



PKM Educational Trust ®

# R R Institute of Technology

(Affiliated to VTU and Approved by AICTE, Recognised by Govt. of Karnataka)

Accredited by NAAC

## R R Institute of Technology GOVERNING COUNCIL MEMBERS

Sl. No.	Name of the Member	Affiliation	Position
1	Shri. Y. Raja Reddy	Chairman, PKMET	Chairman
2	Shri. H. R. Kiran	Secretary, PKMET	Member
3	Shri. H. R. Arun	Director, PKMET	Member
4	Dr. K. Rajinikanth	Former Principal, MSRIT	Member
5	Mr. Somashekar H L	Retd. Additional Controller, Accounts Department, Govt. of Karnataka	Member
6	Mr. L N Prasad	Lakshmi Vacuum Technologies Pvt. Ltd., Bengaluru.	Industrialist
7	Dr. Mrityunjaya V Latte	Principal, JSSATE, Bengaluru	Member, VTU Nominee
8	Dr. S.G. Sreekanteswara Swamy	Former Executive Secretary, KSCST	Member
9	Prof. Dr. Vishnukant S Chatpalli	Vice chancellor, Karnataka State Rural Development and Panchayat Raj University. Gadag	Member
10	Dr. H. U. Talwar	DTE, Bengaluru	Member, DTE Nominee
11	Dr. R. Sakthivel	Regional Officer & Assistant Director	Member, AICTE nominee
12	Prof. Dr. Ramachandra Murthy	Professor, Engineering Mathematics	Member-Faculty Nominee
13	Mrs. G. Parimala Gandhi	Associate Professor, Electronics & Communication Engineering	Member-Faculty Nominee
14	Prof. Dr. Mahendra K V	Principal, RRIT	Member Secretary

*Mahendra K V*

PRINCIPAL

R.R. INSTITUTE OF TECHNOLOGY  
Chikkabanavara, Bangalore - 560 090.

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Since 1993

PKM Educational Trust @

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## PROCEEDINGS OF THE 20<sup>TH</sup> GOVERNING COUNCIL MEETING HELD ON 24/05/2022

The 20<sup>th</sup> Governing council meeting was convened on 24<sup>th</sup> May 2022 and the meeting began at 11.30 a.m. as scheduled with the following Governing Council members present.

### GOVERNING COUNCIL COMMITTEE MEMBERS

1	Shri. Y Raja Reddy	Chairman, PKM Educational Trust	Chairman
2	Shri. H R Kiran	Secretary, PKM Educational Trust	Member
3	Shri. H R Arun	Director, PKM Educational Trust	Member
4	Dr. K Rajanikanth	Former Principal, MSRIT	Member
5	Sri. Somashekar H L	Retd. Additional Controller, Accounts Department, Govt of Karnataka	Member
6	Sri. L N Prasad	Lakshmi Vacuum Technologies Pvt. Ltd., Bengaluru	Industrialist
7	Dr. Mrityunjaya V Latte	VTU Nominee	Member
8	Dr. S G Sreekanteswara Swamy	Former Executive Secretary, KSCST	Member
9	Prof. Dr. Vishnukant S Charpalli	Vice Chancellor, Karnataka State Rural Development and Panchayat Raj University, Gadag	Member
10	Dr. H U Talwar	DTE Nominee, Bengaluru	Member
11	Dr. R Sakthivel	AICTE Nominee, Regional Officer & Assistant Director	Member
12	Dr. Ramachandra Murthy	Professor, Mathematics Department.	Member (Faculty Nominee)
13	Mrs. G Parimala Gandhi	Associate Professor, ECE Dept.	Member (Faculty Nominee)
14	Dr. Mahendra K V	Principal, RRIT, Bangalore	Member Secretary

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**MEMBERS PRESENT:**

1	Shri. H R Kiran	Secretary, PKM Educational Trust	Member
2	Shri. H R Arun	Director, PKM Educational Trust	Member
3	Dr. Mrityunjaya V Latte	VTU Nominee	Member
4	Dr. S G Sreekanth Swamy	Former Executive Secretary, KSCST	Member
5	Dr. Ramachandra Murthy	Professor, Mathematics Department.	Member (Faculty Nominee)
6	Mrs. G Parimala Gandhi	Associate Professor, ECE Dept.	Member (Faculty Nominee)
7	Dr. Mahendra K V	Principal, RRIT, Bangalore	Member Secretary

**MEMBERS ABSENT:**

1	Shri. Y Raja Reddy	Chairman, PKM Educational Trust	Chairman
2	Dr. K Rajanikanth	Former Principal, MSRIT	Member
3	Sri. Somashekar H L	Retd. Additional Controller, Accounts Department, Govt of Karnataka	Member
4	Sri. L N Prasad	Lakshmi Vacuum Technologies Pvt. Ltd., Bengaluru	Industrialist
5	Prof. Dr. Vishnukant S Charpalli	Vice Chancellor, Karnataka State Rural Development and Panchayat Raj University, Gadag	Member
6	Dr. H U Talwar	DTE Nominee, Bengaluru	Member
7	Dr. R Sakthivel	AICTE Nominee, Regional Officer & Assistant Director	Member

Dr. Mahendra K V, Principal welcomed all the GC members for the meeting. Our beloved Director Shri H R Arun welcomed delegates and special invitees on behalf of PKM Educational Trust with a bouquet.

Principal, RRIT officially introduced all the GC members and welcomed them for the meeting to discuss the following agenda.

1. NBA team visit.
2. Any other topic with the permission of the Chair.

Principal briefed on NBA peer team visit which is scheduled on 10<sup>th</sup> to 12<sup>th</sup> June 2022.

Principal requested GC members for key input.

The following are the key inputs suggested by the GC Members.

- Maintain Student and Faculty Ratio.
- Documentation of Infrastructure facilities to be maintained.
- Year wise list of Faculty and Students details to be kept ready.
- Teaching Learning methodologies adopted to be presented to the committee.
- Implementation of Student Centric Process.
- Conduct NBA Mock team Visit to check the preparedness.
- Maintaining Result, Placement, Publications document.
- Emphasis on the implementation of NEP.
- Maintaining the documentation of Leading-Edge Technology
- At the Institute level maintain the policies Budget Allocation and Utilization report, Feedback Mechanism followed.
- List the Student Centric Focus.
- Bring an awareness on NBA team visit and its importance.

GC Members wished College to get succeed in NBA team Visit.

Principal thanked all the members of Governing council and for the key inputs and the valuable suggestion.

*Mahabunzisi*  
**Principal**  
**PRINCIPAL**  
**R.R. Institute of Technology**  
**Bangalore-560 090**

# **Service and Conduct Rule for the Employee of the R.R. Institute of Technology**

## **1. SERVICE RULES**

These rules may be called

**“THE SERVICE RULES FOR THE EMPLOYEES OF R.R. INSTITUTE OF TECHNOLOGY”.**

**The R.R. Institute of Technology here after called RRIT.**

- 1.1 The Rules shall come into force from the date of approval by the Governing Council of the RRIT.
- 1.2 The members of Governing Council reserve the right to amend/modify/delete/add to any of these Rules and to bring any such amendments/alterations with effect from such date as it may apply.
- 1.3 The rules shall apply to all employees working in RRIT irrespective of drawing a scaled salary, consolidated salary, daily wage or on part time work.
- 1.4 In respect of matters not specifically provided in these rules, the Governing Council shall be the competent authority to issue such directions or orders it may consider appropriate and such directions or orders shall carry as much authority and effect as these Rules.
- 1.5 Any Rules under this Service Rules requiring clarification and interpretation shall be referred to the Governing Council, whose clarification/ interpretation shall be final.

## **2. DEFINATIONS:**

- 2.1 **College/ Institution:** Means RRIT
- 2.2 **Chairman:** means the Chairman of the Governing Council.
- 2.3 **Governing Council:** means a board constituted to manage the affairs of an Institution. Constituted, according to the guidelines given by AICTE or university or other affiliated bodies.
- 2.4 **Director:** A member of the Governing Council in charge of an Institution.
- 2.5 **Management:** The Board of Trustees or administrative body headed by the member appointed by Board of Trustees.

- 2.6 **Competent Authority:** in relation to the exercise of any power, means the Governing Body or the Governing Council or the Board of Management or Committee of Management or any other authority empowered to exercise any such powers.
- 2.7 **Casual employee:** means one who is engaged on a day to day basis for a specific work of sporadic and casual nature.
- 2.8 **Contract employee:** means who is employed on a contract for a fixed time and for limited operation.
- 2.9 **Continuous Service:** means the services of an employee from the beginning of his/her services without any break in the services.
- 2.10 **Consolidated Pay:** means fixed pay and inclusive all. It does not carry any benefit in present or future other than the agreed consolidated fixed amount. The split of consolidate fixed pay into various component of pay for administrative compliance shall not be interpreted as pay scale of employee engaged on consolidated pay.
- 2.11 **Day:** means an English Calendar day, beginning and ending of midnight but absence from Headquarters, which does not exceed 24 hours, shall be reckoned for all purpose as one day, at whatever hour the absence begins or ends.
- 2.12 **Employee:** means a person in employment of the Institution /Establishment set up /and /or run by the RRIT.
- 2.13 **Family:** means an employee's wife or husband, legitimate children, and in case of unmarried employee parents, who are residing with and are wholly dependent on the employee.
- 2.14 **Head of the Institution:** means the Principal /Dean of the college or any other authority who is appointed /designated as the Head of the Institution by the Board of Trustees.
- 2.15 **Holiday:** means a holiday prescribed or notified by competent authority of the PKMET.
- 2.16 **Honorarium:** means a recurring or non-recurring payment to an employee payable as remuneration for work done in respect of affairs of an Institution as may be determined by the competent authority from time to time
- 2.17 **Leave:** Means leave, granted by the appropriate authority to an employee, to which he/she is eligible.
- 2.18 **Leave salary:** means the amount payable to an employee for the leave period.
- 2.19 **Ministerial Staff:** means an employee whose duties are managerial /clerical in nature.
- 2.20 **Month:** means an English calendar month. In calculation a period expressed in terms of month and day.

- 2.21 **Non-Teaching Staff:** Means those categories of staff that are not categorized under the teaching staff shall be deemed to be non- teaching staff and includes administrative staff.
- 2.22 **Part time employee:** means an employee appointed for a limited period on a consolidated monthly salary, who may be employed elsewhere also.
- 2.23 **Permanent employee:** means an employee who upon the successful completion of the period of probation has been confirmed in writing in the appointed position.
- 2.24 **Probationer:** means an employee appointed on probation in or against a vacancy in any cadre with an intension to continue on permanent basis. The employee who is appointed on probation will continue on probation till he / she is confirmed in writing.
- 2.25 **Special Pay:** means an additional pay to the emoluments of a post or of an employee granted in consideration of
- a) Special nature of duties or,
  - b) Specific addition to the work or responsibility or
  - c) Necessity of acquiring or retaining an employee in the interest of the Institution.
- 2.26 **Subsistence Pay:** means the payment made to the employee who is not in receipt of pay or leave salary.
- 2.27 **Substantive Pay:** means the pay, other than special pay, personal pay to which an employee is entitled to on account of holding the post to which he/she has been appointed substantively or by reason of his/her substantive position in the cadre.
- 2.28 **Teaching Staff:** The teaching staffs comprises all the staff whose primary duty is to teach the academic and consist of (i) Principal /Dean, (ii) Vice-Principal, (iii) Head of the Department, (iv) Professor (v) Associate Professor, (vi) Assistant Professor, (vii) Lecturer (viii) Teachers and (ix) any other teaching faculty.
- 2.29 **Time Scale of Pay:** means pay which arises by periodical increment from a minimum to a specific maximum
- 2.30 **Temporary employee:** means an employee who has been employed for a limited period or for a specific work of temporary nature.
- 2.31 **Tenure Post:** means a permanent post that an individual /employee may not hold for more than a specified period without re-appointment.
- 2.32 **University:** means the affiliating body that awards the qualification aspired for, such as the Visvesvaraya Technological University, Belgaum, in respect of RRIT.
- 2.33 **Vacation leave:** means period of leave between closures of one academic period to commencement of next academic period approved by respective Director.

## 2.34 GENERAL :

- a) Every employee shall perform the duties assigned to the best of his/her abilities, and shall always act in the interest of the institution.
- b) A Service Register shall be maintained for each employee and the relevant service entries shall be attested by the competent authority.
- c) In these rules what is said to be applicable to male members will also be applicable to female members of the staff unless repugnant of or inconsistent with a given context.
- d) Unless otherwise stated, specifically, in the terms of appointment of every employee, who is a whole-time employee, may be called upon to perform duties as may be assigned to him/her by the appropriate authority, if necessary beyond the scheduled working hours and on holidays and Sundays whether compensated for or not.

## 3 RECRUITMENT, APPOINTMENT, CONFIRMATION, PROMOTION, RESIGNATION, & TERMINATION:

### 3.1 RECRUITMENT

#### I. Recruitment Procedure / Policy for Teaching

**1. Identification of Vacant Positions:** The Head of the Institution in consultation with HODs of prepare a list vacancy by end of every semester as per norms of the apex body or as when necessary.

**2. Search for Prospective Candidates:** The search for prospective candidates is implemented in the following two ways simultaneously

- i. Advertisements are placed in the leading newspapers, listing the vacant positions
- ii. Through internal promotions.

**3. Receiving Application:** The application along with attested copies of certificates and Marks cards (of all the years/semesters) etc. received on or before stipulated date are considered. It is further processed as per the norms of Apex body and called for the interview process.



#### **4. Interview Process:**

Interview process for

- i. Professors: Written test followed by PPT and final Discussion.
- ii. Associate Professor: Written test followed by PPT and final Discussion.
- iii. Assistant Professor: Written test followed by PPT and final Discussion

**5. Interview Committees:** The selection and recruitment of teaching staff after passing above is done by Selection Committee consisting of following:

- i. Principal - Convenor
- ii. Head of the Department
- iii. External Member- Subject expert
- iv. University Nominee-As observer

**6. Short listing of prospective candidates:** The Candidates are shortlisted based on the performance in interview and forwarded for final discussion/ HR round.

**7. Final Discussion / HR Round:** Final Discussion / HR Round with panel consisting of Management representative, Governing Council member and Principal.

**8. Qualification / Experience for Faculty:** Minimum Qualification and Experience prescribed for teaching staff is as per norms of apex body.

## **II. Recruitment Procedure / Policy for Non-Teaching staffs (Technical-Non-Technical)**

**1. Identification of Vacant Positions:** The Head of the Institution in consultation with HODs of prepare a list vacancy by end of every semester as per norms of the apex body or as when necessary.

**2. Search for Prospective Candidates:** The search for prospective candidates is implemented in the following two ways simultaneously

- i. Advertisements are placed in the leading newspapers, listing the vacant positions
- ii. Through internal promotions.

**3. Receiving Application:** The application along with attested copies of certificates and Marks cards (of all the years/semesters) etc. received on or before stipulated date are considered. It is further processed as per the norms of Apex body and called for the interview process.

**4. Interview Process:** Written test followed by Interview and final Discussion

**5. Interview Committees:** The selection and recruitment of Non- teaching staffs (Technical and Non-Technical) after passing above is done by Selection Committee consisting of following:

- i. Principal - Convenor
- ii. Head of the Department
- iii. Two Experts

**6. Short listing of prospective candidates:** The Candidates are shortlisted based on the performance in interview and forwarded for final discussion/ HR round.

**7. Final Discussion / HR Round:** Final Discussion / HR Round with panel consisting of Management representative and Principal.

**8. Qualification / Experience for Staff:**

- i. Minimum Qualification and Experience prescribed for Non- teaching staffs (Technical and Non-Technical) is as per norms of apex body.
- ii. Scale of Pay for Non- teaching staffs (Technical and Non-Technical) is as per norms of apex body.

### **3.2 Appointment**

- a) All appointment of all categories shall be made by the Head of the Institution on the recommendation of the selection Committee and duly approved by Governing Council.
- b) A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.
- c) Candidates promoted under career advancement shall have their appointment effective from the date they assume charge of the higher post.
- d) At the time of joining, the candidate shall complete the following formalities by;
  - i. Submission of joining report.
  - ii. Submission of attested true copies of educational certificate (From SSLC to last qualifying degree) and service certificate along with the originals for verification.
  - iii. Submission of Educational achievements in the prescribed form.
  - iv. Submission of relieving letter or proof of having completed the conditions of appointment with the previous employer.
  - v. Submission of evidence of date of birth/proof of age.
  - vi. Application for ID card along with two passport size photographs.

- vii. Application for opening a bank account prescribed by the Institution.
  - viii. Submission of self-attested PAN Card and Aadhar card Copy
- e) Any of the following documents may be accepted as the evidence of date of birth/ proof of age.
- i. Birth Certificate
  - ii. S.S.L.C certificate
  - iii. Where a person is non-SSLC, certified extract from the Registrar of Births and Deaths or any other valid document acceptable to the Management. The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purpose concerning his/her employment especially retirement. The Date of birth [Once furnished and] thus accepted by the Management and entered in the service register, shall be final and conclusive. Under no circumstance, the request for correction of the same will be entertained.
- f) The institution may verify the antecedents of the candidate either directly or through any agency by referring to the previous organization in which the candidate was working. In the event, it is found that the candidate had suppressed material information or furnished misleading or wrong information, the employee is liable for summary termination of employment in RRIT.
- g) All appointment shall be subject to the candidate being medically fit and the candidate shall produce medical certificate from a Medical Superintendent of the Government medical hospitals. If on examination the employee is found suffering from any disease that prevents the effective discharge of duties or is detrimental to the health of other employees, students or staff, the Institute may deny the employment.
- h) All employees other than temporary shall ordinarily be on probation for a period of two years or as specified in the appointment letter. The probationary period may be extended for a further period until specifically declared as having successfully completed the probation period.
- i) All appointment, by promotion, shall be made on probation for period of one year.
- j) The Governing Council upon the recommendation of the Reporting Authority of employees for valid and sufficient reason may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

- k) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she, has satisfactorily, completed probation.
- l) The rules governing probation will not apply to appointment made on Adhoc/Contract/Contingent basis or as Trainees.
- m) **Service Record:** A service register shall be maintained for every employee showing the details, the permanent address, date of appointment, consolidated pay, scale of pay to which he/she has been assigned, increment given from time to time, leave availed of, transfers, promotions, suspensions, punishments etc. The register shall be opened immediately after the employee reports for duty and shall be updated periodically.
- n) **Special service contract:** The Governing Council may select an employee on contract basis for a fixed period on such terms and conditions, which it deems proper and fit as per the requirement of the institution.
- o) **Seniority:** The seniority in a particular cadre of service or class or in their service to the Institution shall be determined as follows:
- i. Firstly, on the date of entry into the employment under RRIT, secondly on the extra qualification possessed on date of appointment and thirdly on the date of the confirmation after probation in entering particular cadre/class/category.
  - ii. The seniority of persons, who are confirmed shall be according to the dates of confirmation, where the dates of confirmation of any two or more employees is the same, their relative seniority shall be determined with reference to their ranks in the lower grade. If the seniority cannot be fixed on the said principle, the one who is older in age shall be treated as senior.
  - iii. When persons are appointed to a post by internal promotion and by here if a candidate is recruited by direct recruitment, the internally promoted candidate shall rank higher than those recruited directly, even if the date of assumption of charge is the same.
  - iv. When the promotions are made on the basis of seniority cum merit at the same time, the relative seniority shall be determined by their seniority in the lower cadre.
  - v. When promotion to a class of post or cadre is made by selection at the same time, the seniority shall be in the order in which the names of candidates are arranged in the order of merit.
  - vi. Seniority of direct recruitment shall be determined as follows:

- a) When the recruitment is made through written test, demonstration and interview, the Seniority shall be in the order of position in the merit list.
- b) If the appointments are made without written test and/ or interview, the date of joining of the candidates shall be the date for reckoning seniority.

**\*\*In case two or more persons selected for appointment at the same time to a category of post, the appointment authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, if any, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.**

### **3.3 Confirmation:**

All the appointments are on probation and it shall not be deemed as confirmed unless confirmation order is issued on successful completion probation period.

### **3.4 Promotion Rule:**

The new teaching position which is created or any vacancy which has become vacant due to resignation or retirement of teaching staff shall be filled first by promotion of internal staff and in case suitable candidate not available, same shall be filled by recruitment. The requirement of qualification and experience to be eligible for promotion is as per norms of the apex body. However, all the promotions are subject to fulfilment of required performance evaluation criteria and their significant contribution to institutions.

### **3.5 Resignation:**

- a) Teaching staff who have completed their period of probation or who are on probation can resign from service by giving either one month's notice or by paying one month's salary in lieu of such notice to the Employer or as per the clause in appointment order. The timing of resignation should be such that the employee will be relieved at the end of the semester/academic year notwithstanding notice period stated above he/she be required to pay salary for remaining academic period in addition to notice period as penalty.
- b) Teaching staff that are on temporary / adhoc appointment can resign from service by giving either one-month notice or by paying one-month salary in lieu of such notice.
- c) Non-Teaching Staff can resign from service by giving one-month notice or by paying one-month salary in lieu of such notice.

- d) When an employee tender's resignation from the post held, the following points shall be verified within 3 days by the Head of the Institution before accepting the resignation:
- i. Whether the resignation is in the middle of an academic session.
  - ii. Whether no dues certificate has been obtained from different department/sections/ Library of the Institution.
  - iii. If the resignation is before completion of two years of service, it should also be seen whether the employee has been paid salary for the vacation period and if so such salary drawn for the immediate preceding vacation is to be refunded by the employee.
  - iv. Whether the required notice has been given or salary equivalent to the notice period has been paid by the employee.
  - v. Whether the employee, during immediate preceding two years from the date of resignation, has availed any study leave or extraordinary leave with pay, in such case reimburse the salary paid for such leave period, if there is an understanding to serve the institution for a specific period of time.
  - vi. Whether the employee, during immediate preceding two years from the date of resignation, has attended any seminar or conference at the expenses of the Institution, in such case reimburse the said expenses met by the Institution.
  - vii. If all the above conditions from i and vi are fulfilled, the Head of the Institution shall forward the resignation letter to the Governing Council with suitable opinion/remarks for orders/acceptance, within 2 days of receipt.
- e) The Management has the right to reject the resignation in case the resignation is received in the middle of the academic session, in the interest of the students.
- f) After receiving the orders/acceptance of resignation by Governing Council, the same shall be communicated to the employee by the Head of the Institution.
- g) The salary for the month and onward in which the resignation is submitted will not be computed until the resignation is accepted by the Management.
- h) The Head of the Institution shall be the authority to receive the resignation of all members of staff. He shall furnish his recommendation to the Governing Council for direction. The Head of the Institution shall then act on the directions.
- i) All forms of leave standing to the credit of employee as on to date of resignations will be deemed to have lapsed upon furnishing a letter of resignation.

- j) Employees who were kept on suspension or on enquiry for breach of conduct will not be permitted to resign in the normal circumstances. If she/he resign same will be treated as termination of service by the Management for breach of conduct.
- k) In all the above sub clauses of this article, notice does not include vacation or leave on loss of pay granted to the employee or any other leave.
- l) Notwithstanding the above clauses, the Governing Council reserves the right to waive any of the stipulation stated above on special cases in the larger interest of the PKMET.

**3.6 Termination of service:** The Board of Management may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, and objectionable conduct, breach of conduct, misconduct, non-performance, insubordination or dishonesty.

