE EXAMINATIONS**

The Examination Cell is headed by Controller of Examinations, a senior faculty, nominated by the HOI on rotational basis. The HOI is the Chief Superintendent of Examinations and COE reports to HOI for prior approvals. The COE is assisted by two Additional Controllers of Examinations, departmental examination coordinators and other members nominated as per the quantum of work in the examination cell. The office assistants deputed by the HOI works under the instructions of the coordinators for conduct of CIE and SEE.

### **General Guidelines for the Conduct of Internal Examinations (CIE)**

1. The faculty members have to submit confidentially two sets of the question papers in prescribed format for CIE to COE in time along with scheme of evaluation.
2. The COE has to arrange for quality check of the question papers through AAA-IQAC.
3. In case of seminar, internships, project etc, only CIE component shall be shown to the students.
4. The faculty has to conduct two CIEs during the semester for all the courses as per the schedule indicated in the academic calendar. Absence in any examination will mean zero marks scored.
5. The COE has to arrange for scanning, bundling, coding for digital evaluation and provide access to the concerned faculty member.
6. The COE has to provide login access to the students for verification & confirmation of valued answer booklets for any discrepancies after the completion of evaluation process.
7. The faculty has to download each CIE marks and make use for CO-PO attainment.

### **Instructions to faculty members for performing/discharging Invigilation Duties**

The faculty members appointed as invigilators for the examinations should,

1. Report to the examination branch 30 minutes before the scheduled commencement of the examination and collect the required material.
2. Enter into the examination hall atleast 15 minutes before commencement of examination and read out the instructions to the students.
3. The invigilator has to check the hall ticket and ID card of the student and ensure they have occupied their seats as per the seating plan, distribute the answer booklets and question papers five minutes before the beginning of the examination.
4. The invigilator should verify that the students have correctly filled the details on front page of their answer booklets, sign on the answer booklets, obtain the signature of the students on the nominal roll and mark 'X' in seating plan for absentees students during invigilation.
5. Announce in the examination hall about the time left for completion of examination once in an hour and warn ten minutes before the end of examination and also inform students they are not allowed for nature calls unless and other wise certified by medical doctor.
6. The invigilator(s) has to collect the answer-booklets, code/data/other books, if any from the students after completion of the examination, segregate them accordingly for each course and hand over them to the exam cell. The invigilator will be held responsible/prosecuted for any loss of the answer scripts.
7. Maintain discipline in the examination hall and seize on sight all the documents & materials which are suspected to be the evidence of the malpractice, detain the candidate; send an intimation to the COE. Based on COE instructions the invigilator has to prepare a written report about the incident with acknowledgment of the student.
8. Instruct the candidate to write "Struck off by me" on each page when any candidate strikes off the answers in main answer books and also strike all blank pages before leaving the examination hall.

9. Ensure no candidate is allowed to leave the examination hall during examination time.
10. Not to carry cell phones during exam-duties/confidential-assignments/meeting.
11. Not to leave the examination hall till reliever presents physically/examination is complete. No relievers permitted during the first and last 30minutes of the scheduled time of examination.
12. Make sure that unauthorized staff members should not enter the examination halls.

### **Guidelines/Instructions to examiners for digital evaluation for CIE**

On receipt of login access alert from COE, the faculty has to start digital evaluation of the scanned scripts as per guidelines issued within stipulated time. The appointed evaluator/examiner should,

1. Access the link sent to official e-mail, fill the necessary information and proceed for evaluation. Faculty members have to complete evaluation and upload the assignment marks within three days.
2. Inform the students to check the marks awarded through web-login and report discrepancies if any to the faculty concerned/COE within two days.
3. Record the final CIE marks in the attendance registers after completion of two CIEs.

### **Guidelines/instructions to faculty for conducting CIE for Practical/Project**

The respective faculty member has to,

1. Conduct and evaluate CIE for each practical subject as per academic regulations.
2. Conduct the CIE for project on the basis of two seminars delivered by a student on the project topic, evaluated by a committee consisting of HOD, supervisor of the project and a senior faculty.
3. Collect the required stationery, answer booklets, nominal rolls and award list 30 minutes before the scheduled time of examination from exam cell, on the day of the examination.
4. Return nominal rolls, unused answer booklets, unused question papers, absentees' statement immediately after 30 minutes from the commencement of examination to the exam cell.
5. Submit the evaluated answer booklets in sealed cover and award list along with day-to-day work evaluation marks to the examination cell after the completion of examination, on the same day.

### **Conduct of SEE for Practical/Design/Drawing**

The COE prepares and communicates the schedule of SEE to all HODs/staff/students through circular/website/notice-board/classroom/labs and HODs are responsible to disseminate information.

**Practical:** The SEE for lab is of three hours duration as per academic regulations.

**Project:** The SEE for project viva-voce is conducted as per academic regulations.

### **Guidelines for faculty members to conduct SEE of Practical/Project**

The faculty members appointed as Internal and External examiners should,

1. Collect the required stationery, answer booklets, nominal rolls, D-Form, award list 30 minutes before the scheduled time of examination from exam cell on the day of examination.
2. Return nominal rolls, unused answer booklets, unused question papers, absentees' statement immediately after 30 minutes from the commencement of examination to the exam cell.
3. Submit to the examination cell the evaluated answer booklets in sealed cover along with award list, after the completion of examination, on the same day.
4. Collect and forward the duly signed remuneration bills for the payment to the COE.

## **GUIDELINES FOR PRINTING, BUDGET, PROCUREMENT & AUDIT**

### **Guidelines for Printing Material**

Printing of any material should be carried out with prior permission of the HOI. Any violation in this regard leads to disciplinary action followed by prosecution. The following are the official printed formats available in the office:

1. Student Application forms, Admission Registers, Attendance Registers and Mentor Records.
2. Staff Service Records, Attendance Registers, Leaves Registers and Visiting Cards.
3. Letter Heads and Identity Cards.
4. Posters/Banners and Invitation Cards.
5. Library Accession Register, Visitors Register.
6. Stock Registers (consumable/non-consumable).
7. Indent Forms and Enquiry Books.
8. Bonafide, Custodian, LOR, MOI, Course Completion & Transfer Certificates.
9. Fee Receipt Books, Payment Vouchers, Accounts Stationary.
10. Student & Staff Permission Slips and Leave Application Forms.
11. No-due Certificate, Gate Passes, Visitor Slips, Vehicle Permission/Parking Slips.
12. Log Registers, In/Out ward registers and Staff movement registers.
13. CIE/SEE Answer Booklets, Award lists, Grade Memos, CGM, PC, Transcripts.
14. Student Lab Records/Drawing Sheets, Lab Manuals, Course Files and General Files.

### **Guidelines for Preparation of Budget proposal**

The staff in-charge of each lab should forecast the lab requirements i.e., consumables, non-consumables, stationery, furniture and major equipment for the current financial year based on previous year/semester consumption, well in advance. The HODs have to discuss various budget components in IQAC before budget preparation for annual utilization, inspections, visits and audits. The HOD in coordination with faculty has to prepare a consolidated detailed budget in the prescribed format for the department and submit to the HOI for further approval.

**Procurement of Consumable & Non-Consumables Items:** The concerned HOD has to,

1. Initiate a budget proposal for the procurement of the consumables, stationery, furniture, tools and equipment for the next academic year/semester and submit to the HOI.
2. Float enquiry for quotations, prepare a comparative statement, negotiate, and request for final quotation, forward it to purchase committee for approval and to proceed further to place order.
3. Prepare & place order for delivery of materials/equipment on approval from HOI.
4. Ensure delivery of ordered items and arrange for inspection of received items in good condition.
5. Ensure that the details are entered in the stock/assets register, pass instructions for payment of bill soon after completion of inspection of equipment/material with intimation to HOI.

### **Stationery Procurement**

**Guidelines for procurement of stationary:** The HOD/AO should,

1. Assess the central requirements of stationery for the administrative needs of all the departments including admin office before commencement of the academic year/financial year.

2. Consolidate the requirements of all the departments/cells/R&D/clubs/chapters/associations and submit the same in the prescribed format to the HOI for approval.
3. Float enquiry for quotations, prepare a comparative statement, negotiate and request for final quotation, forward it to purchase committee for approval and to proceed further to place order.
4. Prepare a purchase order on approval from HOI, place order for delivery of materials.
5. Ensure delivery of ordered items and arrange for inspection of received items in good condition.
6. Ensure that the details are entered in the stock/assets register, pass instructions for payment of bill soon after completion of inspection of material with intimation to HOI.
7. Maintain central stores department to receive the stationery and distribute as and when required to the departments by the store keeper on receipt of indent by the HODs through HOI.
8. Raise special indent for stationery in case of bulk purchases for conduct of workshops/conferences/seminars/SDPs/TTPs, etc. to the AO well in advance. While raising indent, the actual use of stationery during previous similar occasion should be taken into consideration.
9. Deposit the unutilized stationery intact to the AO soon after the completion of the programme.
10. Seek stationery indent periodically for smooth functioning of administration of stores department.

### **Maintenance of Stock**

**Guidelines to in-charge staff members for maintenance of stock:** The laboratory in-charge has to,

1. maintain the following registers of their respective labs
  - a. Consumables/Non-consumables/valuables stock register
  - b. Other register(s) based on the requirement of the Department concerned.
2. Receive the equipment/material after verification, be responsible to upkeep the material, each & every entry should be duly signed by the staff in-charge, faculty in-charge, HOD and HOI.
3. Verify the stock & entries whenever there is a change/deputation of lab in-charge and note discrepancies if any and report the same to the HOI through HOD.
4. Notice & record in the stock register instantaneously on any breakage/damage/leakage/pilferage/spoilage/mishandling/theft/embezzlement of any item in the lab. Irrespective of category of damage, the recovery should take place as per norms.
5. Enter details of obsolete & condemned items/tools/equipment/materials in the dead stock register.
6. Record the details of inter/intra departmental transfer of equipment/material on approval of HOI.
7. Arrange for scheduled service/maintenance of equipment/machinery follow AMCs.

### **Stock Verifications**

**Guidelines to concerned HOD/faculty member for stock verification:** The concerned HOD/faculty member has to,

1. Make surprise visits/checks in the department office/lab/library/club/cell/chapter/association.
2. Arrange for internal academic/administrative audits before the end of the academic year.
3. Report any academic/administrative discrepancy immediately to the HOI.

### **Academic/Administrative Audit**

**Objective:** Academic audit includes course delivery, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, assignments, projects and conduct of practical classes and their evaluation.

There are two types of audits i.e. academic and administrative. The audits mainly observe whether the following aspects have been taken into consideration or not in the academic programme:

1. Adherence to the academic calendar, semester plan and role of class/course committees
2. Schedule of classes, faculty time table and attendance of students
3. coverage of syllabus as per course plan and quality of assignments/CIE/SEE question papers
4. Evaluation of internal exams/assignments with sample solutions for theory/practical
5. Performance of students in internal exams, award of internal evaluation marks and assessment
6. Maintenance of lectures' diary and course file
7. Students feedback on faculty
8. Information on progress of students to their parents & feedbacks from stakeholders

### **Instructions to Internal Academic Audit**

Procedures should be followed very strictly during the audit

1. Study the quality assurance system documents before conduct of the audit as per SRA norms.
2. Identify deviations/non-conformities/weaknesses if any, report comments and possible solutions.
3. Write down the proposed corrective/preventive action/process with proposed date of completion.

### **Uniformity in Brand Image**

**Products:** The institution maintains strict uniformity in all the material used which includes lab/office equipment, furniture, etc., this helps in standardizing the materials at the institute.

**Signage's, Posters, Anthems, Logos and Captions:** The college uses the same form of signage's, posters, anthems, logos and captions for display in the corridors and walls.

**Patterns:** The institute maintains uniformity in the rules and regulations practiced. Prior approval of the management has to be obtained in case of deviation of existing rules or introduction of new rule.

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## **STUDENT-RELATED PROCEDURES**

### **Admission Procedure**

The AO along with his crew are responsible for student admission process. This procedure involves guidance, counseling and to render information to those who seek admissions. The parents are provided with a privileged visit to the institutional infrastructure i.e., laboratories/classrooms/central-library/other facilities for their satisfaction. Admission into B.Tech. course is done through TGEAPCET. 70% of the seats are allotted under convener quota. 30% seats are filled through Management category. Diploma holders are admitted into II-B.Tech under lateral entry scheme to the extent of 10% intake based on the merit in TGE CET. Admission into MBA and M.Tech. is made on the basis of the merit score in TGICET and TGPGE CET/GATE respectively. After the allotment process the student has to fill the details online and submit the following documents in original:

1. SSC, Intermediate, Degree/Diploma or Equivalent Certificate with marks memo(s)
2. TGEAPCET/TGE CET/TGICET/TGPGE CET/GATE Hall Ticket, Rank Card
3. Allotment order, Joining report ( for Convener Quota students only)
4. Transfer, Bonafide & Local/Non-Local candidate and Caste & Income certificates
5. Aadhar Card and Photographs: three stamps size & six passport size
6. Four sets of copies of all certificates, ten self-addressed envelopes with postage stamps
7. Migration certificate/Equivalence certificate
8. Other certificates as demanded, if any

### **Admission-Figure Report**

The AO should submit a daily report on students admitted/vacancy position category/branch wise along with the total amount of fee collected/transferred into college account with valid proof to HOI.

