ADMINISTRATIVE MANUAL

CMR TECHNICAL CAMPUS
Sponsored by CMR Technical Education Society
UGC AUTONOMOUS
Accredited by NBA & NAAC with 'A' Grade
Approved by AICTE, New Delhi and JNTU, Hyderabad
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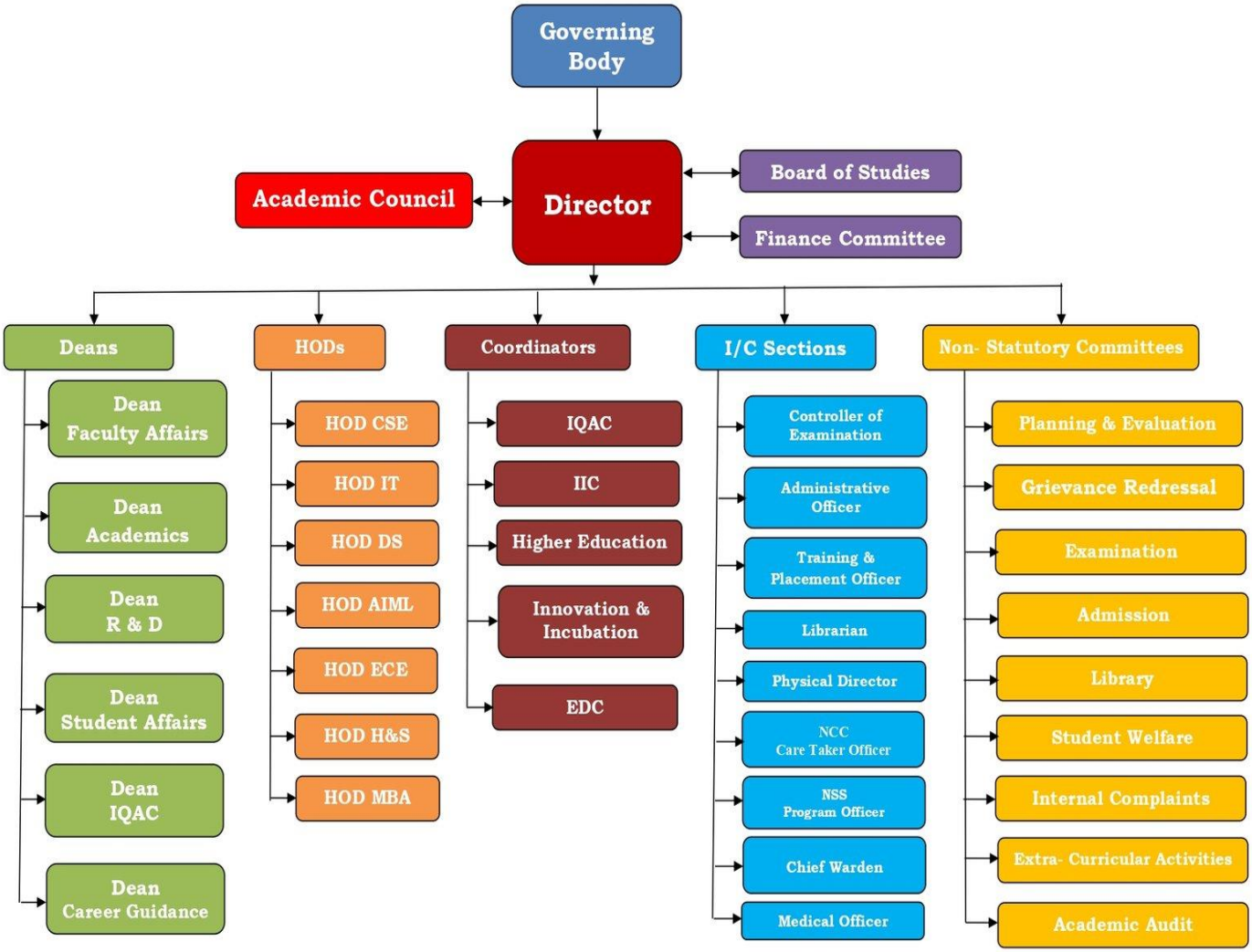
ORGANIZATIONAL SET-UP



Administration

Governing Body

The Governing Body of the institute consists of:

1. Chairman (CMRTES Chairman)
2. Member (Vice-Chairman of CMRTES)
3. Member (Secretary of CMRTES)
4. Member (Joint Secretary of CMRTES)
5. Member (Treasurer of CMRTES)
6. Director of the College (Member Secretary)
7. State Govt. Nominee
8. University Nominee
9. Administrative Staff of the College
10. Nominated Member from Industries
11. Nominated Academicians
12. Two Senior Faculty Members of the college

The governing body is the apex body of the institute, which meets yearly twice for monitoring the progress of the institute. Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body deliberates the following:

1. Guide the college while fulfilling the objectives.
2. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
3. Approve new programmes of study leading to degrees and/or diplomas.
4. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.
5. To approve annual budget of the college.
6. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Chairman

The Chairman, being the administrative head of the institute chairs the Governing Body. With his vast experience he steers the institute into the right direction with inputs from Governing Body members. Sensing the prevailing academic environment of the country, he proactively takes steps to upgrade the faculty and infrastructure of the institute.

Secretary

Secretary plays an active role in implementing the approved policies by chairman for functional areas of administration, accounts and estate. She steers the Student/Staff grievance, Anti ragging and Employ welfare cells. Additionally, she plays a vital role in framing of policies as required for smooth functioning of day to day operations in the institute.