- a) The services of teaching staff /non- teaching staff who have completed the probation period are liable to be terminated by the Management by giving one-month notice or one-month salary in lieu of such notice.
- b) The service of teaching staff/ non-teaching staff who are on probation or on temporary/adhoc appointment are liable to be terminated anytime without giving any reason when deemed to be detrimental.
- c) The employee terminated from the service for breach of conduct shall forfeit his/her past services and shall not be entitled to any terminal benefits.

#### **4. PAY AND ALLOWANCES:**

##### **4.1 Regulation of emoluments:**

- a) Scale as prescribed by the apex body and as approved by the Governing Council shall be adapted to the posts classified as teaching staff. However, Governing Council shall also appoint temporary teaching staff on consolidate pay in certain cases.
- b) Scale for not falling under the category of teaching staff (Technical and Non-Technical) is as per norms of apex body.

**4.2 Charge Allowance:** When an employee is assigned with additional duties in addition to own duties and the charge entails a substantial increase of responsibility and additional work, he/she may be paid additional allowance to be fixed by the Governing Council. The charge allowance shall generally not exceed one tenth of the minimum of the scale of pay applicable to the post for which the employee is placed in additional charge or independent charge.

- a) No charge allowance is admissible unless the incumbent has actually given /taken over charge of the employee under the orders of the Head of the Institution.

- b) The minimum period for claiming charge allowance under this rule shall be one month.
- c) Charge allowance in respect of only one additional post is admissible, even though an employee is placed in additional charge of the duties of more than one post concurrently. In such case, the charge allowance is admissible at the rate of one tenth (1/10) of the minimum pay of the post carrying highest pay scale.
- d) However, the Governing Council at its discretion, may sanction higher charge allowance as and when the need arises.

#### **4.3 Fixation of Pay**

- a) When an employee is promoted to a post or appointed to an ex-cadre post and such promotion or appointment involves assumption of duties involving higher responsibilities, than those of the post held, before and after his/her initial pay in the time scale of the higher post shall be fixed at the stage next above the pay in the time scale of lower post at the time of fixation.
- b) An increment may be withheld from an employee by the Institution, if his/her conduct/performance has not been satisfactory. The increment envisaged in time scale is not to be given compulsorily or automatically. The same is subject to performance of the staff and as reported in annual performance appraisal.
- c) When an efficiency bar is prescribed in a time scale, the increment next above bar shall not be given to an employee without specific sanction of the Governing Council.
- d) The conditions under which service for increment in a time scale are as follows:
  - i. All duty in a post on a time scale count for increment in that scale only.
  - ii. All leave except Extraordinary Leave (Leave without pay and allowances) count for increment in the time scale applicable to a post in which an employee was officiating at the time of proceeding on leave.
  - iii. Extra ordinary leave (leave without pay & allowances) on medical grounds duly supported by medical certificate will count for increment.
  - iv. The period spent on probation shall count for increment.
  - v. Time passed while on suspension does not count towards increment, if the period of suspension is confirmed.
  - vi. Period of unauthorized absence not regularized, but treated as such, shall not count for increment in the time scale.



- vii. If the pay of an employee is reduced as a measure of penalty to a lower stage in his/her time scale, the authority ordering such reduction, shall state the period for which it shall be effective and whether on restoration, it shall operate to postpone future increment and if so to what extent.
- viii. The period of leave without pay and allowance will not count for increment.

## **5. ANNUAL PERFORMANCE APPRAISAL RULE & ANNUAL INCREMENT**

### **5.1 Annual Performance Appraisal Rule**

Annual increment and promotion eligibilities of teaching staff are linked to their performance in academics and their contribution to institution achievements. The performance of the teaching staff is evaluated through self-assessment by the respective teaching staff. The self-appraisals of the respective teaching staff are then evaluated by higher authorities. The period of appraisal is for a particular academic year i.e August to July.

1. The teaching staffs are required to submit their self-appraisal as per the requirement (Anneuxe-1 & 2).
2. The Non- teaching staffs are required to submit their appraisal as per the requirement (Annexure-3).

### **5.2 Annual-Increment:**

Annual increment of teaching staffs and Non- Teaching staffs is linked to their performance in academics and their contribution to institution. The performance of the all non- teaching staff is evaluated as per the appraisal rule. Rate of increment is as the per the norms of the apex body subjected to the availability of the funds in the institutions

## **6. HOURS OF WORK & HOLIDAY**

### **6.1 Working Day & Hours:**

- a) All employees are required to be in the institution concerned and work for a minimum period of 8 hours for five days a week and 4 hours on Saturday or such other period decided by the Governing council from time to time.
- b) The duty hours may be changed as per the requirement of the Institution from time to time and the employees shall attend duty accordingly.

## 6.2 Attendance

- a) All employees shall mark their attendance in respective attendance register maintained in different Departments or sections. as the case may be.
  - b) The attendance register will not be available for such initialling after a lapse of 15 minutes from the time fixed for the commencement of duty.
  - c) Employees reporting beyond the grace time of the time for reporting to duty are to attend duty after explaining the reason for late coming to the Head of the Institution.
  - d) All the employees are expected to be at their allotted place of work throughout their duty time.
  - e) Any employee found absent from his/her place of work space during the working hours without prior permission of the Head of Institution is liable to be treated as absent from the duty.
  - f) Coming late beyond the grace period or being absent from place of work, will result in deduction of salary.
  - g) An employee should work for minimum of 15 days in a month for consideration of pay for Sunday, Saturday and other intervening holidays of the absence, if not salary will be computed only for the number of days present.
- 6.3 **National & Festival Holidays:** Institution follows a holiday list as notified by the Head of the Institution. However, the employee has to be present for flag hoisting ceremony compulsorily on 26<sup>th</sup> January, 15<sup>th</sup> August and all important functions, notified from time to time.

## 7. DUTIES AND CODE OF CONDUCT

7.1 **Duties of Teaching Staffs:** All teaching staffs shall abide by the teaching rules and regulation framed by the Head of the Institution from time to time. In addition to that;

- a) Teaching staff must see that she/he is conscientious in giving her/his attention to teaching the students.
- b) No teaching staff is permitted to inflict corporal punishment on the students.
- c) Teaching staff are expected to record, whatever required by the regulation, register all academic marks of their students from time to time in particular at the reopening of the college and at the end of the term/semester of the college. Each year teacher must supply any statistical and other data required by the Head of the Institution.
- d) In addition to the normal class room duties, the teaching staff shall co-operate fully and faithfully with the Head of the Institution and other members of the teaching staff in promotion of an atmosphere for academic excellence and in the performance of

extra duties and devoting extra time which is required for the welfare of the students or the Institution in general.

- e) No teaching staff shall undertake private tuition or any other assignment in any other Institute /Govt. Dept./NGOs, ITs, etc., without the permission from the Governing Council.
- f) The teaching staff shall follow the duties/workload as prescribed by affiliating university or other Regulatory Bodies like AICTE/UGC etc., Governing Body or the Competent Authority shall have the final say in assigning duties/workload.
- g) When the automated student's information system is instituted, all teaching staff shall make themselves available for uploading data and furnish information called for.

#### **7.2 Code of conduct for all employees:**

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee, at all times, maintains integrity, be devoted to the duty assigned and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. She/he shall exhibit utmost loyalty and shall always act in the interests of the institution.
- c) An employee exercising any authority beyond the powers entrusted, shall submit a written report of the power exercised and seek to obtain the approval of the immediate superior for the exercise of such authority as soon as possible. The report shall describe the circumstance and reasons for exercise of such authority.
- d) Every employee shall endeavour to remain clean and keep one's operational area tidy.
- e) Demonstration and strikes are not allowed and will result in summary termination of employment.
- f) Criticism of Institution without offering constructive remedies will attract disciplinary action.
- g) Unauthorized communication of information is regarded as misconduct and will attract disciplinary action. No employee in ordinary course of his/her duties, give any information of the Institution to any outsiders.
- h) Conduct of any business, lending and borrowing money is not allowed in Institute campus.
- i) Insolvency and Habitual indebtedness will invite removal from employment.

- j) Consumption of intoxicating drinks and drugs in the campus or entering the campus in any state of intoxication or under the influence of any drug will attract dismissal.
- k) Prohibition of Sexual harassment: Any staff member reported to be indulging in sexual harassment will be suspended immediately without salary if the explanation given when sought, is found to be indifferent or unsatisfactory. The matter will be immediately reported to the appropriate authority. Restoration of salary and status will take place only when the appropriate authority pronounces complete innocence.
- l) Failure to carry out the legitimate orders of a superior will result in a show cause notice being issued. Any failure to render a satisfactory explanation shall lead to imposition of penalty that range from a warning, at the very least to the dismissal from service when the disobedience is serious.
- m) Regularity of attendance and punctuality is expected of all employees. An employee may communicate inability to arrive on time or attend work by telephone or by sending a written note to the superior or assistant so that alternate arrangements can be made. Habitual irregularity or neglect of punctuality shall attract disciplinary action.
- n) All employees shall desist from damaging or misusing RRIT property and material.
- o) Criticism of one's colleagues, senior or junior, will constitute misconduct.
- p) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarter except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal, in writing, through the respective HOD or the principal directly if he happens to be a HOD, the address at which he/she would be available during the period of his/her absence from the head-quarters.

**I. No employee shall;**

- i. Knowingly or wilfully neglect his/her duty.
- ii. Propagate through his/her teaching lessons or otherwise, a communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activities.
- iii. Discriminate against any students on the grounds of religion, caste, creed, language, gender, place of origin, social and cultural background or any relationship.

- iv. Indulge in or encourage any form of malpractices connected with examination or other activities of the Institution.
- v. Give room for sustained neglect in correcting class work or home work done by the students.
- vi. While being present in the Institution, absent himself/herself except with prior permission of the Head of the Institution from the class which he/she is required to attend.
- vii. Remain absent from the Institution without leave or prior permission of the Head of the Institution, provided that such absence without leave or without prior permission of the Head of the Institution is due to beyond the control of the teacher (serious emergencies). It shall not be deemed breach of the code of conduct, if on return to duty, the teacher has applied for and obtained, post-facto necessary sanction for the leave.
- viii. Accept any job of a remunerative or any non-remunerative character from any source other than the Institution or give private tuition to any student or other person or engage himself/herself in any business unless permitted by the Head of the Institution.
- ix. Prepare or publish any book or books, articles in press and media whether directly or indirectly without the permission of the Head of the Institution.
- x. Ask for or accept (except with the previous sanction of the Head of the Institution) any contribution or otherwise associate himself/herself with the raising of any fund or make any other collections, whether in cash or in kind, in pursuance of any subject whatsoever.
- xi. Engage himself/herself as a selling agent or canvasser for any publishing firm or trader.
- xii. Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such manner that he/she has to incur a debt beyond his/her means to repay.
- xiii. Interfere or indulge in admission or the examination unless assigned a specific duty to be carried out.
- xiv. Cause or incite any other person to cause any damage to Institutions' property.
- xv. Behave or encourage or incite any student, teacher or other employee to behave in an unpleasant or disorderly manner in the Institution premises.

- xvi. Be guilty of or encourage, violence or any other conduct which involves moral turpitude.
- xvii. Organise or attend any meeting during the Institution working hours except where s/he is required or permitted by the Head of the Institution to do so.
- xviii. Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employee of the Institution.
- xix. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person with whom he/she comes into contact by virtue of his/her position in the Institution.
  - ❖ The expression “gift” shall include free transport, boarding, lodging or any other service or any pecuniary advantage when provided by any person other than near relation or personal friend having no dealing with him/her in connection with the Institution.
  - ❖ On occasions, such as weddings, anniversaries when the making of a gift is in conformity with prevailing social practice provided directly or indirectly it will not be considered as a violation of the conduct rules.

**II. Every employee shall;**

- i. Be punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the Head of the Institution.
- ii. Abide by the rules and regulation of the Institution and also show due respect to the constituted authority.
- iii. Take prior permission from the Governing Body or Board of management for contesting and canvassing for any election and obey any direction issued by the Governing Body.

**III. Nothing contained in the sub rules of 7.1 and 7.2 shall be deemed to take away or abridge the right of a teacher/employee.**

- i. To appear for any examination to improve his/her qualifications.
- ii. To become or continue to be a member of any academic, cultural, scientific or professional organization.
- iii. To make any representation for the redressal of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language.

- iv. To organize any meeting outside the Institution hours, subject to the conditions that such meeting is held outside the Institution premises provided such meeting are not detrimental to the interest of the Institution.

**7.3 The breach of any condition specified in sub rule 7.2 shall be deemed to be an act of misconduct and will be dealt with accordingly.**

**7.4 Misconduct:** Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct in addition to breach of those acts mentioned in the code of Conduct Rules:

- a) Theft, fraud and dishonesty in connection with the property of the Institution.
- b) Demanding, accepting or offering bribe or any illegal gratification whatsoever.
- c) Drunkenness, fighting, riotous or disorderly or indecent behaviour within the premises of the Institution.
- d) Wilful insubordination, or disobedience whether individually or in group with other to any lawful and reasonable order of a superior.
- e) Sleeping while on duty.
- f) False statement made in the application for employment/subsequently.
- g) Anywhere within the establishment, causing or threatening to cause mental or physical pain or injury to other employees/students either individually or in collusion with others.
- h) Committing any act likely to harm or endanger the Institution property by the act of sabotage.
- i) Conviction of any criminal offence including moral turpitude.
- j) Refusal to accept any communication charge sheet from the authority of the Institution.
- k) Abstaining from appearing before any enquiry authority committee.
- l) Refusal to wear uniform provided by Institute to Drivers, Attenders, Helpers and Night watchmen and others.
- m) Failure to produce documents/ papers etc., when called for.
- n) Habitual neglect of work.
- o) Smoking, chewing tobacco/gutka/pan masala/chewing gum any another prohibited material within the Institution.
- p) Habitual indiscipline or loitering.
- q) Refusal to work on any bonafide assignment
- r) Habitual irregularity in attendance.

- s) Gambling within the premises of the Institution.
- t) Leaving the Institution before time without permission.
- u) Habitual absence without leave or overstaying when on leave.
- v) Holding of unauthorised meeting in the Institution.
- w) Discourteous behaviour.
- x) Resorting to or abetting sexual harassment.
- y) Wearing objectionable dress/ indecent exposure of the body.
- z) Attending natures call/spitting in open in the Institution and not maintaining the highest standards of hygiene, sanitation and cleanliness.
- aa) Attending duty or visiting institution in an inebriated condition.
- bb) Employee shall not resort to bad propaganda through posters.
- cc) Employee shall not give police complaint/go to the court on fellow employee without prior intimation to the Head of the Institutions.
- dd) Employee shall not interact/communicate with external agencies without the permission of Head of the Institutions.

## **8. LEAVE:**

This chapter defines the eligibility, applicability and rule to be followed by an employee while availing the “leave” from duty. The Governing Council has the right to amend the leave rule from time to time as per the decision of the Governing Council Member. All Employees will be bound by such rules.

### **8.1 General Conditions:**

- a) Leave cannot be claimed as a matter of right. Discretion is reserved to the Head of the Institution or Higher authority to grant leave or to refuse or revoke leave at any time depending on the needs of the service.
- b) Permanent employee shall be eligible for the aforementioned leaves. No employee shall be entitled to any kind of leave under these rules, when they are on unauthorized absence from duty or in pursuance of an illegal strike.
- c) Employees under probationary period are eligible for one day casual leave on completion of one calendar month.
- d) Every employee shall endeavour to seek and obtain sanction for any of the above kinds of leave PRIOR to the period of the leave. Exception will, however , be made in cases of unforeseen emergencies, accidents that prevent the employee from attending work,



distension due to failure of a public transport service or a circumstance brought about beyond the control of the employee.

- e) An employee shall seek leave at least one day in advance. When seeking leave, the employee shall specify the kind of leave required, the duration of the leave; provide the address at which all communication with the employee is to be made, the telephone numbers at which contact can be made.
- f) Leave while on suspension: Leave of absence is not admissible to an employee who has been suspended from duty. An employee under suspension shall report at the work place while under suspension. No leave will either be granted or allowed to accrue during such period when suspension stands confirmed.
- g) The sanctioning authority may recall any employee to duty before the expiry of his/her leaves.
- h) Unauthorized absence from duty may be treated as misbehaviour inviting disciplinary action.
- i) Failure to report for duty after completion of sanctioned period of leave will result in a break in service, unless condoned by the Head of the Institution.
- j) All leaves without pay amounts to break in service.

## **8.2 Leave Sanctioning Authorities:**

The leave sanctioning authorities shall be,

- a) Head of Department should recommend and forward leave application of all teaching and non-teaching staff of the department to the Head of the Institution.
- b) Administrative Officer should recommend and forward leave application of all ministerial staff to Head of the Institutions.
- c) The Head of Institution is the sanctioning authority in respect of Vice Principals, all head of Departments, Administrative officer and also for all the forwarded leave applications.

## **8.3 Leave shall be**

1. Casual leave
2. On official duty(OOD)
3. Earned leave
4. Leave on Medical Grounds: Sickness/Maternity
5. Extraordinary leave (Leave without pay)

6. Sabbatical and Study Leave
7. Special Leave (Marriage/ Death of the family member)
8. Other Condition.

### **8.3.1 Casual Leave:**

- a) Casual Leave may be granted to permanent or temporary employee. The maximum period of casual leave sanctioned to an employee is not more than **THREE** days at a stretch and not more than **THREE** days in calendar month.
- b) The vacation staffs are eligible for 12 days of casual leave in a calendar year (January to December). The leave account of such employee shall be credited in advance of two instalments of six days each on 1st of January and 1<sup>st</sup> of July of every year. All the leaves will lapse at the end of each session.
- c) The Non vacation staffs are eligible for 15 days of casual leave in a calendar year (January to December). The leave account of such employee shall be credited in advance in two instalments of 8 days on 1<sup>st</sup> January and 7 days on 1<sup>st</sup> July of every year.
- d) No employee has a right to claim casual leave. The authority to grant leave may refuse or revoke casual leave at any time according to the exigencies of work in the Institution.
- e) Where casual leave is required on any ground, no employee of the Institution shall absent himself/herself from duties unless he/she has been granted the leave by the competent authority.
- f) Provided where the employee of the Institution is unable to attend due to illness or sufficient cause and obtain orders of the competent authority in time, s/he may be granted casual leave subsequently if s/he establish, to the satisfaction of the leave sanctioning authority, that s/he was unable to attend duty for reason beyond control.
- g) Casual leave shall not be granted during the commencement and end of the term or return to duty after any authorized absence.
- h) Casual leave will not be granted in continuation of other leave, but sanctioning authority may direct that it may be combined with Sundays and other authorized holidays
- i) Leave without allowance shall not be granted in continuation of casual leave, the casual leave already granted shall be cancelled and leave without allowances shall commence from the date on which casual leave commenced.

- j) Sanction of casual leave cannot be taken for granted as the same has to be applied for and duly sanctioned before the employee in question actually avails or proceeds on casual leave.
- k) Except in emergent circumstances, such as sudden illness or personal difficulty, application for casual leave should be sent in advance, leave is availed only after the required sanction has been accorded and communicated.

### **8.3.2 On Official Duty(OOD)**

- 1 The Competent authority shall have the discretion to grant OOD if it considered that in the interest of the Institution, to those who are chosen or appointed examiners/supervisors in any of the Universities in the state for attending examinations.
- 2 And who are appointed as examiners for the examinations conducted by the affiliated university and to those who attend meetings of the academic councils without T.A and D.A not exceeding 30 days in each calendar year.
- 3 ODD is also granted for attending conference / Seminar / Workshop/ SDP/ FDP/Students Development Program outside institution in State, National and International level.

### **8.3.3. Earned Leave:**

1. An employee, other persons serving in a Vacation & Non-Vacation department, shall be entitled for earned leave of Twelve days (12 days) in each calendar year.
2. The leave account of every employee entitled as above shall be credited with earned leave in advance in two instalments of 6 days each on the 1<sup>st</sup> January and 1<sup>st</sup> Of July in every calendar year.
3. The leave at credit of an employee, at the close of the previous half year shall be carried to the next half year, subject to the condition that the leave so carried forward plus the credit for the half does not exceed 30 days.
4. Earned Leave shall be credited to the leave account at the rate of one day for each completed calendar month of service till date of retirement.
5. Credit for the half year in which the employee of the Institution is due to retire from service shall be afforded at the rate of one and half day for each calendar month of service, up to the date of retirement
6. When an employee is removed or dismissed from service, he /she shall forfeit all leave at credit.

7. The maximum earned leave that may be granted at a time shall be 30 days leave preparatory to retirement.
8. Encashment: A maximum of 15 days earned leave is allowed to be encashed once in 2 years block period (i.e. Jan to Dec)

#### **8.3.4. Leave on Medical Grounds: Sickness/Maternity.**

- a) **Maternity Leave:** All women employees who have completed the period of probation are entitled to Maternity leave not more than 135 days with full pay and allowance. They are entitled for Maternity Leave only once during their service.
  - i. A female employee is credited with a total of 135 days of maternity leave. During Maternity leave period, she shall be paid leave salary equal to the pay drawn before proceeding on leave.
  - ii. Maternity leave may cover miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy act 1971 (but not threatened abortion) subject to condition that:
    - ❖ The leave does not exceed 4 weeks and
    - ❖ The application for leave is supported by a medical certificate from a Medical Superintendent of the Government medical hospitals.
    - ❖ The maternity leave under sub rule (1) or (2) above shall not be admissible to a female employee who already has two or more living children.

**8.3.5. Extraordinary leave (Leave without pay):** Extraordinary leave is completely at the discretion of Board of Management considered on merit of each case.

- a) Extraordinarily leave (Leave without Pay) may be granted to an employee in the following circumstances:
  - i. When no other leave is, by rule, admissible
  - ii. When the other leave is available, but the employee concerned applies, in writing for grant of extraordinary leave
  - iii. When an employee is undergoing treatment for cancer/mental illness/pulmonary /tuberculosis/pleurisy/Leprosy, the Board of Management may at its discretion sanction the required extraordinary leave (leave without pay) for the treatment of such illness if the application is supported by the medical certificate issued by the medical specialist treating the concerned disease.

**8.3.6. Sabbatical and Study Leave:** The heads of the institution shall formulate the terms and conditions of these two kinds of leave in consultation or concurrence with the Management.

**8.3.7. Special Leave (Marriage/ Death of family member):** The employee will be entitled to the special leave of 10days on ground of his/her marriage or Death of the family member.

- a) In case of marriage the employee has to submit leave application with the wedding invitation as a proof, through proper channel of leave sanctioning authority prior to the date of marriage.
- b) In Case of Death of family member (Spouse/Child/Parents), the employee has to submit the leave application with a Xerox copy of the death certificate issued by the competent authority/ municipality/corporation/village panchayth along with proof of relation with the employee, through proper channel of leave sanctioning authority. The death certificate shall be submitted before resuming to the duties, if fails to do so his leave will be considered as extraordinary leave.

**8.3.7. Other Conditions**

**a) Overstaying after leave:** an employee who remains absent after the expiry of his/her originally granted leave is not entitled to salary for the period of such absence. Absence from duty after the expiry of leave will render the employee liable for disciplinary action for misconduct except where the employee establishes, to the satisfaction of the leave sanctioning authority, that he/she was unable to join duty for reasons beyond his/her control. Such an act of over staying shall automatically constitute a break in service.

**b) Employment during leave:** An employee who is on leave shall not take service or accept any work /profession of employment in any capacity either honorary or otherwise, without obtaining permission in writing from the Head of Institution. Any violation of this rule will be construed as a voluntary termination of employment by the employee and also attract disciplinary action.

**c) Part time and temporary employees:** Part time and temporary employees are not entitled to any kind of leave admissible under this chapter.

