ORGANIZATIONAL STRUCTURE

- ➢ **Chairman**

- ➢ **Secretary& Correspondent**

- ➢ **Executive Council**

- ➢ **Principal**

- ➢ **Heads of Departments**

- ➢ **Coordinators**

- ➢ **College Development Council**

- ➢ **College Academic Council**

- ➢ **Grievances Redressel Council**

The Chairman

The Chairman is the chief of administration of CMR Group of Institutions. He chairs all the decision making meetings of CMR Group of Institutions. He executes all his decisions through the Secretary& Correspondent.

The Secretary& Correspondent

The Secretary& Correspondent is the ultimate authority in all matters concerning the CMR Group of Institutions.

a) He formulates all the policy guidelines for the proper functioning of the institutions.

b) He regularly monitors all the day to day activities of all Institutions in the Group and takes corrective actions in this regard. Thus, he is the nerve centre for the well being and continuous development of the Institutions. To this end he operates in close cooperation with all the outside agencies like AICTE, Department of Technical Education, Universities and Welfare Board.

The Executive Council

The Chairman, the Vice-Chairman, the Secretary& Correspondent and all the Principals of CMR Group of Institutions constitute the Executive Council. This Council is empowered to take all the decisions related to the development of the Institutions, based upon the vision, mission and values of the CMR Group of Institutions.

The Executive Council meets once in two months to review the functioning of the Institutions and suggests corrective measures.

The Governing Body and its functions

Every institute of CMRGI has a Governing Body consisting of:

1. Chairman (Secretary& Correspondent of MGRES)
2. Member (Chairman of MGRES)
3. Member (Vice-Chairman of MGRES)
4. Member (Treasurer of MGRES)
5. Member (Member of MGRES)
6. Nominated Member from Industries   Ex-Officio
7. Representative from University   Ex-Officio
8. Representative from Commissioner Technical Education   Ex-Officio
9. Representative from Regional Office, AICTE, Chennai   Ex-Officio
10. Principal of the College   Member Secretary
11. One Senior Teacher on rotation for every three years from the college   Ex-Officio

The Governing Body meets at least twice in a year.

Functions:

1. To monitor the academic aspects, the faculty and the student development as well as other related activities of the college.

2. To approve the recommendations of the Staff Selection Committee.

3. To consider for implementation the important communications, policy decisions received from the University, the Government, the AICTE, etc.

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4. To consider the recommendations of the Planning and Monitoring board of the college for implementation.

5. To prepare and approve the annual budget of each college.

The Principal

The Principal is the Administrative Head for all the activities of the Institution. He is responsible for implementing of all the policy decisions of the management to achieve the set targets.

The Heads of Departments

The Departments are managed by the Heads of Departments who work under the guidance of the Principal to achieve the desired targets.

The Coordinators/In-charges

The Committees such as student welfare, club, sports, canteen, counselors, examination cell, disciplinary & anti-ragging, library, placements and other co-curricular and extra-curricular activities will be headed by the Coordinators. The function of the Coordinators is to discharge the duties and responsibilities set by the institutional framework.

The College Development Council

The Principal, the Heads of the Departments and the Coordinators constitute the College Development Council. This Council chalks out all activities based on the policy decisions of the management and monitors its execution.

Functions

1. Draft policy framework based on the guidelines as prescribed by the top management in the organizational procedural manual.
2. Outline the necessary academic structure to achieve the objectives of the college.
3. Supervise and coordinate the day to day administration of the college.
4. Facilitate events such as the faculty and the student induction programmes, workshops, seminars, symposium and other cultural activities.

The college development council meets once in a month to discuss the progress made so far and the critical milestones achieved, if any. A detailed report of the same is prepared and submitted to the Management.

The College Academic Council

The Principal, the Heads of the Departments, two senior faculty members and the examination branch in-charge constitute the academic council. The college academic council meeting is convened not less than twice in a year with the interval between two consecutive meetings not exceeding six months.

Functions

1. To review the academic and related activities of the college.
2. To review the students and the faculty development programs.
3. To visualize and formulate perspective plans for the development and growth of the college.

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4. To formulate a master plan for campus development considering the provision for implementing the perspective plan.

5. To draw new schemes of development for the college.

6. To plan for resource mobilization through industry interaction, consultancy and extramural funding.

7. To promote research and extension activities in the college campus.

8. To promote teaching innovations and student placement programs.

9. To plan for sustaining the quality of education, t h e quality o f improvement and the accreditation of the college.

10. To recommend schemes to promote participation of academic departments in the community development activities of the region.

11. To consider such other activities for furtherance of academic excellence.

The Grievances Redressel Council

The senior faculty members, the Heads of the Departments, a senior female faculty from each department constitute the Grievances Redressel Council.

Functions

1. To enquire i n to the complaints received from the aggrieved students/staff about any incident, including ragging.

2. To recommend to the principal, the penalty to be imposed, action to be taken and corrective measures to be formulated.

The Principal upon the receipt of the report from the Council shall, after giving an opportunity of being heard to the person complained against, submit the case with the Council's recommendations to the Governing Body of the college.

The Governing Body confirms with or without modification the penalty recommended after duly following the prescribed procedure.

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PRINCIPAL

As the Head of the Institution, the Principal leads and inspires the staff and the students to work effectively and to maintain cordial working conditions within the campus for excelling in all spheres.

His important responsibilities are to:

1. Frame objectives, policies and procedures for smooth functioning of the Institution.
2. Regulate and Monitor the academic and administration activities.
3. Carry out day to day correspondence with outside agencies like universities, governing bodies and other institutions.
4. Maintain all the records for audit and inspection of boards such as the AICTE, the Department of Technical Education, the TSCHE, the University and the Welfare board and subsequently implement any suggestions made.
5. Monitor all administrative activities pertaining to the student's admission & fee collection, the staff attendance & salary payments, the procurements and the accounts and auditing.
6. Conduct the recruitment, retirement, appraisal & performance evaluation processes, the meetings with all the HODs at regular intervals, the evaluation of feedback and the corrective measures, if any.
7. Carry out the procurement and the purchase of the infrastructure such as the furniture & the fittings, the lab equipment, updating of the library and any such other requirement for the institution as per the prescribed procedures.
8. Formulate and implement the long and short term plans considering the requisites of the top management.
9. Monitor the class work and laboratory work paying due attention to the student discipline, attendance, syllabus coverage and other such activities.
10. Curb all activities of ragging by initiating appropriate corrective measures.
11. Implement the Internal and the External Examinations (Theory/Practical) procedures as per the university guidelines.
12. Monitor the script valuation process and arrange to submit the marks to the university within the stipulated time.
13. Obtain student feedback at regular intervals to establish better learning environment for the students.
14. Maintain healthy relationship with the parents/guardians, the press, the resource persons/consultants from the industry and the academicians.
15. Execute industry tie-ups, signing of MOUs for placements, workshops and live projects through the placement cell.
16. Resolve conflicts among
    (i) The Departmental Heads and
    (ii) Other functionaries such as the administration, the accounts, the security etc.
17. Identify the core competencies among the faculty members and provide all necessary guidance and support to nurture and facilitate the same.

Build & Maintain the image of the Institution – aim for overall development projecting on the current potential of each department or activity and strengthen the same.

THE HEAD OF THE DEPARTMENT

The Departmental Head is a well disciplined and committed individual possessing with leadership qualities. He motivates the Staff and the students to discharge their respective academic / administrative duties effectively.

His/her duties are to:

1. Check the attendance register every week and sign after verification.

2. Plan the (i) the academic schedule and monitor its implementation, (ii) the academic time table, (iii) the laboratory log books, the manuals, the registers in coordination with the concerned faculty member.

3. Prepare a list of the necessary laboratory equipment and initiate procurement action to facilitate smooth conduct of the lab experiments.

4. Verify the stock at periodic intervals to ensure that the labs and their equipment are maintained well.

5. Recommend for leave / permission of the staff members within the department only after ensuring that the work adjustments have been made and maintain the record of leave / permission of all the staff members.

6. Conduct regular meetings with the staff members to discuss the progress in work so far and initiate measures, if necessary and to preserve the minutes of the meeting of the same.

7. Monitor the discipline, attendance and lab performance of the students on daily basis.

8. Counsel the students with shortage of attendance and inform their parents of their shortage in attendance.

9. Discuss the progress in work with the principal on daily basis and plan the activity for the next day.

10. Distribute the workload among the faculty members in an unbiased manner.

11. Monitor the syllabus completion at regular intervals and prepare fortnightly reports for submission to the principal.

12. Ensure and maintain the record of the Sessional and the practical marks awarded as per the university regulations.

13. Conduct the practical examinations as per the academic calendar of the university and the store the sealed answer scripts for scrutiny by university authorities.