### **Preparing the Final Lists**

After the completion of admissions including spot-admission, the AO should prepare and submit the final list of the students admitted into various programmes under various categories to the COE/HOI.

### **Categories of Fee**

The administrative staff should collect prescribed fee only from the admitted students.

### **Issue/Reissue of Identity Card, Bonafide, Fee Estimation, Custodian Certificate**

1. Identity card will be issued only once on confirmation of admission and payment of necessary fee. However if any student request for reissue of ID card due to loss/damage, it will be reissued only on HOI approval and on payment of prescribed fee with due reason.
2. Fee estimation, Bonafide, Custodian or other certificates are issued through online on payment of prescribed fee with necessary details certified by the HOI.

### **Fee Collection Schedule**

All the students should pay the prescribed fees as in the schedule applicable to their regulations before one week of the commencement of the class work, otherwise a fine of Rs.50/- per day is collected after the due date for a week. If any student fails to pay the fee as per the schedule shall be liable to forfeit their seat.

### **Mode of Fee Payment**

The students have to pay the prescribed fee through institute official app only and the fee receipt is generated automatically. The institute is not responsible for cyber crimes, information security and phishing threats.

### **Student Fee Collection Report**

The Accounts officer prepares comprehensive information of daily fee collection and submits the same to the Secretary & Correspondent through HOI.

### **Admission Cancellation Procedure**

If any student so intends to cancel the admission for any reason in the middle of the course, the student shall clear all applicable pending dues as on the day and submit a no-dues certificate.

### **Report on Admission Cancellation**

The AO/Accounts Officer should send a quarterly report on admission/cancellation to the Secretary & Correspondent through the HOI.

### **Course Registration**

All the students should register for the eligible courses/credits fifteen days before commencement of the semester through online only in consultation with the course advisor on payment of prescribed fee.

### **College Timings**

All the students should follow the college timings i.e. 9.10 am to 4.05 pm on all working days.

1. Late comers are strictly prohibited. However, a grace time of twenty minutes is allowed under special circumstances, i.e. 9.30 a.m. and beyond 9.30 a.m. no student is permitted.
2. Habitual late comers are liable for suspension for a period of one week which may be extended.

### **Student Attendance – Minimum Required**

1. A student has to put a minimum of 75% attendance to get promoted to the next semester.
2. The shortage of attendance of the students can be condoned on medical grounds by 10% on submission of medical certificate along with payment of prescribed fee and affidavit. The student with less than 65% attendance in no case condoned and will be detained.

### **Student Attendance – Information to the Parents**

1. The student's attendance information, CIE/SEE marks are communicated to parents and updated regularly to the website: [www.cmritonline.ac.in](http://www.cmritonline.ac.in). If the students' attendance is below 75% or poor in academics, the same shall be communicated to the parents.
2. Students below 75% of attendance are not allowed to participate in inter/intra institute events.
3. The absent students information is communicated to the parents every day.

### **Dress code**

All the students should follow the prescribed dress code and wear the ID cards when in the campus, otherwise they will not be allowed into campus/transport. The formal dress code for boys is shirt

tucked in trouser with belt and formal shoes; for girls it is formal Indian traditional dress i.e., salwar kameez with dupatta. Wearing of western outfit/shorts/skirts/torn-jeans/distressed clothes is strictly prohibited along with unnatural/untraditional hair styles/colors/costumes/tattoos. Students are allowed to wear casual dresses on Saturdays only.

### **Student Discipline Policy**

The primary purpose of the institution is to impart value-based education and life skills focusing on core activities such as teaching, learning and research for advancement & application of knowledge in their future avenues. In order to ensure such academic standards and to overcome hurdles, if any, it is essential to adhere to the rules, regulations, guidelines and procedures laid down for the same. Students should abide by the rules, regulations, policies and procedures of the institution right from the enrollment day. The HODs/in-charges/coordinators/mentors/faculty members are responsible to monitor and impose the discipline on the students from day one onwards.

Student Discipline Policy is one of the measures applicable to control unacceptable behaviour of the students both in campus/outside and to protect the interests of students/parents/other stakeholders. The rigorous, transparent and consistent process is to investigate/inquire on all reported incidents on those students who indulge in misconduct/misbehavior/unfair means to restrict unwanted incidents and to impose penalty & prosecution.

### **General Discipline Rules**

All students should,

1. Maintain highest standards of discipline and abide by the rules and regulations of the institute.
2. Follow a six-day academic schedule and be punctual to classwork.
3. Pay fees/mess bills etc. well in advance and avoid fines.
4. Avoid unauthorized absence, follow proper dress code & wear ID card to avoid punishments of any kind.
5. Not hoot, whistle, loiter and observe silence in and around of lecture halls, corridors, seminar halls, labs and should not move adjacent to railings and parapet walls.
6. Not wander/gather in verandah, corridor, and staircase etc. and not to visit canteen, coffee shop, stationery store and bank during working hours.
7. Respect teachers, staff, visitors, peers and elderly people.
8. Apply for permission online and get approval from the respective mentor, HOD and HOI to leave the campus during working hours. The security personnel will verify the same and allow to leave.
9. Not use cell phones in the campus as it is prohibited as per the Supreme Court guidelines.
10. Submit all leave applications (Regular & Medical) in time through respective mentor, for sanction by HOD. Application for medical leave shall be accompanied by valid medical certificates. However, all leaves/permissions are without attendance unless and otherwise specified.
11. Contact mentor/coordinators/HOD/warden for issues/grievances related to academic/personal/hostel/infrastructure.
12. Leave the class rooms immediately after the last hour and are not permitted to stay back in the class room/lab beyond normal time table unless there is special permission/special class.
13. Prohibit consumption of intoxicants, psychotropic substances such as smoking, chewing tobacco/pan-masala/gum, spitting, alcohol, gambling, betting, narcotics and drugs.
14. Not involve in any anti-social meetings which are detrimental to the society and institution and not invite strangers from outside without prior permission into the campus.
15. Not collect money/money's-worth for any reason within or outside the institute.
16. Meet the HOI personally or through proper channel in case of emergencies/grievances.
17. Make use of dustbins and keep the campus neat & clean and do not throw the garbage through

windows/doors/openings/elevations. Any violation are severely viewed and punished.

18. Refrain from activities such as scribbling/noting/stickers/posters on walls/door/furniture, resting their legs/shoes on the walls/chairs/benches which could deface the college and destroy the academic ambiance.
19. Not post/distribute pamphlets/leaflets/bills/printed-materials/banners/posters/flexis in the campus.
20. Not indulge in political activities & unauthorized meetings, student-unions, elections, propaganda work, processions, fund-collections, money-making-schemes/loans within the premises/hostels.
21. Respect the cultural diversities; do not hurt the religious sentiments knowingly or unknowingly.
22. Not resort to misbehavior towards girl students, use of threat or violence against members of the staff or fellow students as such acts will be considered as very serious cases of misconduct.
23. Not indulge in physical fights or misconduct, if they do so, they are liable for severe action as per the rules, which can even result in expulsion from the institute.
24. Not resort to harassment of any kind such as sexual, racial, wrongful confinement, threatening, blackmailing, terrorizing, panic that causes fear/distress to others are severely punished.
25. Not indulge/abet/propagate ragging/harassment/ill-treatment of students anywhere. If any such incidents come to the notice of the HOI in any manner shall be handed over to police-custody for judicial prosecution as per Supreme Court directives including Disha/Nirbhaya act.
26. Not cause willful damage to institute property, falsify information, misappropriate institute property, indulge in fraud, dishonesty or violation of any rules may lead to pecuniary recovery.
27. Not involve in mass absenteeism/bunk from class which may attract disciplinary action and fine.
28. Not celebrate any personal occasions including birthdays of students and staff in college premises.
29. Avoid use of social networking sites and chat i.e., playing computer games, Facebook, Twitter etc. in the premises except places meant for that.

### **Class Room and Laboratory Discipline Rules**

The students have to,

1. Enter the institute premises on time and attend to the lecture and practical classes punctually.
2. Assemble in the classrooms before the scheduled time. No student allowed after the scheduled time.
3. Carry text books, note books, calculators, drafters, components and other academic accessories.
4. Wear white/blue apron and safety shoes during the lab/workshop sessions.
5. Follow the prescribed dress code and etiquette during the seminars/project presentations etc.
6. Use the class rooms, library or the demarcated areas of the academic building for individual study and not to sit in staircases or circulation areas where they could interfere with the free movement.
7. Make use of the library, common computing facilities and to participate in professional association activities or any other program authorized by the college beyond class hours.

### **Disciplinary Procedures**

On receipt of information/report of any misconduct, indiscipline, violation of rules by the students, the HOI refers to disciplinary committee for hearing on grievances. In case the disciplinary committee opines that the allegation is serious and if there is proper evidence then the student can be suspended immediately, pending hearing. The following are the guidelines for disciplinary proceedings:

1. Conduct formal enquiry unless and otherwise an informal enquiry demands the situation.
2. An opportunity to be heard is given to all the parties involved in the case.
3. Expedite the process of proceedings as early as possible and award decision immediately.
4. If any party found guilty during the enquiry about the indiscipline caused for, the committee may impose penalty and punishment subject to the discretion of the HOI.

The punishment imposed on students could range from minor penalties to major disciplinary action as decided by the competent authority for the same. The penalties include:

### **Penalties**

1. Issue oral warning
2. Issue of written warning and inform the parent/guardian of the student.
3. Suspension from attending the classes and other academic privileges for a specific period.
4. Collection of fine/penalty on damages/loss caused to the property of the college.
5. Withhold/withdraw scholarship and such other benefits.
6. Debarred from examinations/series/semester/year, withhold results and cancel admission.
7. Suspend/expel/rusticate of the student from hostel/institute or withdraw facility extended.

### **Competitive Examinations**

The institute provides training programmes for various career opportunities to develop their competency needs and succeed, either in getting jobs or for higher education pursuits. The departments have to maintain records of the successful students. The following trainings are offered:

1. CRT is offered as a part of the curriculum.
2. Industry specific need based technical training for placement.
3. Guidance for Hackathons, conferences, project expos, publications, etc.,
4. Special training for GATE and IES by faculty of respective departments.
5. Training to GRE, CAT, IELTS, TOEFL, etc. for a group of sixty members.

### **Student Placement Procedures**

The following are the various programmes conducted by the Placement Cell to enhance placement opportunities among the aspirants:

1. Maintain database of MNCs, and their expectations from the students.
2. Assist the students in the process of preparing their profiles and resumes.
3. Organize programmes such as preparatory exams, mock interviews, group discussions, etc.
4. Print photo-album/slam book every year with the details of all the out-going students and also host in institute-website/social-media-links to take care of alma mater.
5. Rigorous training campaign for placement and higher education.

### **Student Clubs and Professional Associations**

The institute motivates professional outlook among the students through membership in professional associations/societies/clubs and participation in seminars, workshops, conferences and publications in reputed journals. The following are some of the measures in this direction:

1. Organize workshops, guest lectures and awareness programmes on emerging technologies.
2. Establish various professional-student chapters/associations/clubs to undertake society activities.
3. Motivate students to be the members of various professional chapters/associations/clubs/societies.
4. Participate in seminars, techno fests, paper presentations organized by ISTE/IEEE/CSI.
5. Take up industry/R&D oriented live projects.
6. Participate in NSS programmes and take up projects/internships/seminars of societal relevance.

### Motivational Initiatives

The institute provides merit awards and certificates to competent students as a token of recognition to inspire other students to compete and excel in all aspects. The following are the awards offered:

- a) **Best outgoing student:** Open for boys and girls: Carries a Gold medal and a cash award of Rs.5000/- and a Certificate. Assessment procedure is given below:

S. No.	Category	Max. Marks
1	Academic: Aggregate marks of all the examinations x 50 marks awarded = 50 x % of marks obtained / 100	50
	The student should pass all the subjects in the 1 <sup>st</sup> attempt of regular examinations and complete the course in 4 consecutive years.	
2	Attendance: marks awarded = 5 x % attendance /100	05
3	Placement offer: marks awarded = 10 x CTC/1000000	10
4	GATE, GRE, GMAT, CAT: marks awarded = 10 x percentile / 100	10
5	Personality: Leadership qualities (coordinator/keynote speaker) / communications skills (formal/informal anchoring)	05
6	Sports & games: (i) National level (3)/ (ii) International level (5)	05
7	Cultural Events: (i) National level (3)/ (ii) International level (5)	05
8	Co-Curricular Activities: technical papers presented at seminars/ published in technical journals. Each paper 2 marks max of 5 marks	05
9	Feedback from mentor (4 marks) and HOD (1 mark)	05
<b>Total</b>		<b>100</b>

- b) **Certificate of Academic Excellence:** The institute honors toppers from each UG programme with certificates of Excellence.

**Eligibility Criteria:** The student must bear good conduct and character and must put up not less than 85% aggregate attendance in all semesters and must complete the course in single attempt.