**d) Prefixing and suffixing of holidays:** The leave under these rules may be either prefixed or suffixed or both by holidays, but the intervening Sundays or holidays shall be included in such leave.

**f). Leave facility for probationers:** Employees under probation period is entitled to one-day leave on completion of one month of service, till the completion of probation period.

**9. DISCIPLINARY ACTION:** All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the ground on which the disciplinary action is initiated and after a fair opportunity being given to the employee to defend oneself. When the action is deemed by verging on a misconduct on the part of an employee, or is regarded to be detrimental to the interests of RRIT or has contravened these service and conduct Rules, an authority not below the Head of Department, Administrator, Head of the Institution can issue a notice to the employee to explain in his/her conduct in writing and will be given a chance to explain in person orally. There will be an enquiring committee constituted if the notice issuing authority deems it necessary. The decision of the notice will be considered by the Board of Management and where any penalty is found to be necessary, shall impose such a penalty as deemed necessary.

- a) Disciplinary Action ensues upon the report of any violation of code of conduct rules.
- b) Upon receipt of a report of any act of an employee that is unbecoming of an employee of the RRIT, a chance will be given to the employee to explain or confirm, in writing or orally, whether such an act was perpetrated or not, the reasons why such an act was done and to provide material that would substantiate the employee's contention.
- c) If the explanation is sought to be given in writing the employee will have a maximum of seven days to render such explanation, If the explanation is sought to be given orally, the same may be done in three days from the date of being issued a show cause notice/Memo.
- d) The authorities competent to conduct a disciplinary enquiry are Administrator, Head of Department and Head of the Institution. If the competent authority feels it necessary to constitute enquiry as a part of procedure for taking disciplinary action, an enquiry committee shall be constituted and consist of members as decided by Head of the Institution.

- e) An appeal on a ruling given by disciplinary authority shall be decided by Board of Management or its delegated group of Directors.
- f) The committee framed by the Head of Institution shall have the complete power to review and decide on a case and its decision will be final.
- g) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.
- h) The penalty as stated in clause 11 may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.
- i) Before any of the penalties specified in Rule 10 (b) above is imposed against an employee of the college, it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him by intimating to the employee concerned, the grounds on which it is proposed to impose the penalty and by directing to show cause, why it should not be imposed.

#### **10. PENALTIES**

- a) The following penalties in order of gravity of the misconduct from the least serious to the most serious shall be applied as the gravity of the misconduct is deemed:
  - i. Warning
  - ii. Reprimand
  - iii. Imposition of Monetary fine
  - iv. Recovery from salary
  - v. Denial of salary for a specified period
  - vi. Denial of next increment or increments
  - vii. Demotion/Reduction in scale of pay
  - viii. Break in service
  - ix. Removal from employment
  - x. Termination of Employment
  - xi. Dismissal
- b) An employee may be kept under suspension by the order of the Head of the Institution.
- c) Suspension shall mean that an employee shall report to his station of duty but be denied the opportunity to discharge any duties until the case against the employee is decided by the disciplinary authority.

- d) An employee under suspension shall be paid only half the normal salary. If guilty of misconduct is confirmed after enquiry, the half salary shall be sustained and if proved innocent of the charge full salary will be restored.
- e) Suspension is not a punishment.

#### **11 MISCELLANEOUS PROVISIONS:**

- a) **Transfer:** every employee is liable to be transferred from one department to another of RRIT, provided such transfer does not entail any reduction in salary and position.
- b) **Joining time:** When an employee is transferred from one department to another, s/he should join the department to which s/he is transferred immediately.
- c) An employee who does not join his/her post within the joining time is not entitled to salary, from the date of relief from the old post till date of joining to the new post, treating the period as leave without pay. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct except where the employee establishes, to the satisfaction of Head of the Institution, that s/he was unable to join duty for reasons beyond his/her control.
- d) **Service certificate:** Every permanent employee shall be entitled to a service certificate at the time of leaving the services of the Institution if the formalities of department are completed and there is no background to the cessation of service. Such certificate shall be valid if it is issued and signed by the Head of the Institution.
- e) **Identification Card:** Every employee will be provided with an identification card and he shall show it on demand to any person authorized by the management and Head of the Institution for inspection. When an employee ceases to be in the employment of the Institution, he shall surrender his identification card before his accounts are settled. If an employee loses or damages his identification card during his service, he shall pay a fee as prescribed by the management from time to time to meet the cost of replacement.
- f) **Entry and Exist:** No employee shall enter or leave the premises of the Institution or any department except by the gate or gates, door or doors provided for the purpose, without making relevant entries in the movement registers.





# R.R. Institute of Technology

Chikkabanavara Bangalore-560090

## Proforma for Self-Performance Evaluation of Teaching

Academic year: \_\_\_\_\_

Name of the Teacher: \_\_\_\_\_

Designation/ Department: \_\_\_\_\_

### 1. Theory Subjects:

Marks/Unit  
100 per Subject

Sl. No.	Subject Code	No. of Classes Handled	% Portion Covered	% of Result

### 2. Practical Subjects:

50 per Subject

Sl. No.	Subject Code	No. of Classes Handled	% Portion Covered	% of Result

<b>3. Guiding Students Projects/Research Students</b>	
i. UG Projects (Sponsored)	300 Per Project
ii. UG Project (Non-Sponsored)	100 Per Project
iii. M. Tech Projects (Sponsored)	500 Per Project
iv. M. Tech Projects	300 Per project
v. M.Sc Engg by research	50 Per Project
vi. Ph.D Students	100 Per Students
<b>4. Number of Research Papers Published</b>	
i. In International Journals	600 Per Paper
ii. National Journals	500 Per Paper
iii. International Conference/Seminars	400 Per Paper
iv. National Conference/Seminars	300 Per Paper
v. Work Shop/Training Programmes	200 Per Paper
<b>5. Number of Students guided for presentation of Technical Papers(Inter-Collegiate)</b>	200 Per Student
<b>6. Preparation of Technical Reports</b>	100 Per Paper
<b>7. Preparation of Laboratory Manuals</b>	100 Per Manual
<b>8. Co-Ordinator for organizing conference/Seminar/ Work Shop/Training Programme</b>	300 Per Unit
<b>9. Attending Conference/Seminar/Workshop</b>	100 Per Unit
<b>10. Principal Investigator for Sponsored Research Project</b>	400 Per Project
<b>11. Principal Investigator for AICTE Projects (MODROBS/RESEARCH)</b>	300 Per Project
<b>12. Consultancy Work</b>	400 Per Work
<b>13. Testing Work Under Taken</b>	100 Per Test
<b>14. Invited Lecture in Conference/Seminars</b>	300 Per Lecture
<b>15. Expert Lecture Delivered in Work shop Training Programme/Institution</b>	100 Per Lecture
<b>16. Membership of Professional Societies</b>	200 Per Unit
<b>17. University/AICTE/DTE Assignments</b>	
Chairmanship	300 Per Unit
Membership	200 Per Unit
Others	100 Per Unit

<b>18. Additional Responsibilities</b> (Co-Ordinator/Dy. Chief/Warden etc)	<b>100 Per Unit</b>
<b>19. Student Evaluation</b>	<b>Ten Times Average Student Evaluation work</b>
<b>20. Training Programme</b>	<b>100 Per Unit</b>
<b>21. Authoring Books</b>	<b>300 Per Book</b>
<b>22. Book Edited</b>	<b>200 Per Book</b>
<b>23. Any other Contribution/Activities</b>	<b>200 Per Activity</b>

**Total scored points**

**SIGNATURE OF STAFF**

**SIGNATURE OF HOD**

**PRINCIPAL**



# R.R. Institute of Technology

Chikkabanavara Bangalore-560090

## PERFORMA FOR ANNUAL INCREMENT NON-TEACHING

1) Name of the Employee:

Dept:

Designation:

2) Entry in to Services at RRIT

a) Date –

b) Highest qualification –

c) Basic pay –

3) Present Basic / Consolidated Pay –

Net Salary-

4) No of Year of Service-

5) Additional Qualification Acquired-

(Mention Date/University/Class Etc.)

6) Significant Contribution to RRIT since the day of joining:

a) Academic:

b) Curricular:

c) Co-Curricular:

Signature of the employee

HOD's Recommendation & Signature

---

### OFFICE USE

1) LOP if Any

2) Date of Increment

3) Amount Sanctioned

4) New Basic

OS

Principal

CEO

Director



**R.R. Institute of Technology**  
Chikkabanavara Bangalore-560090

**PERFORMA FOR ANNUAL INCREMENT- Teaching**

1) Name of the Employee:

Dept:

Designation:

2) Entry in to Services at RRIT

d) Date –

e) Highest qualification –

f) Basic pay –

3) Present Basic Pay –

Gross Salary-

4) No of Year of Service-

5) Additional Qualification Acquired-

(Mention Date/University/Class etc.)

6) Significant Contribution at RRIT for the academic year-

Signature of the employee

HOD's Recommendation & Signature

**OFFICE USE**

1) LOP if Any

2) Date of Increment

3) Amount Sanctioned

4) New Basic

OS

Principal

CEO

Director



Since 1993

# R. R. Institutions

Chikkabanavara Bangalore

Ph.D. | Engineering | Architecture | Nursing | Pharmacy | MBA | Allied Health Sciences  
Polytechnic | Education | Degree | PUC



Quality Assurance Cell (QAC)

VER.02

## RESEARCH POLICY

### 1. PREAMBLE

Reputation of any educational institution depends on research productivity and innovation. The success of an institution in attaining its objectives is greatly dependent upon the alignment of the faculty & Students research initiatives. Therefore, the present research policy aims to help faculty and students of R R Institutions to achieve research excellence to solve the societal problems.

**1.1 Research Policy:** This document will be hereafter known as the research policy of the R R Institutions. **The policy will be in effect from 1<sup>st</sup> August 2020** and will be renewed on completion of 2 years

**1.2 Purpose:** The purpose of this Research Policy is to create a vivacious atmosphere of research among faculty, students and researchers in R. R. Institutions. The policy shall serve as an overall framework and guidelines within which research activities may be carried out.

**1.3 Scope:** This is R R Institutions wide Research Policy. It is implementable in all campuses of R R Institutions and can serve as guideline for all colleges.

#### **1.4 Objectives of the Policy**

- a. To promote research, innovation and intellectual capital.
- b. To ensure integrity, quality and ethics in research,
- c. To incentivise the generation of intellectual capital.
- d. To ensure high level of efficient and effective support system to facilitate faculty, students and other researchers in their research activities.
- e. Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor.
- f. To nurture an environment of undertaking socially useful research with potential for commercialization.
- g. Establish Research Centres within colleges of R R Institutions with potential for Excellence.
- h. Forge interdisciplinary research collaborations and partnerships nationally and globally.

**1.5 Custodian of Policy:** The implementation and updating of Research Policy shall be carried out by the Management of R R Institutions at the institutions level. And at the college level the R & D committee Chairman shall be a custodian. The Research Policy shall have a research & Development body (consisting of all the R & D Cell coordinators of colleges) to function as administrative committee, to assist and advise in matters related to research within R R Institutions.

## 2. RESEARCH COMMITTEE

R & D committee can be formed as per the guidelines by the respective affiliating university or with the following guidelines:

### 2.1 Guidelines for forming a Research Committee

- Principal (Chairman/ Chairperson)
- One faculty(Member Secretary)
- 1 Faculty from each dept.
- Students (2 Boys and 2 girls- one Junior batch and one pre final year batch)

### 2.2 Roles and responsibilities of the R & D Committee

- a. Custodian of the Research Policy and suggesting any modifications.
- b. Processing the request letters of the faculty for attending conference, workshop, seminars etc.
- c. Support for PhD.
- d. Support for paper publications.
- e. Conduction of research related activities for students and faculties.
- f. Maintenance of all records of the same etc.
- g. R&D Committee should process the documents received, **within 3** working days.
- h. The Committee should submit the working report to the management through QAC quarterly once.

## 3. RESEARCH PROPOSALS

### 3.1 Faculty research:

- a. Faculty who is interested to apply for funding to any funding agency has to submit the research proposal along with the following documents:
  - Problem Statement.
  - Research Methodology.
  - Equipment's required and availability.
  - Expected budget and Returns on Investment.
  - Custodian of the research.
  - Expected Outcome of the research.
- b. The proposal is to be submitted by the principal investigator to the departmental / college research and development Committee. The R&D committee has to process the proposal to the management with recommendations and only after the approval of the management the same is to be sent to the funding agency.
- c. It is the responsibility of the PI to submit the proposal before 15 days of the deadline date to the R&D committee.

### 3.2 Students Research:

The Students research projects will be conducted as per the respective university guidelines

### 3.3 Collaborative Research

The collaborative research activities to be taken in following steps:

- a) Identify the interdisciplinary area.
- b) Identify the different experts from concerned disciplines who can work together.
- c) Study the requirement of the infrastructure to conduct the concerned interdisciplinary research.
- d) Explore possibilities to find resources for such interdisciplinary research.
- e) Conduct the research with detailed terms contained in the MoU with both parties.

#### 4. RESEARCH SUPPORT FROM MANAGEMENT

##### 4.1 Cash Incentives (only with R.R. Affiliation)

- a. Cash Incentive of Rs. 2000/- will be provided on publishing a paper in the Journal/s (with ISSN) having impact factor 5 or more.
- b. Cash Incentive of Rs. 1000/- will be provided for a faculty who will publish a Paper with ISBN.
- c. Cash Incentive of Rs. 2000/- will be provided for a faculty who will publish a Book with ISBN.

##### 4.2 Financial Assistance for attending development activities

Apart from the publication incentives the management also supports the faculty and students by sponsoring them for the development activities.

##### 4.2.1 Eligibility of faculty:

- a. The minimum service of faculty at R. R. Institutions should be at least 1 Year, to apply for financial assistance for attending development activities like Conference/ Seminar/ FDP/ deliver invited lectures.
- b. A faculty, member can avail a **maximum of 06 days** in a calendar year as OD only to attend such development programmes.
- c. A faculty member is eligible for a maximum 2 times in a Year to attend professional development programmes, **but on a rotation basis**.

4.2.2 The absence of Faculty member from the Institute during the days of such development programmes and journey days will be treated as on duty leaves (ODL) and the same approved through the HoD, Principal and Management. However, the faculty member shall make alternate arrangements for taking up his/her class work during the absence. On return, the faculty member shall take extra classes to compensate for the missed academic work. On return, the faculty must compulsorily present a lecture on the development activity attended to respective college/department faculties.

4.2.3 Principal at his / her discretion may recommend /may not recommend financial assistance to any faculty member without assigning any reason for the same and forward to Management for approval/sanction.

4.2.4 Maximum Registration Fee that can be sanctioned per year/per Faculty.

Description	Maximum Allowed
Programme held abroad	US \$ 250
Programme held in India: International	Rs.3000
National	Rs.1000

#### 5. RESEARCH ETHICS

The research scholar is expected to follow the following ethics during conduction and also even after completion of research:

- a. **Academic Honesty:** The researcher is expected to be honest in all scientific communications, honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues, granting agencies, or the public.



- b. **Carefulness:** The researcher is expected to avoid careless errors and negligence; carefully and critically examine your work and the work of peers. Keep good records of research activities, such as data collection, research design, and correspondence with agencies or journals
- c. **Respect for Intellectual Property:** The researcher is expected to honour patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give credit where credit is due. Give proper acknowledgement or credit for all contributions to research. Never plagiarize
- d. **Confidentiality:** The researcher is expected to protect confidential communications, such as papers or grants submitted for publication, personnel records, trade or defence secrets, and patent records.
- e. **Social Responsibility:** The researcher is expected to promote social good and prevent or mitigate social harms through research, public education, and advocacy.
- f. **Competence:** The researcher is expected to maintain and improve professional competence and expertise through lifelong education and learning take steps to promote competence, in science as a whole.
- g. **Legality:** The researcher is expected to know and obey governmental policies, relevant laws and institutional rules and regulations.
- h. **Animal Care:** The researcher is expected to show proper respect and care for animals when using them in research. Do not conduct unnecessary or poorly designed animal experiments also take necessary permissions from concerned authorities.
- i. **Human Subjects Protection:** The researcher is expected when conducting research on human subjects, minimize harms and risks and maximize benefits, respect human dignity, privacy, and autonomy. Take special precautions with vulnerable populations and strive to distribute the benefits and burdens of research fairly.

## 6. PLAGIARISM POLICY

- a. All kind of Paper / Articles and Research Publications, by all faculty and students of colleges under R. R. Institutions are to submit the plagiarism certificate.
- b. The expected limit of plagiarism is below 15% failing which, the authors will be responsible for all the consequences.
- c. Further for PhD thesis and students projects, the plagiarism policy will be as per the respective affiliated University plagiarism policy, if not as per UGC.

## 7. IPR POLICY

IPR comprises Intellectual Property generated by students and faculties of R R Institutions or jointly with Third Parties. This includes Patents, Copyrights and other forms of Ownership of rights to Intellectual Property.

### 7.1 Copyright policy

a. Books, Articles and Similar Works, Including Unpatentable Software  
In accord with academic tradition, except to the extent set forth in this policy, R R Institutions does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as dissertations, papers and articles. The institution claims no ownership of popular nonfiction, novels, textbooks, unpatentable software, or other works of artistic imagination

which are not institutional works and did not make significant use of institutional resources or the services of non-faculty employees working within the scope of their employment.

b. Institutional Works

The Institution shall retain ownership of works created as institutional works. Institutional works include works that are supported by a specific allocation of R. R. Institution's funds or that are created at the direction of the R. R. Institutions for a specific purpose. Institutional works also include works whose authorship results from simultaneous or sequential contributions over time by multiple faculty and students.

**7.2 Patents Policy**

- a. The expenses incurred for filing and award of patents will be borne by the individual.
- b. The Institution does not reserve the right to decide upon whether to file an application for the award of patents or not.
- c. The institution does not claim any ownership in profits made from patented property by an individual associated with institution.

**8. Renewal of Policy**

The renewal of the research policy will be processed every 2 years.

Prof. Maya Salimath G  
Director – QAC

**Director**

**Quality Assurance Cell (QAC)**

**R R Institutions, Bengaluru – 560090**

Shri. Arun H.R.  
Director – PKMET

**Director**

**PKM Educational Trust (R)**

**Chikkabanavara, Bangalore - 90.**

Shri. Kiran H.R.

**Secretary – PKMET**

**PKM Educational Trust (R)**

**No. 67, Chikkabanavara.**

**Bangalore - 560 090**



Since 1993

PKM Educational Trust ®

# R. R. Institute of Technology

(Affiliated to VTU Belgaum and Approved by AICTE, Recognised by Govt. of Karnataka  
NAAC Accredited with 'B+' New Delhi)

Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090PKM Educational Trust ®

Establishment

RRIT/EST/001/2022-23/06

15/09/2022

## CIRCULAR

Please find herewith enclosed the list of committees for the Academic year 2022-2023. Kindly inform your respective faculties regarding the same.

*Mahesh 15/9/22*

**Principal**

PRINCIPAL

**R.R. INSTITUTE OF TECHNOLOGY**  
Chikkabanavara, Bangalore - 560 090.

Cc to:

1. The Director
2. All HoDs- to circulate to respective faculties

## Committee List for the academic year 2022-23

SN	Name of the Committee	Head of the Committee	Members of the Committee	Roles and Responsibilities
1.	<b>ACADEMIC REVIEW (ACADAMIC COUNCIL) COMMITTEE + CERTIFICATE PROGRAMME COMMITTEE</b>	Dr. Mahendra K V Principal	Dr. Channabasavaraj S (ME) Dr. Gullapalli Sankara (CV) Dr. Sunitha H D (ECE& EEE) Dr. Manjunath R (CSE) Dr. Erappa G (ISE) Dr. V Ramachandramurthy (BS) IQAC Coordinator	Review of <ul style="list-style-type: none"> <li>• Lesson Plan</li> <li>• Academic Review</li> <li>• Review of Question Paper &amp; Syllabus</li> <li>• Conducting (Internal) Academic Audit</li> <li>• Plan &amp; Conduct the Certificate Program for the Institute.</li> </ul>
2.	<b>STUDENTS PROGRESS/ COUNSELLING /COMMUNICATION (Proctoring)</b>	Dr. Sunitha H D (ECE& EEE)	Mr. Murali G E (ME) Mrs. Gunasheela P (CV) Mrs. Lakshmidevi H M (CSE) Mrs. Manjula R Chougala (ISE) Mrs. Shyamala P (ECE) Mrs. Jhansi K (EEE) Mrs. Bhargavi (BSE)	<ul style="list-style-type: none"> <li>• Preparing SOP for Proctoring.</li> <li>• Allotting the proctor list, Issuing of the proctor books to mentors/proctors</li> <li>• Reviewing the updating of proctor books, Scheduling the meetings of proctors, parents' teachers meeting, Sending the progress report of the students through the mentors</li> </ul>
3.	<b>IIC/ED CELL/ IPR/Students Projects Committee/Internship/Innovation/R&amp;D /Journal Committee/KAPILA</b>	Dr. Mahendra K V Principal & Dr. C N Suresha (ME)	Dr. Channabasavaraj S (ME) Mr. Lohith Kumar J (ME) Dr. Gullapalli Sankara (CV) Dr. Kumar R Rao (CV) Dr. Manjunath R (CSE) Dr. Niranjana R Chougala (CSE) Dr. Erappa G (ISE) Dr. Sunitha H D (ECE& EEE) Mr. Mohan Kumar B N (ECE) Mr. Chitharanjan Das V (ECE) Mr. Vyshnav B (EEE) Dr. Sowmya A (BSE)	<ul style="list-style-type: none"> <li>• Setup Entrepreneurship cell, motivate students to take part, address the opportunities available for engineering students outside world, Arrange for interaction with industry person</li> <li>• Setting up guidelines, Defining the formats for project report</li> <li>• Preparing Evaluation format for project presentation,</li> <li>• Motivate students to Exhibit the project and select the best project of the year</li> </ul>

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4.	<b>NBA /VTU/ AICTE/ NAAC COORDINATOR/ NIRF</b>	Mrs. Parimala Gandhi G (ECE)	Dr. C N Suresha (ME) Dr. Niranjan R Chougala (CSE) Mr. Deepak A R (ME) Dr. Praseeda E (CV) Mr. Emmanuel Rajarathnam (ISE) Mr. Mohan Kumar B N (ECE) Mrs. Anusha D Y (EEE) <b>Mrs. Shwetha K R (BSE)</b>	<ul style="list-style-type: none"> <li>• Prepare the documents to meet the guidelines set by the respective bodies.</li> </ul>
5.	<b>PLACEMENT COMMITTEE</b>	Dr. Naveen M (ISE) & Mrs. Monica R A	Mr. Lohith Kumar J (ME) Dr. Praseeda E (CV) Mr. Abhilash L Bhat (ISE) Mrs. Veena V (CSE) Mrs. Anshu Deepak (ECE) Mr. Chitharanjan Das V (ECE) <b>Mr. Mallesha B Y (EEE)</b>	<ul style="list-style-type: none"> <li>• Establishing the contacts with reputed firms</li> <li>• arranging campus interview, conducting programs. Ex: Soft Skills, Encouraging GD</li> <li>• Conducting Technical and Non-Technical Aptitude Test</li> </ul>
6.	<b>ALUMNI COMMITTEE</b>	Dr. C N Suresha (ME)	Prof. Kalburgi Bharath (ME) Mr. Girish G (CV) Mr. Abhilash L Bhat (ISE) Mrs. Shruthi S (CSE) Mrs. Anshu Deepak (ECE) Mrs. Pradeesha J (EEE) <b>Mrs. Shwetha K R (BSE)</b>	<ul style="list-style-type: none"> <li>• Formulation of Alumni Association, Conduction of Meetings, Inviting Alumni to update the industry trends to our students and to bridge the gap between institute and Academia</li> </ul>
7.	<b>PURCHASE COMMITTEE</b>	Dr. Mahendra K V Principal	Dr. Channabasavaraj S (ME) Dr. Gullapalli Sankara (CV) Dr. Manjunath R (CSE) Dr. Erappa G (ISE) Dr. Sunitha H D (ECE& EEE) Dr. V Ramachandramurthy (BSE)	<ul style="list-style-type: none"> <li>• Formulate and regularize the requirement for the college and approve the same</li> </ul>