14. Approve the student's permission/leave letters only after evaluating the complexity.

15. Enforce discipline among the students and prepare the list of indisciplined students and keep a close watch on them.

16. Participate in any additional activities entrusted by the Principal.

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COORDINATORS / IN-CHARGES

The Faculty members are entrusted with an additional responsibility as "In-charges" of various committees for smooth and effective functioning of various intradepartmental processes. The functions of various coordinators are as follows:

1. The Attendance Coordinators

1. To create awareness among the students about the rules and regulations regarding attendance particularly at the induction time and at the beginning of the semester.
2. To maintain the data base of the students allotted with their addresses and phone numbers.
3. To coordinate the display of attendance information on the notice board by the 5th of every month.
4. To maintain the record of attendance and provide a copy of the same to the Principal and the HOD.
5. To inform the parents about the shortage of attendance of their wards and post the monthly attendance of all students on the college website.
6. To shortlist the attendance of those students who fall below the 75% and counsel them.
7. To maintain the record of the participants in various events, programmes along with those of the students' absent and provided prior information about their illness.

2. Student Affairs & Activities Coordinator (Anti Ragging & Disciplinary)

1. To monitor the discipline of the students.
2. To prepare a categorical record of students on the basis of parameters such as pro-ragging, notorious, mischievous, problematic, irregular and lazy with the help of the concerned faculty to keep a close watch on them.
3. To suggest corrective actions to curb indiscipline detrimental to the reputation of the institution. The coordinator along with his team submits recommendations to the Principal. The principal reviews the recommendations and issues an order which will be executed by the coordinator.
4. To maintain and coordinate the data of the students requiring psychological counseling or medical attention.
5. The coordinator collaborates with the coordinators of all other committees (specifically with the cultural and sports committee coordinators) to manage all the events.
6. To gather information about student grievances through suggestion box and inform the principal of the same.
7. To conduct awareness program among the students on anti ragging by displaying anti-ragging posters issued by Commissioner of Police/ JNTU/Listing all the actionable Laws and their consequences and to keep a close watch on all such activities.
8. To advise the girl students to be in continuous communication with the principal and the faculty members with regard to any sort of ragging.

3. Examination Cell Coordinator

1. To coordinate the conduct of various examinations.

2. To inform the Principal regarding the scheduling, material requirement, procedures, invigilation status well in advance.

3. To coordinate with the administrative staff for the stationery, printing and other material required for the conduct of examinations.

4. To maintain total confidentiality and ethics in the conduct of the examinations.

5. To maintain all the records and information pertaining to the examinations.

6. To conduct regular results analysis with the help of administrative staff and inform the Principal.

7. To prepare a monthly, quarterly, half yearly and annual report and submit the same to the Principal.

4. Library Activities Coordinator

1. To inform all the users the rules and regulations of the Library in terms of issue, renewal, the Do's and the Don'ts in the Library.

2. To organize library audit once in every year

3. To hold book reviews and reading sessions for the students in the Library.

4. To coordinate between the staff and the students and conclude the needs of the library and inform the library about the same.

5. To organize various functions and activities such as the library week or the reading club to instill a very interactive and vibrant reading and library usage culture among the staff and the students.

6. To recommend the required volumes, titles of books, Journals, Magazines, News papers, Audio/video CDs and infrastructure as per AICTE/ JNTU norms.

7. To check the correctness in the stock register/ Accession register and prepare a monthly, quarterly, half yearly and annual report and submit the same to the Principal.

8. To bring to the notice of the Principal any complaints / suggestions from the staff and the students.

5. Coordinator for Training & Placement Activities

The activities of this Coordinator comprise (i) Training (ii) Placement and (iii) Alumni.

(i)   Training

1. To create an awareness among the students about the requirements of various recruiting organizations.

2. To create awareness and train the students in communication skills.

3. To establish a **"Centre for Career Guidance and Counseling"** and to organize professional counseling by experts on career opportunities.

(ii)   Placement

1. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.

2. To coordinate with the HOD's, Exam branch, and the Principal to procure a list of the eligible students for jobs, projects, further studies and desirous of becoming entrepreneurs and guide them in the respective areas.

3. To organize regular mock interviews and group discussions in coordination with English language faculty.

4. To intimate the students about the placement campaign in various major cities in the country.

5. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment

6. To gather the information about higher education at various universities and display the same.

7. To procure all brochures, question papers and other information related to advance courses such as GRE / TOFEL / GMAT / GATE etc in coordination with library committee and provide this information to students desirous of the same.

8. Prepare a monthly, quarterly, half yearly and annual report of trainings given, workshops organized, seminars conducted, guest faculty invited to campus, companies visiting the campus, list of students selected, alumni contacted and number of leads generated in the month, and finally submit a copy to the Principal, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

(iii) Alumni

1. To educate the present outgoing batch of students about the Alumni Association and its relevance for their betterment after their graduation.

2. To coordinate the filling up of the Alumni proforma by the outgoing students.

3. To maintain an alumni database and conduct an Alumni get-together at least once in a year.

4. To send greetings or letters of appreciation to the Alumni.

6. Staff Meetings & Staff Welfare activities coordinator

Staff Meetings

1. To organize the staff meetings once in a fortnight and also emergency meetings as and when required.

2. To intimate the entire faculty about the meeting through a circular.

3. To prepare, circulate and maintain a record of the Minutes of the Meeting.

Staff Welfare

1. To organize the collection of subscriptions from the employees towards the staff welfare fund through salary deduction and carry out the fund management according to the rules set for the purpose.

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2. To organize the birth day / marriage day greeting cards and cheques.

3. To coordinate faculty picnics and retreats.

4. To coordinate the presentations / gifts to the faculty on occasions such as marriage.

5. To prepare a monthly, quarterly, half yearly and annual report of all the above activities and submit the same to the Principal.

7. Wall Magazine / News Letter / Seminars coordinator

Wall Magazine

1. To motivate students to contribute articles, sketches, clippings from newspapers or magazines.

2. To select articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and distribute prizes to the winners.

3. To change articles once or twice a week depending on the importance of the article.

4. To maintain a report of the exhibits.

News Letter

1. To maintain a record of events and collect data regarding departmental activities.

2. To collect photographs of all college events.

3. To write reports on all events.

4. To motivate students to write and collect articles.

5. To inform students about careers, higher studies, etc.

6. To coordinate with all departments in publishing the newsletter.

Subject Seminars

1. To ascertain active participation of students in seminars through motivation.

2. To help the students in preparation of the seminar papers.

3. To conduct the event in a free and fair manner.

4. To declare the winners through the selection panel.

5. To maintain the records properly.

8. Events / Cultural Activities coordinator

1. To coordinate all the events and festivals of the college as per the schedule and procedures.

2. To prepare a data base of highly talented students in various activities and motivate them to participate in the events within and outside the college.

2. To organize the cultural events with the help of other staff members.

3. To mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.

4. To maintain the photo album, video and audio recording of all the events organized at the college.

5. To maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit the same to the Principal.

6. To identify in-charge faculty for cultural and technical events.

7. The coordinator, if he desires, may form subcommittees as mentioned below for event management.

   a. Stage In-charge - audio-visual equipment, stage management material, etc.

   b. Finance in-charge – maintain all the files, bills, reports, records and documentation pertaining to every event organized by the college.

   c. Audio & Video in-charge –maintain the photo album, video and audio recording of all the events organized in the college.

   d. Hospitality in-charge for transportation, refreshments, reception, presentations and gifts.

9. Website Coordinator

1. To update the website periodically on various issues such as: the faculty & the student data, library details, results and performances, new affiliations / tie-ups / MOUs Signed / accreditations, awards / rewards, news and events of the institute.

2. To update the website regularly by incorporating the changes occurred.

3. To ensure the security of website by initiating measures periodically.

10. R & D Coordinator

1. To constitute a project screening committee to assess the projects selected by the Student.

2. To ensure and encourage development of in-house projects.

3. To help the students in selecting live projects in their respective areas.

4. To liaise with the outside institutions of repute for carrying out research and consultancy activities.

5. To maintain a database of the research activities carried out by the students.

11. Club Coordinator

1. To organize for a membership drive to various institutions of repute such as CSI student chapter, ISTE chapter, IEEE etc.

2. To conduct regular meetings (monthly) of the student chapters.

3. To organize events on behalf of the student chapters.

4. To organize guest lectures.

5. To maintain a think tank to generate ideas on all aspects of development of the Institution.

12. Canteen Coordinator

1. To visit the canteen at regular intervals and check the hygiene of food, utensils, cleanliness of the kitchen and surroundings.

2. To advise the canteen supervisor to maintain quality of food and offer items at subsidized rates.

3. To obtain periodic feedback from the staff and the students regarding the services provided at the canteen.

4. To interact with the canteen supervisor for resolving complaints, if any, and bring to the notice of Principal any issues deserving his attention.

13. Students Counselors

1. To maintain the student's record in the prescribed format.

2. To conduct counseling periodically.

3. To motivate the students to improve their academic standards by developing a positive attitude among themselves.

4. To create awareness among students about ragging and its implications.

5. To advise do's and don'ts to students in general, girls in particular.

6. To contact with the parents in case of student's irregularity and personal problems if any.

7. To bring any serious matter to the notice of the Principal/the HOD.

14. Time-Table Coordinator

1. To prepare time-tables well in advance in coordination with all Departmental Heads and submit the same to the Principal.