- c) **Academic Topper - Branch & Year wise:** Gold, Silver & Bronze medals, cash prize of Rs. 5000, Rs. 3000, Rs. 2000 with merit certificates respectively are presented to each branch topper year wise of UG.
- d) **Best Project:** a certificate of appreciation to the best project in all the programmes.
- e) **Best Outgoing Sportsperson (Boy & Girl):** To be judged by a committee.
- f) **Professional society membership:** A maximum of 10 students from all UG branches on merit basis receive 50% of the cost of professional society membership.
- g) **Special awards:** Special awards are given to the institute toppers, best pay package in placement and the toppers in GATE, IES, GRE and CAT.
- h) Awards are given for publication in International/National refereed journals by the students.

Award	First Rank	Below Top 10	Below Top 100	Below Top 200
All India GATE Rank	Rs 50,000	Rs.25,000/-	Rs.10,000/-	Rs.5,000/-
CAT / GRE	Suitable Awards will be given depending on their outstanding performance and CAC recommendations.			
Journal Publications				

- i) **Sponsorship to paper presentations:** To enhance academic/professional quality amongst students support is provided to attend/participate/organize national/international conferences/seminars/workshops. The students should take prior permission and submit relevant valid proof to claim the benefit for reimbursement of publication fee and TA/DA to one person in one semester.

### Students Database

The college maintains database of student's performance in academics, placements, higher education,

alumni, etc. The following information is maintained:

1. Information/progress reports of all students in general and weak/slow-pace learners in particular.
2. Subject/semester/year wise result analysis for all branches.
3. Information of employment and higher education both India and abroad.
4. Feedback analysis from mentor/coordinator/faculty/HOD/industry/employer/parents/stakeholders.

### **Student Exit Procedure**

On successful completion of graduation on request from the student, all necessary certificates are issued on submission of no-dues certificate and on return of ID card.

### **Graduate Database and Procedure for Issue of Certificates**

Certificates/student data are issued to the graduate or their representatives, which may include course completion certificate, grade-cards/CGM/PC/transcripts/MOI/TC, etc.

### **Recommendation Letter Issue Procedures**

The institute allows its faculty members to issue a recommendation letter for abroad education/employment or as the case may be.

### **An Alumni Feed Back Form**

The institute shall get the alumni feedback form filled by the outgoing student which is used to update the database (alumni) of the placement cell.

### **Student Grievances Redressal Procedures**

To redress the genuine grievances of student, the institute constituted the grievances redressal cell and an exclusive Women's Grievance Redressal Cell/Internal Complaint Committee to address the academic/administration/gender issues of staff/students. The aggrieved party/parties can approach directly the HOD or lodge a complaint through mentor or personally meet HOI about the grievance. However, all the complaints received from all the sources will be directed suitably to the above committees for concealment or punishment.

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## **TEACHING – LEARNING PROCEDURES**

CMRIT promotes the use of student centric teaching and learning methods to increase the grasping and learning levels of the students. Emphasis is to go beyond the traditional Chalk & Talk methods in order to maximize teaching effectiveness in the fast-changing technologies in engineering. Further, the graduate attributes or the Program Outcomes (POs) are twelve in number and defined for a 4 year undergraduate program in Engineering and Technology. Of these eleven, only five are domain specific and remaining six are generic. In order to cover the remaining seven POs, appropriate teaching-learning methodology needs to be adopted. The Institute once a year conducts a workshop or faculty development program on Teaching Methodologies, in order to equip teachers with innovative and ICT based teaching methods.

### **Teaching-Learning Process**

The process of TLP to be followed:

1. Focus on broad areas of human knowledge and strictly adhere to academic calendar.
2. Emphasis on theory, practice, seminars and projects by in depth studies in their respective areas.
3. Advanced learning through R&D.
4. Clarity and relevance of curriculum to demonstrate graduate attributes.
5. Evaluation of student performance through CIE/SEE and award grades.
6. Set question papers & follow BTL, and map each question to BTL/CO/PO.
7. Develop rubrics, set benchmarks and establish levels of attainment & its improvement.
8. Follow the mechanism in existence for review of syllabus & content delivery on regular basis.
9. Faculty performance evaluation system to review the performance & offer remedial actions.
10. Calibration of lab equipment and demonstration of apparatus before experiments.
11. Identification of number of students performing a single experiment with common apparatus.
12. Continuous access to remote digital resources/e-learning/central computing facilities.
13. Automation of library facilities to support virtual learners.
14. Keep periodicals/magazines/compendiums/rare-books/manuscripts are accessible and available.
15. Skills & content development to enhance employment/entrepreneurship.
16. Provide handouts/tutorials/materials/e-resources and value-added-courses for all programmes.
17. Knowledge transformation process of OBE through industry oriented live projects.
18. Learner centric interactive approach to respect the interests of stakeholders.
19. Include innovative, creative and intuitive methods and content beyond syllabus through ICT.
20. Skill enhancement by analytical-skills, professional communication & personality development.
21. Provide remedial/make-up classes/modules to pick-up slow pace learners/weak performers.
22. Create modules/assignments/projects for advanced-learners/bright-students.
23. Effective mentor-system to tune staff/students to face global challenges in the pace of human race.
24. Develop industry interactions through industry-based internships to learners.

### **Teaching Methodology**

The teaching methodology is as follows:

1. Course files with course objectives, outcomes, lesson plans, evaluation process, bench marks, rubrics, CO-PO matrix, direct and indirect tools used for evaluation, assessment and attainment.
2. Lab manuals, charts and models and traditional pedagogy practiced.

3. ICT tools are used for all courses, simulations, contemporary practices relevant.
4. NPTEL video lectures are used for related topics & also for the same topic by various experts
5. Labs with micro/mini projects to expose real life experience by industry interaction.
6. Seminars, GD, quiz, role-play and case studies for better professional & career advancement.
7. Question banks, study materials soft/hard copies for enhancing the performance in examinations.
8. Monitor deliverables to regular/make-up/remedial classes and supplement/assist academic needs.
9. Counsel/mentor/guide to improve academic/professional/individual/team/emotional performance.
10. Interactive assessment of COs-POs and collection of periodical feedback for overall development.
11. Solve/answer all the questions of CIE /SEE examination in class room in the interest of students.
12. Project based learning in all courses with the assistance of individual faculty members.
13. Content beyond syllabus based on gap analysis through additional theory/lab experiments.
14. Mandatory courses with societal relevance.
15. Guest-lectures/seminars/symposiums on advanced industry topics to update their knowledge.
16. Establish workshops/manufacturing labs to meet industry needs and to tap potential employment.
17. Internships & industrial visits for practical awareness on job exposure.
18. CRT & soft skills sessions to motivate students towards better placements.
19. Projects with innovation, indigenous resources to become social entrepreneurs/leaders.

### **Value-based TLP**

Institute implements value based TLP to all the stakeholders

1. Address relevant gender and societal issues through campaigns/exhibitions/workshops.
2. Focus on social, legal and community engagement activities.
3. Provide digital & e-learning resources in addition to traditional pedagogy in view of OBE
4. Use ICT for societal benefits i.e. web-casting, digital-India and local government programmes.
5. Adopt CBCS & CBSS, and introduce value added, mandatory and employability courses.
6. Maintain transparency in course registration, delivery, evaluation & assessment.
7. Encourage professional, technical, social & cultural students associations and club activities.
8. Encourage publications & projects among both faculty and students.
9. Arrange guest lectures, workshops, conferences, seminars, training programmes and SDPs.
10. OBE analysis to set-up bench marks at course/programme for higher education/employment.
11. Encourage in-house projects/internships in TLP and respect stakeholder's suggestions/complaints.
12. Mentors identify slow-pace/weak/bright students and offer collaborative/peer/group learning.
13. Courses on social relevance, entrepreneurship, innovation and creativity.
14. Secured end-to-end encrypted learning environment.
15. Well equipped LMS through studio environment and private cabins to all staff members.
16. Eco-friendly acoustics, ventilation and lighting systems.
17. Activities on waste management system in view of global environment protection guide lines.
18. Provide academic/professional code of conduct/values/culture for student/staff.
19. Programmes on national identities, days, heritage, culture, polity and constitutional obligations.

### **Syllabus**

1. Prescribed by CMRIT as per affiliating and accrediting agencies.
2. Content beyond syllabus and add-on courses to enhance skills for employability.

### **Academic Calendar**

1. Number of instructional days and contact hours per week are as per CMRIT academic calendar.
2. Additional teaching/tutorial hours for content beyond syllabus are arranged accordingly.
3. Need based guest lectures, seminars, workshops, symposiums offered within academic calendar.

### **Seminar/Posters/Model/Prototype Presentation**

Encourage innovation and lateral thinking in student-presentations on latest technological developments in recent-past of their relevant fields of interest followed by a viva-voce examination.

### **Special Assignments/Case-Studies/Project/Experimental Studies**

Each student group is given special assignments as advised by their mentor/advisor. These assignments are drawn from current/contemporary practices of industry/society.

### **Communication Skills & Personality Development**

Regular group discussions, mock interviews, workshops and simulations are conducted to improve the communication skills of students.

### **Active MOUs**

The Institute inks MOUs with third party organizations for skill enhancement and holistic development of the students.

### **Project Work/Internships**

Every student has to submit a micro project report in each and every lab in all semesters. The student has to undergo an internship programme during the semester breaks. The final project phase I & II are to be taken up within the campus in collaboration with R&D. Projects are guided by faculty members.

### **Industrial Tours & Educational Tours**

Frequent industrial and educational tours are conducted to the students in and around Hyderabad to get practical exposure to real life industry and to bridge the gap between academia & industry, if any.

### **Student Mentoring**

To track the student performance and mould them as a good professional, the institute assigns a mentor for each student. Each faculty is assigned 20 to 25 students to motivate and guide them to achieve the targets. Mentor counsels' students time to time and provides suggestions/remedial actions.

### **TLP for Labs/Practice/Practical/Design/Drawing Courses**

1. Each department has sufficient labs to deliver the content effectively.
2. Continuous learning is assured through experiments, project work and day-to-day evaluation.
3. Opportunity to setup the equipment/apparatus under the expert-supervision of the faculty.

### **Supplementary Processes**

Following are the supplementary activities organized to support all-round development of the student:

1. Clubs/cells/associations for professional/career-development/advancement.
2. Yoga and wellbeing.
3. Grievance redressal procedures.
4. Professional society and entrepreneurship development activities.
5. Active feedback from stakeholders.
6. Encouragement for extracurricular and co-curricular activities.
7. Induction cum orientation programme.
8. Alumni association.

### **Extracurricular activities**

Ensure student collaboration & participation in sports, games, cultural & literary events to strengthen them in physical/mental health, time/stress management, ethical/sportive/team spirit, etc.

### **Co-Curricular activities**

A wide range of co-curricular activities are offered to the students for active participation with peers to bring-out their latent-talents and showcase their lateral thinking abilities for professional advancement. The following activities are offered:

1. Inter/intra institute events such as seminars, GD, technical quizzes, paper presentation, tech-talks, Hackathons, JAM, GD, coding competitions, project expo, ideations, innovation activities, etc.
2. A national level technical paper contest for sharing intelligence from surrounding spheres.
3. Paper/poster presentations, workshops, training programmes, etc. through student professional/technical associations.

### **Professional Society Activities**

Student chapters of professional societies are formed wherein students actively participate and organize all the relevant activities.

### **Entrepreneurship Development**

The following are the various programmes in this direction to promote entrepreneurial culture:

1. Incorporate EDP courses in the curriculum.
2. Facilitate EDP/EDA/EAC and training programme on continuous basis.
3. Organize guest lectures, seminars, TTPs and workshop on entrepreneurship.
4. Provide an opportunity to interact with local entrepreneurs.

### **Evaluation process**

The evaluation process for theory, laboratory work of all subjects in all semesters and project work of each student is carried out as per their existing academic regulations.

### **Assessment process**

Assessment of courses will be done in two-way process i.e., direct and indirect. Direct assessment includes performance of students in the CIE+SEE and assessment is done based on respective weightage for each component of evaluation and also at BTL. Indirect assessment includes feedback from primary stakeholders i.e., students, faculty, alumni, and parents on course outcomes and improvements to be incorporated, if any.

### Course outcomes mapping with POs

In general, each course outcome is mapped with a minimum of two POs. COs 1, 2 & 3 are attained in I-Mid test and COs 3, 4 and 5 are attained in II-Mid and all COs are attained in SEE exams.

<b>S. No.</b>	<b>Subject</b>	<b>POs</b>	<b>BTL</b>
1	Theory	PO1, PO2 and PO3	1, 2, 3 and 4
2	Lab/Practice	PO3, PO4 and PO5	1, 2, 3 and 4
3	Design/Drawing	PO1, PO2, PO3, PO4, PO5 and PO6	1, 2, 3, 4 and 5
4	Internships/Projects	PO1 to PO12	1, 2, 3, 4, 5 and 6

### Benchmark Procedures

Rubrics and procedures are developed for various courses for attainment of different levels of POs. In case if any PO is not attained for any reason, a remedial action is initiated in TLP for attainment. If in case, POs are attained for a set of benchmarks than either rubric will be changed or benchmark levels will be increased. As a practice, a default benchmark for all the courses is passing of the subject and /or class average. Every year there will be a minimum increase of 10 percent in existing benchmarks.