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SN	Name of the Committee	Head of the Committee	Members of the Committee	Roles and Responsibilities
8.	<b>STUDENT ATTENDANCE MANAGEMENT COMMITTEE</b>	Dr. C N Suresha (ME)	Mr. Srinivas K R (ME) Mr. Abhishek (CV) Mrs. Veena V (CSE) Mrs. Manjula R Chaugala (ISE) Mrs. Shyamala P (ECE) Mr. Mallesha B Y (EEE) Mrs. Thejaswini D (BSE)	<ul style="list-style-type: none"> <li>Monitoring and maintaining the data of attendance and internal assessment marks in the software.</li> <li>Ensuring proper E-Communication to Parents.</li> </ul>
9.	<b>LIBRARY COMMITTEE</b>	Dr. Amarnath G ME	Mr. Srinivas K R (ME) Mrs. Shilpa B R (CV) Mrs. Shruthi S (CSE) Mr. Abhilash L Bhat (ISE) Dr. Shivashankar (ECE) Mrs. Madhavi Dasari (EEE) Dr. Anita R Shettar (BSE)	<ul style="list-style-type: none"> <li>Regular Library meetings</li> <li>Updating library as per norms</li> <li>Library stock verification – once in year</li> <li>Procurement of books,</li> <li>Maintenance of all records of the same etc...</li> </ul>
10.	<b>SPORTS &amp; YOGA COMMITTEE/ FIT INDIA</b>	Dr. Naveen M (ISE)	Mr. Murali G E (ME) Mr. Ranganathan B A (CV) Ms. Revathi B (CSE) Mrs. Manjula R Chougala (ISE) Mrs. Shyamala P (ECE) Mr. Vyshnav B (EEE) Ms. Chamanthi (BSE) Mr. Thimmaraj T (PED) Mr. Harish (PED)	<ul style="list-style-type: none"> <li>Preparation of Sports Calendar of events/Sports development/inviting coaches and training the students for State Level Events.</li> <li>Organizing &amp; Deputing students for Inter college Sports events.</li> <li>Conduct Yoga classes related activities for students and staffs.</li> <li>Conduction of event on Fit India freedom movement</li> <li>Implement AICTE Fit India activities, submission of reports</li> </ul>
11.	<b>CULTURAL COMMITTEE</b>	Mrs. Shruthi S CSE	Mr. Kalburgi Bharath (ME) Ms. Priyadarshini H P (CV) Ms. Sharadhi S (CSE) Mrs. Manjula R Chougala (ISE) Mr. Chitharanjan Das V (ECE) Mrs. Jhansi K (EEE) Mr. Ganesh Y S(BSE)	<ul style="list-style-type: none"> <li>Conducting Cultural Events, facilitating student participation in other institutions at State/Inter State Level.</li> <li>Organize College day functions, coordinating the functions.</li> <li>Organizing &amp; Deputing students for Inter college cultural events</li> <li>Organize event on Eka Bharath Shresta Bharath</li> </ul>
12.	<b>ANTI-RAGGING COMMITTEE</b>	Dr. Mahendra K V Principal	Dr. Channabasavaraj S (ME) Dr. Gullapalli Sankara (CV) Dr. Manjunath R (CSE) Dr. Erappa G (ISE) Dr. Sunitha H D (ECE& EEE) Dr. V Ramachandramurthy (BS)	<ul style="list-style-type: none"> <li>Attending and Resolving the grievance of Ragging</li> </ul>

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SN	Name of the Committee	Head of the Committee	Members of the Committee	Roles and Responsibilities
13.	<b>ANTI RAGGING SQUAD/ DISCIPLINARY COMMITTEE</b>	Dr. Naveen M (ISE)	Mr. Srinivas K R (ME) Mr. Jayadeep K S (CV) Dr. Shivashankar (ECE) Dr. Shivakumarswamy (CSE) Mr. Gowtham G (EEE) Mr. Prashanth K K (BSE)	<ul style="list-style-type: none"> <li>• Display Pamphlets of Anti ragging, Observation of Anti ragging in the campus including hostel, Night inspection of hostels</li> <li>• Organize pledge/oath ceremonies against anti-ragging &amp; drug abuse</li> </ul>
14.	<b>GRIEVANCE REDRESSAL COMMITTEE</b>	Dr. Mahendra K V Principal	Dr. Channabasavaraj S (ME) Dr. Gullapalli Sankara (CV) Dr. Manjunath R (CSE) Dr. Erappa G (ISE) Dr. Sunitha H D (ECE& EEE) Dr. V Ramachandramurthy (BSE)	<ul style="list-style-type: none"> <li>• Listening &amp; Resolving students' grievances</li> <li>• Add As per Norms</li> </ul>
15.	<b>SC/ST</b>	Dr. Sunitha H D ECE	Dr. Manjunatha G (ME) Mr. Murali G E (ME) Ms. Shobha Rani N R (CSE)	<ul style="list-style-type: none"> <li>• As Per Norms</li> </ul>
16.	<b>NSS/ GREEN CLUB</b>	Mrs. Gunasheela P (CV)	Mr. Deepak A R (ME) Mr. Veerabhadragowda P Patil (CV) Mr. Raghunandan G (ECE) Ms. Revathi B (CSE) Mrs. Bhargavi (BSE)	<ul style="list-style-type: none"> <li>• Formation of NSS Unit, organizing events, addressing the societal needs.</li> <li>• Organizing Camps fund rising sponsorship</li> <li>• Maintenance of all records of the same etc.</li> <li>• Conduct Green Audit, Address the Environmental needs and importance of Greeneries, address the school children importance of Conservation of Natural Resources.</li> <li>• Apply for Green campus award to AICTE portal</li> </ul>
17.	<b>RED CROSS</b>	Mr. Chitharanjan Das V (ECE)	Ms. Sushma R K (CV) Ms. Shobha Rani (CSE) Mrs. Sowmya G J (EEE) Mrs. Thejaswini D (BSE)	<ul style="list-style-type: none"> <li>• Organize extension activities</li> </ul>
18.	<b>ICC /Anti Sexual Harassment</b>	Mrs. Parimala Gandhi G (ECE)	Dr. Manjunatha G (ME) Mr. Abhishek (CV) Ms. Sharadhi S (CSE) Mr. Emmanuel Rajarathnam (ISE) Mrs. Anusha D Y (EEE) Dr. Anita R Shettar (BSE)	<ul style="list-style-type: none"> <li>• Address the Needs and problems of Girls student, resolve the complaints if any.</li> <li>• Arrange for gender equity Seminar, counselor to address the issues</li> </ul>
19.	<b>MAGAZINE DEPARTMENT</b>	Mr. Ranganathan B A (CV)	Mr. Deepak A R (ME) Ms. Meenakshi K S (CV)	<ul style="list-style-type: none"> <li>• To initiate action to publish Magazine, Newsletter, Journal</li> </ul>

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	<b>NEWSLETTER/ EDUSAT PROGRAMME COMMITTEE</b>		Mrs. Lakshmidevi H M (CSE) Mrs. Manjula R Chougala (ISE) Dr. Shivashankar (ECE) Mrs. Sunanda C V (EEE) Dr. Sowmya A (BSE) Mrs. Mary Mimicklin Rexella (BSE)	<ul style="list-style-type: none"> <li>• Release of Magazine before the start of Academic year</li> <li>• Coordinating with VTU and arrange the programs. Coordinate with department as per the live telecast program schedule.</li> </ul>
20.	<b>MEDIA/WEB PAGE/ BRANDING COORDINATOR</b>	Mr. Chitharanjan Das V (ECE)	Mr. Lohith Kumar J (ME) Ms. Aishwarya V Kakade (CV) Mr. Mohan Kumar B N (ECE) Mr. Gowtham G (EEE) Ms. Revathi B (CSE) Mr. Emmanuel Rajarathnam (ISE) Mr. Madhusushan Y (BSE)	<ul style="list-style-type: none"> <li>• Website preparations,</li> <li>• Updating website as and when required</li> <li>• Communication to media (news and events in college)</li> <li>• Promoting College to Neighboring Schools, colleges, across India and outside India</li> <li>• Interacting with people, promoting the college events and highlights in social media</li> <li>• Press Notes prepared and sent to media for publishing.</li> </ul>
21.	<b>All Faculty/Student Chapter Committee +TECHNICAL CLUBS</b>	Dr. Mahendra K V Principal	Dr. Channabasavaraj S (ME) Dr. Gullapalli Sankara (CV) Dr. Manjunath R (CSE) Dr. Erappa G (ISE) Dr. Sunitha H D (ECE & EEE) Dr. V Ramachandramurthy (BSE)	<ul style="list-style-type: none"> <li>• Set up student chapter/Institutional chapter &amp; organize event</li> </ul>
22.	<b>HOSTEL &amp; CANTEEN COMMITTEE/ TRANSPORT COMMITTEE</b>	Dr. Amarnath G, ME	Mr. Veerabhadragowda Patil (CV) Dr. Shivakumarswamy N (CSE) Mrs. Sunanda C V (EEE) Mr. Ganesh Y S (BSE)	<ul style="list-style-type: none"> <li>• Maintenance &amp; attending to grievances if any</li> <li>• Maintenance of all records of the same etc,</li> <li>• Visit to Hostel and Check the Cleanliness and update the necessary maintenance.</li> <li>• Maintaining the list of commuters of the Bus/issue of Bus Id cards</li> </ul>
23	<b>NITTR/ UBA (Unnath Bharath Abhiyan )</b>	Mrs. Parimala Gandhi G (ECE)	Dr. Manjunatha G (ME) Mr. Girish G (CV) Ms. Shobha Rani (CSE) Mrs. Sowmya G J (EEE) Mr. Madhusushan Y (BSE)	<ul style="list-style-type: none"> <li>• Visit to village, collection of household survey, tabulation of survey data, report preparation</li> <li>• Proposal for village improvement plan</li> </ul>
24	<b>Vidyanjali Higher Education/NSP/SSP</b>	Dr. V Ramachandramurthy (BSE)		<ul style="list-style-type: none"> <li>• To coordinate all students scholarship activities ( SSP, NSP &amp; others )</li> </ul>

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Mahesh 14/9/22  
PRINCIPAL

R.R. INSTITUTE OF TECHNOLOGY  
Chikkabanavara, Bangalore - 560 090.



PKM Educational Trust ®

# R. R. Institute of Technology

Affiliated to VTU Belgaum and Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka,  
Accredited by NAAC with 'B+'



## Standard Operating Procedure

(Procedures and policies for maintaining and utilizing – Budgeting, laboratory, library, sports complex, computers, classrooms)

## Academic Year 2020-21

### Ver 1.0

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# 1. Standard Operating Procedures For Accounting/ Budgeting/ Expenditure

## 1.1 Preamble

The policies and procedures in this document govern the budgeting process, monitoring of budget, performance monitoring and the review and revision of budgets.

## 1.2 Objective

- i. To ensure that the annual budgeting process is performed timely and support the operational planning objectives and processes.
- ii. To monitor the budget variance and significant variances are reported.
- iii. Budgets are reviewed periodically for relevance and revised.

## 1.3 Budget Policies

The purpose of Budget Policy is to improve the process of budgeting and develop a common basis for assessing performance in terms of effective use of financial resources, as it requires the use of budgets to efficiently allocate resources and manage ongoing works.

### The objectives are:

- i. To provide excellent, consistent, and professional service to constituents regarding all budget matters.
- ii. To understand and guide the estimation of tuition and fees for students.
- iii. To ensure accurate budget information is provided for timely decision making by monitoring and controlling operational spending.
- iv. To develop and communicate budget guidelines and control the budget spending procedures at all levels.

### 1.3.1. BUDGET PREPARATION:

- i. The Internal Quality Assurance cell with the assistance from the Administrative Office/office superintendent sends the Budget proposal templates to all Departments at least one month before the start of financial year / academic year to consider the budget proposal for the next financial /academic year.
- ii. Each Department HOD along with one senior staff member coordinate in the preparation of the Budget for the concerned Department.
- iii. The Heads of the Departments submit the Budget draft proposal to the Principal in both hard

and soft copies.

- iv. The office of the Principal will submit the consolidated budget to the Director for approval.
- v. The Governing Body of the college is responsible for approving the annual budget of the College. The Governing Body approves the budget in the beginning of the Academic year. The GB may revise the budget after the interim internal financial audit.
- vi. The Principal communicates the approved budget department wise for implementation.
- vii. The Administrative and Accounts Office, led by the Principal, is responsible for all day-to-day financial operations of the College, including budget operations, and for ensuring that a system of sound internal controls is in place.
- viii. Principal may also seek the Heads of the Department to submit any additional requirements above the sanctioned budget or to surrender the unutilized budget.

### **1.3.2 BUDGET POOL**

- i. The College treats all the funds operated by the department association as pool of budget funds, that can be utilized only for the conduct of department student activities
- ii. Funds shall not be co-mingled or transferred between distinct budget pools without approval of the authorities

### **1.3.3 DELEGATION OF FINANCIAL POWERS**

Decentralization of financial powers is essential for effective functioning of the College in order to make it effective for accounting purposes and ease of governance.

### **1.3.4 AMENDMENTS:**

Any amendments to this policy must be approved by the Governing Body of the college.

### **1.3.5 BUDGET ALLOCATION:**

- i. Budgets are typically set annually by allocating anticipated income and resources among different departments and activities of interest. The allocated fund for the activity is not transferrable. Budgets are set for a 12-month period and reviewed annually.
- ii. Budgets are set on the basis of the previous year's expenditures, plus or minus any changes in spending, such as the recruitment of new staff or adjustments in staff salaries.. A budget aims to take into account all expenditures, including staff salaries, the cost of infrastructure and maintenance as well as miscellaneous expenses.

### **1.3.6 BUDGET MONITORING**

- i. A financial statement showing the budgeted expenses versus actual expenses should be prepared at least once a year.
- ii. The variance analysis should be prepared using the financial statement in point 1.
- iii. Heads of the departments must submit Utilization report to the head of the institution at the end of the financial year.

### **1.3.7. BUDGET REVISION**

The budget approved by the Governing Body after incorporating changes, if any, will come into effect.

### **1.3.8. PROCEDURES**

- i. Consolidate the normal operating expenses in the current financial year and project the operating expenses for the next financial year.
- ii. Prepare a list of events to be conducted and components to be purchased for the next financial year, and the budgeted cost is projected .
- iii. Ensure the annual budget for operating expenses is complete and the expenses for various planned events and purchasing of components/equipment are reasonable and are approved.
- iv. Review the financial statement for accuracy.
- v. Determine if there is a need to make adjustment to the budget.
- vi. If budget revision is required, propose necessary adjustments for review and approval.

### **1.3.9. BUDGET AUDIT**

- i. The budget audit examines whether the budgeting process is operating effectively by monitoring the techniques, procedures, and budget effectiveness.
- ii. Budget audit should be conducted every year by an External Agency. The budget auditor should report to upper management who can take appropriate action.
- iii. An audit plan assists in arriving at corrective action. The budget audit considers:
  - a. Cost trends and controls
  - b. Budget revisions
  - c. How adequately costs were analyzed
  - d. How costs were identified and classified
  - e. Looseness or tightness of budget allowances
  - f. Completeness of budget documentation, records, and schedules

## **2. Standard Operating Procedure for Purchase of Items**

### **2.1. PREAMBLE**

In the context of changing economic and business scenario, introduction of the General Financial Rule, use of online services, digital India mission, transparent and efficient governance and experience gained from centralized purchase system, it is imperative to review the rules and regulations for purchase and stores. As a matter of policy institute encourages the adoption of established procedure, wide publicity fair competition and efficient delivery of the desired objectives for which the purchases/ orders are made in the institute.

RR institute of Technology being primarily a research and academic institution the requirements are scientific with limited vendors. The procurement is time as well as project specific.

The purchaser shall make reasonable efforts to draw precise and accurate specifications of products/ works and find out the details of possible bidders for purchases.

### **2.2 OBJECTIVE**

The objective of the SOP is to describe the complete process for procuring goods and services in the Institute, starting from the indenting stage to the receipt of the material/service, till release of final payment.

#### **Scope**

This SOP is applicable to all permissible purchases made in the Institute, thus includes purchases of all Raw Materials, stationery, All battery related purchases, Maintenance Items etc.

### **2.3 PROCEDURE**

The important considerations in purchase of items of services are: (a) quality (b) reliability (c) timelines and (d) cost - specified quality and the reliability of the supplier, the cheapest option should be chosen. However, being cheapest should not be the sole criterion since the cheapest may not be necessarily always the best.

### **2.3.1 BUDGETARY CONTROL:**

All purchases should be subject to approved budget provisions. Department/ project budgets should specify the budgeted purchase (both revenue and capital items), which should become the basis for the overall Purchase Budget.

### **2.3.2 CLASSIFICATION OF PURCHASE ITEMS :**

- i. List of regular items to be prepared with estimation of volume and cost. Based on the value, item should be classified into the ABC classification – “ A ” the presenting the highest value items and so on. Re-order levels should be fixed for regular items after considering usage, lead time, ordering and storage costs etc.
- ii. The list of proprietary item should be prepared and approved by the purchase committee. Those property items, which could be acquired on single bid basis, must be specified.
- iii. For standard and non-standard items, and items procured regularly and otherwise specifications should be indicated in consultation with uses. For items of general use such as stationery, cleaning material, computer consumables etc., and a cross-section of users should be consulted before quality specifications are finalized.

### **2.3.3 INDENTING :**

- i. The standard indent form should be used by all for indenting. Specifications and samples must always be provided by the indenting authority. All indents for purchase should indicate the budget position and should be forwarded to the stores and purchase officer for processing. All indents other than those for issue of stationery and such other consumables should be recommended by the head of the concerned department or an officer not below the rank of a regular assistant professor and forwarded by the purchase committee and approved by head of the institution.
- ii. In case the value of an accepted bid exceeds the estimated (budgeted) value by 20% or more, the indenting officer will be required to examine the justification for the increase and take suitable action for preparation / approval of the revised budget. In such case, the indent signed by the indenting officer of together with justification should be forwarded to the purchase committee through the concerned recommending authority. This justification note should form a part of the purchase proposal.



### **2.3.4 CATEGORY OF FIRMS, REGISTRATION AND BLACKLISTING :**

There shall be the following categories of firms for inviting quotations for purchase of materials/services/equipment's/instruments

#### **i. LOCAL REGISTERED FIRMS :**

Local general suppliers, authorized/distributors of the manufacturers/services providers and firms undertaking job works can be registered with the institute as per the procedure mentioned. For obtaining such registration the firms shall be required to be registered with Sales Tax Office and should have Service Tax Registration, Tax payer identification no (Tin) and PAN allotted to them. The firm must maintain an office/shop/Show room registered in its own name, in the market/ industrial area or another suitable place and should have a bank account where in the payments must be sent directly in the bank. Credentials including manufacturing capacity, quality control facilities, past performance, after-sales service, financial background etc. of the firm shall be carefully verified by the institute. The registered forms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time of supply sub-standard items/goods or make any false declaration to the institute or for any other grounds which, in the opinion of the institute, is considered to be against the public interest.

#### **ii. BLACK LISTING :**

Black-listing of firm can be done on the recommendations of the approval of competent Authority. The administrative officer of stores & purchase section shall process all such cases reported by the Department. A committee specially constituted by the Director/Head of the Institution shall examine the case and shall submit its recommendations to the competent authority for final action.

In all purchase with multiple quotations, the report of the purchaser/purchase committee should include the following :

- a. A comparative statement of all dealers/seller indicating all taxes, freight, forwarding etc (i.e. the total cost of the purchase ).
- b. The dealers from whom purchases are recommended.
- c. In the event purchase is recommended not on the basis of lowest quotation, the reason therefore shall be explicitly stated.

**iii. BIDDING/TENDERING :**

- a. Negotiation after the tenders are opened should be made only with the lowest tenderer.
- b. Bids should generally be sought at least from three bidders.

**iv. LIST OF SUPPLIERS**

A list of recognized and reputed suppliers shall be build up and maintained by the Purchase department. It will be approved by the Purchase Committee. The same should be reviewed and amended periodically. The inclusion and deletion should be only with the approval of the Purchase committee

**v. SINGLE-BID PURCHASES**

- a. In the case of certain approved proprietary items, it may be necessary to procure the items from one source only. For technical or maintenance reasons, it may be necessary to procure a particular item from one selected supplier even though the same item is manufactured by other suppliers.
- b. Sometimes urgency of the requirement may necessitate the purchase on single bid can be invited from the single selected bidder and the purchase can be finalized as per the delegation of powers. Generally, purchase on a single bid basis should be restricted to the following cases only.

**vi. EMERGENT PURCHASE :**

- a. In case of non-availability of items (other than office equipment and furniture) in store, emergent purchase may be restored to. In such cases, the indent should clearly indicate the reasons for urgency of the purchase and why the purchase cannot wait till normal procedure is followed. The rates may be obtained by personal contact or ascertained telephonically from at least five firms by an officer not below the level of Assistant Purchase Officer/Assistant Administrative Officer who should record the rates ascertained in writing.
- b. Emergency cash purchases without calling for quotations can be made with the approval of the Director / Head of the Institution.
- c. Urgency of the requirement does not allow the normal purchase procedure.

**vii. WARRANTY :**

- Appropriate warranty clause must form part of tender documents. Minimum warranty of

twelve months / period decided by the Head of the Department , from the date of acceptance should be ensured.

viii. **ANNUAL MAINTENANCE CONTRACT :** In case of renewal of the Annual Maintenance Contract(AMC), the following points may be taken care of while sending the proposal for renewal of Annual Maintenance Contract :

- a. AMC should start from expiry of a purchase warranty date. In order to ensure this, the Department concerned shall initiate action for renewal of AMC at least 60 days before the expiry of existing AMC/ Warranty.
- b. In case of renewal of the AMC, the service/Maintenance register along with report/log book (of Xerox copier) should be sent to the purchase committee.
- c. In case of any increase in the cost compared to previous AMC, necessary justification for the same to be obtained from the firm and enclose along with the indent.

ix. **PURCHASE COMMITTEES:**

There shall be one purchase committee for the purchase of items. **The following shall be the role of the purchase committees:**

- a. Formation and review of general purchase policy, procedures, norms, systems, etc,
- b. Apprising the director /Head of the Institution on the implementation of purchase decisions and policy.
- c. Making recommendations regarding purchases (other than those, which come within the purview of the Buildings, and library) as mentioned above.
- d. The Director/Head of the Institution may nominate an internal or external technical expert to the purchase committee.

x. **OPENING OF TENDER**

- All public Tenders should be opened in the presence of the attending tenders or their authorized representatives.

xi. **PAYMENTS:**

**A. TERMS OF PAYMENTS –PUBLIC TENDER**

- i. The normal terms of payment are “50% payment within 30 days after receipt and acceptance

of the materials in good condition remaining 50% payment after Commissioning and/or submission of satisfactory Technical report.