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Academic Council

The Academic Council of the institute consists of:

1. Director of the College (Chairman)
2. Heads of the Departments
3. Four Teachers representing different categories of teaching staff by rotation on the basis of seniority of service in the College
4. Four experts/academicians from outside the Autonomous College
5. Three nominees of the University
6. Controller of Examinations
7. Dean Academics (Member Secretary)

The Academic Council takes-up the following activities.

- Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the Governing Body proposals for institution of new programmes of study.
- Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the Governing Body.

The Committee shall meet twice in a year and have discussions on the development and critical milestones achieved. A detailed report is prepared and submitted to the GB.

Academic Advisory Committee

Director, Deans and Heads of Departments constitutes college development council named as Academic Advisory Committee. This Committee translates the policy decisions of the management into implementable activities and follows up with their execution.

The Academic Advisory Committee takes-up the following activities.

- Draft policy frame work from the guide lines provided in the Administrative procedural manual by the top management.
- Frame the necessary academic structure so as to achieve the objectives of the college.

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- Supervise and coordinate the day to day administration of the college.
- Facilitate the events such as faculty and student induction programmes, workshops, seminars and symposium, cultural activities.
- To review the academic and related activities of the college.
- To review the students and faculty development programs.
- To visualize and formulate perspective plans for the development and growth of the college.
- To formulate master plan for campus development, facilitating implementation of the provision of the perspective plan.
- To draw new schemes of development for the college.
- To plan for resource mobilization through industry interaction, consultancy and extramural funding.
- To promote research and extension activities in the college campus.
- To promote teaching innovations and student placement programs.
- To plan for sustaining the quality of education, quality improvement and accreditation of the college.
- To recommend schemes to promote participation of academic departments in community development activities in the region.
- To consider such other activities for furtherance of academic excellence.

The Committee shall meet once in 3 months and have discussions on the development and critical milestones achieved. A detailed report is prepared and submitted to the Academic Council.

FINANCE COMMITTEE

Composition of Finance Committee:

(a) The Principal (Chairman).
(b) One person nominated by the Governing Body of the college for a period of two years.
(c) Finance Officer of the affiliating University.
(d) One senior-most teacher of the college nominated in rotation by the principal for two years.

Term: Term of the Finance Committee shall be three years.
Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:
The Finance Committee shall act as an advisory body to the Governing Body, to consider:

(a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
(b) Audited accounts for the above.

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Director

The Director is the academic head of the Institution. He is responsible for implementation of all the policy decisions of the management with a view to achieve the set targets. As the head of the Institution, the Director inspires the students and the staff. He motivates them for cordial working atmosphere to make the institute as centre of excellence.

The following are the important responsibilities:

- Frame objectives, policies, procedures for smooth functioning of the Institution.
- Regulate and Monitor the academic and administration activities.
- Carry out day to day correspondence with outside agencies like universities, governing bodies and other institutions for effective functioning of the institution.
- Maintain all the records for audit and inspection by various boards such as AICTE, Dept. of Technical Education, APSCHE, University and Welfare board and subsequently implement the suggestions made.
- Monitor all the Administrative activities like student's admission, fee collection, staff attendance, salary payments, procurements, accounts and auditing.
- Carry out the recruitment, retirement, appraisal & performance evaluation processes, meetings with all HODs at regular intervals, evaluation of feedback and take corrective actions.
- Carry out the procurement and purchase of infrastructure facilities like furniture & fittings, lab equipment, updating of the library and any such other requirement for the institution as per the prescribed procedures.
- Formulate and implement the long and short term plans keeping in view the requirements of the top management.
- Monitor the student discipline, attendance, syllabus coverage and regulate class and laboratory work.
- Curb the ragging by taking appropriate corrective measures.
- Carry out the Internal and External Examinations (Theory/Practical) procedures as per the university guidelines.
- Monitor the script valuation process and arrange to submit the marks to the university within the stipulated time.
- Gets student feedback with a view to monitor and provide a better learning environment for the students.
- Maintain a good public relation among the parents/guardians, press, resource persons/consultants from the industry and academicians.
- Carry out industry tie-ups, signing of MOUs for placements, workshops and live projects through placement cell.
- Resolve conflicts among Departmental Heads and Other functionaries like administration, accounts, security etc.
- Identify the core competencies, nurture and facilitate the faculty by giving all the necessary guidance and support.
- Maintain & build the image for the Institution – aim for overall development whilst projecting on its current strengths related to each department or activity.

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Deans

Deans are appointed by the Director in specific domains of academic and general administration to assist the Director, from amongst the Professors in the Institute. The specific domains identified for the institute are:

1. Dean (Faculty Affairs)
2. Dean(Academics)
3. Dean (Research & Development)
4. Dean (Student Affairs)
5. Dean (Internal Quality Assessment Cell)
6. Dean (Career Guidance)

- Dean plays an important role in taking forward the institution in a specific domain across the departments, wherein he/she is expected to strive hard to maintain uniformity and balanced growth of all the departments in their respective allotted domains.
- The role of Dean is not confined to a particular department, as departments are well managed in all domains by the respective HODs.
- The professors assigned with additional charge as Dean in specific domains should primarily work in tandem with HOD to strengthen the department to which they belong.
- The role of Dean is not to interfere in day to day activities of the departments, as that tends to incursion into HODs responsibilities.
- The Dean is nominated for a specific domain of all the departments, whereas HOD is nominated for a specific department in all the domains.
- Dean will be directly reporting to the Director, however will keep the concerned HOD informed the same.
- It is expected from HODs and departments to cooperate with Deans in delivering their roles and responsibilities.