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## LIBRARY

A state of art library with large number of books, periodicals, journals is available for students and staff to enhance their technical knowledge, to carry out research and improve their verbal and written communication skills. Digital library with 20 systems enables access to 2000+ video lectures, e-books and audio materials is available. Normally the library attracts 600 footprints and clocks 300 transactions per day. An updated display board is available at the entrance of library with all details.

**Vision:** To be an essential partner in the research, teaching and learning endeavors of the diverse community.

**Mission:** The library resources transform lives inspiring the diverse community towards discovery and creation of knowledge.

### Working Hours

The Library is kept open from 6.00 a.m. to 10.00 p.m. on all working days.

### Procedure for Membership

1. The Library provides membership to all the staff members and students at the time of joining.
2. The Bar coded ID card of staff and students serve the purpose of library transactions.

### Procedure to Borrow Books

The members can get access to the library facility in the following manner:

1. The book search facility through OPAC is available online and mobile app.
2. The Library staff assists to find a book, if required.
3. Raise an online request for non availability of books and receive an update of the same.
4. All the library transactions are made using individual ID card.
5. Every student is eligible to borrow a maximum of 5 books.
6. Teaching Staff can borrow a maximum of 6 books and Non-Teaching staff 3 books.
7. In addition to the above,
  - a. Every member can borrow a back volume of a journal/CD
  - b. Students with CGPA of 7.5-8.5 are eligible to borrow one more book i.e. 5+1
  - c. Students with CGPA of 8.5-9.5 are eligible to borrow two more books i.e. 5+2
  - d. Students above 9.5 CGPA are eligible to borrow four more books i.e. 5+4.

### Return of Books

1. Every student has to return the books on or before the due date i.e. 14<sup>th</sup> day.
2. Every staff member has to return the books at the end of each semester.
3. CDs and back volumes are issued only for a maximum of 7 days.
4. PHC students will be issued books for full semester and should return on the last day of exam.
5. No-dues certificate will be issued only after the books are returned intact and fines cleared.

### Due Date

1. The books must be returned on or before the due date mentioned in due date slip of the book.

2. A fine of Re.1/- per day, per book is levied towards overdue charges from 15<sup>th</sup> day onwards.
3. Reasons of illness and absence will not be acceptable for not returning the book on time.

### **Damaged/Lost Book**

If the book is lost, damaged or mutilated, borrower has to replace a new book or pay double the cost.

### **Procurement of Books**

Procurement of books is done as per the AICTE norms.

1. The student can suggest for procurement of a book, when it is not available.
2. The staff member can raise a request through indent-form duly signed by HOD.
3. Books on urgent need can be procured with the approval of the HOI.
4. The staff members can recommend Books from the book exhibition held on/off campus annually.
5. The library accepts donation of relevant books from any person(s).
6. Books may be sometimes procured through marketing agencies which directly approach the institution offering substantial discounts.
7. Sometimes either the publishers or book suppliers send a copy of new arrivals to the library. The same will be procured on recommendations of faculty members through proper channel.

### **Book Labeling Procedure**

1. Soon after receipt of the books from vendor the concerned staff verifies the books in terms of order specification, invoice and condition. If any discrepancy, books are summarily returned.
2. New books are recorded in accession register and entered in the library software with call number and other details.
3. The barcode sticker is affixed along with spine label, due-date-slip and ownership stamps at specified places in the book and will be kept in the book-shelf for circulation.
4. New books will be displayed in the new arrivals stand.

### **Reference/Quick Reference Books**

1. One copy of every book is the reference book, placed in reference section and will not be issued.
2. One copy of student project report (hard/soft copy) is kept for reference in this section.
3. Some important books, for which there is only one copy in the library is also kept in this section.
4. Back volumes of the periodicals are made into bound volumes and placed in this section.
5. Encyclopedias, rare books, hand books, dictionaries, year-books etc. are kept in this section.

### **Procurement of Periodicals/Journals/Magazines**

1. Periodicals/journals/magazines are procured as per the AICTE norms.
2. AICTE mandatory packages are made available in the digital library.

### **Arrangement of Books**

1. All books are arranged in the shelves, call number wise in the open access method and all can access these books.
2. The reference/quick-reference books should be used within the Library and cannot be borrowed.
3. Hard copies of the journals and magazines are arranged branch wise order in the pigeon holes.

### **Facilities and Services**

The following facilities and services are available for the benefit of students and faculty:

1. Digital Library: 2000+ e-Books, NPTEL videos, MIT OCW, NDL, etc.
2. Reprography facility and previous question papers in the form of soft/hard copy.
3. Book bank for SC/ST students.
4. Career vision promotion centre to display latest technology videos.
5. Show and tell to showcase the research works conducted by students.
6. Display of the articles written by our staff members and published in newspapers & journals.
7. Display of important newspaper clippings and notifications useful to the members.
8. Display of events, achievements, awards and rewards by the staff/students.
9. Display of posters about higher education, employment, internships, events, fairs, etc.

### **Help Desk/Grievances**

1. Any grievances related to library services can be addressed through help desk.
2. Any information about the library physical/digital resources can be accessed through help desk.

### **Disciplinary Rules**

1. All the staff/students should scan their ID card at entry and exit points.
  2. Guest-user should submit visitors slip with authorized signatory and record in the visitors register.
  3. All the staff/students must observe silence during their stay in the library.
  4. All the staff/students to whom books or other property of the institute are entrusted shall be held responsible for their preservation in good condition.
  5. All the staff/students must follow the stipulated safety rules.
  6. Any student/staff cause any breakage, spoilage, embezzlement; damage to library property, the same shall be recovered from them and prosecuted.
  7. Students should keep their belongings at place provided before library at their own risk.
  8. Sleeping, reading aloud or making noise which disturbs others is strictly prohibited in the Library.
  9. All objectionable-items are confiscated and seized.
  10. Books borrowed from library are also not allowed into the library, but for return/renewal purpose.
  11. Violation of any rules by staff/students will leads to suspension for a period of six months.
  12. Detained students are not allowed into library to borrow the books unless they re-register.
  13. Students are not allowed to the library during their class/lab/seminar/activity hours and loitering between library rooms, racks and cabins for a long time is punishable.
  14. Arguments with library staff in any manner and reading news papers more than twenty minutes is strictly prohibited.
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## **HOSTELS**

CMR Institute of Technology has separate hostel accommodation for boys & girls. The hostels are managed by the warden assisted by other support staff. The warden and deputy-warden are the whole and sole responsible for the hostel administration and their decision is final in all matters of concern. The management is committed to offer excellent services and has ensured that the hostels have all the necessary amenities to support and provide an ambience for quality education. No student can claim hostel-facility as a matter of right.

### **Facilities**

The following facilities are provided at Hostels:

1. One cot, mattress, pillow, study table, chair and locker for each inmate.
2. Wi-Fi connectivity for communication and education purposes only.
3. Hot water from 1<sup>st</sup> June to 31<sup>st</sup> March (6.00am to 8.30am) and cold water round the clock.
4. RO purified water through water coolers.
5. Common facilities such as TV room, recreation, sports and games.
6. Excellent hygienic kitchen and dining facilities with modern equipment.
7. Secured boarding & lodging facilities with trained security personnel supported by CCTV.
8. Generator facility on emergency.
9. First-aid box available with hostel warden for minor injuries and ailments.
10. To and fro transportation from college and hostel.

### **Requirements for Inmates**

The following items have to be brought by the students who seek admission into the hostel:

1. Two buckets (one big and one small and two mugs with their name on it) per inmate.
2. Water bottle, glass, pillow covers, bed sheets and two locks for their locker/cupboard/bag.

### **Admission**

1. Admissions are provided on first come first serve basis depending on eligibility and availability.
2. Aspirants of hostel facility must apply online within stipulated time period and acknowledgement of application does not guarantee admission into hostel and all rights reserved.
3. On confirmation, the parents are required pay the prescribed fee online only and present themselves personally to submit their ward's (i) Medical certificate (ii) Undertaking by parents/guardian and (iii) fee receipt.
4. Hostel accommodation is allotted by the warden and is shared among four students per room and the student has to abide by all the rules and regulations of the hostel.
5. Student must occupy the room allotted to them only and are not allowed to any change/exchange of rooms/mates without prior permission from the warden.
6. A student allotted with hostel accommodation shall stay for full academic year and no refund will be made in case the student leaves in the middle of academic year.
7. The warden may refuse hostel facilities to a student without assigning any reason or expel a student from the hostel at any time on disciplinary grounds.
8. The warden & deputy-warden are the whole and sole responsible and reserves the right to break-open any room in case of violation of hostel rules and suspicious/unlawful activities.

9. Once a student vacates the hostel or expelled will not be re-allotted hostel accommodation.
10. Every hosteller should apply every year for readmission afresh; admission gets confirmed based on warden's recommendation on conduct and discipline of the candidate during earlier stay.
11. Any unhealthy/inappropriate behaviour within/outside the institution/hostel would be viewed seriously and based on valid evidences the student would be expelled from the hostel without prior notice.

### **General Conditions**

1. The institute may provide hostel accommodation to the students admitted to regular courses and also to faculty and research project staff of the institute subject to the availability of hostel rooms.
2. Every hosteller must get acquainted with all the rules and regulations of the hostel and obey the same. Ignorance of rules will not be accepted as an excuse.
3. Bio-metric attendance is mandatory at the time of exit/entry for regular class work, breakfast, lunch and dinner.
4. Hostels remain closed during the semester break/vacation or at any time as notified by the institute. During such times, hostellers are required to vacate rooms and deposit room key with the resident-warden. Limited personal belongings in a locked bag/suitcase are kept in cloakroom at their own risk.
5. Hostellers should not use any electrical appliances such as heaters, stoves, iron-boxes etc. in the rooms. They are permitted to use laptops and cell phones in their rooms without any tampering.
6. Management is not responsible for any theft or loss of items/valuables. The Hostellers have to safeguard their belongings and are not allowed to keep valuables of any kind like watches, mobile phones, i-pads, laptops, jewelry, cash, credit/debit cards, etc. in open.
7. Hostellers are not allowed to go out without the permission of warden. If they need to go out, they shall apply for permission in writing stating the reason and also provide the address of destination. In case a hosteller leaves without permission, the warden is authorized to initiate disciplinary action as per norms against such hosteller.
8. Hostellers shall maintain harmonious atmosphere and refrain from loud music and celebrations.
9. Hostellers must treat the hostel as their own home and are expected to maintain the surroundings neat and clean. Warden/deputy-warden may check the cleanliness at any time.
10. Hostellers should not damage walls, utilities, doors, windows, etc and erring hostellers are liable to recovery against such damages as fixed by the hostel administration in addition to expulsion.
11. The hostel residents are strictly prohibited from consuming alcohol, smoking, taking drugs, narcotics, chewing pan or tobacco, spitting, entering into physical fights with staff or other residents and misbehavior with other students or staff.
12. Ragging is strictly prohibited and is termed as a criminal offence. If any student is found involved in ragging the fresher or other students, severe action such as fine, imprisonment and cancellation of admission will be charged against such students. Such students are not eligible for admission into hostel again. Fees once paid, will not be refunded under any circumstances.
13. Students should maintain friendly environment and be kind to others in particular with fresher's. The hostel residents should not hurt the religious feelings of others and respect cultural diversity.
14. Hostellers are not allowed to bring any motor-vehicles except bicycles and no new person is allowed into the hostel without permission.
15. Collection of donations for any purpose is strictly prohibited.
16. In case of any unacceptable behaviour of roommates, a complaint may be lodged with the warden.
17. Hostellers should give a daily-roll-call in their respective rooms during 9:00 pm to 9:30 pm.
18. Hostellers should attend regular class work and those found bunking classes or moving around the campus are liable for disciplinary action and the same will be informed to the parents.
19. Hostellers should wear both college and hostel ID cards except when they are in room.