- ii. For Other Purchases, the terms of payment are 50 % payment on purchase order and the rest after the delivery in working condition and on submission of satisfactory Technical report.
- iii. If the suppliers insist on other terms of payment other than the terms stipulated above, the following could be considered :
  - a. For stand-alone procurement items, payment up to 90% against proof of dispatch taking into consideration aspects like the standing and reputation and/or previous performance of the supplier, and pre-inspection of the goods at the supplier's premises wherever considered necessary by the indenter or Head of the Institution.
  - b. For project-related items like interior work, monthly Running Account payment can be made up to 4 times based on progress. However, for contracts for periods less than 3 months, no Running Account payment can be made.
  - c. Any other terms of payments can be accepted in exceptional cases only in consultation with Finance Officer and with the approval of Director/ Head of the Institution.
  - d. All bills for payment of supplies made shall be received by the Accounts. Before authorizing payment, the bill shall be verified with reference to copies of the purchase order, Receipt of Vouchers and relevant records including acceptance of stores and payment arranged within 10 days after receipt of voucher and bill.

#### **B. POWERS FOR PURCHASE APPROVAL:**

Within the approved budgets, the powers for approval of the purchases shall be exercised by competent authorities as per the powers delegated from time to time.

#### **C. APPROVAL OF BILLS AND PAYMENTS :**

The store keeper and purchase committee should certify that the goods have been received and are of the specified quality. Accounts officer before approving the bills and authorizing payment should ensure that bills are in order and related to the purchase order duly approved by a competent authority.

#### **D. MONITORING**

All purchase/work orders placed shall be monitored on regular basis. The following details may be maintained for monitoring

- i. Description of purchase/work.
- ii. Purchase /work quantity and value.
- iii. Contractors name, address and contact details.
- iv. Date of placing order.
- v. Scheduled date of delivery/completion of order
- vi. Actual date of delivery.
- vii. Fixed Assets/Stores register.
- viii. Date of payments due.
- ix. Extensions granted
- x. Remarks

## **3. Standard Operating Procedure (SOP) for Library and Information Centre**

### **3.1 PREAMBLE**

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers to provide an opportunity to enhance the knowledge and thought process of the academic fraternity and students.

### **3.2. OBJECTIVE**

To lay down standard operating procedures for the day to day operation of the library, rules and regulations, procurement of the resources needed for the library, and their maintenance of circulation accounting and disposal.

### **3.3 PROCEDURE FOR LIBRARY AND INFORMATION CENTRE (LIC)**

- i. All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum at the beginning of each academic year.
- ii. Depending on the requisitions raised, vendors are selected.
- iii. Quotations are sought from various vendors.
- iv. Comparative statement is prepared and out of which three suppliers are selected based on lowest quotations. The same will be sent for the approval of the Purchase Committee and then to the Principal. Once the Principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- v. After the budget is sanctioned, books are procured and entry is done in the accession register.
- vi. After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

#### **3.3.1 MEMBERSHIP OF LIBRARY**

- i. For becoming the members of the library, the faculty and students have to fill in the library application form with the details and get it signed by the concerned HOD and Librarian.

- ii. All the students of the college become members in the library after their enrolment into the program offered by the college.
- iii. After the verification of the library application form by the chief librarian, library cards are issued to the students and faculty.

### **3.3.2 ROLES AND RESPONSIBILITIES OF THE LIBRARIAN**

- i. It is mandatory to ensure silence in the library.
- ii. Faculty and students should not be allowed to take their personal belongings into the library
- iii. To promote the e-resources of the library to the target audience.
- iv. To assist the staff and students in proper usage of the resources.
- v. To maintain a register for outgoing books.
- vi. To collect the issued books on time.
- vii. A late fee to be collected from students, if the books are not returned by due date.
- viii. To ensure that the issued books are returned in proper condition, otherwise, action to be initiated.
- ix. Should ensure to maintain SC/ST book bank as per University/Government rules and regulations

### **3.3.3 PROCESSING OF THE BOOKS/ CDS/DVDS**

- i. The books are stamped with library seal for identification as library property.
- ii. The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- iii. The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the users.

### **3.3.4 PROCEDURE FOR BORROWING OF BOOKS:**

- i. Books are issued to the students/faculty/staff for a period as specified in the **Annexure1**
- ii. Note:The contents of the annexure-1 are subject to review as and when required by the Principal.
- iii. Re- issue of books will be as per the **Annexure-1**.

- iv. The faculty should renew the books at the end of each semester to avoid late fee.
- v. Staff or students can hold only Three (3) books in his/her account at any point of time, whereas a faculty members can hold a maximum of four (4) books in his/her account.
- vi. Books are issued on producing the library card. The Barcodes of the books are to be scanned before issuing .
- vii. For re-issue after the last date on return of the book, late fee has to be paid in full.
- viii. Students withdrawing admission from ‘RR Institute of Technology’ are required to take “No Due Certificate” from the LIC.
- ix. Administration section will not issue clearance unless the student deposits the ‘No Dues Certificate’, duly signed by the Librarian.
- x. Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students’ notice board and also upload on the website. A copy of the same should be given to the Administration Section.
- xi. Before final semester written examination, each final semester student shall get “No Dues Certificate” from the LIC for the books issued in his/ her name.
- xii. List of defaulters, if any, will be intimated to Administration Section and online generation of their admit card will be stopped by intimating to the Examination Section. Hard copy of admit Cards will only be issued once the “No Due Certificate” duly countersigned by Librarian is produced in the department.

### **3.3.5 ISSUE OF BOOKS TO FINAL SEMESTER STUDENTS DURING EXAMINATION**

- i. Final Semester students with no dues , who desire to get a book issued for the duration of the examination can do so by making a refundable deposit as indicated in the Annexure-1.
- ii. The book so issued must be returned within one week after the last examination date.
- iii. Books not returned within one week of the last examination will incur a late fee per day, as per the Annexure-1, which will be deducted from their caution deposit.

### **3.3.6 ACCOUNTING OF LATE FEE**

- i. The late fee amount is as per the Annexure-1.
- ii. The Librarian/Assistant Librarian should submit the details of late fee to the account section on day to day basis.
- iii. The members should pay the late fee in the Accounts Section.



### **3.3.7 ANNUAL STOCK VERIFICATION**

- i. Annual Stock Verification of all the books is carried out in the last week of June/ July every year.
- ii. After verification of the books the following list is prepared and a report is sent to the Principal.
  - a. Missing/Lost books
  - b. Repairable books
  - c. Unserviceable books for auction
  - d. Books not issued for over three years
- iii. The Stock Verification Committee shall check the details of late fee reported , books purchased and issued, e-resources and periodicals added during the Academic year.

### **3.3.8 DEALING WITH LOSSES**

- i. Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- ii. Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action to be taken.

### **3.4 Annexure-I**

### **Library Policies**

The Annexure contains the rules and regulations and are subjected to review as and when required by the principal.

#### **3.4.1 LIBRARY WORKING HOURS**

The working hours of the library depends upon the necessity of the user community and also based on the availability of the library staff. Usually the following working hours may be followed;

##### **i. ON WORKING DAYS:**

- a. Generally, the college library shall remain open to the students and staff
  - a. Monday to Friday: 9:00AM to 5:00PM.
  - b. Saturday 9:00AM to 1:00PM
- b. The college library timing may change depending on the college working hours and college infrastructure and availability of library supporting staff.
- c. The library timings may be extended during Semester End Examination.

##### **ii. ON HOLIDAYS:**

The library remains closed on General Holiday, National, Gazetted and Local Holidays.

##### **iii. GENERAL RULES & REGULATIONS OF THE COLLEGE LIBRARY**

- a. To Enroll as Library Members, the Student shall fill in the prescribed application and submit the same along with 3 Latest Passport size photographs along with necessary Documents.
- b. The faculty/staff members may enroll themselves as library members on production of a copy of the appointment order and 5 Passport size latest Photographs.
- c. Users should carry their identity cards while entering the library.
- d. Each UG/PG/Research student member is entitled to Borrow 2 Books and additional 1 book for SC/ST category & 2 Books for PG Students .
- e. All the students should renew their Borrower cards at the beginning of every Odd Semester.

- f. Late fee of Rs. 1(one) is levied per day for overdue books.
- g. Members with long term over dues will lose their library membership.
- h. Books once issued should not be carried back into the library before discharging the same at the Circulation Counter.
- i. A Member borrowing a book shall ensure that the book is in good condition, before leaving the Circulation counter. He/she is responsible for any mutilation or damage caused to the book after it is issued. They shall have to make good of the damaged book.
- j. If the books borrowed are a part of a set or volume, and the same is damaged or lost, the borrower is liable to replace the whole set.
- k. In case the lost books are not replaced with new one, the borrower will have to pay twice the cost of the book.
- l. Reference Books, Periodicals, Dictionaries, Encyclopedias, Handbooks & such other works which are declared as Reference books shall not be issued.
- m. Members shouldn't write, or make any marks in the materials that are part of Library.
- n. Tracing or mechanical reproduction (Photocopying / Scanning) of the documents shall not be made without the permission of the Librarian.
- o. A member who loses the Borrower card shall lodge a written complaint of the same to the Librarian. The lost card must be made null and void by the librarian. The duplicate cards must be issued immediately after paying the prescribed fee.
- p. Members are prohibited from - chatting, smoking, carrying the bags, umbrella windcheaters, boxes & other containers into the library. They should not carry their personal books (reading materials) into the library, except in special cases with the permission of the librarian. Members are requested to keep their belongings at the entrance of the Library. However they are advised not to leave cell phones, purse, money, credit card and other valuables in the handbag outside the library. These items are liable to be lost.
- q. Strict and absolute silence shall be observed in the Library.

#### **iv. LIMITATIONS OF BOOKS FOR FACULTY AND STUDENTS**

- a. Students can borrow two books at a time.
- b. Full-time teaching faculty can borrow at a time four books.

- c. The library advisory committee may suggest the limitation of books to faculty and students on the basis of their library collection.
- d. Book Bank books can be issued as per Book Bank scheme norms/the availability of books.

v. **OVERDUE AND LOSS OF BOOKS CHARGES (FINE & PENALTY)**

In case of loss of books the following procedure will be followed,

- a. A sum of “one rupee” will be collected per day per book beyond the stipulated overdue.
- b. The member should report immediately to the librarian about the loss of library documents borrowed from the library. The following charges shall be recovered for the loss of library books.
- c. If the lost book is not available for replacement the value of the book lost will be realized at the double the rates.

vi. **ACCESSION REGISTER AND INVOICE/BILLS PROCESSING**

**(a) Accession Register**

The library materials purchased are to be cross checked with bills and entry to be made in the accession register.

**(b) Bill Passing procedure**

1. The Librarian along with library staff checks the total purchase cost and conversion rates and certifies the bill as under “Certified that the net published/quoted prices have been charged and the approved rates of conversion have been charged”
2. Put a stock stamp on bills. It contains the following information
  - a. Budget head
  - b. Accession numbers (starting and the ending number of the bill)
3. Volume Number and Page number to be entered
4. Total Amount passed for sanction.
5. Initials of the Librarian and Principal of the college.

**(c) Technical Process of Work**

The following are the technical process through which a book passed before it is sent to the shelves after it is acquired.

1. Accession : Enter the details of the Invoice and Books in Accession Register
2. Classification and Cataloguing
3. Stamping: Library Accession Stamp; to be put on the back of the Title page, on Secret page and on the Last page.
4. Library ownership stamp; to be put on edges of the book and in case of magazine/journal first three pages or if anywhere required.
5. In case of Reference/Book Bank/Donated Book; Stamp to be put on title page or first three pages.
6. Label pasting: Spine label, Due Date Slip, Book Pockets, Colour classification label
7. Arrangement of processed books into shelves on order of classification.

## **vii. LIBRARY FACILITIES**

The Library services refer to facilities provided by the library for the use of books and reading materials and dissemination of information. The following are the important services provided by the library:

### **a. Circulation**

The circulation section is responsible for the following activities:

- i. Registration of readers
- ii. Issuing and return of books and other reading materials
- iii. Sending reminders for overdue books
- iv. Realization of overdue charges and maintaining the account
- v. Reservation of Books
- vi. Maintaining the circulation statistics.

### **b. Book Lending Service**

The books available in the library can be borrowed/referred by the faculty members and students of their interest. During the examination only 50% of the available books can be issued to the faculty/students.

**c. Periodical Lending Service**

Normally the periodicals and reference books will not be issued out of the library. However, on rare occasions, the reference books and periodicals may be issued to the students and faculty members for one or two days in exceptional cases such as Research/ project work with the recommendation of the Head of the Department.

**d. Book Bank Facilities**

One additional book can be issued to SC/ST/OBC/physically challenged/Defence/Economically weaker section students under the established book bank scheme with the other conditions remaining same.

**e. News Paper Clippings**

Depending on the usefulness of the information available in the newspaper, it may be cut/photocopied and arranged subject wise and kept in the library files for the use of the readers.

**viii. WEEDING POLICY:**

Weeding is the on-going evaluation of the library collection with a view to removing those items, which are no longer useful to library users. The Department of Library and Information Centre is to prepare and submit the weeding list at the end of academic year June/July in consultations with the concerned HODs and submit the same to Head of the Institution.

The criteria for preparing weeding list are as follows:

- Poor Content
  - (a) Content is out-dated or obsolete
  - (b) Content is biased
  - (c) Content is irrelevant as per needs or not being used in a curriculum
  - (d) Content is too mature/immature for the students
- Poor Condition
  - a) Resource has irreparable damage (torn pages, broken spines etc.,)

- b) Resource is dirty or smelly
- c) Resource would not survive further circulation
- Poor Circulation
  - a) Resource is not being used by patrons in a certain time frame ( 4Years)

**ix. PROCEDURE FOR WRITE-OFF**

- a. List the documents not found during stock verification.
- b. Library staff to make all possible efforts to locate the document not found during stock verification within six months.
- c. Prepare the list of the documents not found , and publicize in three months.
- d. Compare with the list of earlier stock verification to identify common entries.
- e. Put up the list of common entries to the Principal along with justification for the losses
- f. Get approval from the Principal.
- g. Issue Official Memo (OM) to write-off .
- h. Make necessary entries in the accession register, write-off register, assets register, etc.
- i. Remove records from databases.
- j. Close file.

## 4. Standard Operating Procedure for Laboratories

### 4.1 PREAMBLE

The Engineering laboratory promotes innovation & industrial competitiveness by advance measurement science, standards & technology in ways to enhance & improve quality.

### 4.2 OBJECTIVE

- i. To impart hands on training and practical knowledge to the students in the concepts and theoretical knowledge learnt in the classroom.
- ii. To provide facility to carryout the research/project/consultancy work.

### 4.3 PROCEDURE FOR LABORATORIES

#### i. Procedure

- a. Students should come to the lab 10mins before the commencement of the lab.
- b. They should come in full uniform with shoes wherever applicable.
- c. Students should note the instructions before starting the experiments.
- d. They should not start the experiment unless the lab in-charge gives the demonstration of the experiment.
- e. Before the commencement of laboratory work, each student should sign in the register stating that he /she has understood the rules and regulations after the explanation by the lab in-charge/instructor.
- f. The students should enter their USN, Name in the log book & indent the tools/accessories for the experiment in the indent slip.
- g. After the completion of the experiments the students should return the tools/accessories & collect the indent slip back.

#### ii. Maintenance and Calibration of Equipment/Computers

- a. Service of equipment must be carried out by lab instructor in presence of lab in-charge faculty one month before the start of semester.
- b. Preventive maintenance of the equipment is undertaken once in a year & the necessary activities must be carried out by the lab instructors .



- c. Status of the equipment is verified and need for Breakdown maintenance is documented in the proper formats. The report is submitted to Head of the Institution through HOD, a copy of the same is to be maintained in the record file of the department.
- d. Quotations are called for the maintenance of the equipment from at least three suppliers or vendors & a comparative statements are prepared & placed before the purchase committee, and the same with a note is forwarded to the principal for final approval.
- e. The principal office will raise the purchase order in-favor of the recommended vendor.
- f. Verification and maintenance of Computers must be carried out every fortnight by system admin incharge of the lab along with the lab instructor. Need for maintenance along with components to be replaced is documented in the proper formats, and the report is submitted to Head of the institution through HOD, a copy of the same is maintained in the records of the department.
- g. Verification of Furniture, Fixtures and electrical items is carried out in the months of December and July by lab instructor. The report of the same is documented and submitted to the Head of the Department for further process.
- h. Calibration of equipments is carried out as per the requirement and the certificate must be displayed. Details of AMC of the equipments must be maintained in the department.

**iii. Dos for the students:**

- a. Report to the lab 10 minutes before the start of the lab.
- b. Report immediately to the instructor and/or Teacher in case of Emergency/accident.
- c. Be aware of all the safety precautions.
- d. Wear the Lab coat/Apron wherever required.
- e. Wash your hands before you leave the lab for the day.
- f. Maintain Silence always.
- g. Observation and record books must be carried for every lab session.
- h. Keep your lab clean and tidy.
- i. Switch off the appliance, shut down the computer, and arrange the furniture and fixtures in-place before leaving the lab.
- j. Complete the calculations, and get your Observation and record books verified by the

faculty In-charge before leaving.

iv. **Stock Verification of Equipment/Computers**

- a. The stock verification of labs & class-rooms is carried out after every semester and before the commencement of next semester.
- b. The availability and working condition of all the recorded items are verified by the audit committee and documented. The copy of the report is submitted to the Principal.
- c. List of missing items is submitted to the principal.

x. **Scrap Disposal of Equipment/Computers:**

- a. The instruments and equipments which are beyond repair as certified by competent authority (DAB Committee) are declared scrap.
- b. The broken furniture is sent to the workshop for repairs/scrap on case to case basis as decided by maintenance department.
- c. The fans & fixtures beyond repair as decided by the electrician, are declared as scrap.
- d. The academic records like bluebooks, assignments, term work files, project/Seminar/Internship reports, workshop diaries are preserved for five years & then disposed of as per institution norms .

xi. **Laboratory Manual**

The Laboratory manual includes working procedures. The contents in the manual should include the following:

- a. Procedures for the experiments to be carried out in the laboratory.
- b. Theoretical aspects and application
- c. Tabular columns ,Specimen calculations , expected results and graphs
- d. Standard Viva-voce questions

xii. **General Safety Measures**

- a. First aid kit and Fire extinguishers must be placed at easily accessible locations.
- b. Fire exit plans are displayed in corridors.
- c. Appropriate protective gears (spectacles, goggles or safety shields ,aprons, gloves) should be worn wherever and whenever required.

- d. Fasten loose clothing and tie back long hair.
- e. Closed footwear should be worn at all times.

v. **House Keeping**

- a. The floors should always be kept clean and dry.
- b. Keep the benches and apparatus free from chemicals and clean the apparatus thoroughly.
- c. Waste should be disposed properly.

## 5. Standard Operating Procedure (SOP) For Computer Laboratory

### 5.1 PREAMBLE

The computer laboratory is important in every technical institute to enhance the scientific and technological research and invention capacity of students. It aims primarily at guiding students towards a clear understanding of Information Technology, developing and refining the skills of digital literacy essential in the contemporary work environment, and instilling an enthusiasm for computing, programming, and networking in both theory and practical.

### 5.2 OBJECTIVE

- i. Understanding the complexity and ambiguity of empirical work.
- ii. To instruct the nature of programming code and to enlarge the practical skills.
- iii. Cultivating interest in learning Software and developing teamwork abilities.

### 5.3 ROLES AND RESPONSIBILITIES

#### i. Faculty

- a. The allotted faculty must be available in the lab 10 minutes before start of the lab.
- b. The concerned faculty must check the lab observation/ record before/after the execution of the experiment.
- c. Program execution Instructions must be provided and also ensure the students have executed the program.
- d. Faculty must ensure that students have copied the output and got it verified.

#### ii. Instructors

- a. Must Provide timely lab support to faculty and students.
- b. Maintains a schedule of preventative maintenance for all equipments and keeps adequate manuals and maintenance log book for equipments and parts.
- c. Observes and reinforces safety and housekeeping procedures and protocol within the lab.
- d. Maintains systems and procedures to track borrowed equipment and tools.
- e. Recommends solutions to continuously improve lab operations.
- f. Controls the distribution of consumable materials and ensures adequate inventory levels for supplies within the lab.

- g. Assembles new or modified equipment such as servers, workstations, routers, switches and systems.
- h. Receives, installs, maintains and assists with ordering of lab equipments and supplies.
- i. Interacts regularly with suppliers regarding the purchases of new equipment.
- j. Demonstrates the use of equipments within the lab.
- k. Assists in the development and maintenance of teaching materials.
- l. Supports faculty and students in the design, planning and execution of student Experiments as required.
- m. Performs other related duties as assigned by the HOD.

### **iii. System Admin:**

Duties and responsibilities of system admin are:

- a. User administration (setup and maintaining account)
- b. Maintaining systems
- c. Verify that peripherals are working properly
- d. Quickly arrange repair for hardware in occasion of hardware failure
- e. Monitor system performance
- f. Create file systems
- g. Install software
- h. Create a backup and recovery policy
- i. Monitor network communication
- j. Update system as soon as new version of OS and application software are launched.
- k. Implement the policies for the use of the computer system and network
- l. Setup security policies for users. A system admin must have a strong grasp of computer security (e.g. firewalls and intrusion detection systems)
- m. Documentation in form of internal wiki
- n. Password and identity management

### **iv. Students:**

- a. Leave your belongings outside except observation book, record and manual book
- b. Switch ON the system; open the software corresponding your lab work.
- c. Create a file with your program title/USN followed by program number.
- d. Create a folder with USN and save the file in the folder
- e. Arrange chairs properly before you leave the lab.

- f. Before downloading the program to the kit, Show the connections to the staff In-charge.
- g. Don't use pen drives in the lab.
- h. Don't delete any file from the system if you have problem executing the program; inform the same to your lab instructor/faculty.
- i. Before you leave the lab, show the output of the program and get it signed by the faculty.

## **5.4 PROCEDURE FOR SETTING UP A NEW COMPUTER LAB**

### **i. Factors to be considered**

- a. Security of computers, programs and other resources
- b. Reliability of the power source
- c. The number of computers to be installed and the available floor space
- d. The maximum number of users that the computer laboratory can accommodate.

### **ii. Safety measures and precautions**

- a. Fire Extinguisher
- b. Cable Insulation
- c. Stable Power Supply
- d. Burglar Proofing
- e. Proper Lighting and Ventilation
- f. Standard Furniture
- g. Physical Security
- h. Security Software

### **iii. Computer laboratory rules and regulations**

- a. No smoking and exposing computers to dust since they contain small abrasive particles that can damage computer components and cause wearing of moving parts.
- b. Avoid carrying food and beverages to the computer room since these may fall into moving parts causing rusting or electrical faults.
- c. Avoid unnecessary movements because you may accidentally knock down peripheral devices.
- d. At all times follow the right procedures while starting and shutting down the computer therefore abrupt switching on and off the computer should be avoided since this can lead to

- damaging the computer.
- e. Do not open up the metallic covers of computers or peripherals without permission.
  - f. Routine maintenance to be done by system administrator/lab instructor and the same must be recorded in service register.
  - g. Any connections (keyboard, mouse, printer and monitor) to the computer should be done when the computer power has been switched off.
  - h. Unauthorized users are not allowed to use the computers.
  - i. Cover the computers when not in use. Let the computers cool down before being covered to avoid trapping heat.
  - j. The computers should be vacuum cleaned on a regular basis to remove dust from the keyboard, mouse and other parts.