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Dean (Faculty Affairs)

Roles & Responsibilities:

- To Scout the faculty members for various departments.
- To monitor faculty for effective implementation of approved timetable and conduction of Class work and Labs.
- To monitor students and faculty Movement during the class hours
- Leading the process of Staff selection and overseeing the processes of faculty and staff selection and retention.
- Maintenance of Personal Files, Service Book, Leave Records and other faculty related documents.
- To Foster ties between our Institute and other institutes of repute by signing effective/functional MoUs.
- To coordinate with HODs for the publication of Magazines, News Bulletins, Newsletter across the departments.
- Will take care of regular routine activities in the absence of Director.
- Dean (FA) will discharge the above duties and responsibilities with prior consultation of Director.
- Any other Faculty related tasks as assigned by Director/Management.

Dean (Academics)

Roles & Responsibilities:

- To ensure balanced Work Load distribution of faculty members.
- To ensure that the Time table is planned to its best, keeping in view the academic Calendar.
- To ensure effective implementation of academic regulations and academic norms/ circulars issued by the competent authority.
- To coordinate with departments for effective and timely completion of Syllabus and UG / PG Projects.
- To Coordinate BOS, Academic Council and Governing Body Meetings.
- To implement unbiased and ethical Evaluation process.

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- Coordinate with Exam branch for effective conduction of Examination system.
- To review students' attendance status and implement methods to improvise the same.
- Result Analysis and measures to improve the overall college pass percentage.
- Active participation in finalizing the annual Academic Excellence awards.
- Implementation and Monitoring of ERP effectively.
- To suggest suitable steps from time to time to achieve academic excellence in the institution.
- To suggest for infrastructural additions & effective resource management.
- Dean (Academics) will coordinate with Heads & Incharge-I of all departments in proper execution of his duties with prior consultation of Director.

Any other Academic related tasks as assigned by Director/Management.

Dean (Research & Development)

Roles & Responsibilities:

- To assist / guide the Principal Investigators (PI) & team of ongoing Sponsored Projects in the institute.
- Provide assistance / guidance for submitting of proposals to funding agencies as notified by different agencies round the year.
- Motivating Faculty/Students for different types of Hackathons, Idea competitions, workshops and various competitive events.
- Scrutinize the applications of Faculty members to attend Conferences.
- Encourage and motivate Faculty and students for adopting Innovative approaches in their field of interest.
- Implementation of Reimbursement policy of the Institute.
- Encouraging staff to register in various Professional Bodies and overlooking the Professional Bodies Activities in the college.
- Assisting the Faculty/students in writing research articles, filing patents and following up the status and statistics of Publications and Patents.
- Create and maintain database regarding faculty expertise and their publications.

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- Framing rules for industrial sponsored research and consultancy on case to case basis.
- Act as a bridge between Industry and Institute for Interaction Process.
- Incubations, Startups, IIC, MSME, will function under Dean (R&D).
- Participate actively in all the ongoing projects from initial stages of project proposal preparation to final stage of execution and submission of UC and other documents.
- Dean (R&D) will execute the above duties and responsibilities in coordination with R&D Coordinators from all the departments with prior consultation of Director.
- Any other R & D related tasks as assigned by Director/Management.

Dean (Student Affairs)

Roles & Responsibilities:

- Dean (SA) will be complete in-charge of the disciplinary affairs of all the Faculty and Students within the campus and also in the areas vicinity to the campus.
    - Will be part of all discipline related committees of every department and the institute, like Anti Ragging committee, Anti-Drug Committee, Internal Complaint Committee, Grievance Redressal committee and any other such committees.
    - All Physical Directors, Disciplinary Coordinators (NT) and Security Staff will be functional under Dean (SA).
- To encourage healthy living and lively positive relationships among students and the campus community.
- Student Activity Cell is abolished and all the clubs will function under Dean (SA)
- Create and maintain database regarding student extra circular activities achievements and to publicize it through Press/Social Media.
- To administer the Clubs to fall in line with the regulations and function properly.
- To amicably solve any student related discipline issues.

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- To co-ordinate the NCC, NSS, Games, Sports, Cultural and Co-curricular and Extra-curricular activities of the students along with the concerned in-charge faculty.
- Dean (SA) will discharge his duties in coordination with discipline coordinators with prior consultation of Director.

Any other Students related tasks as assigned by Director/Management.

Dean (Internal Quality Assurance Cell [IQAC])

Roles & Responsibilities:

The prime task of the **Dean (IQAC)** is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institute. For this the Dean will channelize all efforts and take measures towards promoting holistic academic excellence in the institute.

- Development and application of quality benchmarks/parameters for various academic activities of the institute.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and Orientation Program for faculty in departments.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating Accreditation related activities (NBA, NAAC, NIRF etc...), including adoption and dissemination of best practices.

- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality and maintenance of updated information on Web Site in coordination with HOD CSE.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
- Dean (IQAC) will execute the above duties and responsibilities with the aid of IQAC Coordinators of all the departments with prior consultation of Director.
- Any other task as assigned by Director/Management.