20. All electrical appliances such as lights, fans, computers etc. should be switched off when not in use and turn off taps to arrest wastage. Any violation leads to punishment to all inmates.
21. Hostellers should maintain decency/decorum everywhere and every moment in the campus/hostel and not allowed to roam around campus with rough-hair, night-wears, dressing gowns, shorts, sleeveless tops, etc. No arguments are entertained in this regard.
22. Lethal weapons, hazardous chemicals, fuels, toxic materials, etc. are strictly prohibited.
23. Hostellers should not light fire crackers on any occasion without permission.
24. Hostellers are prohibited from sticking posters, writing slogans, abusive messages, slang words, drawing obscene images/figures, etc.
25. Hostellers are strictly prohibited from strikes, taking out any procession or indulging in unauthorized group activities demonstrations and quarrel between or among inmates within the premises of the hostel. Participation in any such activity will result in rustication from the hostel.
26. Birthday celebrations are permitted without guests/friends during 7.00 PM to 9.00 PM, at the place earmarked for the purpose without causing noise and disturbance.
27. Hostellers are allowed to remain their rooms during their classwork only when they are sick or due to some genuine reason after obtaining prior permission in writing from the warden.
28. The management is not responsible for any untoward incidents occurred and out of control and the hosteller should take preventive measures for their own safety.
29. Hostellers should inform warden in case of loss of any key for replacement and not permitted to break open the doors/lock and will be charged with cost of replacement.
30. Hostellers should not drive nails; screws etc. into the wall or doors, should not repair on their own and should dry clothes/towels/comforter at the place provided or in the balcony.
31. Hostellers are allowed to attend marriages/functions/any other events during the college time with a written permission request from parents and warden well in advance. **Institute is not responsible for any mishap/delay in reaching the hostel and no hosteller is allowed after 7.00 pm under any circumstances.**
32. Hostellers should record entry/exit time for outing in log register available with the warden. Permission must be obtained two days in advance, if night outs are desired. The parents have to inform the warden through registered telephone/cell only. The warden can grant or refuse permission for the outstation trip/local outing. If outing permission is granted, it is the parents' responsibility to ensure that hostler reaches the hostel back in the specified time.
33. Hostlers should not request for self-outing to relatives houses unless accompanied by the parent. First year students are permitted for outings only after three months of joining the hostel that too after obtaining parents' permission.
34. Hostlers failed to reach the hostel within the stipulated time will be denied outing in future. So, parents are advised to take the report of their wards' movements from time to time.
35. Hostellers should not create panic-situation/terrorize others through any means including misinterpretations/language/demonstrations/devices and liable for rustication from the hostel.
36. Hostellers found to be a proxy related to roll call/wrong/improper/lack of entries in the register, tamper any entry in the records and any propaganda of any nature are punishable.

### **Withdrawal from Hostel**

Online filled in application for withdrawal from the hostel must be downloaded and countersigned by the parent/guardian and submitted to the hostel warden. Such application shall be accepted after hostel dues are cleared.

### **Medical Facility at CMRIMS**

1. In case of any discomfort/sickness to the hosteller(s), it has to be brought to the notice of the warden immediately so as to inform the medical officer for treatment and parent/local guardian.

2. The medical officer shall examine the hosteller and give necessary treatment.
3. In case the patient (hosteller), in the opinion of the medical officer requires any treatment outside the CMRIMS then refer the case to the nearest hospital and the hosteller should bear the cost of medical treatment.
4. For emergency hospital care based on the doctor's suggestion, ambulance will be provided and the treatment expenses will be borne by the parent/guardian and shall have to provide necessary medical care to their ward within 2 hours of intimation to them and take care of ward instantly.
5. Hosteller are advised to keep preventive-medicine against insect-bites, snake- bites, animal-bites, such other infections and diseases, in addition to primary health care available in the hostel.
6. Hostellers requiring medical assistance during college timings should inform to warden through AO and mentor for appropriate course of action such as sending them to hospital/hostel.

### **Guests/Visitors**

1. Guests/Visitors are not allowed inside the hostel without the written permission of the warden.
2. No guest shall be allowed to share room with the hostellers unless specially permitted.
3. Only relatives on prior approval followed by parent permission are allowed to visit hostel.
4. Guest/visitor/parent/guardian is allowed to stay in their ward's room during holidays on day time on payment of necessary charges for boarding and lodging subject to availability of room & approval from warden. However overnight stay is not allowed even to the parent.

### **Visiting hours**

1. On all working days visitors are allowed from 5:00 PM to 6:00 PM on prior approval of warden.
2. On holidays/Sundays visitors are allowed from 8:00 AM to 5:00 PM on prior approval of warden.
3. Visitors should meet their wards in visitors-lounge only after recording the purpose and personal details in the visitor's register with signature.

### **Hostel Mess**

1. Breakfast/lunch/snacks/dinner is served in dining-hall only as per menu and timings approved.
2. Hostellers should stick to the following scheduled timings and no service will be provided afterwards.

<b>Days</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Tea and Snacks</b>	<b>Dinner</b>
Regular	7.30 AM- 8.30 AM	12.10PM-1.30 PM	4.30 PM- 5.30 PM	7.30 PM - 9.00 PM
Holidays	8.00 AM- 9.30 AM	01.00 PM-2.00 PM	4.30 PM- 5.30 PM	7.30 PM - 9.00 PM

3. Hostellers are not allowed to carry breakfast/lunch/snacks/dinner to their room except on when they are on medical emergencies on approval.
4. Based on the availability, the parents might be allowed for lunch between 1.45 p.m. to 2.30 p.m. only and no breakfast/dinner is provided.
5. Hostellers should maintain neatness and do not waste food.
6. Any complaints/suggestions regarding food quality/quantity should be lodged with warden.
7. Hostellers are not allowed to enter into kitchen and stores.
8. Outside food is not allowed into the hostel dining area or hostel rooms.
9. Food items are served as per menu/availability and will not be changed.

### **Study Hours**

The following are the study hours under the supervision of the warden in reading hall of the hostel. However at the interest of the student without any disturbance to the other roommates, the hosteller

can extend the study at anytime but not after 11.00 PM and before 5.00 AM on formal approval.

<b>Session</b>	<b>Morning</b>	<b>Evening</b>
Time	6.00 AM to 7.30 AM	6.00 PM to 7.30 PM

### **Entry/Exit/Outing Timings**

The main gate of the hostel is closed at 7.00 PM and will be opened at 6.00 AM on next day morning. Hostellers on weekend outings should reach the hostel before 6.00 PM. No hosteller will be allowed thereafter under any circumstances. If the train/bus timings are after 6.00 PM, then the local guardians have to take care of their wards and accompany them to the hostel on the next day before the college timings.

### **Penalties**

1. The replacement-cost of tube-lights, fans, switches, condensers & fittings that are damaged by them shall be borne by inmates only.
2. Hostellers are not allowed to keep air coolers, musical instruments, electronic gadgets, TV, electric iron box, immersion rods or any other electrical appliances/equipment. Unauthorized possession will lead to confiscation of the equipment and attracts a penalty of Rs. 500/-.
3. Cost of any damage to any property within the hostel will be recovered from the hosteller responsible for the cause.
4. Damages to the property where the individual student cannot be identified, the cost of such items/equipment are recovered from all the hostellers equally.
5. Hostellers are strictly prohibited from using cell phones during study hours, in dining hall and corridors, except in their rooms otherwise they attract a fine of Rs. 2000/- .

### **Security**

1. Tight security is provided to protect assets, safety and secured environment by the management.
2. Hostellers should carry hostel/institute ID cards all time and produce on demand to the security.
3. Hostellers should lock room; maintain safe custody of lockers/belongings and to avoid thefts.
4. Pets are not allowed inside the hostels/campus.
5. Hostellers should coordinate with each other and report any delay to reach the hostel before 10 PM to the warden, otherwise it is treated as absconded and are liable to prosecution and rustication from the hostel.

**Note: Management reserves the right to frame, amend, revoke and include any provision/rules from time to time without assigning any reason and the same shall be abiding on all students/staff.**

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## **TRANSPORT**

CMRIT provides transport facility for the students/staff to commute from institute to boarding point chosen and vice-versa. To avail this facility, the institution has laid down rules and regulations to safeguard the interest of both the commuters and the institution. The following conditions enable the students/staff with a safe and smooth journey time:

### **General Conditions**

1. The bus facility is at the discretion of the management and cannot be claimed as a right.
2. CMRIT runs buses within the twin cities and suburban areas to facilitate students/staff.
3. The bus routes are identified based on the requirement and the same are displayed in the notice boards for the convenience of the students and the staff to opt.
4. Bus pass is issued to the students who have paid the prescribed transport fee and the same will be valid for one academic year only.
5. Hostellers and day scholars without bus pass are strictly not permitted to travel in institute bus. However, special permissions are granted by HOI based on genuine request.
6. Staff/student is allowed to travel with valid bus pass and produce it on demand.
7. One staff member for each bus designated as Bus In-charge is responsible for overall discipline.
8. Bus in-charges should maintain the contact details of all the commuters of their bus.
9. In case of any emergency, cancellation, breakdown and unexpected events the bus in-charges should inform to AO for alternate arrangement.
10. The bus in-charges assign seats to students/staff and report to the HOI if the occupancy ratio is less than of 33%.
11. The college revises the bus charges periodically based on the various operating expenses.
12. The transport manager may re-route/pool/off-load busses/passengers on operational grounds.
13. Commuters will be picked-up and dropped at designated boarding/alighting points only.
14. The time schedule and the halts of trip can't be altered under any circumstances.
15. Commuters should be available five minutes before the scheduled time at the boarding point.
16. Playing loud music, using mobile phone to take videos, photographs, selfie and celebrations of any kind are strictly prohibited in the bus.
17. Throwing articles through windows and also within the bus are punishable.
18. Excessive noise i.e., loud talking, screaming, whistling, etc., by students is not allowed.
19. Harmful/dangerous materials like explosives/crackers/cigarettes/lighters/knives are prohibited.
20. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
21. Eating/consumption of alcohol/chewing gums/tobacco in the bus and littering are prohibited.
22. Carriage of heavy luggage/baggage/objectionable-items/pets is strictly prohibited.
23. Any misconduct which diverts the attention of bus driver from safe driving will not be tolerated.
24. The institute can add, alter, amend any of the above rules at any point of time and it will be binding on the students.

### **Guidelines to Staff Members**

1. Staff can avail the transport facility on concessional rates and the same is deducted from salary.
2. Staff members opting transport facility for the academic year should enroll their names with AO.
3. The staff should arrest ragging and maintain overall discipline of students during the travel.
4. Bus in-charge along with staff members should be alert about traffic-violations during the travel.

### **Guidelines to Students**

1. Students who wish to avail bus facility should register their names with the AO in the beginning each academic year, pay the prescribed fee online and collect bus pass.
2. Transport fee charged for full year and will not be refunded under any circumstances.
3. Students should occupy their allotted seats only and not allowed to share with opposite gender.
4. Students should board bus in queue, not rush/fight with each other and respect staff/parents.
5. Students should not keep their arms/head/body-parts outside window and rest on co-passengers.
6. Students should not write upon, disfigure/cause damage to any part of the inside/outside the bus.
7. Students are solely responsible for bus-safety during the travel and any damages shall be recovered from all passengers if found guilty which may lead to loss of all transport privileges.
8. Foot board travel, get off from moving bus and catch of moving bus by students are prohibited.
9. Management is not responsible for custody/loss of any personal belongings of the students.
10. Separate busses are arranged exclusively for hostel students.

### **Private Vehicles for Office Purpose**

1. Private vehicles are hired when office vehicles are not available for any emergency official work.
2. Obtain permission from the HOI stating purpose to make use of office vehicles, and record the details such as date/time/odometer reading in logbook.
3. All maintenance works for the vehicle are carried out on time and recorded in the log book. Prior approval from AO is mandatory for any repair above Rs.500/-.
4. All documents specified by RTO must be available in the vehicle and produced on demand. All copies of the all documents of vehicles shall be maintained in the office.
5. AO and Transport manager are authorized to inspect and approve use of all vehicles. Drivers/cleaners should keep the vehicles neat and clean.

### **Withdrawal of Transport Facility**

1. Transport fee collected at a time once in a year for full academic year and will not refunded under any circumstances even in case of withdrawal of transport facility by any staff/student.
2. Transport facility can be withdrawn by the management at any time without assigning any reason whatsoever maybe. The management is not liable to provide the facility as a matter of right.

### **Guidelines for Drivers**

1. Antecedents of drivers employed by the institute/outsource-agency are verified against the details like driving license, Aadhar Card, Names with contact numbers of references, renewal date of license, e-challans, charges by RTA, penalties, FIR if any, provided by driver.
2. Reference provided shall not be from relatives and shall be from respected members of society, holding responsible positions. It's preferable to have a police clearance certificate.
3. Name of the person who has checked the antecedents of the driver along with the detailed information regarding the registered phone number, name, date and time shall be recorded.
4. Complaints about rash driving, speaking on mobile phone while driving, reporting drunk and misbehavior with students/staff shall be taken seriously and the driver's services shall be terminated without notice.
5. Driver shall be courteous and sober, report on time and not abstain from duty without prior information and shall have knowledge of repairs and be competent to take-up minor repairs.

## IMPORTANT FESTIVALS/FUNCTIONS/CELEBRATIONS

The institution celebrates the following special occasions of national, cultural and academic repute:

1. **Independence Day and Republic Day** is celebrated as a token of recognition of patriotism and solidarity. The Secretary & Correspondent hoists the national flag along with staff and students.
2. **Teachers' day** is celebrated annually to commemorate Sir Dr Sarvepalli Radhakrishnan's Birthday with rewards and appreciation for deserving faculty members.
3. **Engineers Day** is celebrated annually on the occasion of Sir Mokshagundam Visweswaraya's Birthday motivating all young aspirants to gear up their skills for technological/societal growth.
4. **Orientation/Induction Programme** is meant to welcome and enlighten the newly admitted students along with their parents. On this occasion they get exposure to the curricular requirements and do's and don'ts to be followed during their course of study at the institute. This programme is an interactive and informative platform to all the new entrants and their parents. This programme is for three weeks covering topics that focuses the importance of human values, ethics, etiquette, creativity, sportiveness, time/stress management, personality development, etc.
5. **Tradition/Fresher's day** is celebrated annually in the month of December/January to commemorate national integrity/heritage/culture and unity in diversity. Further fresher's day provides platform to the freshmen to interact and build rapport, mutual trust, agreement and faith followed by cultural programmes in association with seniors in united spirit.
6. **Annual day** is celebrated every year during March/April to proclaim to the society at large and parents in particular about the commitments and achievements of the institution. The institute magazine is released by the Chief Guest and prizes/awards are distributed to meritorious students in academics/sports/cultural-events followed by cultural programmes and dinner.
7. **Graduation Day** is celebrated every year during June/July to give away the graduation certificates and meritorious awards to outgoing students. Oath taking ceremony is the part of the graduation day admitting the students to follow professional ethics & values and serve the society for the welfare of mankind.
8. **Alumni Meet** is organized every year during the month of December to establish an awareness platform for networking to share the views with staff, students and management on global employment opportunities, reconnect with alma mater and felicitate best alumni in various categories followed by cultural programmes and dinner.