#### **iv. Factors to be considered for Purchase of software, computers & peripherals**

- a. Need of the computers determined by Head of the institution.
- b. System specifications like capacity of hard disks, RAM, processor speeds as determined by head of the department.
- c. Source of system components
- d. Environmental concerns
- e. Available employee skills

#### **v. Basic requirements for running a Computer Lab**

- a. Laboratory UPS
- b. Air Conditioner
- c. Fire Extinguisher
- d. Security Camera
- e. Blower
- f. Antiglare Screens
- g. First Aid Box.

#### **vi. Dealing with Losses**

Loss or damage of any computer peripherals will be recovered through the common breakage charge from students.

**vii. Procedure for Write-off**

- a. List the items not found during stock verification;
- b. Lab in-charge staff should make all possible efforts to locate the items not found during stock verification.
- c. Arrange pre-final list of the items not found and publicize;
- d. Accumulate a final list of items not found;
- e. Compare with the list of earlier stock verification to identify common entries;
- f. Place up the list of common entries to the Principal along with justification for the losses.
- g. Get approval from the Principal
- h. Issue Official Memo (OM);
- i. Make necessary entries in the book, write-off register, assets register, etc;
- j. Remove records from databases;
- k. Close file.

**viii. Do's & Dont's**

- a. Leave your belongings outside except observation, record and manual book.
- b. Switch ON the system, open the software corresponding to your lab work.
- c. Create file with your program title.
- d. Arrange chairs properly before your leave the lab.
- e. Before downloading the program to the kit, show connection to staff in-charge.
- f. Don't use pen drives in the lab.
- g. Don't delete any files in the system.
- h. Before you leave the lab show the output of your program and get it signed by staff in-charge of the lab.



## 6. Standard Operating Procedure (Sop) for Maintaining Class Rooms

### 6.1. Preamble

Class room ambience provides an excellent opportunity to an extensive range of academic teaching learning activities such as , imparting knowledge, ideas, concepts, skills to the students.

### 6.2. Objective

To lay down standard operating procedures for the day to day operation of the class rooms, rules and regulations, procurement of the resources needed for the class rooms and their maintenance.

### 6.3 Maintenance of Class Rooms

#### i. Procedure

- a. All the Heads of the departments are communicated to assess the number of class rooms and tutorial rooms required based on student strength and curriculum at the beginning of each semester. Also they should submit the list of available rooms, seating capacity, furniture and fixtures, repairs and maintenance needed.
- b. Heads of the departments to allocate the rooms for various semesters and sections based on the availability
- c. Heads to submit the report if any deficiency and surplus in rooms, furniture, fixtures, repairs and maintenance to the principal.
- d. Principal office consolidates the list and verifies whether a separate room can be exclusively allotted to each section or sharing of rooms if required.
- e. Principal office issues final list of rooms to the departments for that semester. Same will be communicated to the faculty and students and will be adhered to.
- f. Any shortage of furniture & fixtures, repair and maintenance etc will be addressed by the administrative office through designated supervisor on the orders of principal and top management.
- g. All the newly procured furniture and fixtures etc. will be entered in the stock register in the principal office.
- h. All the faculty are provided with sufficient teaching aid at the beginning of semester from the stores.

**ii. Rules to be followed in the class rooms**

- a. Class rooms are occupied as per the time table approved by the Principal.
- b. Students and Faculty shall report to the classes in time.
- c. Late comers shall take the permission of faculty/HOD to enter into class rooms.
- d. Students shall maintain silence except during interaction with faculty.
- e. Students shall not disturb others.
- f. Use of phones is not permitted.
- g. Students should not write and paint on desks and walls and keep the classroom clean and tidy.
- h. Faculty shall wipe the contents on the chalk board before leaving the class.
- i. Students should not cause damage to furniture and fixtures.
- j. Students should switch off the lights and fans before leaving the class rooms.
- k. Class rooms shall not be misused for unauthorized and illegal activities
- l. Any violation of rules may result in disciplinary action against the users.

**iii. Class Room Activity**

- a. Class rooms can be used for conducting theory classes and tutorial classes.
- b. For conducting Student development programmes like seminars, workshops etc.
- c. For conducting semester end university examinations, Internal Assessment tests, Quiz tests etc.
- d. Any other use permitted by Principal.

**iv. Procedure for using e-Class Rooms:**

- a. Faculty who want to use e-classrooms should block them in advance by making an entry in the register kept in the office. The rooms will be allotted on first come first serve basis.
- b. If any additional facilities required, request for the same will be sent to the principal by the HOD on the suggestion of faculty.

**v. Operation of Class Rooms**

- a. Class Rooms are opened on all working days and other days approved by the principal 15 minutes prior to the commencement of classes by the department supporting staff identified by the HODs.

- b. Class rooms must be provided with adequate Lighting and ventilation.
- c. Class rooms to be maintained by the House Keeping staff regularly
- d. Any complaint regarding the cleanliness, repair and maintenance must be reported to the House keeping supervisor through the HOD. If the issue is not resolved then it is escalated to Principal for further action.
- e. Cleanliness is checked by supporting staff during their frequent visits to class rooms.
- f. Class rooms are kept locked by the department supporting staff when not in use.
- g. Class room Keys are kept in the College office. A log book is maintained for the issue/deposit of the keys.

**vi. SOP FOR SEMINAR HALL**

Two seminar halls, main block seminar hall and civil block seminar hall, are well equipped with modern facilities like multimedia projector and sound systems, well lit and ventilated. These are available for hosting the Invited Lectures, training programs, Workshops, Conferences and Seminars etc. They are also being utilized for various functions/activities by Clubs & Societies of RR institutions.

- a. **Availability:** Before planning any activity in RRIT Seminar Halls, availability of the halls may be verified with the entrusted office assistant in college office. The booking of the hall is subject to availability of the Seminar Halls.
- b. **Booking of Hall:** Program coordinator need to enter the details of the program like date, time and duration, title of the program, coordinators department/institution, and contact details etc in the assigned register maintained in the college office.
- c. **Responsibility of the User:** The respective Departments/ Institutes/ Clubs/ committees desirous to plan event at Seminar Halls, is responsible for the following:
  - 1. Planning, processing and coordination of events.
  - 2. A faculty organizer/ person/office bearer should be deputed for necessary coordination, and would coordinate with college office Staff and system admin staff well before the start of the event at least half an hour earlier for opening of hall and required assistance/facilities.
  - 3. Ensure that the number of guests/participants does not exceed the capacity of the hall

4. Not to use the hall either for the purpose other than what is mentioned in the assigned register or any political activities.
5. Department is responsible for any loss/damage of property.
6. Department is responsible for keeping the premises of the hall neat and clean, and to hand over the hall to the college staff in good condition.
7. Ensure no food / beverages are served in the hall.
8. IT staff responsible for the usage of ICT facility should report to the HOD/Coordinator an hour before the start of the program.
9. Ensure no writing on walls, pasting of pictures, fixed accessories and banners in the hall.
10. Alteration in furniture/fixture is not permitted.

vii. **Duties of IT Staff:** IT Staff shall provide support for the conduct of the event is as under:

- a. Should maintain all IT and allied infrastructure in good working condition.
- b. Turn on UPS, Computer and Multimedia and Check wired and wireless hand mic (change batteries of wireless mic if required) a day before the event.
- c. IT staff must be present on the day of program till the end of the program.
- d. After an event, check all the equipments are turned off .

viii. **Duties of Admin Staff:**

- a. Confirm the availability of the hall without overlapping of programs and informing the IT staff about the event
- b. Open the hall, Turn on lights and fans, provide additional furniture if required.
- c. Ensure cleanliness of Seminar Hall
- d. Repair/ maintenance of furniture/ fixture (if required).
- e. Provision of water bottles before the start of the event (if demanded by the Organizer).
- f. Provision of tissue box before the start of the event (if demanded by the Organizer).
- g. Air freshener before the start of the event (if demanded by the Organizer).
- h. Display of sign and direction boards of the event
- i. Lock the hall after the event with the consent of IT staff.
- j. Anti Mosquito sprays time to time (if required)

**ix. Annual Stock Verification**

- a. Annual Stock Verification of furniture and fittings must be carried out by the audit committee.
- b. Following particulars will be reported by the committee
  - a. Missing/Lost items
  - b. Repairable items
  - c. Unserviceable items
  - d. Items shifted/transferred to other class rooms/laboratories/departments etc
- c. Extent of damage to the furniture and fittings

**x. Dealing with Losses, Damages and Shortages**

- Damage to the furniture and fittings of reasonable magnitude is considered as annual wear and tear and such damages may be written off with the permission of the principal.
- Loss or damage of severe magnitude irrespective of value shall invariably be investigated and appropriate action be taken.
- Repairing and Replacement of damage items are identified and brought to the notice of the higher-ups.

**Annexure-I****Class Room Policies**

The Annexure contains the rules and regulations and are subjected to review as and when required by the principal.

**1. Class Rooms Working Hours**

The working hours of the class rooms depends upon the necessity of the user community and also based on the availability of the faculty. Usually the following working hours may be followed;

**a) On Working Days:**

1. Generally, the class rooms shall remain open to the students and staff
  - a. Monday to Friday: 9:00 AM to 4:45 PM.
  - b. Saturday 9:00 AM to 1:15 PM
2. The class room timings can be extended by the principal if any class, workshop or any other authorized program extends beyond stipulated college timings.

**b) On Holidays:**

The class rooms will remain closed on General Holiday, National, Gazetted and Local Holidays. However Principal may give permission to conduct any authorized class or programme on holidays.

## 7. Standard operating Procedures for Conducting Sports

### 7.1 Preamble

Sports is an integral part of social development that needs to be encouraged. At R R Institute of technology, sports or any activity leading to physically active lifestyles are considered important component of overall personality development. We encourage staff and students to participate in physical activities and sports, as we firmly believe in its benefits. Our aim is to produce young men and women who are physically active and who play with good sportsmanship and are competitive every time they step onto the field. We intend to teach our students to be committed to their team and take responsibility for their actions. In order to bring the awareness amongst the students we intend to draw a “RRIT Sports Policy”. The policy is binding to one and all of the students and facilities of RRIT.

### 7.2 Objectives

The main objective of the College Sports Policy is to include SPORTS as an important part of the overall curriculum offered by the college to its pupils.

- a. To motivate students to become part of the ongoing recreational and competitive sports Programme.
- b. To inform the students about the benefits of being involved in an active lifestyle.
- c. To involve faculty members to assist the Department of Physical Education and Sports Management in promoting, organizing and supervising the college Sports and ‘Active Life’ Programme.
- d. To feature ‘Sports Hour’ in the time table and to assign a faculty member to monitor the students presence in the activities conducted during sports hour.

### 7.3. Roles & Responsibilities

#### a. THE COLLEGE:

- i. Accord priority to Sports and it as an integral part of the college academic Programme and make available necessary funds and infrastructure.
- ii. Encourages talented sportsperson to join the college.
- iii. Motivates the sportspersons to take part in inter and intra collegiate competitions.

**b. THE DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS MANAGEMENT:**

- i. Organize, supervise and administrate competitive, recreational and leisure time sports activities along with orientation programme for students.
- ii. Conduct talent search programme such as Sports Fitness Test and Sports Skill proficiency test to build college sports team.

**c. THE FACULTY:**

- i. Associate with sports activities and motivate/promote students to take part in sports.
- ii. Create awareness among students about the sports policy of the college.
- iii. Should not deter any student from participating in internal as well as external sports activities authorized by the college management.
- iv. Extra lecture/tutorial/exam or any other related activities should not be planned during the assigned time for sports activities or events.
- v. Assist the Department of Physical Education and sports in promoting, organizing and supervising the college sports Programme.
- vi. Organize additional lecture/practical classes if required for the college sportspersons representing University/ State / Nation.
- vii. Aware about the achievements of their students and must highlight the same during their interaction with each other, if possible in a classroom situation.
- viii. Provide “duty leave” to the faculty on sports duties authorized by the head of the institution.
- ix. Faculty member must provide a fair chance to the student to undergo and complete the academic work missed out by the student, while on “duty leave”.

**d. THE STUDENTS:**

- a. Take pride in associating themselves with sports activities and in motivating / promoting fellow students to take part in sports.
- b. Must be a member of a sports club in order to participate in any internal or external sports or related activities of the Department of Physical Education.
- c. All the members of student community are categorized in two groups; Students committed towards fit and active lifestyle and Students aspiring to represent college teams for inter institutional sports competition.



## 7.4 PROCEDURES FOR CONDUCTING SPORTS

- i. The Sports facilities include a huge and well-maintained Sports Ground. The facilities include a Football court, Cricket pitches, Badminton court, Volley ball/ throw ball area, Indoor games (Carrom board, chess board) facilities, Cricket nets (cemented and turf), 200-meter standard six lane tracks, a standard Long Jump pit, one Throwing Circle, one Javelin throw Area.
- ii. The Sports department maintains a stock issuing register to issue the required sports equipments to students against their college ID card.
- iii. A student must be a regular member of College sports club (Students Sports Club affiliated to the Department of Physical Education and Sports).
- iv. The Students interested in participating in any Sports activities to represent the college should go through the selection process for the respective Event (Including Fitness) conducted by the Department of Physical Education.
- v. The equipments can be accessed only during sports hours.
- vi. The Selection Committee comprises of Physical Education Director/Manager, Coach and Sports Coordinators from various departments.
- vii. The student should register their names with respective Department Coordinators (Faculty/Student) to attend the selection process on the date scheduled.
- viii. The Students attending the selections should be Eligible for the respective Academic year.
- ix. The selection Committee will have a set of procedure for the respective events to grade and select the students based on their performance and fitness.
- x. The registered students should undergo the Physical fitness test, examined by the Physicians
- xi. All coordinators, students should abide by the rules and regulations of the events, and in case of any discrepancies the decision of the Director of physical education will be final.
- xii. Individuals will be held responsible for any loss of personal property and personal injury at the time of utilizing sports facilities.

### **The Physical Education Director:**

- The Physical Education Director and staff are available from 9:00AM to 5PM on all working days; they are also available beyond working hours during training and practice sessions.

- Before the students leave the premises, the staff should ensure that the groups return the sports kit in good working condition.

### **Responsibilities of Staff:**

- i. Ensure timely opening and closing of the sports center.
- ii. Issues related to sports, bring it to the notice of the physical education director.
- iii. Lost sports property must be recorded in the log book.
- iv. Ensure the availability of first aid kit in the sports center.

## **7.5. Do's & Don'ts**

### **a. Indoor Games:-**

- i. The equipments can be accessed only during sports hours.
- ii. The rooms will be maintained by the person in-charge.
- iii. The students should compulsorily make an entry in the issue register.
- iv. The registered students wishing to represent the college team will have to compete with the other registered members as per the nature of the game and emerge with the top points assigned by the selection committee.
- v. The selected students will have to compulsorily attend the training.
- vi. It is compulsory for the students to return the equipments at the end of the day.

### **b. Athletics :**

- i. The students who have registered for the respective events should undergo Physical Fitness test to attend the selection process for the Athletics Team.
- ii. The Selection Committee will select students with best individual performance as per the nature of the event.
- iii. The Selected students should attend regular training camp without fail.
- iv. If the students get injured/not able to attend the camp he/she will be replaced by the student with next highest score.
- v. Dress code should be strictly adhered to: trousers/sports pants, shoes/sports shoes and official Sports attire.

### **c. Group Event:-**

- i. The Registered student should be present in the venue as per the date and time schedule.

- ii. The students who have registered for the respective events should undergo Physical Fitness test to attend the selection process for the Group Events.
- iii. The Selection Committee will select the students with best individual performance as per the nature of the group event.
- iv. The Selected students should attend regular practice sessions. The students should inform the team Manager /Coach if he/she is not able to attend the practice sessions.
- v. The students should maintain proper dress code and discipline, to attend the practice sessions.
- vi. The Captain of the team will be selected by the selection Committee to lead the team.
- vii. The following dress code should be strictly adhered to:- Trousers/sports pants, shoes/sports shoes and official Sports attire.

**d. General:**

- i. The college team will withdraw from a respective sports tournament, if there are insufficient numbers of players required to form a team.
- ii. College teams representing College should follow very high standards of behavior. They are also proud members of a team and their behavior should in no way cast aspersions on themselves, their team members, the coaching staff and most importantly the college. Consequently all college teams must show a sense of belongingness.
- iii. Any team member not abiding by these conditions will be eliminated from the team. The decision of the Director of Physical Education is final and binding on all .

**e. Dont's:**

- i. No Jeans/Slippers or any other casual attire
- ii. No SMOKING in the sports area
- iii. No Eating in the sports room or in the changing rooms
- iv. No jewelry or watches during a sports activity
- v. Do not play if you are feeling tired or unwell and inform the concerned authorities immediately
- vi. Do not dehydrate yourself

## 7.6 Institution Annual Sports Meet

- i. The annual Sports Meet is conducted during the even semester of every academic Year.
- ii. The Date, Time, place of event has to be identified and budget has to be prepared.
- iii. Necessary permissions from the higher authorities have to be obtained before organizing the event.
- iv. Identify coordinators to organize and coordinate various events, and also formulate the roles and responsibilities of event coordinators.
- v. Identify hazards/risks involved such as weather, accidents and be well equipped to handle sports injuries - first aid, ambulance, doctor on call
- vi. The Students interested to participate in the Annual Meet should register their names with the Sports Coordinators of respective departments within the last date of the registration.
- vii. The Participant/Team should register in the Desk half an hour before the events starts as per the date and time given by the committee.
- viii. The student should attend the competitions as per the schedule.
- ix. The Participant/team should follow the rules and regulations as per the Annual Sports Meet Committee.
- x. The student should follow the proper dress code to attend the sports Meet. Trousers/sports pants, shoes/sports shoes and official sports attire while playing.
- xi. The Winners will be awarded with the Trophy/Cash prize by the Sports Committee.

## 7.7 List of Games and Maximum Players:

Sl. No.	Name of the Sport	Maximum Players
1	Cricket	12
2	Football	11
3	Throw ball	12
4	Volley ball	6
5	Badminton	Single/2 players per team
6	Tennicoit	2
7	Carom board	Single/ 2
8	Chess	Single/ 2
9	Kabaddi	12
10	Cycling	Individual
11	Athletics	Individual/team

## 8. Standard Operating Procedure for Conducting Yoga

### 8.1 PREAMBLE

Yoga education has started with the birth of the first human on this Earth. Yoga is a way of life. Yoga not only provides health, vigor, brightness and alertness to the body and mind, it also fills the life with satisfaction, happiness and pleasure.

### 8.2 OBJECTIVES

- i. Yoga practice reduces tension, stress, anxiety, weakness, helplessness, fear, and negative thoughts etc. which are increasing day by day in this mechanical way of human life.
- ii. Man can prove his life worth living by developing his self physically and psychologically that contribute for the development of spiritual instinct in him.
- iii. Man can acquire peace and tranquility as Yoga practice reduces the negative tendencies like jealousy, ego, anger etc. in him.
- iv. It treats the prolonged diseases or deficiencies like diabetes, asthma, heart problems, pains, sprains, indigestion etc. and makes the body active and lively.
- v. Yoga practice enhances the practitioner's concentration and alertness in every activity that he does.

### 8.3 General Rules & Regulations:

#### DO'S:

- i. "Early to bed and early to rise makes man healthy, wealthy and wise" is a universal saying.
- ii. Yoga should be practiced at the yoga center in the college premises.
- iii. Wear comfortable clothing.
- iv. Practice Yoga everyday regularly

#### DONT'S

- i. During illness, after operations, when there is a bandage either for sprains or fractures, one should refrain from Yoga practice. They can resume Yoga after consulting the physicians/experts.

- ii. One should not initiate Yoga by himself. It is always better to consult Yoga experts before starting the practice of Yoga.

## 8.4 Procedure for Conducting Yoga

- i. The room/area of practice should be well lit, ventilated and cleaned.
- ii. The room is opened half an hour before the yoga practice.
- iii. The yoga may be practiced only in the stipulated time in yoga center.
- iv. The student & faculty should register their name with the yoga Club to attend the classes.
- v. The yoga Class are held on Every Wednesday and Friday 3:30PM to 4:30PM in the Yoga Room in the Campus.
- vi. Asanas are to be practiced with empty stomach. One has to wait for 4 ½ to 5 hours if food is taken, and 2 ½ hour if one takes refreshments, so that the food is digested.
- vii. Persons who underwent operations or have heart disease or any such other prolonged disease are advised to consult the experts before they attempt any asanas.
- viii. One should neither hurry nor haste while practicing asanas. One should not strain the limbs nor should feel tired.
- ix. One should massage the face and body with the palms before and after Yoga practice. At the end of the asanas one should rest in Shanti asana to relax and feel fresh.
- x. It is necessary to practice asanas every day regularly according to the prescribed norms.
- xi. While practicing asanas one should concentrate totally on the posture alone for better results.
- xii. One should practice Yoga in a peaceful and calm state of mind. One should not practice when he is in dissatisfaction, weak, depressed, sorrow, anxious, fearful or any such other abnormal mood. It is better to lie down in Shanti asan calmly and give rest to body and calmness to the mind, in such cases.
- xiii. At the initial stage any process / asan should be done only for a few possible seconds. After being used to, one may increase the time of the pose of each asan / kriya.
- xiv. After practicing asanas, one must take sufficient rest and then may take meals.
- xv. Very small children should not be forced to practice asanas. Even grownups also should not be asked to practice asanas immediately when they come to school; as they eat their food before coming to school and their stomachs are not empty to facilitate them for the asanas. Asanas may be practiced at least 2 ½ hours after taking the light meal.

- xvi. Senior persons above 60 years of age are advised to practice light asanas. Meditation for longer time will be of much help to them.
- xvii. Those who go for walking should take sufficient rest before they start asanas or after practicing asanas, taking rest and then go for walking.
- xviii. Yoga should be started with Micro Exercises for warming up followed by suryanamaskara, and then Shanti asana to relax the body and mind, and only then go for other asanas. Prayer, Pranayama and relaxation are must before and after yogasana practice.
- xix. During the practice, if one feels tired or breathing rate is increased or heartbeat becomes abnormal or one sweats intensively or feels giddiness then, asanas should be immediately stopped and should take rest and relax.
- xx. One may drink little water if he feels so during the practice.





Since 1993

PKM Educational Trust ®

# R. R. Institute of Technology

Affiliated to VTU Belgaum and Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka,

Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090

Internal Quality Assurance Cell

12/4/20201

## RRIT Strategic Plan

The Strategic Plan ensures that the plans achieved through accountability process comprising of review, evaluation, reporting and, where necessary, re-planning.

Meeting with HODs were conducted for developing Five Year Strategic Plan for 2020-25

- a. The long term (5yrs) is developed by the Institutional Quality Assurance Cells (IQACs).
- b. HoD's through respective IQAC set Individual targets (Faculty/Staff), fixing milestones and accountability considering the following aspects:
  1. Academic & Teaching-Learning
  2. Infrastructure Resource
  3. Faculty/Staff Resource
  4. Industry Interaction and Placement
  5. Research & Innovation
  6. Student Development Activities
  7. Events & Academic Calendars
- c. The proposed Plan comprising of all the above mentioned aspects are placed before HODs Meeting . After the approval, the recommendations are circulated to all concerned for its implementation, compliance and review.