Dean (Career Guidance)

Roles & Responsibilities:

- Create and maintain database regarding students' academic achievements.
- To encourage and motivate the Students for Internships, GATE, TOFEL, GRE, higher studies as required.
- To take stock of Placement activities happening in the Campus from the Placement Officer.
- Co-ordination of Alumni Association.
- To Plan Industrial trips for students in coordination with HODs.
- To monitor the student counselling process adopted in various departments and to take steps for its effective functioning.
- Entrepreneurship Cell will function under Dean (CG).
- Dean (CG) will discharge his duties with the help of T&P Coordinators, Higher Education Cell and Entrepreneurship Development Cell with prior consultation of Director.
- Any other Career Guidance, T&P related tasks as assigned by Director/Management.

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Head of the Department

Departments will be managed by the Heads of Departments who will work under the guidance of the Director to reach the targets. A good departmental head is a well disciplined and dedicated person with leadership qualities. He / She motivate the Students and Staff to perform their respective academic / administrative duties and responsibilities.

His / Her duties are as follows:

- Check the attendance register every week and sign after verification.
- Preparation of (i) academic schedules and its implementation, (ii) academic time table, (iii) laboratory log books, manuals, registers, through the concerned faculty member.
- Prepare the list of laboratory requirements as necessary and initiate procurement action to facilitate smooth conduction of the lab experiments.
- Carryout the stock verification, maintenance of the lab and its equipment.
- Recommend the leaves / permissions of the staff within the department only after ensuring the work adjustments and maintain the leave record.
- Conduct regular staff meetings to monitor the progress and preserve the minutes of the meeting.
- Monitor the day to day student discipline, attendance and lab evaluation.
- Students having shortage of attendance must be counseled and their parents are informed.
- Meet the Director and discuss about the progress during the day and plan the next day activity.
- The overall distribution of the faculty work load should be unbiased.
- Monitor the syllabus completion at regular interval and prepare fortnightly reports for submission to the Director.
- Ensure and maintain the record of the theory and practical marks awarded is as per university regulations.
- Conduct the practical examinations as per the academic calendar of the university and the sealed answer scripts are stored for scrutiny by university authorities.
- The student's permission/Leave letters are approved only after evaluating the complexity.
- Enforce discipline among the students and prepare the list of indiscipline students and keep a close watch on them.
- Participate in any additional activities entrusted by the Director.

Board of Studies

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. All faculty members of the Department
3. Two subject experts from outside the parent University.
4. One expert member nominated by the University.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One member of the College alumni to be nominated by the Principal.
7. Two Experts from outside the Autonomous College

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Term: The term of the nominated members shall be three years.
Meetings: The Board of Studies shall meet at least twice a year.

Functions:
The Board of Studies of a Department in the college shall:

(a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
(b) Suggest methodologies for innovative teaching and evaluation techniques;
(c) Suggest panel of names to the Academic Council for appointment of examiners; and
(d) Coordinate research, teaching, extension and other academic activities in the department/college.

Coordinators / In-Charges

Faculties are entrusted with additional responsibility as "in-charges" of different committees for smooth and effective functioning of various intradepartmental processes. Committees like student welfare, club, sports, canteen, mentor, examination cell, disciplinary & anti-ragging, library, placements and other curricular and extracurricular activities will be headed by the coordinators. These coordinators will operate within the defined charter of duties and responsibilities set by the institution.

1. Attendance coordinators

i. To create awareness among the students about the rules and regulations related to attendance especially at the induction time and also at the beginning of the semester.
ii. To maintain data base of students with addresses and phone numbers.
iii. To coordinate the display of attendance information on the attendance notice board at least by 5th of every month.
iv. To provide a copy of attendance to the Director, HOD and maintain a record of attendance.
v. To keep the parents informed about the shortage of attendance of their wards and post the monthly attendance of all students on the college website.
vi. To monitor the attendance of those students who fall below the 75% and counsel them.
vii. To have separate record of the students who participate in the college events, programmes and also record of the students who informed about their illness.
viii. To have the record of students who inform the college about the illness.

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

i. To monitor the discipline of the students.
ii. To prepare a record of different categories of students like pro-ragging, notorious, mischievous, problematic, irregular and lazy from the concerned faculty to keep a close watch on them.
iii. To suggest corrective actions to be taken to curb indiscipline causing harm to the institutional reputation. Towards this end, the coordinator along with his team submits

recommendations to the Director. The Director reviews the recommendations and issues an order which will be executed by the coordinator.

iv. To maintain and coordinate the data of the students requiring psychological counseling or medical attention.
v. The coordinator in conjunction with the coordinators of all other committees (specifically with the cultural and sports committee coordinators) carries out management of all events.
vi. To gather information about student grievances through a suggestion box and inform the Director.
vii. To conduct awareness program among the students 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.
viii. To advise the girl students to be in continuous communication with the Director and the faculty with regard to any sort of ragging.

3. Examination cell coordinator

i. To coordinate the conduct of various examinations.
ii. To inform the Director regarding the scheduling, material requirement, procedures, invigilation status well in advance.
iii. To coordinate with the administrative staff with regard to requirement of stationery, printing and other material required for the conduct of examinations.
iv. To maintain total confidentiality and ethics in the conduct of the examinations.
v. To maintain all the records and information pertaining to the examinations.
vi. To conduct regular results analysis with the help of administrative staff and inform the Director.
vii. To prepare a monthly, quarterly, half yearly and annual report and submit to the Director.