2. To distribute the work load equally among the faculty members.

3. To circulate the time-tables to all the concerned faculty members, HODs, Students and Examination cell within the stipulated time.

15. Games & Sports Coordinator

1. To ensure that sufficient items of sports equipment are available, if not, purchase the items as and when required through established purchase procedures.

2. To maintain the records of the purchase i.e. quotation, purchase order, bills and stock register in coordination with concerned faculty.

3. Bring to the notice of the Principal any issue deemed fit.

16. Transport Coordinator

1. To monitor the regularity of the buses at different stages and to ensure that sufficient seats are available.

2. To study and suggest regulation of the routes of the buses to avoid over-crowding and long-routing.

3. To coordinate the payment of bus fee with the help of bus in-charge faculty.

4. To bring to the notice of the Principal any irregularities and grievances of the commuters.

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ORGANIZATIONAL PROCEDURES

◎ **Festivals/Functions Procedures**

◎ **Branding Procedures**

◎ **Procurement & Purchase Procedures**

◎ **Office Management Procedures**

Important Festivals / Functions

The Independence Day, the Republic Day, the Teachers day, the Engineers day, the Orientation Programme, the Traditional & Freshers' day and the Annual day are celebrated with all pomp and glory.

1. *The Independence Day and Republic Day* – These national festivals are celebrated in a customary manner with the Management Heads hoisting the national flag and the participants expressing their patriotism and solidarity.

2. *The Teachers day* – On this occasion the Management rewards the entire faculty for their contribution in furtherance of quality education and arranges a get together to all the staff members.

3. *Engineers Day- B*eing an engineering college, we host Engineers Day annually proudly recollecting the contributions made by the renowned engineer Visweswaraya and motivate all young aspirants to gear up their skills for the present state of technological growth.

4. *Orientation Programme* – This Induction programme is an enlightening and welcoming session for the newly admitted students who participate along with their parents. On this occasion they get exposure to the curricular requirements and do's and don'ts to be followed during the course at the institute. This programme provides interactive and informative platform to all the new entrants and their parents.

5. *Tradition / Fresher day* – The Traditional and Freshers' day is the eve when the freshermen who have already acquainted themselves with the institutes' environment join with the seniors regaling the cultural programmes in united spirit.

6. *Annual day* - Every year during January / February Annual Day is celebrated. This is an occasion for the college to inform the society at large and parents in particular about the commitments and achievements of the institution. The college magazine is released. Prizes are distributed for meritorious students in academics and achievers in sports as well as winners in cultural events. The Chief Guest gives away the prizes to the winners.

Printing Material

Printing of any material including the business-card will be carried out with prior permission of the Management/Principal. Any individual deviating from the above stipulation attracts disciplinary action**.** The Following are the official formats:

1. Admission/Application forms
2. Admission Registers
3. Attendance Registers (Student/ Staff)
4. Identity Card (Student, Staff)
5. Letter Heads
6. Visiting Cards
7. Posters/ Banners and Invitation Cards
8. Library Accession Register
9. Stock Registers (consumable/ non-consumable)
10. Bonafide & Transfer Certificates
11. Fee Receipt Books.
12. Student & Staff Permission Slips

13. Leave Application Forms
14. Indent Forms
15. No-due Certificate.
16. Staff Leaves Registers.
17. Gate Passes.
18. Log Registers.
19. Enquiry Book.
20. Answer Booklet of Internal Examination
21. Student Lab Records/ Drawing Sheets.
22. Lab Manuals.
23. Course Files.
24. General Files(for admin/academic) .,Etc

Uniformity in the product utility (brand usage)
There must be strict uniformity in all the material used by college which includes lab/office equipment, furniture, etc., this helps in standardizing the materials at the institute.

Uniformity in usage of signage's, posters and captions
The college must use the same form of signage's, posters and captions for display in the corridors and walls.

Uniformity in the pattern of rules
There shall be total uniformity in the rules and regulations practised at CMRIT. Prior approval of the management has to be obtained in case of deviation of existing rules or introduction of new rule.

Procurement of Lab Equipment, Printing & Stationary, Library Books & Journals, Furniture and Fittings

The general norms are as follows:

1. Identify the requirement with justification from time to time.

2. Invite at least three tenders / quotations for procurement well in advance, prepare a comparative statement and finalize the purchase order and get authorized from the Principal.

3. Prepare the final purchase order and release.

Systems and Procedures

The Administrative Officer is responsible for establishing the systems and procedures in consultation with Principal. The office comprises the following staff for its smooth functioning;

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

Designation – wise qualification, Experience and pay scales of office staff:

Sl. No.	Scale of Pay (R.P.S-2005)	Designation	Qualifications
1.	Rs.3850-100-4150-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8600/-	Attendant	S.S.C.
2.	Rs.4260-110-4480-115-4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520/-	Record Assistant	Intermediate
3.	Rs.4825-125-5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-10845/-	Junior Asst./ Typist/Jr. Steno	Any Degree from University.
4.	Rs.5750-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030/-	Library Asst.	1st Class Diploma in Library Science.
5.	Rs.6195-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-14175/-	Senior Assistant, Sr. Steno. & Asst. Librarian	Any Degree from University with 5 years experience.
6.	Rs.6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025/-	Computer Operator	Any Degree in Computers.
7.	Rs.10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925-550-19675-625-22800-700-24200/-	Administrative Officer	Master Degree or Degree from any University.

Note: **The Pay Scales of the above mentioned staff varies from time to time according to the State Government Norms.**

Duties and Responsibilities of Non-Teaching Staff

Administrative Officer
Administrative Officer is responsible for

1. Security
2. Canteen
3. Material Procurement including stationary.
4. Supervision of Sanitation, maintenance of the Furniture and general Equipment.
5. Student Admissions
6. Internal Arrangements
7. Transport
8. Miscellaneous
9. Campus Discipline & Cell Phone checking and seizing from the students, general discipline such as Ragging, Teasing etc., in the campus
10. Office Administration & Correspondence.

11. Submission to and receipt from correspondence with
    a) Higher Education
    b) Technical Education
    c) JNTUH
    d) Minority Cell, if applicable
12. Report to Principal/Secretary daily on the work progress.
13. Any other work assigned by the authorities from time to time.

Deputy AO/Superintendent

 He will assist the AO in all his functions.

PA to Principal

He provides secretarial help to the Principal.

Accountant

 To prepare and maintain all the records related to finances of the institute and execute the functions like

1. Fee collection
1. Bill payments
2. Salaries and acquittances
3. Purchases
4. Sundry expenditures.
5. Liaison with Banks and Financial institutions for Loans
6. Student Scholarships
7. Individual Income-Tax assessments and advice.
8. DD payments to various government institutions
9. Any other finance related matters.

Cashier/Accounts Clerk

He will assist the accountant in all the financial services.

Office Assistant - Staff Related Functions

Maintain the records of

1. Staff personal file
2. Staff attendance register
3. Staff leaves
4. Service register
5. Inward & outward files
6. And any other staff related activates.

Office Assistant – Student-Related Matters

 Prepare and maintain the records like

1. Students admissions
2. Students' Personal Files
3. Admission cum Academic Register
4. Bonafide Certificates & ID Cards
5. Students List prepared in consultation with Exam Cell I/C
6. Loan Estimation
7. Transfer /College Leaving Certificate
8. And any other work related to students

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Office Assistant – Scholarship and Liaison

Prepare and maintain the records of

1. Eligible students for scholarships under various categories.
2. Submission and follow up with government agencies till the scholarship is materialized.
3. Disbursement of Scholarship through Cheques.
4. Submission of acquittances to the government and follow up the status of renewals.

PA to Principal

He provides Secretarial help to the Principal.

Front Office Assistant/Telephone Operator

1. Maintain the ambience of the office, receive visitors and attend to their queries.
2. Receive the incoming calls and route them to the respective officers and help the officers in establishing phone connections to outside agencies through intercom.

Estate in-charge

1. Maintain neatness and tidiness in and around the premises.
2. Monitor and maintain all the constructions.
3. Carry out the construction of additional buildings as directed by the Management.
4. Maintain safe custody of all the facilities available in the campus.

Electrician

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.

Grade IV employees

Assist the AO and Principal in keeping the premises clean and carry out various sundry works as and when required.

Computerization

The entire office must be computerized for quick entry and retrieval of information.

Files and Registers

The college shall have all the necessary files and registers for smooth functioning and also maintain a record of such registers and files. All these files and registers must be numbered and shall be kept ready for verification at any time.

Accounts and Audit

Systematic computerized accounts have to be maintained through its Accountant and AO. The methodology of accounts shall be approved by the Auditor and Chief Accounts Officer of CMRGI.

Regular audit has to be conducted at the college level (monthly) and the report has to be sent to the Management through Principal. The Management shall conduct half- yearly audit.

Admission records

The office is responsible to maintain admission records as per norms. Quarterly audit will be conducted by the Management through Principal.