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**ANNEXURE**  
**(STANDARD FORMATS)**

# APPLICATION FOR TEACHING POSITION

## PART-A: GENERAL INFORMATION

Application for the post			Affix recent Stamp Size Photograph
Department			
JNTUH UID, if any			
Name (in Block Letters)			
Father's Name			
Date of Birth & Age			
Category		Gender	
Address for Correspondence			
Contact No.		email-id	
Aadhar No		PAN No.	

## PART-B: ACADEMIC INFORMATION

Educational qualification							
Level	Course	Branch	Name of the Institution	Name of the Board / University	Year of Passing	Division / Class	% of marks
SSC							
Inter/Dip							
UG							
PG							
Ph.D.							
Others							

Rank & Backlog Details			
Rank	Details	Backlog	Details
JEE / EAMCET		Backlogs During UG, if any	
PGECET / GATE / ICET		Backlogs During PG, if any	
JRF / Ph.D. Entrance		Area of interest in Teaching	

Experience Details (Teaching and/or Industry): Total _____ years						
S. No.	Designation	Name of the Organization	Duration of Employment			Salary Drawn (Rs.)
			From	To	Total (Yrs)	
1						
2						
3						
4						
5						
6						
7						
8						
9						

Ratified by JNTUH	Yes/No	If Yes, details of Ratification
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Subjects taught	
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Details of Academic Administration, if any			
S. No.	Position held	Name of the Organization	Duration
1			
2			
3			

## PART-C: RESEARCH & ACADEMIC CONTRIBUTION

Publications in referred Journal/Conferences, if any; (ORCID No.: _____)						
S. No.	Title of the Paper	Journal / Conference	Main/ Co-author	ISSN/ ISBN/DOI	Ref. No. of UGC approved list.	Year of Publication
1						
2						
3						
4						
5						
6						
7						
8						
9						
Refresher/Orientation Programmes/STTP/MOOCs/NPTEL Courses/FDPs attended (one week & above only)						
S. No.	Course	Organized by			Duration	
1						
2						
3						
4						
5						
Details of Research Grants/Consultancy, if any						
S. No.	Name of the Granting Agency	Title	Sanctioned Amount	Sanctioned Date & Duration		Status
1						
2						
Projects/Research guidance (M.Tech./M.Phil./Ph.D.)						
S. No.	Course	Dissertation/Thesis		Date of Registration	Status	
1						
2						
3						
4						
5						
Books/Book Chapters/Monographs Published						
S. No.	Name of the Book		Publisher with ISBN		Year of Publication	
1						
2						
Award/Honours/Recognitions						
S. No.	Details of Awards/Honours/Recognitions		Month & Year		International/National	
1						
2						
Academic Ambitions, if any						
How would you like to contribute towards the growth of the Institution						
Any other information you would like to share						
Present Salary Rs.		Expected Salary Rs.		If selected, time required to join		
DECLARATION						
I hereby declare that the above written particulars are true to best of my knowledge and belief.						
Date			Signature			



# CMR INSTITUTE OF TECHNOLOGY



UGC Autonomous

(Approved by AICTE, Affiliated to JNTUH, Accredited by NBA & NAAC with 'A+' Grade)

Kandlakoya (V), Medchal District, Hyderabad-501401

Cell No. 8008557612, [www.cmritonline.ac.in](http://www.cmritonline.ac.in)

## TEACHING STAFF RECRUITMENT EVALUATION REPORT

### PART- A: GENERAL INFORMATION, ACADEMIC BACKGROUND AND EXPERIENCE

JNTUH UID			
Name		Gender	
Post Applied for		Department	
Date of Birth		Religion	Category
PAN		Aadhar No.	
Contact No		email-id	

#### Qualification Details

Level	Course	Branch	Name of the Institution	Name of the Board /University	Year of Passing	Division/ Class	% of marks
UG							
PG							
Ph.D.							
Others							

#### Gate Score/Fellowship Details

Experience in Years	Teaching		Industry		Research		Total	
Whether Ratified by JNTUH	Yes/No	If Yes, details of Ratification						
Subjects Handled: UG								
Subjects Handled: PG								
Additional Skill Set if any								
Administration Role	Principal/HOD/Dean/Role in NBA/NAAC/Autonomous/any other							
Last Drawn Salary Rs.					Expected Salary Rs.			
If Selected, time required to join								

### PART-B: INTERVIEW PERFORMANCE

<b>Rating Scale:</b> 1. Poor 2. Average 3. Good 4. Excellent 5. Outstanding	<b>Rating</b>				
<b>Item</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>Teaching Ability:</b> Teaching flair and ability to handle the class					
<b>Technical/Subject Knowledge:</b> Expertise in relevant Subject					
<b>Presentation Skills:</b> Overall assessment of skills through presentation (Minimum 20 minutes)					
<b>Awareness of the Post Applied:</b> Understand the designation and its requirements					
<b>Professional Etiquette:</b> Self-confidence, emotional balance and professional aptitude levels					
<b>Research Experience:</b> Quality of publications					
<b>Sponsored Research:</b> Research funding					
<b>Motivation/Initiative:</b> Ability to think and act independently and goal orientation					

<b>Committee Remarks</b>					
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<b>Recommendations of Committee</b>	May be appointed/Recommend for other position: _____/Rejected				
<b>If Selected, Salary may be offered</b>	Rs. _____				

#### Expert Committee Members Details

S. No.	Name of the Member	Designation with Dept.	Institute	Signature
1				
2				
3				
4				

<b>HR Approval</b>	Accepted / Withheld / Rejected	Salary Fixed at Rs.	
Name and Designation of the HR	<b>Dr. M. Janga Reddy, Director</b>		Signature

# APPLICATION FOR NON-TEACHING POSITION

## PART-A: GENERAL INFORMATION

Application for the post			Affix recent Stamp Size Photograph
Department			
Name (in Block Letters)			
Father's Name			
Date of Birth & Age			
Category		Gender	
Address for Correspondence			
Contact No.		email-id	
Aadhar No.		PAN No.	

## PART-B: ACADEMIC INFORMATION

Educational qualification							
Level	Course	Branch	Name of the Institution	Name of the Board / University	Year of Passing	Division / Class	% of marks
SSC							
Inter/Dip							
UG							
Others							

Experience Details: Total _____ years						
S. No.	Designation	Name of the Organization	Duration of Employment			Salary Drawn (Rs.)
			From	To	Total (Yrs)	
1						
2						
3						
4						
5						
6						
7						
8						

<b>Labs Handled/ Nature of Work</b>	

Details of Workshops/Seminars Attended			
S. No.	Title	Organized by	Duration
1			
2			
3			

<b>Awards Received, if any</b>		
<b>Any other information you would like to share</b>		
<b>Present Salary Rs.</b>	<b>Expected Salary Rs.</b>	<b>If selected, time required to join</b>

## DECLARATION

I hereby declare that the above written particulars are true to best of my knowledge and belief.

<b>Date</b>		<b>Signature</b>	
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## NON-TEACHING STAFF RECRUITMENT EVALUATION REPORT

### PART- A: GENERAL INFORMATION, ACADEMIC BACKGROUND AND EXPERIENCE

Name		Gender	
Post Applied for		Department	
Date of Birth		Religion	
PAN		Aadhar No.	
Contact No		email-id	

### Qualification Details

Level	Course	Branch	Name of the Institution	Name of the Board /University	Year of Passing	Division/ Class	% of marks
SSC							
Inter/Dip							
UG							
Others							

Experience in Years	
Labs Handled (UG/PG) / Others	
Additional Skill Set if any	
Last Drawn Salary Rs.	Expected Salary Rs.
If Selected, time required to join	

### PART-B: INTERVIEW PERFORMANCE

Rating Scale: 1. Poor 2. Average 3. Good 4. Excellent 5. Outstanding						Rating				
S. No.	Item	1	2	3	4	5				
1	Greeting to Committee									
2	Education/Training									
3	Communication Skills									
4	Level of Interest									
5	Job Related Skills									
6	Collaborative/Team Work									
7	Attitude									
8	Adaptability/Flexibility									
9	Commitment to Diversity									
10	Self Motivation/Goals									
11	Confidence, Judgment, Decision Making									
12	Organization/Planning Skills									
13	Administrative/Leadership Skills									
14	Overall appearance									
15	Thanked Interviewer									

<b>Committee Remarks</b>	
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<b>Recommendations of Committee</b>	May be appointed/Recommend for other position: _____/Rejected
<b>If Selected, Salary may be offered</b>	Rs. _____

### Expert Committee Members Details

S. No.	Name of the Member	Designation with Dept.	Institute	Signature
1				
2				
3				
4				

<b>HR Approval</b>	Accepted / Withheld / Rejected	Salary Fixed (PM) Rs.	
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Name and Designation of the HR	<b>Dr. M. Janga Reddy, Director</b>	Signature	
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Ref No: CMRIT/Appointment Order/ /2024

Date: \_\_\_\_\_

**APPOINTMENT ORDER**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Madam,

**Sub:** CMRIT - Appointment order for the position of \_\_\_\_\_ - Reg.

**Ref:** Proceedings of the Selection Committee, dated: \_\_\_\_\_.

\* \* \*

Based on the recommendation of selection committee, the Management is glad to offer you the position of \_\_\_\_\_ in the Department of \_\_\_\_\_ with the AICTE pay scale of \_\_\_\_\_ + AGP \_\_\_\_\_ and starting basic pay of Rs. \_\_\_\_\_ per month along with applicable allowances, subject to the following terms and conditions:

1. You should report to the Principal on or before \_\_\_\_\_, failing which the appointment is liable to be cancelled.
2. You shall be on probation for a period of **two** years in case of starting cadre / **one** year in case of senior cadre with effect from the date of joining.
3. You should produce all original certificates of qualifying education, experience, relieving orders, salary certificate from ex-employer, copy of PAN/Aadhar card and address proof, one set of Xerox copies and two recent passport size photographs for necessary verification(s).
4. You shall be drawing the next increment after completion of **12 months** of satisfactory service.
5. During your service in the Institute, you are not supposed to participate in any activities detrimental to the policies of the Management.
6. You should abide by the rules and regulations of the Institute, any violation of the rules and regulations may lead to termination of your services.
7. You should update any change in your address/marital status immediately. You should also submit the copies of the certificates of the Degree/Diploma on completion of any higher education/qualification.
8. Your services may be terminated either by the management or by yourself by giving three month's notice period or three month's salary in lieu of.
9. Resignation will not be accepted during the middle of the academic session and once the JNTUH FFC affiliation process starts till its completion.
10. Your services are transferable to any other Institution under CMRGI.

*We welcome you to the Institution and expect your contribution to the growth of the organization.*

**Copy to:**

1. Personal File
2. Establishment File
3. Accounts Officer

**Ch. Gopal Reddy**  
**Secretary & Correspondent**

## Joining Report

Date: \_\_\_\_\_

**From:**

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**To**

The Director,  
CMR Institute of Technology,  
Kandlakoya (V), Medchal Dist,  
Hyderabad – 501401,

**Sir,**

**Sub:** Joining Report - reg.

**Ref:** Your appointment order dated: \_\_\_\_\_

\*\*\*\*\*

I am thankful for having selected me to the post of \_\_\_\_\_ in the Department of \_\_\_\_\_.

I accept your offer of appointment and join duty this forenoon / afternoon of \_\_\_\_\_.

I assure you that I will discharge my duties to your fullest satisfaction. Also, I assure you that I will abide by the rules and regulations of the institute in force.

Thanking you,

Yours faithfully,

Date: \_\_\_\_\_

**SERVICE CERTIFICATE – CUM – RELIEVEING ORDER**

This is to certify that Mr./Ms./Dr \_\_\_\_\_  
s/o \_\_\_\_\_ bearing JNTUH UID \_\_\_\_\_ serving as  
\_\_\_\_\_ in the department of \_\_\_\_\_ from \_\_\_\_\_  
to \_\_\_\_\_ and he/she was relieved on request from his/her duties from \_\_\_\_\_.

His/her conduct was found satisfactory during the period of employment with us. We wish him/her all success in his/her life and career.