4. Library activities coordinator

i. 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.
ii. To organize library audit once in every year
iii. To have book reviews and reading sessions by the students in the Library.
iv. To coordinate among student and staff and understand the library needs and inform the library about this.
v. To organize various functions and activities such as library week, or to install clubs such as reading club essentially to develop a very interactive and vibrant reading and library usage culture among the student and staff.
vi. To recommend the required volumes, titles of books, Journals, Magazines, News papers, Audio video CD's and infrastructure as per AICTE/ JNTU norms.
vii. To check the correctness in the stock register/ Accession register and prepare a monthly, quarterly, half yearly and annual report and submit to the Director.
viii. To bring to the notice of the Director any complaints / suggestions from the students / staff.

5. Coordinator for Training & Placement Activities

The activities of this coordinator comprise of (I) Training (II) Placement (III) Alumni.

I. *Training*

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

II. Placement

i. To maintain the data base of various companies / prospective recruiters and recruiting agencies and correspond with them.
ii. To coordinate with the HOD's, Exam branch, and the Director 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.
iii. To organize regular mock interviews and group discussions in association with the language faculty.
iv. To intimate the students about the placement campaign in various major cities in the country.
v. To correspond with various prospective employers with respect to Project Works, Seminars, Industry Visits and Job recruitment
vi. To gather the information about further studies of various universities and display the same for higher studies.
vii. To procure and organize all the brochures, question papers and other information related to advanced courses such as GRE / TOFEL / GMAT / GATE etc in coordination with library committee.
viii. 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 Director, and maintain a record of the same for AICTE/ NBA Accreditation/ JNTU etc.

III. Alumni

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

6. Staff Meetings & Staff Welfare activities coordinator

Staff Meetings

i. To organize the staff meetings once in a fortnight and also emergency meetings as and when required.
ii. To see that the entire faculty are intimated about the meeting through a circular.
iii. To prepare, circulate and maintain a record of the minutes of the meeting.

Staff Welfare

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i. To organize 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.
ii. To organize the birth day / marriage day greeting cards and cheques.
iii. To coordinate faculty picnics and retreats.
iv. To coordinate the presentations / gifts to the faculty on occasions such as marriage.
v. To prepare a monthly, quarterly, half yearly and annual report of all the above activities and submit to the Director.

7. Magazine / News Letter / Seminars coordinator

Magazine

i. To motivate students to contribute articles, sketches, clippings from newspapers or magazines.
ii. To select articles for display i.e. puzzles, quizzes, word games, etc. at least once a week and distribute prizes to the winners.
iii. To change articles once or twice a week depending on the importance of the article.
iv. To maintain a report of the exhibits.

News Letter

i. To keep a record of events and collect data regarding departmental activities.
ii. To collect photographs of all college events.
iii. To write reports on all events.
iv. To motivate students to write and collect articles.
v. To inform students about careers, higher studies, etc.
vi. To coordinate publishing of newsletter.

Subject Seminars

i. To motivate the students for active participation in the seminars.
ii. To help the students in preparation of the seminar papers.
iii. To conduct the event in a free and fair atmosphere.
iv. To declare the winners through the selection panel.
v. To maintain the records properly.

8. Events / Cultural Activities coordinator

i. To coordinate all the events and festivals of the college as per schedule and procedures.
ii. To prepare a data base of highly talented students in different activities and motivate them to participate in the events within and outside the college.
iii. To organize the cultural events with the help of other staff members.
iv. To mobilize the resources like audio-visual equipment, stage management material, costumes, presentation materials, stage decoration items etc.
v. To maintain the photo album, video and audio recording of all the events organized at the college.
vi. To maintain all the files, bills, reports, records and documents pertaining to every event organized in the college and submit to the Director.
vii. To identify cultural and technical event in charges.

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viii. The coordinator if he so desires may form subcommittees as mentioned below for the 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. Web-Site Coordinator

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

10. R & D Coordinator

i. To constitute a project screening committee – to process any project selected by the Student.
ii. To ensure and encourage development of in-house projects.
iii. To help the students in selecting live projects in their respective areas.
iv. To liaise with the outside institutions of repute for carrying out research and consultancy activities.
v. To maintain a database of the research activities carried out by the students.

11. Club coordinator

i. To organize for a membership drive to various institutions of repute such as CSI student chapter, ISTE chapter, IEEE etc.
ii. To conduct regular meetings (monthly) of the student chapters.
iii. To organize events on behalf of the student chapters.
iv. To conduct / organize guest lectures.
v. To maintain a think tank to generate ideas regarding continuous development of all aspects of the Institutions.

12. Canteen coordinator

i. To visit the canteen at regular intervals and check the hygiene of food, utensils, cleanliness of the kitchen and surroundings.
ii. To advise the canteen supervisor to maintain quality and see that the rates are under control.
iii. To get periodic feedback from the students and staff about the services at the canteen.
iv. To interact with the canteen supervisor regarding the complaints and bring to the notice of Director by exception.

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13. Students Counselors

i. To maintain the student's record in the prescribed format.
ii. To conduct counseling periodically.
iii. To guide the students in improving their academic standards and to create a positive attitude among them.
iv. To create awareness among students about ragging and its implications.
v. To advise do's and don'ts to students in general, girls in particular.
vi. To contact with the parents in case of student's irregularity and personal problems if any.
vii. To bring any serious matter to the notice of HOD/Director.

14. Time Table coordinator

i. To prepare timetables well in advance before commencement of class work in coordination with all departmental heads and submit to the Director.
ii. To distribute the work load equally among the faculty.
iii. To circulate the timetables to all concerned faculty, HOD's, students, examination cell in time.