Attendance / Staff records

The office is responsible for maintaining the attendance and staff records as per norms and a quarterly audit will be conducted by the Principal.

Etiquette & Manners

All office staff should always exhibit good etiquette and polite behavior even under testing conditions and shall not use derogatory and insulting language.

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STUDENT-RELATED PROCEDURES

- ◎ **Admission Procedures**

- ◎ **Fee Collection Procedures**

- ◎ **Admission Cancellation Procedures**

- ◎ **Attendance & Discipline Procedures**

- ◎ **Placement Procedures**

- ◎ **Student College Leaving Procedures**

Admission Procedure

Administrative In-charge / concerned Administrative Staff is responsible for proper counseling and rendering all the information sought for by the parents at the time of admission. The parents can visit to all the laboratories if required for their satisfaction over the facilities provided.

Admissions into B.Tech. course is done through TSEAMCET a common entrance test conducted by the Government of Telangana. 70% of the seats are allotted for the merit students under convener quota of TSEAMCET. 30% of the seats are filled under Management category. In addition, diploma holders are admitted into II-B.Tech. to the extent of 10% intake based on the merit in TSECET, under lateral entry Scheme. Admissions into MBA and M.Tech. is made on the basis of the merit score in TSICET and TSPGECET / GATE respectively.

Ensure that the student submits the following along with Application Form:

1. SSC or equivalent
2. Intermediate or equivalent
3. Degree/Diploma or Equivalent Certificate with marks memo(s)
4. TSEAMCET/TSECET/TSICET/TSPGECET/GATE Hall Ticket & Rank Card
5. Transfer Certificate
6. Bonafide Certificate and / or Local / Non-Local candidate
7. Caste Certificate
8. Migration Certificate
9. Income Certificate of Parent/Guardian
10. Photographs: three stamps size & six passport size
11. Three sets of Xerox copies of all certificates
12. Ten self-addressed envelopes with required stamps

Admission Report

The concerned Admin Officer / Admin Staff should give a daily report to the Principal about the number of students admitted and the amount of fee collected under various categories. *They must submit the data on a daily basis about the vacancy position.*

Preparing the Final Lists

The concerned Administrative Staff must prepare the final list of the candidates under various categories for the perusal of the Principal.

Categories of Fee

The administration Staff should collect the fee as per the communication from the Secretary / Principal. No fee other than the above should be collected under any circumstances.

Timings for Fee Collection

The fee is collected one week before the beginning of the course. The due date is extended by one week with a fine of Rs. 25 per day and by two weeks with a fine of Rs. 50 per day. Beyond this the student will forfeit the seat.

Mode of Fee Payment

The fee will be received only in the form of DD in favour of "Principal, CMR Institute of Technology" payable at Hyderabad.

Fee Receipt Method

The student shall be given a fee receipt in the prescribed format.

Student Fee Collection Report

The college has to send a daily report on the fee collected to the Secretary& Correspondent through the Principal with the details of Roll Number; Name of the Student, course; Year, Total Fee, Fee paid, DD Number, Fine collected and Remarks.

Fee Collection Register

The college has to maintain a fee collection register allotting one separate page for each student.

Admission Cancellation Procedure

If any student intends to cancel the admission for any reason in the middle of the course shall have to pay the total fee for the remaining course period (remaining number of years), even if the student is a scholarship holder.

Report on Admission Cancellation

The college has to send a quarterly report on admission/cancellation to the Secretary & Correspondent.

College Timings

All the students should follow the college timings i.e. 9.10 am to 4.00 pm on all working days.

1. Late coming by the student is strictly prohibited. However a grace time of twenty minutes is allowed under special circumstances, i.e. 9.30 a.m. Beyond 9.30 a.m. no student shall be permitted into the college under any circumstances.

2. Habitual late comers are punishable. The punishment might include suspension to a period of one week.

Attendance – Minimum Required

1. To get promoted to the next academic year/ semester the student has to put in a minimum 75% attendance.

2. The shortage of attendance of the students can be condoned on medical grounds provided his attendance is 65% and above. Student falling sick should submit a medical certificate immediately on attending the college.

3. The Student will not be given attendance for the lab hours unless he/she submits practical records in the next ensuing lab session.

4. Students with less than 65% attendance will be detained.

Student Attendance – Information to the Parents

1. The college undertakes posting of the attendance information of students as well as their marks (both internal and external) regularly on the website: www.cmrit.org. However in case of students whose attendance is below 75% and poor academic performance the parents will be informed through a registered letter.

2. A student will be denied bus pass, train pass, scholarship and participation in college events if his/her attendance falls below 75% and a fine @ Rs. 5/- per lecture hour will be levied.

Student Discipline

Nothing can be achieved without discipline. The students who resort to indisciplinary actions, rude behavior and indecent dressing etc will be identified and warned by the faculty. The faculty is vigilant over the behavior and dressing of the student and when such students are identified they are counseled by the concerned Heads of Departments and Principal and also intimation will be sent to their parents.

The college shall take serious action including dismissal in case of student indiscipline such as ragging, drinking in the college premises, coming to college in a drunken state, using vile and objectionable language, threatening co-student's, physical assault, eve teasing, arguing with the college authorities/faculty etc,. Student found involved in indisciplinary act will be suspended immediately and the parents/wardens are informed through telephone call/registered post asking for explanation. If the same student indulges in more than one incident during his/her education at the college he/she will be rusticated from the college.

Dress code

All the students should follow the dress code strictly. Students have to tag the college ID card while in the campus. Student will not be allowed into the campus without the ID card. The formal dress code for boys is shirt and trouser with black belt and black or brown formal shoes, for girls it is formal Indian dress. Students are allowed to wear casual dresses on Saturdays.

Student Placement Procedures

The following are the various activities of the Placement Cell.

1. The placement Cell shall maintain database of top National/ International companies, with their addresses, contact numbers and their expectations from the students. This information is divulged to the students on regular basis.

2. The Placement Officer has to assist the students in the process of preparing their profiles and resumes.

3. The Placement Cell will organize training to the students which include preparatory exams, mock interviews, group discussions, etc.

4. The placement Cell will prepare the album of the out-going students with their profiles and photographs which helps the alumni activity in addition to the placements.

5. The college undertakes a rigorous placement campaign.

Student College Leaving Procedures

The college readies all the information regarding the outgoing batch of students at least one month in advance.

Student College Leaving Record

The record will consist of all the necessary information pertaining to the student like the course completion status; rank / grade / percentage of marks; TC, Bonafide Certificate etc.

Alumni Feed Back Form

The college gets the Alumni feedback form filled by the out-going students which is used to update the database (Alumni) of the Placement Cell.

Recommendation Letter Issue Procedures
The college uses a recommendation letter designed for the purpose. The college collects Rs. 250 in the form of DD for dispatching the Recommendation Letter to the concerned Institute/University where the student is seeking the admission.

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TEACHING – LEARNING PROCEDURES

- ➢ **Teaching – Learning Procedures**
- ◎ **Lab Management Procedures**
- ◎ **Library Management Procedures**

Teaching Methodology

All the faculty members use interactive audiovisual teaching aids such as LCD, OHP apart from conventional chalk and board.

Each class is divided into several groups comprising 5-6 students. The distribution of students will be done in such a way that the group consist good, average and below average students. Each group will have a group leader. These groups will be active and will participate in guest lectures, presentations and other such academic activities.

Guest Lectures

The teaching / learning involve considerable portion of guest lectures. Presentations / lectures are conducted by inviting eminent personalities from industry/academics to boost their skills.

Seminars

Students give seminars on latest happenings and developments in the relevant field. Each student shall present at least one seminar per semester. During seminars, each student is given 15 minutes for presentations followed by 5 minutes for Q & A.

Student Assignments

Each student group is given assignments. They submit a minimum of two assignments per semester. These assignment questions are drawn from the question papers of GRE/Advanced GRE/IES/GATE and other such competitive examinations.

Communication Skills & Personality Development

The college conducts regular Group Discussions, Mock Interviews, Workshops and Simulations to improve the communication skills of students.

MOUs

The college enters into MOU's with Third Party Organizations for skill enhancement and holistic development of the students.

Project Work

Each student does Mini project in his/her third year II semester and Final project in the final year II semester. The Mini/Final projects are to be developed in campus in collaboration with R&D division of the Institute. For each Main project, one Internal Examiner, a faculty from the college will be guiding the student along with an External Guide in the field.

Industrial Tours & Educational Tours

The college organizes Industrial and Educational tours at least one each in final and pre-final years.

Student Counseling

The faculty members counsel students at regular intervals. Each Faculty Member holds the responsibility of counseling 10 students. They should motivate the students regularly and guide them to achieve their targets.

Laboratory Management Procedures

Each department shall have a minimum of 5 laboratories, Computer Science being the exception.

Lab Guidance

State-of-art labs are provided. Each faculty handles 20 students in each lab. The Faculty is assisted by the Lab Programmers/Lab Assistants.

Lab Methodology

The Faculty prepares Lab Manuals for each subject / lab which is implemented strictly.