## Vision & Mission

### Vision of the Institute

To be a Premier globally recognized Institute with ensuring academic excellence, Innovation and fostering Research in the field of Engineering

### Mission of the institute

- To consistently strive for Academic Excellence
- To promote collaborative Research & Innovation
- To create holistic teaching learning environment that build ethically sound manpower who contribute to the stake holders operating at Global environment





Since 1993

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Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090

Internal Quality Assurance Cell

ver 1.0

## Short Term Goals

- To improve the quality of campus life
- Meeting the requirements of affiliation and standards
- Identifying and meeting student learning expectations
- Strengthening Teaching Learning process
- Conducting International Conferences
- Introduction of performance Management
- Aligning Every Stake Holders to vision and mission
- Create conducive environment of continuous learning and research
- NBA and NAAC Accredited

## Long Term Goals

- Setting up center of excellence
- Incubation center
- Permanent affiliation
- UGC recognition

## Strategic Plan of RRIT

The strategic plan is to emerge as globally recognised institute transform students into professional engineers by imparting contemporary education and inculcate ethics for successful entrepreneurs. Strategic plans are made to achieve vision & mission of the institution as given below:

### 1. Teaching – Learning

- i. Enhance the teaching learning process to provide more student-centric teaching – learning methodology
- ii. Skill augmentation of staff through, FDP, NPTEL course, etc
- iii. Use of modern teaching aid
- iv. Industry interface through internship, Industrial Visit
- v. Undertaking field project with participation from the industry

### 2. Research Activities:

- i. Encourage faculty members to undertake research work and research publication in a reputed journal, conferences, etc



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# R. R. Institute of Technology

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Raja Reddy Layout, Chikkabanavara, Bengaluru – 560 090

Internal Quality Assurance Cell

VER 1.0

- ii. Motivate and encourage students to attend conferences, workshops, publish their research/review papers, etc
- iii. Invite Industry experts and eminent person for research related activities in various departments.
- iv. Apply for sponsored research project

### 3. Faculty Retention and talent Acquisition

- i. Transparent recruitment and selection process.
- ii. Provide support for career growth prospects
- iii. Set transparent promotion policy
- iv. Effective Welfare measures for teaching and non teaching staff

### 4. Measures for Quality Assurance

- i. Get the Accreditation of all the courses
- ii. Participating in NIRF
- iii. Quality improvement through Internal Quality Assurance Cell (IQAC)

### 5. Entrepreneurship Development Industry-Institute Interaction

- i. Organize entrepreneurship awareness programmes for students
- ii. Set platform for the students to undertake internship in industries
- iii. Organise skill based training to the student.
- iv. Signing MoU with organization/corporate/industry to exchange the knowledge and expertise in related program of engineering

### 6. Placement and Training

- i. To prepare students to be industry ready
- ii. To achieve maximum placements
- iii. To develop the overall personality of the students

### 7. Branding

- i. Attract Merit students and provide scholarship
- ii. Encourage student to participate in sports/cultural event
- iii. Establish strong Network with Alumni, Parents, academicians & Industry,

IQAC - Coordinator



Principal

PRINCIPAL

R. R. INSTITUTE OF TECHNOLOGY  
Chikkabanavara, Bengaluru - 560090.



## ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

("ವಿ ಬಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)

'ಜ್ಞಾನ ಸಂಗಮ', ಬೆಳಗಾವಿ - ೫೯೦ ೦೧೮ ಕರ್ನಾಟಕ ರಾಜ್ಯ

## Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

"Jnana Sangama", Belagavi-590 018, Karnataka State, India

Dr. B. E. Rangaswamy Ph.D.  
REGISTRAR

Phone: (0831) 2498100  
Fax: (0831) 2405467

Ref VTU/Aca./Res. Cent./A4/2022-23/6292/1

NOTIFICATION

Date: 24 JAN 2023

Sub: Grant of Recognition / Continuation (Extension) of Research Centers to offer Ph.D/M.Sc.(Engg.) by research reg.....  
Ref: Executive Council Resolution No. 2.1.6, dated 30.07.2022.

In Pursuant to the resolution of Executive Council referred to the above, it is hereby notified that the following Department/s are Recognized as Research Centre/s to offer Ph.D / M. Sc.(Engg.) by Research programs under section (41) of the VTU Act 1994, in accordance with the Regulations and Guidelines in force (visit our VTU website [www.vtu.ac.in](http://www.vtu.ac.in) for Regulations & Guidelines). The College / Institution may apply for the continuation of recognition against the University Notification after completion of Recognition period of the Research Centre/s.

Name of the college: R. R. INSTITUTE OF TECHNOLOGY, BENGALURU

Type of Recognition	Department	Recognition	Period of the Recognition
Continuation Research Centre Recognition	Computer Science & Engineering	Recommended	2022-23
	Electronics & Communication Engineering	Recommended	2022-23
	Mechanical Engineering	Recommended	2022-23
	Mathematics	Recommended	2022-23
	Physics	Recommended	2022-23

Rag 23(11)23 BE  
REGISTRAR  
21/1/23

To,

The Principal,  
R. R. Institute of Technology, Bengaluru,  
No. 67, Rajareddy Layout,  
Near Chikkabanavara Railway Station,  
Chikkabanavara Hesaragatta Road,  
Bengaluru - 560090.

Copy to:

1. The Secretary to VC, VTU, Belagavi for kind information.
2. The Registrar (Evaluation) VTU, Belagavi for kind information.
3. The Regional Director (I/C) of all Regional Offices of VTU for kind information.
4. The Special Officer, Ph. D. Section, VTU, Belagavi.

Mahesh  
PRINCIPAL

R.R. INSTITUTE OF TECHNOLOGY  
Chikkabanavara, Bangalore - 560 090.



Ministry of  
Education  
Government of India



MoE's  
INNOVATION CELL  
(GOVERNMENT OF INDIA)



INSTITUTION'S  
INNOVATION  
COUNCIL  
(Ministry of Education Initiative)



## CERTIFICATE

Institution's Innovation Council (IIC) established at

**R R Institute of Technology, BANGALORE, Bengaluru Urban**

had undertaken various activities prescribed by Innovation Cell, Ministry of Education, Govt. of India to promote Innovation and Start-up in campus during the IIC calendar year 2021-22.

**Dr. Abhay Jere**  
Chief Innovation Officer  
MOE, Innovation Cell

**Mr. Dipan Sahu**  
Assistant Innovation Director  
MOE, Innovation Cell

Certificate No : 7478

Issued On : 2022-11-17



Elite

# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to  
**JHANSI K**  
for successfully completing the course



## Electric Vehicles - Part 1

with a consolidated score of **75** %

Online Assignments	24.17/25	Proctored Exam	50.51/75
--------------------	----------	----------------	----------

Total number of candidates certified in this course: **1010**

*Devendra Jalihal*

**Prof. Devendra Jalihal**  
Chairperson,  
Centre for Outreach and Digital Education, IITM

Jan-Feb 2023  
(4 week course)

*Prof. Andrew Thangaraj*

**Prof. Andrew Thangaraj**  
NPTEL, Coordinator  
IIT Madras



Indian Institute of Technology Madras



Roll No: NPTEL23EE01S44222033

To validate the certificate



No. of credits recommended: 1 or 2



Elite

# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to  
**DHEERAJ K**  
for successfully completing the course

## Electric Vehicles - Part 1

with a consolidated score of **85** %

Online Assignments	24.17/25	Proctored Exam	61.22/75
--------------------	----------	----------------	----------

Total number of candidates certified in this course: **1010**

*Devendra Jalihal*

**Prof. Devendra Jalihal**  
Chairperson,  
Centre for Outreach and Digital Education, IITM

Jan-Feb 2023  
(4 week course)

*Prof. Andrew Thangaraj*

**Prof. Andrew Thangaraj**  
NPTEL, Coordinator  
IIT Madras



Indian Institute of Technology Madras



Roll No: NPTEL23EE01S44221315

To validate the certificate



No. of credits recommended: 1 or 2



TOPPER

Elite

# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to  
**JAYADEEP K S**  
for successfully completing the course

## Introduction to Engineering Seismology

with a consolidated score of **78** %

Online Assignments	22.66/25	Proctored Exam	55.8/75
--------------------	----------	----------------	---------

Total number of candidates certified in this course: **97**

**Prof. G. L. Sivakumar Babu**  
Chairman, Center for Continuing Education  
IISc Bangalore

Jul-Oct 2022

(12 week course)

**Prof. L. Umanand**  
NPTEL Coordinator  
IISc Bangalore



Indian Institute of Science Bangalore



Roll No: NPTEL22CE64554755005

To validate the certificate



No. of credits recommended: 3 or 4

This certificate is computer generated and can be verified by scanning the QR code given below.

Roll No: NPTEL22CE29S43192736

To  
JAYADEEP K S  
#400, 7TH MAIN ROAD MILK COLONY  
MALLESHWARAM WEST  
BENGALURU  
KARNATAKA - 560055  
PH. NO :9739815006



Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to

**JAYADEEP K S**

for successfully completing the course

**Structural Analysis - I**

with a consolidated score of **53** %

Online Assignments	22.5/25	Proctored Exam	30/75
--------------------	---------	----------------	-------

Total number of candidates certified in this course: **77**

Prof. Jayanta Mukhopadhyay  
Dean Outreach  
IIT Kharagpur

Jan-Apr 2022  
(12 week course)

Prof. Debjani Chakraborty  
Coordinator, NPTEL  
IIT Kharagpur



Indian Institute of Technology Kharagpur





This certificate is computer generated and can be verified by scanning the QR code given below.

Roll No: NPTEL22GE01S33193477

To  
B R SHILPA  
#304, THIRUMALA NIVAS  
GANGAMMA TEMPLE STREET, JALAHALLI EAST  
BANGALORE  
KARNATAKA - 560013  
PH. NO :9538022429



Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=80	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to

**B R SHILPA**

for successfully completing the course

**NBA Accreditation and Teaching and Learning in  
Engineering (NATE)**

with a consolidated score of **56** %

Online Assignments	20.47/25	Proctored Exam	36/75
--------------------	----------	----------------	-------

Total number of candidates certified in this course: 967

Prof. G. L. Sivakumar Babu  
Chairman, Center for Continuing Education  
IISc Bangalore

Jan-Apr 2022  
(12 week course)

Prof. L. Umanand  
NPTEL Coordinator  
IISc Bangalore



Indian Institute of Science Bangalore



Roll No: NPTEL22GE01S33193477

To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below.

Roll No: NPTEL22CS44523194017

To  
DEEP MANDAL  
595, 10TH CROSS STREET, AGB LAYOUT  
BANGALORE, KARNATAKA  
BANGALORE  
KARNATAKA - 560090  
PH. NO :7001366596



Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=80	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



Elite

# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to

**DEEP MANDAL**

for successfully completing the course

**Blockchain and its Applications**

with a consolidated score of **69** %

Online Assignments	22.56/25	Proctored Exam	46.75/75
--------------------	----------	----------------	----------

Total number of candidates certified in this course: 1965

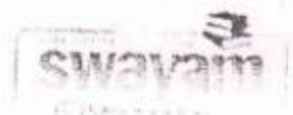
Prof. Jayanta Mukhopadhyay  
Deputy Director  
IIT Kharagpur

Jan-Apr 2022  
(12 week course)

Prof. Debjani Chakraborty  
Coordinator, NPTEL  
IIT Kharagpur



Indian Institute of Technology Kharagpur



This certificate is computer generated and can be verified by scanning the QR code given below.

Roll No: NPTEL22CS13S13191629

To  
DEEP MANDAL  
595, 10TH CROSS STREET, AGB LAYOUT  
BANGALORE, KARNATAKA  
BANGALORE  
KARNATAKA - 560090  
PH. NO : 7001366506



Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

Elite



# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to  
**DEEP MANDAL**  
for successfully completing the course



**Ethical Hacking**

with a consolidated score of **85** %

Online Assignments	23.41/25	Proctored Exam	61.5/75
--------------------	----------	----------------	---------

Total number of candidates certified in this course: 2822

Prof. Jayanta Mukhopadhyay

Dean, Graduate  
EE, Kharagpur

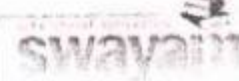
Jan-Apr 2022  
(12 week course)

Prof. Debjani Chakraborty

Coordinator, NPTEL  
EE, Kharagpur



Indian Institute of Technology Kharagpur



This certificate's authenticity can be verified by scanning the QR code given below.

Roll No: NPTEL22CS13S13191518

To  
SHARATH R  
#49, 1ST CROSS MUNESHWARASWAMY LAYOUT,  
DODDABIDARAKALLU, NAGASANDRA  
BENGALURU  
KARNATAKA - 560073  
PH. NO -9735244244

Score	Type of Certificate
$\geq 90$	Elite+Gold
75-89	Elite+Silver
$\geq 60$	Elite
40-59	Successfully Completed
$< 40$	No Certificate



No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved



**NPTEL Online Certification**

(Funded by the MoE, Govt. of India)



This certificate is awarded to

**SHARATH R**

for successfully completing the course

**Ethical Hacking**

with a consolidated score of **71** %

Online Assignments | 23.53/25 | Proctored Exam | 47.25/75

Total number of candidates certified in this course: 2822

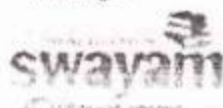
  
Prof. Jayanta Mukhopadhyay  
Dean Outreach  
IIT Kharagpur

Jan-Apr 2022  
(12 week course)

  
Prof. Debjani Chakraborty  
Coordinator, NPTEL  
IIT Kharagpur



Indian Institute of Technology Kharagpur



This certificate is computer generated and can be verified by scanning the QR code given below.

Roll No: NPTEL22CS13513192880

To  
TANIMA MONDAL  
28/26 SARADAPALLY BENACHITY  
DURGAPUR P.O. - 713213  
DURGAPUR  
WEST BENGAL - 713213  
PH. NO. 9632428863



Score	Type of Certificate
$\geq 90$	Elite+Gold
$\geq 80$	Elite
40-59	Successfully Completed
$< 40$	No Certificate

No. of credits recommended by NPTEL: 3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



# NPTEL Online Certification

(Funded by the MoE, Govt. of India)



This certificate is awarded to  
**TANIMA MONDAL**  
for successfully completing the course

## Ethical Hacking

with a consolidated score of **64** %

Online Assignments | 23.85/25 | Proctored Exam | 40.5/75

Total number of candidates verified in this course: 2822

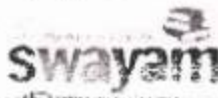
Prof. Jayanta Mukhopadhyay  
Dean Outreach  
IIT Kharagpur

Jan-Apr 2022  
(12 week course)

Prof. Debjani Chakraborty  
Coordinator, NPTEL



Indian Institute of Technology Kharagpur



Roll No: NPTEL21MA58S13221636

To  
DR UPPARA MANJULAMMA  
RRIT, CHIKKABANAVARA, BANGALORE-61  
NO-71, SHETTIHALLI, BANGALORE-61  
BANGALORE  
KARNATAKA - 560061  
PH. NO :8618636839

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate



No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

Elite



# NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to

**DR UPPARA MANJULAMMA**

for successfully completing the course

**Engineering Mathematics - I**

with a consolidated score of **61** %

Online Assignments	16.25/25	Proctored Exam	44.5/75
--------------------	----------	----------------	---------

Total number of candidates certified in this course: **74**

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS56S31210661

To  
PAVAN SAGAR DOUSTAN  
NO 261/4 2ND FLOOR 1ST CROSS AK COLONY  
JAYNAGAR 7TH BLOCK  
JAYNAGAR 7TH BLOCK  
BANGALORE  
KARNATAKA - 560070  
PH. NO :8971307913



Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:2

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



# NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to  
**PAVAN SAGAR DOUSTAN**  
for successfully completing the course

## Technical English for Engineers

with a consolidated score of **54** %

Online Assignments	16.25/25	Proctored Exam	37.5/75
--------------------	----------	----------------	---------

*Devendra Jalihal*

Prof. Devendra Jalihal  
Chairman  
Centre for Continuing Education, IITM

Total number of candidates certified in this course: 2014

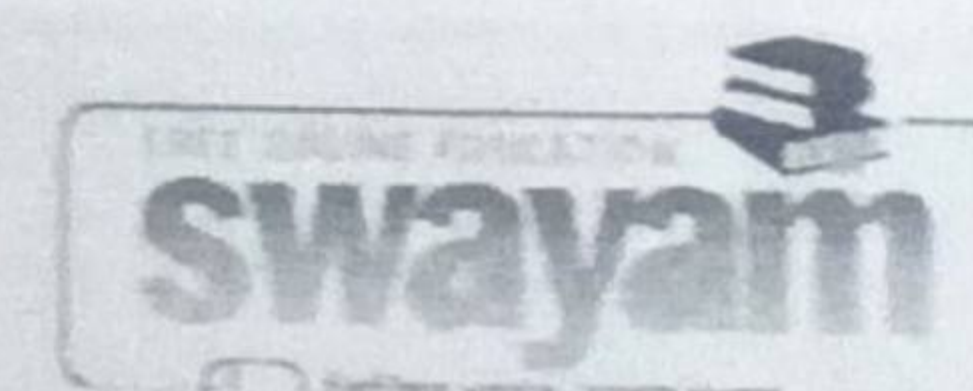
Sep-Nov 2020  
(8 week course)

*Prof. Andrew Thangaraj*

Prof. Andrew Thangaraj  
NPTEL Coordinator  
IIT Madras



Indian Institute of Technology Madras



This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20CY30S71211123

To  
THEJASWINI D  
NO 23 5TH CROSS, SANJEEVINI NAGAR,  
OPPOSITE TO MATHRU SHREE KALYANA  
MANTAPA, HEGGANAHALLI CROSS, BANGALORE  
560091  
R R INSTITUTE OF TECHNOLOGY, R R  
LAYOUT, CHIKKABANAVARA, BANGALORE 560090  
  
BANGALORE  
KARNATAKA - 560091  
PH. NO -9008959778

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate



No. of credits recommended by NPTEL:2

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



# NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to  
**THEJASWINI D**  
for successfully completing the course

## Introductory Organic Chemistry - I

with a consolidated score of **47** %

Online Assignments	15.42/25	Proctored Exam	31.5/75
--------------------	----------	----------------	---------

Total number of candidates certified in this course: 177

*C. Harinath*

**Prof. Harinath Chakrapani**  
Dean, International Relations and Outreach  
IISER Pune

Sep-Nov 2020  
(8 week course)

*Andrew Thangaraj*

**Prof. Andrew Thangaraj**  
NPTEL Coordinator  
IIT Madras



IISER - Indian Institute of Science Education  
and Research Pune



Roll No: NPTEL20CY30S71211123

To validate and check scores: <https://nptel.ac.in/noc>



This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20MA37S51210089

To  
SHWETHA K R  
NO 267, 5TH CROSS, SIRI NILAYA,  
VIDHANASOUDHA LAYOUT, LAGGERE,  
BANGLORE  
KARNATAKA - 560058  
PH. NO :9844269315

Score	Type of Certificate
$\geq 90$	Elite+Gold
75-89	Elite+Silver
$\geq 60$	Elite
40-59	Successfully Completed
$< 40$	No Certificate



No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



# NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to

**SHWETHA K R**

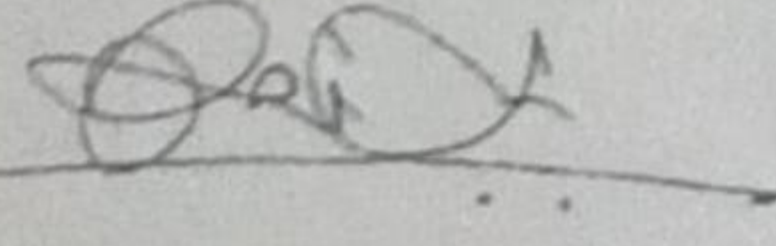
for successfully completing the course

**Engineering Mathematics - I**

with a consolidated score of **55** %

Online Assignments	20.47/25	Proctored Exam	34.25/75
--------------------	----------	----------------	----------

Total number of candidates certified in this course: 133

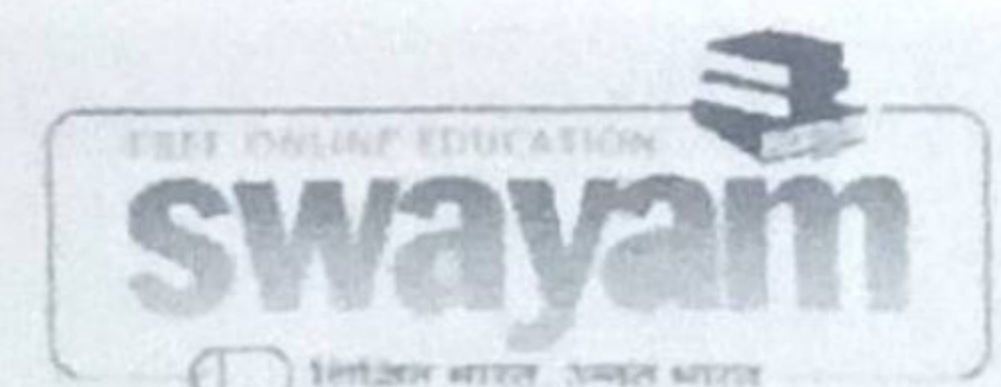
  
Prof. G P Raja Sekhar  
Dean, Continuing Education  
IIT Kharagpur

Sep-Dec 2020  
(12 week course)

  
Prof. Debjani Chakraborty  
Coordinator, NPTEL  
IIT Kharagpur



Indian Institute of Technology Kharagpur



Roll No: NPTEL20MA37S51210089

To validate and check scores: <https://nptel.ac.in/noc/>

certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20MA37S51211345

To  
NAIK PADHAMA  
NO.5, C/O OF MADHURA SHEKAR, 10TH CROSS  
NEAR BAGALGUNTE POLICE STATION  
HESARGATTA MAIN ROAD  
BANGLORE  
KARNATAKA - 560073  
PH. NO :8951863994



Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate

No. of credits recommended by NPTEL:3

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



# NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



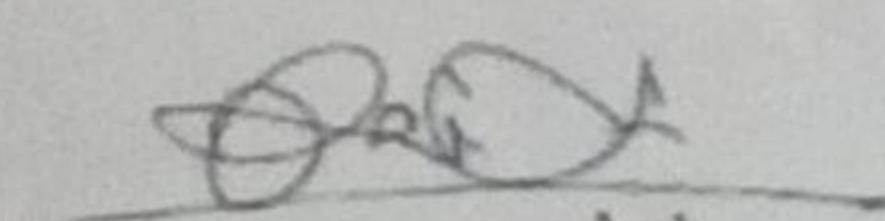
This certificate is awarded to  
**NAIK PADHAMA**  
for successfully completing the course

**Engineering Mathematics - I**

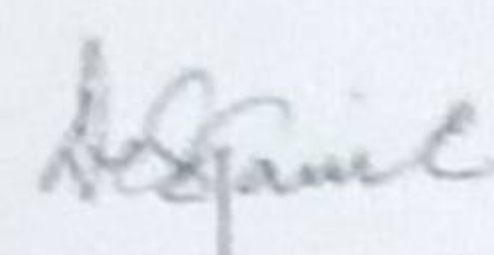
with a consolidated score of **51** %

Online Assignments	20.16/25	Proctored Exam	31.01/75
--------------------	----------	----------------	----------

Total number of candidates certified in this course: 133

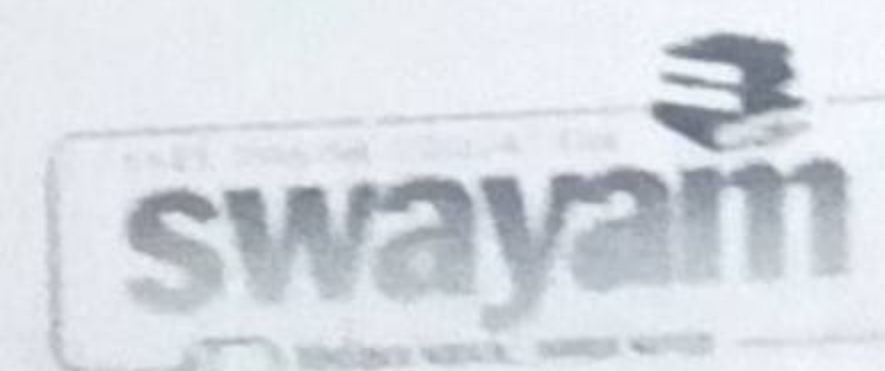
  
Prof. G P Raja Sekhar  
Dean, Continuing Education  
IIT Kharagpur

Sep-Dec 2020  
(12 week course)

  
Prof. Debjani Chakraborty  
Coordinator, NPTEL  
IIT Kharagpur



Indian Institute of Technology Kharagpur



Roll No: NPTEL20MA37S51211345

To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20MM17S51210182

To  
ANITA R SHETTAR  
R R INSTITUTE OF TECHNOLOGY  
R R LAYOUT  
BANGALORE  
KARNATAKA - 560090  
PH. NO :7624802728

Score	Type of Certificate
>=90	Elite+Gold
75-89	Elite+Silver
>=60	Elite
40-59	Successfully Completed
<40	No Certificate



No. of credits recommended by NPTEL:3  
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

**Elite**



# NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to  
**ANITA R SHETTAR**  
for successfully completing the course

## Physics of Materials

with a consolidated score of **60** %

Online Assignments	17.69/25	Proctored Exam	41.87/75
--------------------	----------	----------------	----------

Total number of candidates certified in this course: **50**

*Devendra Jalihal*

Prof. Devendra Jalihal  
Chairman  
Centre for Continuing Education, IITM

Sep-Dec 2020  
(12 week course)

*Andrew Thangaraj*  
Prof. Andrew Thangaraj  
NPTEL Coordinator  
IIT Madras



Indian Institute of Technology Madras



Roll No: NPTEL20MM17S51210182

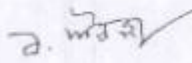
To validate and check scores: <https://nptel.ac.in/noc>




**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI

*Certificate of Participation*

This is to certify that Mr. Anand T from Raja Reddy Institute of Technology, Bangalore has participated and successfully completed the 06-day Online Students' Workshop on the theme "Universal Human Values" organized by All India Council for Technical Education (AICTE) from 17th October to 22nd October 2022.