15. Games & Sports coordinator

i. To ensure the availability sufficient quantity of sports equipment through purchase as and when required by following the establish purchase procedures.
ii. To coordinate the maintenance of records of the purchase i.e. quotation, purchase order, bills and stock register.
iii. Any issue deemed fit must be brought to the notice of the Director.

16. Transport coordinator

i. To check and ensure the regularity of the buses at different stages and to ensure that sufficient seats are available for the commuters.
ii. To study and suggest regulation of the routes of the buses to avoid overcrowding and long routing.
iii. To coordinate the payment of bus fares by the commuters with the help of bus in charges.
iv. To bring to the notice of the Director any irregularities and grievances of the commuters in connection with the transportation.

Office Management System and Procedures

The Administrative Officer is responsible for establishing the systems and procedures in consultation with Director. The office consists of the following staff for its functioning.

- Administrative Officer
- Academic Officer
- PA to Director
- Accountant
- Cashier/Accounts Clerk
- Office Assistant - Staff Related Functions
- Office Assistant - Student Related Matters
- Office Assistant – Scholarship and liaison

CMRTC

- 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.

Duties and Responsibilities of Non-Teaching Staff

Administrative officer

Administrative officer is responsible for

- Security
- Canteen
- Material Procurement including stationary.
- Supervision of sanitation, maintenance of the furniture and general equipment.

- Student Admissions
- Internal Arrangements
- Transport
- Miscellaneous
- Campus discipline
- Office Administration & Correspondence.
- Submission to and receipt of correspondence from
  - Higher Education
  - Technical Education
  - JNTU
  - Minority cell if applicable
- Report to Director/ Secretary daily on the work progress.
- Any other work assigned by the authorities from time to time.

Academic Officer

- To maintain the Director's Office with complete information pertaining to JNTUH, AICTE and other Regulating bodies.
- Collect the Academic and Research related information from the departments and maintain the repository of all the academic files.
- Consolidation of the data provided by the departments and to update the academic files statistically and present the complete college information as required.
- Drafting of the letters, memos, and circulars as directed by Director.
- To work effectively in coordination with departments in affiliation processes.
- Maintain the minutes of meetings chaired by Director/ Chairman and to dissipate the tasks assigned to concerned member desk.
- Timely response to communications received from Government bodies/ Universities/ Colleges/ Corporate offices/ Media/ Surveying bodies and any other queries from individual sources.
- Maintaining the overall information pertaining to college like: Staff Information, Laboratory information, Departmental Budgetary documents, etc.
- Any other consolidated/ individual department information as required by the director to be attained from departments and to be submitted.
- The roles and responsibilities mentioned above are indicative but it is expected that the Academic Officer will exhibit his belongingness towards institute and work towards in tandem with all the responsible members and contribute in progress of the Institution.

PA to Director

He provides secretarial help to the Director.

Accountant

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

1. Fee collection
2. Bill payments

3. Salaries and acquaintances.
4. Purchases
5. Sundry expenditures.
6. Liaison with banks and financial institutions for loans
7. Student scholarships
8. Individual income-tax assessments and advice.
9. DD payments for various government institutions
10. 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. Student personal files
3. Admission cum academic Register
4. Bonafide Certificates & ID Cards
5. Students list preparation in consultation with Exam Cell I/C
6. Loan estimation
7. Transfer /college leaving certificate
8. And any other student related work

Office Assistant – scholarship and liaison

Prepare and maintain the records of

1. Eligible students for scholarships of various categories.
2. Submit and follow up with government agencies till the scholarship is materialized.
3. Disbursement of scholarship through cheques.
4. Submit acquaintances to the government and follow up the renewals.

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Front office assistant/Telephone operator

1. Present a good show of 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 the intercom.

Estate in-charge

1. Maintain the premises neat and tidy.
2. Monitor and maintain all the constructions.
3. Carry out construction of additional buildings as directed by the management.
4. Keep 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

Work as per directions of AO and Director in keeping the premises clean and carrying out various sundry works as and when required.

Computerization

The entire office is computerized with quick entry and retrieval of information.

Files and Registers

The college shall have all the necessary files and registers that are required for smooth functioning of the college and shall 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

The college shall maintain systematic computerized accounts through its accountant and AO. The methodology of accounts shall be approved by the Auditor and Chief Accounts Officer of CMRTC.

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

CMRTC

Admission records

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

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 Director.

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 PROCEDURE

- **Admission Procedure**
- **Fee collection Procedure**
- **Admission Cancellation Procedure**
- **Attendance & Discipline Procedure**
- **Placement Procedure**
- **Student College Leaving Procedure**

Admission Procedure
Admin in charge / concerned admin Staff is responsible for proper counseling and rendering all the information sought for by the parents during the admission time. This should be done by taking the parents through all the laboratories if required so that the parents are fully satisfied with the facilities provided at CMRTC.

Admission to B.Tech. is done through EAMCET a common entrance test conducted by the Govt. of AP. 70% of the seats are allotted for the merit students under convener quota of EAMCET. 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 ECET, under lateral entry Scheme. Admission to MBA and M.Tech. are made on the merit in ICET and PGECET / GATE Score respectively.

Ensure that the student submit 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. EAMCET/ECET/ICET/PGECET/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 envelops with required stamps

Admission Report
The concerned Admin Officer / Admin Staff should render a daily report to the Director about the no 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 Admin Staff must prepare the final list of the candidates under various categories for perusal by the Director.

CMRTC

Categories of Fee
The admin staff should collect the fee as per the communication form the secretary / Director. No fee other than the above should be collected under any circumstances.