Lab Administrative Mechanism

Each Lab is maintained by Lab-In-charge and Lab-Assistant. The Assistants have to maintain the Login Register, the Service Log Register, Stock Register, Issue Register, and any other register as required. The stock verification will be carried out at the end of each academic year by the faculty deputed by the Principal.

Lab Attendance

It is mandatory for all the students to attend their Lab Sessions. The Students should follow the prescribed Dress Code and Rules to attend the Lab Sessions. The completed Lab Records with previous experiments should be submitted in the next Lab Session. The Students should sign in the login register whenever they enter the lab.

Day-to-Day Lab Evaluation Process

It is mandatory for all the faculty members to evaluate the students' performance in each lab session. The evaluation process has to be done on the basis of the parameters provided in the Lab Attendance Register.

Lab Management

All the Computer Laboratories are provided with UPS. The Electronics Labs are provided with necessary UPS along with stabilizers, where necessary. In Computer laboratory the Server has a minimum of two-hour battery back-up and all the nodes have a minimum of half-an-hour back-up capability.

Library Management

Special emphasis is laid on the Library Management Procedures to competent with those of the premier educational institutions with world class Literature. Library serves as a strategic center to leverage learning and knowledge-oriented culture in the college. The Library will have all the possible Literature that can create highly competent and committed engineers.

Sufficiency of Number of Text Books

The college procures sufficient number of text books so as to serve the basic needs of the students.

Focus on Reference and General Books

The Library focuses on providing large number of reference and general books.

The reference section will consist of

1. Advanced titles on various subjects that are needed for the curriculum.

2. Titles which are suited for technical/competitive examinations.

3. Titles which will usher research orientation among students.

4. Hand Books and manuals.

The general books section shall consist of

1. Biographies of famous Scientists, Technocrats, and Entrepreneurs.

2. Books on business stories, company profiles.

3. Books on Communication Skills, Presentation Skills, Personality Development.

4. English Literature books essentially focusing on imbibing soft & cultured orientation among students.

5. Popular and general reading.

Journals & Periodicals

The Library contributes to a minimum of 6 National and 6 International Journals for each department in case of Engineering & Management, 3 National and 1 International Journals in case of Humanities.

Periodicals

1. To have periodicals such as The Week, India Today, Associate Professors Digest, Discover India, Business Today, Business World.

2. Subject oriented periodicals like Harward Business Review, HRM Review, Data Quest, Computers Today, and Network Computing, Electronics today, IIM periodicals, IEEE Periodicals, IT Com.

3. Competitive Examination oriented periodicals like Competition Success Review, Competition Master, Employment News, and Chronicle Review added with back volumes of Journals and Periodicals.

News Papers

The college subscribes leading news papers such as The Hindu, the Times of India, the Economic Times, the Business Standard, the Deccan Chronicle, the Eenadu, the Sakshi, the Vartha, the Andhra Jyothi, the Surya and many more.

CD Library

The library has a good collection of digital text books, ELT CD-ROM's, Slide Presentations, Lectures, Profiles, Training Programmes, Tutorials and Software Tools.

Digital Library

A State of Art **D**igital Library is established with good number of digital books & articles in various formats.

Organizational Manual

Competitive Examination Section

The college library has a competitive examination section with all the study material for GATE / GRE / GMAT / CAT / Civil Services or any such other examination.

Computerized Library

The college has a computerized Library Management System which includes book and Journals search, checkout and check-in, retrieval through "NewGenLib" Library Automation System.

Display System

The Library maintains a display system of new arrivals, notifications, or any other information that needs to be shared with the staff and the students.

Suggestions

The Faculty/Students can suggest book titles or journals through Online Public Access Catalogue System or through a letter to the Librarian.

Library Register Maintenance

The Library maintains Staff Log Book and Student Log Book to keep track of the frequency of the usage of library. Apart from this, the Library maintains Accession Register, Stock Register; Purchase Register, Magazine & Journal Entry Register and Library Books Issue Register.

Library Utilization Report

The Library conducts regular Library auditing on staff and student usage of books, journals and magazines and prepares an annual Library utilization report.

Ambience

Excellent ambience in the library is sustained with display stands and boards, news paper stands, magazine rack, new arrival rack, etc along with reprographic facilities.

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FACULTY RELATED PROCEDURES

◎ **Categorization & eligibility procedures**

◎ **Recruitment procedures**

◎ **Compliance requirements of the employee at the time of joining**

◎ **Induction Procedures**

◎ **Duties and responsibilities**

◎ **Teaching and Research related activities**

◎ **Responsibility allocation procedures**

◎ **Pay fixation procedures**

◎ **Performance appraisal procedures**

◎ **Training procedures**

◎ **Faculty development Procedures**

◎ **Grievance redresal**

◎ **College meeting procedures**

◎ **College timings & holiday procedures**

◎ **Leave procedures**

◎ **Allowance accrual procedures**

◎ **Conduct & Disciplinary procedures**

◎ **Resignation procedures**

Categorization & Eligibility Procedures

"Teaching   Staff"   comprises   the   following   categories:

a. Principal	d. Associate Professor
b. Vice-Principal	e. Assistant Professor
c. Professor	f. Any other category of post declared so by the Management.

Faculty Cadre Ratio = 1: 2: 6   **Teacher student ratio = 1:15**

Sl. No.	Cadre	Prescribed Qualifications and Experience
1	**Assistant Professor**	Engineering & Technology First Class Master's Degree in the appropriate branch of Engineering / Technology (No minimum experience required). **or** First Class Bachelor's degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE score, minimum 75 percentile; to complete M.Tech / ME within 5 years failing which the increments will be stopped until the postgraduate degree is earned. The institutions to provide adequate opportunity to its teaching staff to complete this requirement. Bio-Technology First Class Master's Degree in the appropriate branch of Engineering / Technology (No minimum experience required). **or** First Class Bachelor's degree in the appropriate branch of Engineering / Technology. **or** Ph D in Applied Biological Sciences such as Microbiology, Biochemistry, Genetics, Molecular Biology, Pharmacy, Biophysics. Pharmacy First Class Master's degree in appropriate branch of specialization in Pharmacy (No minimum requirement). **or** First Class Master's degree in appropriate branch of specialization in Pharmacy (No minimum requirement). Master of Computer Applications First Class MCA Degree/ M.Sc(Computer Science)/ M. Sc (Information Technology) with NET qualification **or** First Class B.E/B.Tech. in Computer Science/Information Technology / Engineering/Technology with GATE qualification of minimum 80% percentile score. Master of Business Administration First Class MBA Degree/ M.Com with NET qualification/ M.Phil (Commerce / Management). Non-Engineering PhD in concerned subject or first class PG. in concerned subject with net Qualification. (No minimum experience required).

Sl. No.	Cadre	Prescribed Qualifications and Experience
2	**Associate Professor**	Engineering & Technology Ph.D. degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 2 years experience in Teaching / Industry / Research at the level of Assistant professor or equivalent. or First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in teaching / Industry / Research at the level of assistant professor or equivalent. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor. In the case of Universities / University departments and the institutions offering PG programs / Research, PhD is a must. For candidates from Industry, Professional experience in R&D and patents would be desirable requirement failing which the increments will be stopped until PhD is earned. Candidates from Industry/ Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology. and Professional work, which is significant and can be recognized as equivalent to PhD* degree and with 2 years experience at a position equivalent to Assistant Professor level would also be eligible. Bio-Technology Ph.D. degree with the first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology / Applied Biological Sciences with 2 years experience in Teaching / Industry / Research at the level of Assistant Professor or equivalent. or First Class Degree at Master's level in the appropriate branch of Engineering / Technology / Applied Biological Sciences with 5 years experience in teaching / Industry / Research at the level of Assistant Professor or equivalent. Such candidates will be required to obtain PhD degree within a period of 7 years from the date of appointment as Associate Professor. Candidates from Industry / Profession with First Class Bachelor's degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering/ Technology / Applied Biological Sciences. and Professional work, which is significant and can be recognized as equivalent to PhD degree and with 2 years experience would also be eligible. Pharmacy Ph.D. degree (with first class degree either at Bachelor's or Master's level) in the appropriate branch of specialization in Pharmacy with 2 years experience in Teaching / Industry / Research at the level of Assistant Professor or equivalent

		or
		First Class Degree at Master's Level in the appropriate branch of Specialization in Pharmacy with 5 years experience in Teaching / Industry / Research at the level of Assistant Professor. Such candidates will be required to obtain Ph.D degree within a period of 7 years from the date of appointment as Associate Professor. Candidates from Industry / Profession with First Class Master's degree in appropriate branch of specialization in Pharmacy and with 5 years experience would also be eligible.

<u>Master of Computer Applications</u>

Ph.D. degree with First Class at Bachelor's or Master's level in Computer Engineering / Computer Technology OR Ph.D. degree in any relevant area of Computer Science/ Information Technology with first class Masters degree

and

2 years experience in Teaching/ Industry/ Research.

or

First Class Master's degree in Computer Science /Information Technology/ Computer Technology OR First Class MCA degree and with 5 years experience in teaching / industry / research at the level of Assistant Professor or equivalent.
Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.
Candidates from Industry/ Profession with First Class B.E/B.Tech. in Computer Science/Information Technology /M Sc (Comp Sc)/ M.Sc (IT)/ MCA degree

and

Professional work experience of 7 years in relevant industry. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.