During the above period the last drawn salary as shown below:

S.No.	Income (A)	Amount Rs.
1	a. Scale of Pay	
	b. Basic Pay	
	c. DA	
	d. HRA	
	e. CCA	
	f. Other allowences	
	<b>Gross Salary</b>	
2	<b>Deductions (B)</b>	
	a. Professional Tax (PT)	
	b. Provident Fund (PF)	
	c. Transport	
	d. Staff Welfare	
	e. Others if any (speicify)	
<b>Total Deductions</b>		
	<b>Net Salary (A - B)</b>	

Place:  
Date:

Principal

Date: \_\_\_\_\_

**TO WHOM SO EVER IT MAY CONCERN**

**SALARY - CUM - SERVICE CERTIFICATE**

This is to certify that Mr./Ms./Mrs./Dr. \_\_\_\_\_ is serving as \_\_\_\_\_  
in the Department of \_\_\_\_\_ since \_\_\_\_\_.

His/Her salary details are given below:

S.No.	Income (A)	Amount Rs.
1	g. Scale of Pay	
	h. Basic Pay	
	i. DA	
	j. HRA	
	k. CCA	
	l. Other allowences	
	<b>Gross Salary</b>	
2	<b>Deductions (B)</b>	
	a. Professional Tax (PT)	
	b. Provident Fund (PF)	
	c. Transport	
	d. Staff Welfare	
	e. Others if any (speicify)	
	<b>Total Deductions</b>	
	<b>Net Salary (A - B)</b>	

This certificate is issued purely for the purpose of applying for \_\_\_\_\_.

**Place:**

**Date:**

**Principal**

Date: \_\_\_\_\_

**EMPLOYEE TERMINATION LETTER**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam,

Your employment with CMR Institute of Technology, Hyderabad will be officially terminated from \_\_\_\_\_  
for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

I wish you the best in finding new employment.

Sincerely,

**Place:**

**Date:**

**Principal**

Date: \_\_\_\_\_

**NO OBJECTION CERTIFICATE**

This is to certify that Mr./Ms./Mrs. \_\_\_\_\_ is working as \_\_\_\_\_ in the Department of \_\_\_\_\_, will be permitted to take admission for **Ph.D.** at \_\_\_\_\_, by making use of the available facilities in this organization and permit the faculty, periodically to monitor and assess the work of the candidate. Also the Institute has no objection for him/her to abide the rules of the \_\_\_\_\_ and has no objection for him/her to avail leaves whenever required to attend any course work and exams.

**Place:**

**Date:**

**Principal**

Date: \_\_\_\_\_

**NO OBJECTION CERTIFICATE**

The applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_ is bonafide employee of this Institute working from \_\_\_\_\_. His/Her employee code is \_\_\_\_\_ at present he/she is holding the post of \_\_\_\_\_ in \_\_\_\_\_ Department.

This Institute has No Objection, if he/she applied for the post of \_\_\_\_\_ at \_\_\_\_\_. There is no vigilance enquiry pending or being contemplated against him/her and he/she will be relieved from this Institute upon his/her selection to the post as per the Institutes' norms.

**Place:**

**Date:**

**Principal**



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

Phone: 8008557612, [www.cmritonline.ac.in](http://www.cmritonline.ac.in)

## EMPLOYEE EXIT INTERVIEW FORM

JNTUH /Emp ID	
Name of the Staff	
Designation	
Department	
Date of Join	
Date of Relieve	
Contact No.	
Email ID	

### Reasons for leaving? (Tick whichever is applicable)

Opportunity for Advancement	<input type="checkbox"/>	Medical Grounds	<input type="checkbox"/>	Other(specify):
Too Demanding or Stressful	<input type="checkbox"/>	Benefits and Pay	<input type="checkbox"/>	
Higher Education	<input type="checkbox"/>	Working Conditions	<input type="checkbox"/>	
Relocation	<input type="checkbox"/>	Dissatisfaction with Work	<input type="checkbox"/>	

### What makes new job more attractive than the one you are leaving? (Tick whichever is applicable)

Wage and Benefits	<input type="checkbox"/>	Location	<input type="checkbox"/>
Opportunities and Advancement	<input type="checkbox"/>	Responsibility	<input type="checkbox"/>
Working Conditions	<input type="checkbox"/>	Flexibility	<input type="checkbox"/>
Working Hours	<input type="checkbox"/>	Other(specify):	<input type="checkbox"/>

### How would you rate the following during your stay at CMRIT? (Rate from 1 to 5)

Performance Reviews	<input type="checkbox"/>	Responsibilities	<input type="checkbox"/>	Salary	<input type="checkbox"/>
Opportunity for Advancement	<input type="checkbox"/>	Working Hours	<input type="checkbox"/>	Benefits	<input type="checkbox"/>
Training Received	<input type="checkbox"/>	Support by Management	<input type="checkbox"/>	Others (specify):	
Policies and Practices	<input type="checkbox"/>	Work Load	<input type="checkbox"/>		

### Any additional benefits you would like to receive?


### Did your Head of the Department: (Write Yes or No)

Demonstrate fair and equal treatment?	<input type="checkbox"/>	Make themselves available for discussion of any problems?	<input type="checkbox"/>
Provide recognition on the job?	<input type="checkbox"/>	Encourage feedback?	<input type="checkbox"/>
Keep employees well informed?	<input type="checkbox"/>	Explain the position and responsibilities of the job you held?	<input type="checkbox"/>

### What is your opinion of the job you had with us? (Justify your position)


### What were some of the frustrations you experienced in the performance and execution of job responsibilities?


### Would you be willing to stay under a more satisfactory arrangement? Yes/No:

### If Yes, what changes would be required?


### Did you share your concerns with anyone prior to leaving?


### Any other (Specify)


Date		Signature of the Staff		Counter sign of HOI	
------	--	------------------------	--	---------------------	--



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Kandlakoya (V), Medchal District, Hyderabad-501401

Phone: 800855762, [www.cmritonline.ac.in](http://www.cmritonline.ac.in)

## FACULTY SELF APPRAISAL REPORT

ACADEMIC YEAR: 20\_\_ - 20\_\_.

### PART – A

#### GENERAL INFORMATION, ACADEMIC BACKGROUND AND EXPERIENCE

1	JNTUH UID/College EID								
2	Name (in Block Letters)								
3	Date of Birth								
4	Category								
5	Date of Joining with the Institution								
6	Present post held from								
7	Current Designation & Department								
8	Experience in Years	Prior to CMRIT <input type="text"/> At CMRIT <input type="text"/> Total <input type="text"/>							
9	Scale of Pay & Total Emoluments	<input type="text"/> LOP Days <input type="text"/>							
10	Contact No. and email-id	<input type="text"/>							
11	<b>Academic Qualifications</b>								
	<b>S. No.</b>	<b>Level</b>	<b>Course</b>	<b>Branch</b>	<b>Name of the Institution</b>	<b>Name of the Board/University</b>	<b>Year of Passing</b>	<b>Division/ Class</b>	<b>% of Marks</b>
	1	SSC							
	2	Inter/Dip							
	3	UG							
	4	PG							
	5	Ph.D.							
	6	Others							

Note: Attach extra sheet wherever required and proof of activities undertaken.

### PART – B

#### Category-I: Teaching, Learning and Evaluation Related Activities

S. No.	Name of the Activity								Max. Score	Self Assessment Score	Verifier Assessed Score
1	<b>Theory (T), Lab (L) &amp; Project (P) (Course file submission is Mandatory)</b>								40	91% - 100%: 10M	
	S. No.	Subject	L/T/P	Classes			Pass % (P)	Student Feedback % (F)			
				Max Hours	Hours Taken	% (C)				61% - 70%: 4M	
	<b>Odd Semester</b>										
		i								10	
		ii								10	
		iii								10	
		iv								10	
	<b>A: Total Score = Sum of Odd Semester Score – 10M (&gt; 5 days LOP)</b>								<b>40</b>		
	<b>Even Semester</b>										
		i								10	
		ii								10	
		iii								10	
		iv								10	
	<b>B: Total Score = Sum of Even Semester Score – 10M (&gt; 5 days LOP)</b>								<b>40</b>		
<b>Average Score of A and B</b>								<b>40</b>			

2	Use of participatory and innovative Teaching-Learning Methodologies/ICT facilities used; updating of subject content, course improvement, etc.			Max. Score	Self Assessment Score	Verifier Assessed Score	
	S. No.	Activity	No. of Hours Spent	20	Each activity: 10M		
	i	Audio Visual Aids, Web Resources to motivate and create interest among the student community		10			
	ii	Workshops, Seminars to develop communication among the student group to enhance the competence and application of subject knowledge.		10			
iii	Micro Project		10				
3	Content beyond syllabus covered for the Subject/Laboratory taught during the assessment period.			20	Each activity: 10M		
	S. No.	Name of the Subject/Laboratory	Details of content delivered beyond the syllabus				No. of Hours Spent
	i						10
	ii						10
	iii						10
iv			10				
4	Curriculum Preparation and Examination Related Works			20	Each activity: 5M		
	S. No.	Duties Assigned	Performed				
	i	Curriculum preparation					5
	ii	Invigilation					5
	iii	Observer					5
	iv	Paper Setting					5
v	Evaluation		5				
<b>Category-I: Total Score (1 + 2 + 3 + 4)</b>				<b>100</b>			
<b>Minimum Score Required</b>				<b>60</b>			
<b>Category-II: Co-Curricular, Extension, Professional Development Related Activities</b>							
S. No.	Nature of the Activity			Max. Score	Self Assessment Score	Verifier Assessed Score	
1	Student related co-curricular/extension/field based activities such as NSS/NCC/NGO/Academic-events/Mentoring/Exhibition/Cultural/Educational/Industrial Tour/Training & Placement, etc.			20	Each activity: 10M		
	S.No.	Type of Activity	Avg. Hrs / Week				
	i	NSS/NCC/NGO/Yoga					10
	ii	Mentoring/Counseling/PTM					10
	iii	Exhibition/ Educational/Industrial Tour					10
	iv	Academic-events/Training & Placement					10
v	Cultural/Traditional/Clubs/Association		10				
2	Contribution to the development of Department/Institution through participation in academic/administrative responsibilities such as Head/BOS/Convener/In-charge/Coordinator/New Lab Establishment and any other duties assigned/nominated by HOD/Principal/Director			15	Each activity: 10M		
	S. No.	Type of Activity	Avg. Hrs / Week				
	i	Internal: HOD/BOS/AC/GB/Dean/COE					10
	ii	External: GB/AC/BOS/Advisor					10
	iii	Coordinator/Convener/ACE/I/C-HOD					10
	iv	Member of Committees/Clubs/Chapters					10
v	New/Upgrade of Lab/MOUs inked		10				
3	Professional Development activities Organized such as Faculty Development Programmes, Seminars, Conferences, and Short Term Training Programmes, etc.			15	Each activity: 10M		
	S.No.	Type of Activity	Role				Avg. Hr /Week
	i	FDP/STTP/Workshop					10
ii	Seminars/Conferences		10				
<b>Category-II: Total Score (1 + 2 + 3)</b>				<b>50</b>			
<b>Minimum Score Required</b>				<b>30</b>			

**Category- III: Research and Academic Contribution during the Assessment Period**

<b>1 Research Papers Published in National (N)/International (I) Journals (N: 10M; I: 15M)</b>										
S. No.	Author's Name, Title of Paper, Journal Name, Volume, issue and Year	N/ I	Ref. No. of UGC approved list.	ISSN/ ISBN/ DOI	Impact Factor & Scopus Indexed	Main/Co author	Max Score	Self Assessment Score	Verifier Assessed Score	
i										
ii										
iii										
iv										
v										
vi										
vii										
<b>2 Research Papers Presented in National (N)/International (I) Conferences (N: 10M; I: 15M)</b>										
S. No.	Author's Name, Title of Paper	ISSN/ ISBN/ DOI	Name of the Conference	Conference organized by & Date	Main/Co author	Max Score	Self Assessment Score	Verifier Assessed Score		
i										
ii										
iii										
iv										
v										
vi										
vii										
<b>3 Publications of Books and Monographs (Books: 10M; Monographs: 10M, Chapters: 5M; Manuals: 5M)</b>										
S. No.	Name of the Authors	Title of the Books/Monographs Published by National/ International/Others	Name of the publisher & ISSN/ISBN	Month & Year of Publication	Main/Co author	Max Score	Self Assessment Score	Verifier Assessed Score		
i										
ii										
<b>4 Research Projects (Grant: Rs. 2L-10L: 10M;Rs. 10L -25L: 20M;Rs. &gt; 25L: 30M)</b>										
S. No.	Title of the Project Month & Year of sanction and duration	Funding Agency	Amount Mobilized (Rs. Lakh)	Status of the project	Policy Document/ Patent as Outcome	Max Score	Self Assessment Score	Verifier Assessed Score		
i										
ii										
iii										
<b>5 Patents filed/Published/granted (Filed: 5M; Published: 10M; Granted: 20M)</b>										
S. No.	Names of the Member	Title of the Patent	File No. & Date	Design/Process	Filed/Published/ Granted, Year	Max Score	Self Assessment Score	Verifier Assessed Score		
i										
ii										
<b>6 Consultancy Works (Grant: Rs. 2L-10L: 5M;Rs. 10L-25L: 10M; Rs. &gt; 25L: 15M)</b>										
S. No.	Title of the Consultancy Work Month & Year of sanction and duration	Funding Agency	Amount Mobilized (Rs. Lakh)	Status of the Work	Policy document/ Patent as Outcome	Max Score	Self Assessment Score	Verifier Assessed Score		
i										
ii										
iii										