Timing of the Fee Collection
The fee shall be collected one week before the beginning of the course. The due date for the payment of fee can be extended by one week with a fine of Rs. 25 per day and by two weeks 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 "Director, CMR Technical Campus" payable at Hyderabad.

Fee Receipt Method

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

Student Fee collection Report

The college shall send a daily fee collection report to the Secretary& Correspondent through the Director 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 shall maintain a fee collection register having one separate page for each student.

Admission Cancellation Procedure

If any student intends to cancel the admission for any reasons 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 studying with the help of scholarship.

Report on admission cancellation

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

College Timings

All the students should follow the college timings i.e. 9.20 am to 3.40 pm in all working days.

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

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

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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. 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 their parents

1. The college undertakes to post the students information regarding their attendance and marks (both internal and external) regularly on their website: www.cmrtc.ac.in. However in the case of students whose attendance is below 75% and of 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 fails below 75% and a fine @ Rs. 5/- per lecture hour will be levied.

Student Discipline

Nothing can be achieved without discipline. In our Institute students who resort to in disciplinary actions, rude behavior and indecent dressing etc will regularly identified/warned and kept on a continuous watch by the faculty. They are counseled by the concerned Heads of Departments and Director 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 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 ID card. The formal dress 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.

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Student Placement Procedures

The following are the various activities to be done under 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 students may take help from the placement officer while preparing their profiles and resumes.

3. 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 keeps all the information ready regarding the out going 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.

An Alumni Feed Back Form

The college shall get the alumni feedback form filled by the out going student which is used to update the database (alumni) of the placement cell.

Recommendation letter issue procedures

The college shall use a recommendation letter designed for the purpose. The college shall collect Rs. 250 in the form of DD for dispatching the recommendation letter to the concerned Institute/University where the student is seeking the admission.

CMRTC

TEACHING – LEARNING PROCEDURE

- **Teaching – Learning Procedure**
- **Lab Management Procedure**
- **Library Management Procedure**

Teaching methodology

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

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

Guest Lectures
The teaching / learning will involve a good portion of guest lecture. Presentations / lectures are conducted by inviting eminent personalities from industry/academics to boost their skills.

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

Student Assignments
Each student group shall be given assignments. Each group will submit a minimum of two assignments per semester. These assignments questions shall be 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 student skills. The college shall enter Into MOU's with organizations to improve personality development of the students.

Project Work
Each student will be doing mini projects 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 will be guiding the student from the college along with an external guide in the field.

Industrial Tours & Educational Tours
The college will organize industrial and educational tours at least on each in final and pre-final years.

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Student Counseling

The faculty shall counsel students at regular intervals. Each faculty member will be attached to a group of 20 students. The faculty should try to motivate the students continuously and guide them to achieve their targets.

Laboratory Management Procedures
Each department have the required number of laboratories as prescribed by AICTE and JNTUH.

Lab Guidance
State of art labs is provided. Each faculty will handle 20 students in each lab. Faculty is assisted by the lab programmers/lab assistants.

Lab Methodology
The faculty prepares lab manuals for each lab which is followed strictly.

Lab administrative mechanism
Each lab is maintained by lab-in-charge and Lab-assistant. The assistants have to maintain registers like login register, 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 Director.

Lab Attendance
It is mandatory for all the students to attend their lab sessions. Students should follow the dress code and rules to attend the lab sessions. Lab records should be submitted in the next lab session. The students shall 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 student performance in each lab. The evaluation process is given in the lab attendance register.

Lab Management
All the computer laboratories are provided with UPS. The electronic labs are provided with necessary UPS along with stabilizers where necessary. In computer laboratory the server shall have a minimum of two-hour battery backup and all the nodes having a minimum of half an hour back-up capability.

Library Management
Special emphasis is laid on the library management procedures and developing the library with world class literature and competent enough to match the premier educational institutions. Library will be taken-up as a strategic instrument 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 has sufficient number of text books so as to serve the basic needs of the students.

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Focus on reference and general books

The library focuses on having large number of reference and general books.
The reference section will consist of

1. Advanced titles on various subjects that are needed towards 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 a 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, Chronicle Review.

4. Added with back volumes of Journals and periodicals.

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News Papers

College subscribes to leading news papers such as The Hindu, Times of India, Economic Times, Business Standard, Deccan Chronicle, Eenadu, Sakshi, Vartha, Andhra Jyothi, 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 digital library is established with good number of digital books & articles in various formats.

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
Library follows a good display system of new arrivals, notifications, or any other information to be shared with the students and staff.

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

Library Register Maintenance
Library has student log book, staff log book to understand the frequency of usage of library. Apart from this, the library shall maintain accession register, stock register; purchase register, magazine and journal entry register, library issue register.

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

Ambience
An excellent ambience is created in the library consisting of display stands and boards, news paper stands, magazine rack, new arrival rack, etc along with reprographic facilities.

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FACULTY RELATED PROCEDURE

- **Categorization & eligibility procedure**
- **Recruitment procedure**
- **Compliance requirements of the employee at the time of joining**
- **Induction Procedure**
- **Duties and responsibilities**
- **Teaching and Research related activities**
- **Responsibility allocation procedure**
- **Pay fixation procedure**
- **Performance appraisal procedure**
- **Training procedure**
- **Faculty development Procedure**
- **Grievance redresal**
- **College meeting procedure**
- **College timings & holiday procedure**
- **Leave procedure**
- **Allowance accrual procedure**
- **Conduct & Disciplinary procedure**
- **Resignation procedure**

CMRTC

Categorization & Eligibility Procedures

"*Teaching Staff*" comprises the following categories:

a. Director
b. Professor
c. Associate Professor
d. Assistant 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** BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech. **Master of Business Administration** First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable **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** Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid. **Master of Business Administration** Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable. Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid. **Non-Engineering** Ph.D. and First class Master degree in concerned subject along with a minimum of 5 years teaching experience at UG/PG or Engineering are eligible.