<u>Master of Business Administration</u>

Ph.D. degree with First Class at Bachelor's and Master's level in management/ Commerce and 2 years experience in Teaching/ Industry/ Research.

or

First Class Master's degree in Management with 5 years experience in teaching / industry / research at the level of Assistant Professor or equivalent.
Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Associate Professor.
Candidates from Industry/ Profession with First Class masters degree in any area of Management / commerce.

and

Professional work experience of 7 years in relevant industry. Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.

<u>Non-Engineering</u>

Ph.D. and First class Master degree in concerned subject along with a minimum of 5 years teaching experience at UG/PG or Engineering are eligible.

Sl. No.	Cadre	Prescribed Qualifications and Experience
3	**Professor**	Engineering & Technology
		Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Associate Professor and / or equivalent.
		or
		Candidates from Industry / Profession with Master's degree in Engineering / Technology and with professional work which is significant and can be recognized as equivalent to Ph.D* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Associate Professor would also be eligible.
		Bio-Technology
		Ph.D degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering / Technology / Applied Biological Sciences with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.
		Candidates from Industry / Profession with Master's degree in Engineering / Technology / Applied Biological Sciences and with professional work which is significant and can be recognized as equivalent to Ph.D degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be Eligible.
		Pharmacy
		Ph.D degree (with first class either at Bachelor's or Master's level) in appropriate branch of specialization in Pharmacy with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor or equivalent.
		Candidates from Industry / Profession with First Class Master's degree in appropriate branch of specialization in Pharmacy and with 10 years experience of which at least 5 years experience at Sr. level comparable to that of an Assistant Professor would also be eligible.
		Master of Computer Applications
		Ph.D. degree with First Class at Bachelor's or Master's level in Computer Science/ Computer Technology / Computer Engineering / Information Technology or Ph.D. degree in any relevant area of Computer Science/ Information Technology with first class Masters degree
		and
		10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor and/ or equivalent.
		Candidates from Industry/ Profession with First Class M.E/M.Tech. in Computer Science/Information Technology
		and
		Professional work experience of 13 years in relevant industry of which at least 5 years should be at a Sr. Level comparable to that of an Assistant Professor.

		Master of Business Administration
		Ph.D. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution with First Class Master's degree in Business Management / Administration/ other relevant management related disciplines / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Assistant Professor.
		Candidates from Industry/ Profession with First Class Master's degree in Business Management / Administration/ other relevant management related disciplines / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD / UGC and declared equivalent to MBA by AICTE/AIU.
		and
		Professional work which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years managerial experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor would also be eligible.
		Non-Engineering
		Ph.D degree with first class Master's level in the relevant subject with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Associate Professor and / or equivalent.
4	**Director / Principal / Head of Institute**	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research.
		The maximum age for holding the post of Director / Principal shall be 65 years.

* Unanimously declared equivalent to Ph.D by a 3-members expert committee duly approved by BOG/Senate/ Syndicate/Academic Council of the affiliating university.

NOTE:
1. If a class/division is not awarded at B.E or M.E/Equivalent Degree a minimum of 60 % marks in aggregate or equivalent CGPA shall be considered equivalent to first class/division.

2. In the discipline of Computer Science Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/ or Master level in the appropriate branch, "a first class Master's Degree in Computer Science Engineering/ Technology together with a First Class Bachelor's Degree in any area of Engineering Technology will be acceptable.

3. The Eligibility Criteria varies based on the changes stipulated by AICTE / UGC.

Percentage Equivalence of Grade Points for a Ten Points Scale

Grade Point	Percentage of Marks
6.25	55
6.75	60
7.25	65
7.75	70
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.

Librarian

The Librarian is responsible for equipping and maintenance of the library as per AICTE norms. He discharges the following functions:

1. Make a list of necessary books, both with titles and volumes for each course, with the coordination of HODs and Teaching staff, get it approved by the Principal, purchase and position them in the library.
2. Procure the Journals, Magazines and News papers regularly as required.
3. Receive additional requirement of books from the departments and procure them as and when required.
4. Maintain digital library and computerize the library fully.
5. Strive to run the library on global lines and make it a model one.
6. Prepare and submit returns on the happenings in the library to the Principal.

Physical Director

He is responsible for the overall physical fitness of the students. To achieve this he should:

1. Conduct Sports and Games as per the time-table.
2. Prepare the promising students to take part in inter university games and sports.
3. Motivate the students to be winners and bring laurels to the college.
4. Prepare and submit a report to the Principal on the performance of the players in this field on regular basis.

Recruitment Procedure

CMRIT recruits staff twice a year in June and November based on the requirements of Semester programs. The HOD's in consultation with Principal prepares the requirement list. Depending on the turnout of the staff and the requirement as per the curriculum, the total requirement is decided by summing up the lists provided by the HOD's.

1. The recruitment committee comprises of external Subject Expert, respective HOD's with two Senior Staff.

2. A notification is published in the largest circulated dailies inviting applications from suitable candidates within 10 days from the date of notification.

3. The received resumes will be scrutinized by the respective HODs .and the short listed candidates are called for the interview.

4. The short listed candidates for the position of Assistant Professor may need to appear for the written test in addition to demo and personal interview.

5. The short listed candidates are required to give a demonstration in their respective subject followed by a personal interview in the presence of the committee.

6. The short listed candidates for Professor cadre will be selected based on an informal meeting with the Principal and the Secretary of CMRIT.

7. The selected candidates go through a HR interview with the Principal and the Secretary.

8. The appointee should deposit his/her all original qualification and/ service certificates with the institute before receiving the appointment order.

Compliance requirements of the employee at the time of joining

1. The appointee should abide by the rules and regulations of CMRIT.

2. The appointee should furnish the following details such as bank Acc.No, PAN no, and deposit certificates such as SSC, Inter / +2, B.E/B.Tech /MBA, MCA, MSc, MA, M.Tech., M.Phil., Ph.D. , experience certificates and any other relevant certificates at the time of joining.

3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

4. The appointee will be on probation for a period of two years in case of starting cadre and one year in case of senior cadre after which the services will be confirmed in writing, subject to satisfactory performance during the probation.

Induction Programme

All the fresh appointees are introduced through a one day induction programme in which

1. Awareness is created about the culture, norms, standards and expectations of CMRIT.

2. Acquaintance is provided with the existing faculty of CMRIT and in particular with the faculty of their respective departments.

3. Familiarity is developed with the syllabi, scheduling of sessions and other related matters.

Duties and responsibilities of the faculty members:

1. Comply with college guidelines.

2. Be on time to the institution and be present during all working hours.

3. Be present before the class room at least 5 minutes before the commencement of class and engage the students through the complete session.

4. Follow college and departmental policies and procedures. The faculty members are required to prepare teaching schedule and lecture notes in tune with the academic calendar.

5. Be courteous towards fellow faculty members, other staff, students and visitors.

6. Maintain pleasant working environment which fosters collegiality and teamwork.

7. Be at work place when required. This includes the vacation period or holidays when ever his/her presence is required.

8. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities.

9. Maintain the confidentiality of the information.

10. No faculty will leave CMRIT in the middle of the Academic Year. However, the Management has the right to terminate the services of the employee or the employee can leave CMRIT with one month's notice or one month's salary in lieu thereof during probation period and three months in case of permanent employee.

Teaching and Research Related Activities

1. The faculty members should continuously strive to achieve good feedback from the students and colleagues.

2. Adopt effective teaching methodologies.

3. Present extension lectures / invited lectures outside CMRIT and especially in reputed educational and technical institutions.

4. Writing Text Books with reputed national and international publications.

5. Receive grants for teaching and research, lab equipment, and development of laboratory experiments and design projects.

6. Writing original supplementary notes / reading material, manuals, etc.

7. Advice and guide students in their learning process.

8. Publish articles in recognized technical journals or proceedings of conferences in national and international conferences.

9. Involve in research activities for getting patents awarded.

10. Guide undergraduate and graduate projects and supervise Ph.D. programme.

11. Attend workshops, QIP conducted by AICTE, national and international companies / institutions.

12. Participate in consultancy and advisory services to companies / institutions.

13. Edit professional journals, technical monographs and proceedings of conferences.

Responsibility Allocation Procedures

Work load of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follow:

S.No	Activity	Hours per week		
		Professors/HOD	Assoc. Professors	Asst. Professors
1	Contact Hours (Instruction)	8	12	16
2	Preparation, Assessment, Evaluation	6	12	14
3	Administration, Research, Guidance and Counseling Developmental Activities etc.	22-26	12-16	6-10
	Total	**36-40**	**36-40**	**36-40**

The faculty should put in 40 hours of effective work per week. The Teachers shall be present in the institution during the working hours unless engaged in official work outside.