7	<b>Project/Research Guidance (M.Tech./M.Phil. awarded: 5M; Ph.D. Submitted:10M/Awarded: 20M)</b>							
	S. No.	M.Tech./M.Phil./ Ph.D.	Name of the Scholar	Name of the university	Registered/ Thesis submitted/ Degree awarded	Max Score	Self Assessment Score	Verifier Assessed Score
	i							
	ii							
	iii							
8	<b>Refresher Courses, STTP, Orientation Course, MOOCs, NPTEL Courses, TLP Evaluation Programmes, Soft Skills development Programmes, FDPs attended (1 week: 2M; 2 weeks: 5M; 4 weeks: 10M)</b>							
	S. No.	Programme	Organized by	Sponsored by	Period & Duration	Max Score	Self Assessment Score	Verifier Assessed Score
	i							
	ii							
	iii							
9	<b>Invited-lecture/Keynote Speaker in Conferences, Symposia, FDP's etc., Video Content Developed (N:10M; I:20M)</b>							
	S. No.	Name of the conference/symposia/FDP's where lecture is delivered; Video Content Developed		Date & Place	International/ National Level	Max Score	Self Assessment Score	Verifier Assessed Score
	i							
	ii							
	iii							
10	<b>Award/Honours/Recognitions (International: 30M; National: 25M; State: 20M)</b>							
	S. No	Details of Award/ Honours /Recognitions		Month & Year	International/ National/State Level	Max Score	Self Assessment Score	Verifier Assessed Score
	i							
	ii							
<b>Category-III: Total Score (1 + 2 + 3 + 4 + 5 + 6 + 7 + 8 + 9 + 10)</b>								
<b>Summary of Scores (Assessment Period: From _____ To _____)</b>								
S. No.	Criteria	Maximum score	Minimum Score Required			Self Assessment Score	Verifier Assessed Score	
			Asst. Professor	Assoc. Professor	Professor			
I	Teaching, Learning and Evaluation related activities	100	60	60	60			
II	Co-curricular, Extension, professional development etc.	50	30	30	30			
III	Research & Academic Contribution	-	20	30	40			
<b>Declaration</b>								
I certify that all information including the personal data and duly filled Proforma provided and documentary proof enclosed herewith are correct.								
Date			Signature of the Faculty					
S. No.	Recommendation item of the Assessing Officer						Yes/No	
1	Continue in the present position with one or more increment(s)							
2	Continue in the present position without increment, warn and suggest for improvement							
3	Consider for promotion subject to fulfillment of AICTE Norms							
4	Extend probation period and advise on training for improvement							
5	Termination from services							
<b>Remarks</b>								
Assessing Officer Sign. with Date				Counter Sign. of Director				



# CMR INSTITUTE OF TECHNOLOGY



UGC Autonomous  
(Approved by AICTE, Affiliated to JNTUH, Accredited by NBA & NAAC with 'A+' Grade)

Kandlakoya (V), Medchal District, Hyderabad-501401

Phone: 800855762, [www.cmritonline.ac.in](http://www.cmritonline.ac.in)

## LIBRARIAN PERFORMANCE APPRAISAL REPORT

ACADEMIC YEAR: 20\_\_ - 20\_\_.

### PART – A

#### GENERAL INFORMATION, ACADEMIC BACKGROUND AND EXPERIENCE

1	Institute EID											
2	Name (in Block Letters)											
3	Date of Birth & Category		Date of Birth					Category				
4	Designation & Date of Joining		Designation						DOJ			
5	Experience in Years		Prior to CMRIT				At CMRIT			Total		
6	Scale of Pay & Total Emoluments									LOP Days		
7	Contact No. and email-id											
8	<b>Academic Qualifications</b>											
	S. No.	Level	Course	Branch	Name of the Institution	Name of the Board/University	Year of Passing	Division/Class	% of Marks			
	1	SSC										
	2	Inter/Dip										
	3	UG										
	4	PG										
	5	Ph.D.										
	6	Others										
9	Added Contributions to the Department/Institute											
10	Detailed list of your Roles & Responsibilities in the Present Post											
11	Additional work assigned by HOD/HOI/Any other Concerned											
12	Any other information (if any)											

**Note:** Attach extra sheet wherever required and proof of activities undertaken.

Date		Signature of the Staff	
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### PART – B

To be filled by the Reporting Officer

Name of the Reporting Officer		Designation	
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Kindly rate the metrics from 1 to 5: (1- Poor    2 - Satisfied    3 – Good    4 – Very Good    5 – Excellent)

S.No.	Item	Rating
1	Orientation/Refresher/Short Term Course Completed	
2	Conduct of seminars/workshops related to library activity or on specific books or genre of books	
3	Computerized database	
4	Checking inventory and extent of missing books	
5	Promotion of library network	
6	Digitization of books database (Thesis/Manuscripts/Question Paper/College Magazine/Paper Cuttings etc.)	
7	Systems in place for dissemination of information relating to books and other resources	
8	Assistance in college administration and governance related work (admissions, examinations & extracurricular)	
9	Design and offer short-term courses for users	
10	Publications of at least one research paper in UGC approved journals	
<b>Total</b>	(Outstanding: $\geq 45$ Very Good: $\geq 37$ Good: $\geq 30$ Poor: $\leq 30$ )	

**Remarks** Continue in the present position with/without an increment (or) Termination from services

Reporting Officer Sign. with Date		Counter Sign. of HOI	
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## SPORTS PERSONNEL PERFORMANCE APPRAISAL REPORT

ACADEMIC YEAR: 20\_\_ - 20\_\_.

### PART – A

#### GENERAL INFORMATION, ACADEMIC BACKGROUND AND EXPERIENCE

1	Institute EID									
2	Name (in Block Letters)									
3	Date of Birth & Category		Date of Birth					Category		
4	Designation & Date of Joining		Designation					DOJ		
5	Experience in Years		Prior to CMRIT				At CMRIT		Total	
6	Scale of Pay & Total Emoluments								LOP Days	
7	Contact No. and email-id									
8	<b>Academic Qualifications</b>									
	S. No.	Level	Course	Branch	Name of the Institution	Name of the Board/University	Year of Passing	Division/Class	% of Marks	
	1	SSC								
	2	Inter/Dip								
	3	UG								
	4	PG								
	5	Ph.D.								
	6	Others								
9	Any Refresher/Training Programs attended to develop the professional skills during the Appraisal Period									
10	Added Contributions to the Department/Institute									
11	Detailed list of your Roles & Responsibilities in the Present Post									
12	Additional work assigned by HOD/Principal/Any other Concerned									
13	Any other information (if any)									

**Note:** Attach extra sheet wherever required and proof of activities undertaken.

Date		Signature of the Staff	
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### PART – B

To be filled by the Reporting Officer

Name of the Reporting Officer		Designation	
S. No.	Organizing/Conduct of Activities	Act. No.	Score @ Total Max
1	Students' discipline on dates:	2	20
2	Squad duties for CIE/SEE on dates:	1	10
3	Daily sports/games at institute: Cricket, Football, Volleyball, Handball, Basketball, Khokho, Kabaddi, indoor, etc	2	20
4	Annual sports/institute sports festival to the students and staff on dates:	5	10
5	Sports meets/tournaments outside of the institute on dates:	2	10
6	No. of Prizes/Cups obtained in sports/games by the students/staff	1	10
7	No. of Students participated in university/national/international level sports/games	1	20
<b>Total</b>	(Outstanding: $\geq 80$ Good: $\geq 70$ and $< 79$ Poor: $< 70$ )		<b>100</b>
<b>Remarks</b>	Continue in the present position with/without an increment (or) Termination from services		
Reporting Officer Sign. with Date		Counter Sign. of HOI	



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## NON-TEACHING STAFF PERFORMANCE APPRAISAL REPORT

ACADEMIC YEAR: 20\_\_ - 20\_\_.

### PART – A

#### GENERAL INFORMATION, ACADEMIC BACKGROUND AND EXPERIENCE

1	Institute EID									
2	Name (in Block Letters)									
3	Date of Birth & Category		Date of Birth					Category		
4	Designation & Date of Joining		Designation					DOJ		
5	Experience in Years		Prior to CMRIT				At CMRIT		Total	
6	Scale of Pay & Total Emoluments								LOP Days	
7	Contact No. and email-id									
8	<b>Academic Qualifications</b>									
	S. No.	Level	Course	Branch	Name of the Institution	Name of the Board/University	Year of Passing	Division/Class	% of Marks	
	1	SSC								
	2	Inter/Dip								
	3	UG								
	4	Others								
9	Any Refresher/Training Programs attended to develop the professional skills during the Appraisal Period									
10	Added Contributions to the Department/Institute									
11	Detailed list of your Roles & Responsibilities in the Present Post									
12	Additional work assigned by HOD/Principal/Any other Concerned									
13	Any other information (if any)									

**Note:** Attach extra sheet wherever required and proof of activities undertaken.

Date		Signature of the Staff	
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### PART – B

#### To be filled by the Reporting Officer

Name of the Reporting Officer		Designation	
Attitude and Interpersonal Skills (Give ratings on a five point scale with '5' being the best and '1' the poorest)			
S.No.	Item		Rating
1	<b>Initiative:</b> a self-starter, able to work without constant supervision		
2	<b>Responsibility:</b> Understands duties, accepts responsibilities readily		
3	<b>Punctuality:</b> arrives on time. Generally available for students during working hours		
4	<b>Commitment &amp; Loyalty:</b> Committed & Loyal to his/her work		
5	<b>Development:</b> Keeps knowledge up to date		
6	<b>Communication Skills:</b> speaks effectively with supervisor, colleagues and students		
7	<b>Team work:</b> Effective in a team		
8	<b>Relationship with other staff</b>		
9	<b>Shouldering additional responsibilities/extracurricular activities</b>		
10	<b>Maturity &amp; Temperament</b>		
<b>Total</b>	(Outstanding: $\geq 45$ Very Good: $\geq 37$ Good: $\geq 30$ Poor: $\leq 30$ )		
<b>Remarks</b>	Continue in the present position with/without an increment <b>or</b> Termination from services		
<b>Reporting Officer Sign. with Date</b>		<b>Counter Sign. of HOI</b>	



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Phone: 800855762, [www.cmritonline.ac.in](http://www.cmritonline.ac.in)

## LMV/HMV DRIVERS PERFORMANCE APPRAISAL REPORT

ACADEMIC YEAR: 20\_\_ - 20\_\_.

### PART – A

#### GENERAL INFORMATION, ACADEMIC BACKGROUND AND EXPERIENCE

1	College EID							
2	Name (in Block Letters)							
3	Date of Birth & Category	Date of Birth				Category		
4	Designation & Date of Joining	Designation				DOJ		
5	Experience in Years	Prior to CMRIT			At CMRIT			Total
6	Scale of Pay & Total Emoluments							LOP Days
7	Contact No. and email-id							
8	Driving License No and Validity							

9	<b>Academic Qualifications</b>								
	S. No.	Level	Course	Branch	Name of the Institution	Name of the Board/University	Year of Passing	Division/Class	% of Marks
	1	SSC							
	2	Inter/Dip							
	3	UG							
	4	Others							

10	Any Training Programs attended to develop the professional skills during the Appraisal Period								
11	Added Contributions to the Department/Institute								
12	Detailed list of your Roles & Responsibilities in the Present Post								
13	Additional work assigned by HOD/HOI/Any other Concerned								

**Note:** Attach extra sheet wherever required and proof of activities undertaken.

Date		Signature of the Staff	
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### PART – B

To be filled by the Reporting Officer

Name of the Reporting Officer		Designation	
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Attitude and Interpersonal Skills (Give ratings on a five point scale with '5' being the best and '1' the poorest)

S.No.	Item	Rating
1	<b>Initiative:</b> a self-starter, able to work without constant supervision	
2	<b>Responsibility:</b> Understands duties, accepts responsibilities readily	
3	<b>Punctuality:</b> arrives on time. Generally available for students during working hours	
4	<b>Commitment &amp; Loyalty:</b> Committed & Loyal to his/her work	
5	<b>Development:</b> Keeps knowledge up to date	
6	<b>Communication Skills:</b> speaks effectively with supervisor, colleagues and students	
7	<b>Team work:</b> Effective in a team	
8	<b>Relationship with other staff</b>	
9	<b>Shouldering additional responsibilities</b>	
10	<b>Maturity &amp; Temperament</b>	
11	<b>Keeps assigned vehicle clean and Checks the fuel on time</b>	
12	<b>Completes pre-trip inspection, Maintains regular schedule and safe driving skills</b>	
<b>Total</b>	(Outstanding: ≥ 50    Very Good: ≥ 42    Good: ≥ 35    Poor: ≤ 35)	

**Remarks** Continue in the present position with/without an increment or Termination from services

Reporting Officer Sign. with Date		Counter Sign. of HOI	
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