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Sl. No.	Cadre	Prescribed Qualifications and Experience
3	**Professor**	**<u>Engineering & Technology</u>** Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications / IPR/ patents, etc., as deemed fit by the expert members of the Selection committee. **<u>Master of Business Administration</u>** Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid. **<u>Non-Engineering</u>** 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	**Principal / Director /**	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable.

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	Head of Institute	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

**** 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.

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 the 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.

CMRTC

Librarian

Librarian is responsible for equipping and maintenance of the library as per AICTE norms.
In discharge of his function:

1. Make a list of Books both with titles and volumes for each course with the coordination of HODs and Teaching staff, get it approved by the Director, 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 modern lines and make it a model one.
6. Prepare and submit returns to the Director on the happenings in the library.

Physical Director

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

1. Conduct sports and games as per time table.
2. Prepare the promising students to take part in inter university games and sports.
3. Make the students win prizes, so that the college name appears in sports field predominantly.
4. Prepare and submit the performance of the college in this field on regular basis.

Recruitment Procedure

CMRTC recruits staff in line with the requirement of Semester programs. Based on the turnout of the staff and the requirement as per the curriculum, the need of the staff is continuously updated by HOD's in consultation with Director. The total requirement is arrived by summing up the lists provided by the HOD's.

1. The recruitment committee consists of external Subject Expert, respective HOD's with two senior staff.

2. A notification is published in one of the largest circulated daily's inviting the applications from the candidates to submit with in 10 days from the date of notification.

3. The received resumes will be scrutinized by the respective HOD's .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 subject demonstration followed by a personal interview in the presence of the committee.

6. The short listed candidates at the professor cadre will be selected based on an informal meeting with the Directors and Secretary of CMRTC.

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

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

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Compliance requirements of the employee at the time of joining.

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

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 to the CMRTC Institutions through a one day induction programme which consists of

1. Creating awareness about the culture, norms, standards and expectations of CMRTC.

2. To make the new appointee acquainted with the existing faculty of CMRTC and in particular with the respective department.

3. Facilitating the individual conversant 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 in front of the class room at least 5 minutes before the commencement of class and engage the whole session.

4. Follow college and departmental policies and procedures. The faculties 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.

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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 the CMRTC 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 CMRTC 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 out side the CMRTC 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:

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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. 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 CMRTC 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.

VI Pay Scales:

1. Professor : 37400-67000+AGP 10000
2. Associate Professor : 37400-67000+AGP 9000
3. Assistant Professor : 15600-39100+AGP 6000

Note: D.A., H.R.A and C.C.A. will be calculated on basic pay (Pay Band + AGP). 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 norms based on the rank at which the person is recruited.

2. Increments are calculated based on qualification and experience.

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3. Regular Increments shall be sanctioned by the Director only on satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma. In the case of HOD, Director is the sanctioning authority. In the case of Director, Chairman / Secretary& Correspondent is the sanctioning authority. In the case of employee in the office and other supporting staff, Director is the sanctioning authority as recommended by the Administration officer in the prescribed proforma. The management shall have the authority to withhold an 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 Director 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 Director. 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 Director. Based on the placement officer organizes the training programme in consultation with the Director. This is organized during winter and summer

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

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

Meeting Procedures
The following meetings are conducted at regular intervals under the chairmanship of the Director.

Meeting with Heads of Departments

Meeting with 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 HOD's. Emergency meetings are organized 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 the participants to come prepared for a fruit full discussion without loss of time. The minutes of the meeting are recorded and circulated immediately after the meeting. Emergency meeting could be called for whenever required.

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

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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 till 10 minutes after the end of the last period. A staff member can leave early or come late with prior permission of the Director. 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
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	Varalakshmi Vratham	**Optional**
16	Sreekrishnastami	General
17	Independence Day	General
18	Vinayaka Chathurthi	General
19	Ramzan	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 30 days in an academic year. Others can avail proportionately. Vacation is sanctioned by the Director subject to recommendation by the Heads of Departments.

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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. A Leave account shall be maintained for each employee in an appropriate form.
3. The staff can not avail more than three days of leave at a time. A special permission from the Director 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, decided by the Director.

6. The un-utilized casual leaves will lapse by end of the year and cannot be carried forward.

7. Director is sanctioning authority for all the staff and Secretary& Correspondent to the Director.

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 for the faculty members.

Casual Leaves

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

2. 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

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

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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. Management is the sanctioning authority for study leave on the recommendations of the Director 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.

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

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.

CONDUCT RULES

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 institute and 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.

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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.

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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 AND SUPPORTING STAFF PROCEDURE

- **Categorization & Eligibility Procedure**
- **Recruitment Procedure**
- **Compliance requirements of the employee at the time of joining**
- **Awareness Procedure**
- **Duties and responsibilities**

Categorization & Eligibility Procedures

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

S. No.	Category	Qualification & Experience	Pay Scale (AP 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:

Recruitment Procedure

The concerned HOD puts up a consolidated requirement to the Director 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 Director.

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

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

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 the CMRTC and all the rules and regulations of the institution, Department, the conduct rules 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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