Contact Hours

The teaching is reckoned in terms of contact hours. The contact hours are sum of lecture, tutorial and practical hours. One lecture hour per week is rated as one contact hour and two tutorial or two practical hours per week are rated as one contact hour.

Pay Fixation Procedures

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

Fixed Pay

The fixed pay is guaranteed to all the staff members as per the AICTE/UGC pay scales. In addition there is a Provident Fund benefit to all the permanent staff that put in more than 2 years of service.

Incentive Pay

There is scheme in place which appreciates in writing the best performing faculty members who will be rewarded financially depending upon rating of their performance.

Fixed Pay Scales:

    1. Principal / Director   : 37400 – 67000 + AGP 10000

    2. Professor   : 37400 – 67000 + AGP 10000

    3. Associate Professor   : 15600-39100 + AGP 8000 / 37400 – 67000 + AGP 9000

    4. Assistant Professor   : 15600 – 39100 + AGP 6000

Note: The DA, HRA and CCA will be paid as per Government Norms.

Design of the Salary structure & Allowance

1. The basic pay is calculated as per the norms based on the rank at which the person is recruited.

2. Increments are calculated based on qualification and experience.

3. Regular Increments shall be sanctioned by the Principal only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In case of the HOD, the Principal is the sanctioning authority. In case of the Principal, the Chairman / the Secretary& Correspondent are the sanctioning authority. In case of employee in the office and other supporting staff, Principal is the sanctioning authority as recommended by the Administration officer in the prescribed proforma. The Management shall have the authority to withhold the increment for a certain period not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend oneself.

4. Additional increments will be sanctioned to the faculty upon qualification enhancement or publishing a research paper in national / international journal.

Seminar Grant

1. There is a provision for grant of an amount for attending the seminar once in a year in case of faculty who has put in six months of service. In case of the faculty leaving the institution within three months after attending the seminar the amount granted for the seminar has to be returned by the faculty.

2. The sanction for seminar grant could be obtained by applying in a prescribed format. Immediately on return, the employee should submit a detailed report of the proceedings of the seminar and the particulars of expenditure to the Principal through proper channel.

Membership Allowance

The technical society membership allowance will be granted to the faculty on successful completion of probation period. In case a faculty leaves the organization within three months after availing the facility the amount sanctioned will be recovered.

Medi-claim

A group Medi-claim policy will come into effect for the staff who have put in a minimum service of six months in the organization.

Performance Appraisal Procedure

A Performance Appraisal scheme is instituted. In this scheme the performance of the faculty will be analyzed through a feedback from the students, colleagues, seniors, the HOD and the Principal. The faculty is also entitled for a self appraisal. For this purpose there are two formats namely student feedback and self appraisal.

Training Procedures

Training needs of the faculty are continuously assed by HODs. The consolidated list is sent to the placement cell through the principal. Based on the placement officer organizes the training programme in consultation with the Principal. This is organized during winter and summer vacation and also the staff are deputed to attend various programmes conducted by other reputed Institutions. The identified training areas in general are

1. Presentation & Communication Skills

2. Teaching Methodology

3. R & D Procedures

4. Personality Development Programme

5. Continuing Education

Meditation Hall

CMRIT has a meditation hall, where meditation is conducted at regular intervals to develop mental peace and inner strength in the individual.

Retreats

CMRIT organizes a retreat once in a year to foster cooperation and brotherhood among the staff.

Organizational Manual

Meeting Procedures

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

Meeting with Heads of the Departments

Meeting with the Heads of Departments is conducted once in a week to brief them about the latest developments in the college and also to get feedback from them regarding fulfillment of various targets set including the academic schedule. Minutes of the meeting shall be recorded and circulated among all the HODs. Emergency meetings are held whenever required.

Intra Departmental Meeting

Each department 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.

Faculty Meeting

Total faculty meeting is conducted once in a fortnight. The agenda of the meeting is circulated among the faculty at least two days in advance to enable a fruitful discussion without the loss of time. The Minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for, whenever required.

Coordinators Meeting

The Coordinators of various committees meet once in a fortnight and discuss the progress of various targets set by themselves and record the Minutes of the meeting.

Report on Meetings

A brief and consolidated report of the meetings is sent to the Secretary& Correspondent once in a month to keep him informed about the happenings in the college.

Timings

All the faculty members are expected to be present in the college at least 10 minutes before the actual timing of the college and stay 10 minutes further after the end of the last period. A staff member can leave early or come late with prior permission of the Principal. This facility can be availed thrice in a month and the permission cannot exceed duration of one hour at a time.

Holidays

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

Sl.No.	Occasion / Festival	General/Optional
1	New Year Day	**Optional**
2	Moharam	General
3	Bhogi	General
4	Sankranthi	General
5	Kanuma	**Optional**
6	Republic Day	General
7	Maha Shivarathri	General

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8	Milad –Un-Nabi	General
9	Holi	General
10	Ugadi	General
11	Sri Rama Navami	General
12	Babu Jagjivan Ram Birthday	General
13	Good Friday	General
14	Dr. B.R. Ambedkar Jayanthi	General
15	Bonalu	General
16	Independence Day	General
17	Vinayaka Chathurthi	General
18	Ramzan	General
19	Bathukamma	General
20	Durgashtami	General
21	Vijaya Dasami	General
22	Gandhi Jayanthi	General
23	Deepavali	General
24	Bakrid	General
25	Christmas	General

Vacation

The faculty who have completed one year of service can avail summer vacation for a maximum of 28 days in an academic year. Others can avail proportionately. Vacation is sanctioned by the Principal, subject to recommendation by the Heads of Departments.

Norms for Utilizing Leaves

Leave calculations are done on the basis of calendar year.

1. Leave cannot be claimed as a matter of right. On exigencies of work the leaves so sanctioned can be either revoked or cancelled.
2. Leave account of each employee maintained.
3. The staff cannot avail more than three days of leave at a time. Special permission from the Principal is required to avail leave for more than three days.
4. The intervening holidays will be considered as leave except the weekly holidays i.e. Sundays and second Saturdays.
5. Leave is not permitted during peak period of the college, as decided by the Principal.
6. The un-utilized casual leaves will lapse by the end of the year and cannot be carried forward.
7. The Principal is the sanctioning authority of leaves for all the staff and the Secretary& Correspondent to the Principal.
8. The days of work put in by the faculty on non-working days will be treated as additional leaves (CCL) to their credit which has to be availed within six months.
9. The period of deputation of the Employees will be treated as *'On Duty'*.

Categories of Leaves

The following categories of leaves are available to the faculty members.

Casual Leaves

1. All employees of the College are entitled 12 days of Casual Leave in a calendar year or proportionate to the period of the service during the year.

2. A Facility of half-day casual leaves is available.

3. Casual leave can be availed with prior permission subject to work adjustment at the college.

Half Pay Leaves

1. Half-pay leave may be granted to an employee who has completed three years of service to an extent of 10 days in a calendar year on conformed medical grounds.

Maternity Leave

The confirmed female staff members are eligible for maternity leave for a period of three months leave with half-pay twice in total period of service. Employees availing this facility should sign a bond to serve the institute for duration of two years.

Marriage Leave

Staff who have put in a minimum of one year of service are eligible for a special leave of three days in case of his/her marriage.

Leave due to bereavement in family

On sudden expiry of an employee's kith and kin, three days of special leave is permitted for permanent faculty.

Study Leave

The Institution encourages qualification improvement of the faculty. To this end, the college grants study leave for its permanent employees with half-pay for that period. The maximum number of faculty deputed is restricted to one member per department per year subject to:

1. The faculty put in three years of service in the organization. The period of study leave should be for a period of two years for M.Tech. / M.E. / M.Phil. programme and three years for Ph.D.

2. The faculty concerned should execute a bond to the effect that he/ she shall serve the institution for double the period of study leave availed or refund double the amount in case of his/her decision to leave the organization earlier than the stipulated period. Any extension of such leave shall be on leave without pay.

3. The Management is the sanctioning authority for study leave on the recommendations of the Principal and the Head of the Department concerned.

Lean on employment

In case the employee so chooses to be away from duties for a period of one year or less lean on employment will be considered on the merits of the case. This facility can be availed by the employee who has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances.

Reprisal

Leave taken / availed against the normal procedure is considered as unauthorized absence and attract disciplinary action.

Travel Allowance

Staff on official duty can avail TA as per the following guidelines.

1. The employee can receive an appropriate amount as travel advance on filling up the prescribed form for the purpose.

2. In case of travel by bus, the actual fare will be reimbursed on production of proof.

3. In case of travel by train, the actual expenditure incurred will be reimbursed subject to a maximum of II AC for Professors and III AC for Associate Professors & Assistant Professors.

4. If there is no bus/train transportation facility, a taxi can be hired on authorization by the Principal.

5. Local Transportation Allowance will be paid a maximum of Rs. 150 per day.

6. The employee on return from temporary duty should submit all the bills concerning the expenditure with in two days.

Daily Allowance

Staff on official duty can avail DA as per the following guidelines.

S.No.	Category	A Grade City	B Grade City
1.	Professors	Rs.750	Rs.500
2.	Associate Professors	Rs.450	Rs.300
3.	Assistant Professors	Rs.400	Rs.250

For the purpose of claiming D.A., the absence of the employee from the head quarters is reckoned i.e., the time between the officer's departure and arrival from and to the Head will be taken into account. For period less than 24 hours of absence DA is admissible as per the following rates:

Absence Less than 6 Hours	No D.A.
Absence more than 6 hours, but less than 12 hours	Half D.A.
Absence more than 12 hours	Full D.A.

RULES of CONDUCT

Every faculty shall be governed by these rules and is liable for all consequences in the event of any breach of rules.

1. No faculty shall engage in strike or similar activities such as absence from work or neglect of duties etc.

2. Maintain integrity, devotion to the duties, honesty and impartiality in official dealings and be courteous and polite and be loyal to the Institution and the Management.

3. Be on time to the institution and be present during all working hours. No leave will be availed without prior approval; leave will be sanctioned only after adjustment of class work and other responsibilities. Even during leave or vacation, no faculty shall leave head quarters without the prior permission of the competent authority.

4. No faculty can be a member of any political party and participate in political activities.

5. No faculty shall divulge any information or make any statement, in writing or publishing via any media.

6. No faculty can engage directly or indirectly in any trade, private tuition or undertake outside employment.

7. Any faculty involved in legal proceedings of a court should keep the institution informed about the facts.

8. Any aggrieved faculty should seek redressal through the grievance procedure of the institute.

Disciplinary Action

1. Any employee is liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

2. After establishing the misconduct of the employee one or many of the following disciplinary actions will be initiated.

   a. Issue of a Memo

   b. Withholding increments/promotion

   c. Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.

   d. Suspension

   e. Removal from service

3. If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members – HOD and two senior faculty members from other departments.

An employee can appeal to the management/governing body against any punishment imposed upon him/her by the competent authority.

Terminated Staff member will not be reappointed under any circumstances.

Resignation Procedures

A resignee should follow the underlined procedure.

1. No faculty will submit resignation in the middle of the academic year. They should give one month notice or refund one month pay in lieu thereof to resign from the Institute that too only at the end of academic year.

2. The letter of resignation has to be forwarded through proper channel.

3. During the notice period no leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.

4. The faculty should submit a No-Due Certificate in the appropriate proforma.

5. The college issues a "relieving letter" along with "service certificate" and returns the certificates and documents pertaining to the faculty.

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TECHNICAL SUPPORT STAFF PROCEDURES

➢ **Categorization & Eligibility Procedures**

➢ **Recruitment Procedures**

➢ **Compliance requirements of the employee at the time of joining**

➢ **Awareness Procedures**

➢ **Duties and responsibilities**

➢ **Performance Appraisal procedures**

➢ **Training Procedures**

➢ **Grievance Redresal**

➢ **College Timings & Holiday Procedures**

➢ **Leave Procedures**

➢ **Allowance Accrual Procedures**

➢ **Conduct Rules**

➢ **Disciplinary Procedures**

➢ **Resignation Procedures**

Categorization & Eligibility Procedures

"*Technical Support Staff*" comprises the following categories with qualification, Experience and pay Scales:

S. No.	Category	Qualification & Experience	Pay Scale (TS State Govt.)
1	Workshop Superintendent	B.E. / B.Tech. Mechanical / Civil Engineering with 10 years of experience in the relevant field	12000-420-18300/-
2.	System Administrator	B.E. / B.Tech. or equivalent in Computer Science with 5 to 6 years of experience in networking and system administration.	8000-275-13500/-
3.	Programmer	B.E. (CSE) / B.Tech. (CSE) / M.Sc.(Comp. Science) / MCA	Rs.7385-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025-475-16925-550-17475/-
4.	Computer Operator	Any Degree with Computer knowledge.	Rs.6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030-360-13750-425-15025/-
5.	Technician / workshop Instructor	I.T.I. in the concerned trade & Apprenticeship.	Rs.5200-135-5605-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-11755/-
6.	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.	Rs.5750-145-6040-155-6505-170-7015-185-7570-200-8170-215-8815-235-9520-255-10285-280-11125-315-12700-330-13030/-

Note: The Pay Scales vary according to the State Government Norms.

Recruitment Procedure

The concerned HOD puts up a consolidated requirement to the Principal who in turn arranges for recruitment. An oral and practical interview is conducted by a committee consisting of the HOD and a Senior Faculty. The selected candidates will be interviewed by the Principal.

Compliance requirements of the technical support staff at the time of joining.

1. The appointee should abide by the rules and regulations of CMRIT.
2. The appointee should furnish the details such as bank Account No, PAN no, and deposit the relevant certificates in support of the qualification and experience.
3. The appointee should submit the joining report and sign an undertaking accepting to render a minimum of one year of service.

Awareness Programme

All the fresh appointees are introduced to CMRIT and all the rules and regulations of the institution, Department, the rules of Conduct are explained by the concerned Department Head.

Duties and responsibilities

He / She should assist the **Laboratory in-charge** in discharge of their duties like

1. Preparation of lab manuals.

2. Preparation of the lab requirements.

3. Maintenance of the lab equipment's and records i.e. quotation, purchase order, bills and stock registers.

4. Assist the students in conducting the lab experiments.

5. Prepare the lab schedules and display on the lab notice boards.

6. Maintain the record of the equipment issued to the student.

7. Close all the windows and doors, and seal the lab before leaving.

For the procedures like Performance Appraisal, Training, Grievance Redresal, College Timings & Holidays, Leaves, Allowance Accrual, Conduct Rules, Disciplinary, Resignation are same as per teaching staff procedures.

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ANCILLARY FUNCTIONARIES

- ➤ **Entrepreneurship Development Cell**
- ➤ **Industry Institute Interaction Cell (IIIC)**
- ➤ **Literary Club**
- ➤ **Right to Information Act**

Entrepreneurship Development Cell

EDC Cell was established in 2009 to develop entrepreneurial awareness, innovative ideas among engineering graduates and post graduates and to imbibe the spirit of entrepreneurship among the young aspirants. The students are encouraged towards self-employment through seminars, workshops, case studies etc. Training and Knowledge transfer is imparted in accordance with emerging trends in business. Guidance is provided for preparing project reports and market survey. Lectures by successful entrepreneurs are organized to create interest among young aspirants. The Cell also supports skill development activities that particularly cater to the economically weaker sections of the society and encourage them to start their own enterprise.

Industry Institute Interaction Cell (IIIC)

The objective of IIIC Cell is to minimize the gap between industry expectations and academic institutions by direct involvement of industry to attain a symbiosis.

CMRIT has placed emphasis on establishing strong ties with industry and for promotion of various industrial activities by the faculty members and the students. In order to keep up with the growing volume of industrial liaison activities, and even more importantly, to catalyze further growth and development of interaction between the Institute and the Industry, a separate cell (Industry-Institute-Interaction Cell-IIIC) was established in 2010.

IIIC has MOUs with several research organizations of various capacities and MOUs and agreements with various industrial and research organization in different fields and sectors to promote interactions.

Literary Club

With an intention to inculcate literary spirit among the students, CMRIT has established Literary Club for students to encourage and to provide a platform that can unveil their innate talent. On the occasion of Annual Day, every year, literary competitions like Elocution, Essay Writing, Debate and Quiz are conducted by the faculty members of the department of English and the winners of the competitions are awarded prizes and certificates.

RTI

Right to Information Act – 2005 is aimed to promoting transparency and accountability in the functioning of every government/public sector departments in many of the "Welfare schemes, Public Tax, Public Grievances, etc.," taken up by them.

The Right to Information Act 2005 (RTI) is an Act of the Parliament of India "to provide for setting out the practical regime of right to information is a fundamental right under Article 19(1) of the Constitution. Article 19(1) says that every citizen has freedom of speech and expression. People cannot speak or express themselves unless they know. Therefore, right to information is embedded in article 19 and is a fundamental right. In the same case, Supreme Court further said that India is a democracy. People are the masters. Therefore, the masters have a right to know how the governments, meant to serve them, are functioning. Further,

every citizen pays taxes. The citizens therefore, have a right to know how their money was being spent. These three aspects were laid down by the Supreme Court while saying that RTI is a fundamental right of the people of India.

Any information regarding RTI can be accessed at the website address www.telangana.gov.in/rti

Women Protection Cell

The Indian government recently introduced into the Indian Penal Code stringent laws termed *Nirbhaya laws* that deal with offences committed against women in the society in general and institutions and workplaces in particular. The punishment for harassment cases against women includes imprisonment for several years to life imprisonment depending on the gravity of the issue.

Our institution has always championed the welfare of women hence, right from the year of commencement **a committee** has been constituted to establish harmonious atmosphere in the premises.

In view of the recent mandate to set up complaints committee in every college and university and also work places we have constituted **Complaints Committee** with senior members among the faculty and girl representatives from among the students that deals with sexual harassment of women and girl students. Students and women teachers facing harassment can report to the committee.

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