  
Dr. Rajneesh Arora  
Chairman  
National Coordination Committee for Induction Program

  
Prof. Rajive Kumar  
Member Secretary, AICTE



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that **Ms. Radhika B** from **RR Institute of Technology, Bangalore** has participated and successfully completed the **06-day Online Students' Workshop on the theme "Universal Human Values"** organized by **All India Council for Technical Education (AICTE)** from **17th October to 22nd October 2022**.

**Dr. Rajneesh Arora**  
Chairman  
National Coordination Committee for Induction Program

**Prof. Rajive Kumar**  
Member Secretary, AICTE



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# RR Institute of Technology

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Accredited by NAAC

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

*Cordially Invites you all*

## Industry Institute Interaction MOU Signing Ceremony

Chief Guest

**Sri Prakash C**

President Peenya Industries Association

Presided by

**Sri Y Raja Reddy**

Chairman, PKMET

Patron

**Sri H R Kiran**

Secretary, PKMET



Patron

**Sri H R Arun**

Director, PKMET

Rector

**Dr Mahendra K V**

Principal RRIT

**On 13<sup>th</sup> November 2021 @ 11.30 am**  
**Venue : RR Institutions Auditorium**

# Memorandum of Understanding MoU

Certify that the MoU has been signed by and between R R Institute of Technology, Bengaluru and “Eegile Automation and Engineering Services Bengaluru” on 13<sup>th</sup> November 2021 to promote mutual co-operation as per mandate between both the parties in the event of Industry Institute Interaction.



*Mahendra*

Signed by:

Dr Mahendra K V

Principal

*Govardhana K*

Signed by: ..

Mr. Govardhana

Director

For  
Eegile Automation Services  
Sunkadakatte, Bengaluru

Date: 13/11/2021

# Memorandum of Understanding MoU

Certify that the MoU has been signed by and between R R Institute of Technology, Bengaluru and "Sankalp Communications, Dharward" on 13<sup>th</sup> November 2021 to promote mutual co-operation as per mandate between both the parties in the event of Industry Institute Interaction.



*Mahendra*  
Signed by:  
Dr Mahendra K V  
Principal

*Ajay Naik*  
Signed by:  
Mr. Ajay Naik  
Director

Date: 13/11/2021



# Memorandum of Understanding MoU

**Certify that the MoU has been signed by and between R R Institute of Technology, Bengaluru and “Parvam ConsulTech Pvt Ltd, Bengaluru” on 13<sup>th</sup>-November 2021 to promote mutual co-operation as per mandate between both the parties in the event of Industry Institute Interaction.**

  
Signed by:

**Dr Mahendra K V**  
Principal



  
Signed by:

**Mr. Mohit Santosh**  
CTO

**Date: 13/11/2021**

RRIT/IQAC/GEN/2021-21/15

25/11/2021

**Report on Industrial Institute Interaction-MOU Signing Ceremony**

The R R institute of Technology has organised Industrial Institute Interaction - MOU Signing ceremony " on 13-11-2021.

The programme is started by welcoming the chief Guest and Chairman on to the dias. The programme is inaugurated formally by Chairman Nadaprabhu Kempegowda Awardee Sri Y Raja Reddy and Chief guest C Prakash President , Peenya Industrial area, Bengaluru. Principal RRIT by lighting the lamp. The principal R R IT welcomed the guest , Industrial members. Dr Shankar Gullapalli HOD civil, shared the importance of the day to all delegates and staff and students.

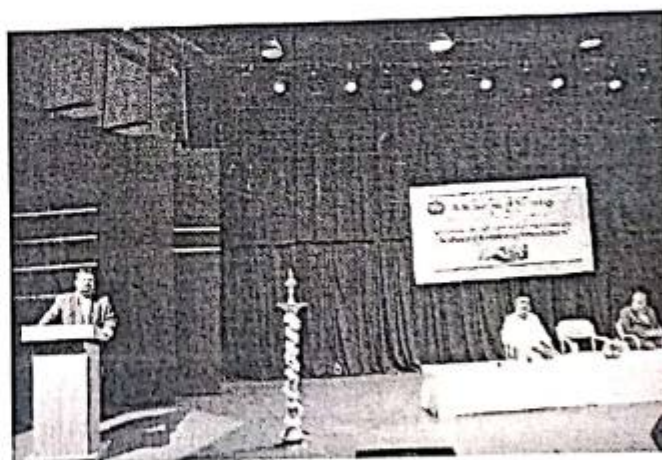
The chief guest briefed about the implementation of industrial practice in institute and its importance to all the students and its impact on students project, internship and placement. Also he shared the expectation of the industry and need of skill requirement and various employment process. Followed by that institute has signed totally 34 MOUs with the various industries.

The Programme ended with vote of thanks delivered by Dr Sunitha H D HOD ECE .

Overall oral feedback is taken from students and staff and industrial members and expressed that these programme support the overall development of the students and institute to attain higher level of learning skill in par with industry.



Inaugural Ceremony



Address by Chief Guest



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# R. R. Institute of Technology

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Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Internal Quality Assurance Cell



Since 1993



MOU Signing



Industry members for MOU-Signing



MOU Signing



Lunch on meeting with Industry Members

*[Handwritten Signature]*  
Signature of the Coordinator



*[Handwritten Signature]*  
Principal

**PRINCIPAL**  
**R. R. INSTITUTE OF TECHNOLOGY**  
Chikkabanavara, Bangalore-560 90



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# R.R. INSTITUTE OF TECHNOLOGY

*Affiliated to VTU Belgaum, Approved by AICTE, New Delhi,  
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Raja Reddy layout, Chikkabanavara, Bengaluru -90

## ORGANISING COMMITTEE:

Chief Patron:  
Shri Y. Raja Reddy  
Chairman, PKMET,  
Bengaluru.

Members:  
Shri Kiran H.R.  
Secretary, PKMET,  
Bengaluru.

Shri Arun H.R.  
Director, PKMET,  
Bengaluru.

Administrator  
Prof. Maya Salimath  
Director, QAC,  
R.R. Institutions.

Chair Person  
Dr. Mahendra K V  
Principal, RRIT,  
Bengaluru.

Convener  
Dr Sunitha H.D.  
Professor & HOD-ECE.

## Organizing Committee members

Chitharanjan Das V  
Assistant Professor, ECE  
Shadakshari  
Assistant Professor, ECE

## Student Coordinators:

Mr. Rahul D VIII sem  
Mr. Diganta Halder VI Sem  
Mr. Vishnu VI sem

Department of ECE &EEE in association with  
IETE, Bangalore Student Chapter

Cordially invites all staff & students for the

## Technical Talk On

**“5G & Thinking towards 6G &  
Final Year Project Demonstration“**

Date : 20/6/2022

Time: 9:30 am

Venue: RRIT Seminar Hall

## CHIEF GUEST:

**Dr. Mahendra K.V  
Principal, RRIT**



## Resource Person:

**Prof. C. Murali  
Former Vice President, IETE  
Bangalore Chapter,**

**Vision:** To be a Premier globally recognized Institute with  
ensuring academic excellence, Innovation and fostering Re-  
search in the field of Engineering."



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Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Date: 20-06-2022

## Evaluation of Final Year Project Work

Evaluator: Prof Murali, Ex Joint Secretary, IETE, Bangalore

Sl No.	Title of the Project Work	Comments of the Evaluator
1	Natural Disaster detection & Personalised notification system.	* How & where to use not clear. * Components specs not known.
2	women safety Device - Night Patrolling Robot.	* Title does not match. * How to make it practical in detecting.
3	Internet of things Enabled. Power theft detection.	* Not clear about where the devices are put & for what purpose & by whom.
4	Design and Implementation of Wireless Black Box for Vehicle Tracking and Accident alert system using Arduino and GPS Module	* Title does not match. * How to implement?
5	Auto billing shopping cart using Arduino	* Auto Billing is ok. * The other part not clear for implementation



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Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Date: 20-06-2022

## Evaluation of Final Year Project Work

Evaluator: Prof Murali, Ex Joint Secretary, IETE, Bangalore

Sl No.	Title of the Project Work	Comments of the Evaluator
1	Early stage detection of brain tumor using image segmentation & machine learning techniques	* Medical / doctor's interaction not done Pure * Software projects can be avoided
2	Vaccine Storage unit using Peltier effect and power management technique.	* Seems to be ok
3	Machine Learning Analysis of Emotional Defects in Children	* Additions to be made with already available emotional data.
4		
5		



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Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Date: 20-06-2022

## Evaluation of Final Year Project Work

Evaluator: Prof Murali, Ex Joint Secretary, IETE, Bangalore

Sl No.	Title of the Project Work	Comments of the Evaluator
1	vishu Natural disaster detection with personalized notification system.	Completed & Good.
2	Women safety Device - Night Patrolling Robot Rahul	Good
3	Internet of things enabled power theft detection. Harish	Good
4	Design and Implementation of Wireless Black Box for Vehicle Tracking and Accident Alert System using Arduino and GPS Module. nikhil	Good
5	Auto billing Shopping Cost Using Arduino Vignesh	Good



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Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Date:20-06-2022

## Evaluation of Final Year Project Work

Evaluator: Prof Murali, Ex Joint Secretary, IETE, Bangalore

Sl No.	Title of the Project Work	Comments of the Evaluator
1	Early stage detection of Brain tumor using image segmentation & machine learning techniques.	Good
2	Vaccine storage unit using peltier effect & power management technique.	Good
3	BHOOMIKA.J (Msc) Mol analysis of Emotional Detects in Children (Machine learning)	Good
4		 20/6/2022 Dr. S. Venkatesh
5		





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Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Department of Electrical and Electronics Engineering

Date: 20/06/2022

## Attendance Sheet

### Technical Talk on "5G and Thinking About 6G and Final Year Project Demonstration"

SL.NO	USN	NAME	SEMESTER	SIGNATURE
01	IRI20EE001	Dinaya B	IV <sup>th</sup>	Dinaya B
02	IRI20EE003	Vinayak M	IV <sup>th</sup>	Vinayak M
03	IRI20EE003	Navin G	IV <sup>th</sup>	Navin G
04	IRI18EE008	Ashish Yadav	VII <sup>th</sup>	Ashish Yadav
05	IRI18EE008	Nolan M	VIII <sup>th</sup>	Nolan M
06	IRI18EE001	Abhishek Gowda	8 <sup>th</sup>	Abhishek Gowda
07	IRI18EE012	Saijath Chaitanya S	8 <sup>th</sup>	Saijath Chaitanya S
08	IRI18EE013	Saijath Rajman	8 <sup>th</sup>	Saijath Rajman
09	IRI18EE002	Amit Kumar Yadav	8 <sup>th</sup>	Amit Kumar Yadav
10	IRI20EE006	Devpukar Chaudhary	IV <sup>th</sup> sem	Devpukar Chaudhary
11	IRI17EE014	Tashi Wangyal Bhutia	8 <sup>th</sup>	Tashi Wangyal Bhutia
12	IRI20EE005	Ashish Kumar	IV <sup>th</sup> sem	Ashish Kumar
13	IRI17EE029	Rahul D	8 <sup>th</sup> Sem	Rahul D
14	IRI19EE003	Deepanjali Naha	6 <sup>th</sup> Sem	Deepanjali Naha
15	IRI19EE006	Jubin Senha	6 <sup>th</sup> Sem	Jubin Senha
16	IRI19EE016	Sramana Bhattacharya	6 <sup>th</sup> sem	Sramana Bhattacharya
17	IRI19EE010	N. Sumanth	6 <sup>th</sup> sem	N. Sumanth
18	IRI19EE001	Abhishek N M	6 <sup>th</sup> sem	Abhishek N M
19	IRI19EE020	Vishnu K V	6 <sup>th</sup> sem	Vishnu K V
20	IRI19EE008	Mr. Narsimha	6 <sup>th</sup>	Mr. Narsimha
21	IRI16EE012	Pavanth S B	8 <sup>th</sup> EEE	Pavanth S B
22	IRI16EE033	Yeshwanth	8 <sup>th</sup> ECE	Yeshwanth
23	IRI16EE030	Vignesh Karichandran	8 <sup>th</sup> ECE	Vignesh Karichandran
24	IRI16EE007	Chethan P C	8 <sup>th</sup> ECE	Chethan P C
25	IRI17EE012	Harisham G	8 <sup>th</sup> ECE	Harisham G
26	IRI17EE030	Bhanuprakash B	8 <sup>th</sup> ECE	Bhanuprakash B
27	IRI17EE004	Aman Kumar Singh	8 <sup>th</sup> EEE	Aman Kumar Singh
28	IRI17EE002	AKASH Kumar Singh	8 <sup>th</sup> EEE	AKASH Kumar Singh
29	IRI19EE400	EMDARCA SYTEM	8 <sup>th</sup> EEE	EMDARCA SYTEM
30	IRI16EE004	Bharath KL	8 <sup>th</sup> EEE	Bharath KL
31	IRI20EE400	Sajal Konhaini Jagtap	6 <sup>th</sup> ECE	Sajal Konhaini Jagtap
32	IRI19EE004	Diganta Haller	6 <sup>th</sup> ECE	Diganta Haller
33	IRI20EE401	Shikha Kumari	6 <sup>th</sup> ECE	Shikha Kumari



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# R. R. Institute of Technology

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Accredited by NAAC with 'B+'  
Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Department of Electrical and Electronics Engineering

Date: 20/06/2022

## Attendance Sheet

Technical Talk on "5G and Thinking About 6G and Final Year  
Project Demonstration"

SL.NO	USN	NAME	SEMESTER	SIGNATURE
34	1R219EC008	Priyadarshini P. M. J	V <sup>th</sup> ECE	
35	1R19EC402	Rambati Reang	8 <sup>th</sup> sem ECE	
36	1R19EC007	Kavya H S	V <sup>th</sup> ECE	
37	1R19EC019	Vishakhitha K.R	V <sup>th</sup> ECE	
38	1R19EC011	Pooja C	V <sup>th</sup> ECE	
39	1R19EC014	Sai Kiran C	V <sup>th</sup> ECE	
40	1R19EE009	Geetha Josephine	V <sup>th</sup> EEE	
41	1R19EE002	Bhoomika	V <sup>th</sup> EEE	
42	1R19EE004	Dheeraj	V <sup>th</sup> EEE	
43	1R19EE003	Dhanush	V <sup>th</sup> EEE	
44	1R19EE011	Thejaswini	V <sup>th</sup> EEE	
45	1R19EE007	Rupesh kumar Sah	V <sup>th</sup> EEE	
46	1R19EE010	SUHAIB. M. M	V <sup>th</sup> EEE	
47	1R19EE200	Abdu Zelani	8 <sup>th</sup> sem EEE	
48	1R19EE400	AFSAL.A	V <sup>th</sup> sem EEE	
49	1R19EE005	HUSSEIN ALI	V <sup>th</sup> EEE	
50	1R19EE008	Imran Alam	V <sup>th</sup> EEE	
51	1R20EC007	Manohar Suresh	V <sup>th</sup> sem ECE	
52	1R20EC001	Abhishek. M	V <sup>th</sup> sem EEE	
53	1R20EE402	Firdous Ansaqy	6 <sup>th</sup> sem EEE	
54	1R19EE006	Raushan kumar	6 <sup>th</sup> sem EEE	
55	1R19EE008	Shankar kumar yadav	6 <sup>th</sup> sem EEE	
56	1R19EE001	Bhola Chaudhary	6 <sup>th</sup> sem EEE	



# RRIT Alumni Association ®

Registered under Karnataka Societies Registration Act, 1960  
with registration No: DRB1/SOR/51/2018-2019.

REF NO: RRIT/AA/2021-22/003

Date: 29/05/2022

Dear,

NAKSHA R (1RI15EC027)  
CHETHAN P C (1RI16EC007)  
YESHWANTHH KUMAR S A (1RI16EC033)

Alumni Association-RRIT **Congratulates** you on receiving the **Best Project Award** for the project entitled "**EARLY STAGE DETECTION OF BRAIN TUMOR USING IMAGE SEGEMENTATION AND MACHINE LEARNING TECHNIQUES**".

We are proud of your accomplishments and achievements at RRIT. You have joining the ranks of alumni of the best educational institution.

We hope that you would continue to keep up the good work and achieve excellence. This award is just the beginning of your glorious career. Keep up the good work!

Wishing you best of luck for all your future endeavours and hope that you bring more laurels to the Institute.

**Congrats once again!!!**

**Best Regards  
RRITAA**

addy Layout, Near Chikkabanavara Railway Station,  
Chikkabanavara, Bangalore-560 090.  
:rritaa@rrinstitutions.com



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Yeshwanth kumar S.A

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Yeshwanth .B  
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# ICRTEM-2022

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## 2<sup>ND</sup> INTERNATIONAL CONFERENCE ON RESEARCH TRENDS IN ENGINEERING AND MANAGEMENT

25<sup>TH</sup> - 26<sup>TH</sup> AUGUST 2022

BANGALORE, INDIA



Organized by

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ISBN : 978-93-92105-01-2



**2<sup>nd</sup> International Conference on  
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Management**

**ICRTEM 2022**

**25<sup>th</sup>-26<sup>th</sup> August, 2022**

**Virtual Conference**

Organized by

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PKM Education Trust®



# R.R. INSTITUTE OF TECHNOLOGY

Affiliated to VTU Belgaum, Approved by AICTE, New Delhi, Recognised by Govt. of Karnataka

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Anand- 3rd sem

Department of Electronics & Communication

Cordially invites all staff & students for the

**Seminar**

**On**

**“Digital Awareness and Placement”**

**On**

**13/02/2023 at 11am**

**Venue: Seminar Hall**

**CHIEF GUEST**

**Dr. Mahendra K.V**

**Principal, RRIT**

**GUEST SPEAKER**

**Mr. V Jayanth**

**VP-Training**

**Rooman Technologies Pvt. Ltd**

**Bangalore**

**Vision: “To be a premier globally recognized Institute with ensuring academic excellence, innovation and fostering Research in the field of Engineering.”**





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Accredited by NAAC with 'B+'

Raja Reddy Layout, Chikkabanavara, Bengaluru - 560 090

Department of Electronics & Communication Engineering

Date: 18.02.2023

## Report of a Seminar on "Digital awareness and Placement"

Event Date: 13.02.2023

Timing: 11:00 am-12:30 pm

Venue: Seminar Hall

### Resources Persons:

Mr. V Jayanth

VP - Training

Rooman Technologies Pvt Ltd

RajajiNagar, Bangalore-560010

### Objective:

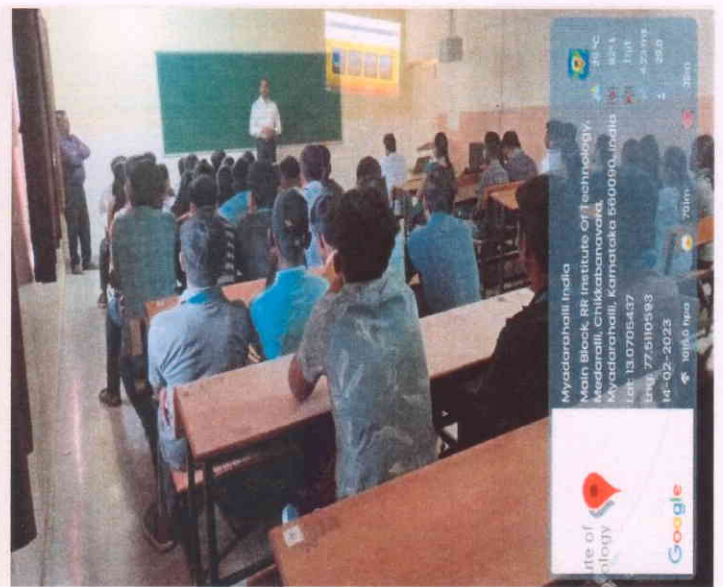
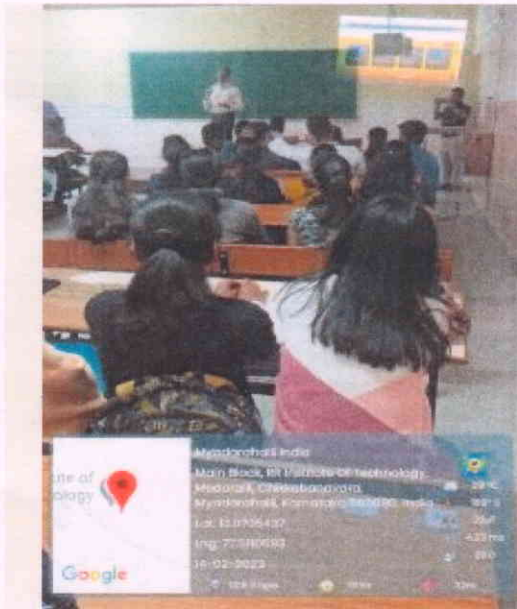
Introduction to course Digital 101

### Outcomes:

- Helps the participants to know about various digital 101 courses and register for the courses at free of cost that helps in placement.
- 58 participants were benefited from seminar
- Target audience: 3<sup>rd</sup> and 7<sup>th</sup> Semester ECE students.
- PO'S: PO12, PO8, PO11 & PSO'S: PSO1

### Photo Gallery





  
Signature of Coordinator

*K. S. H. D.*  
*18/02/2023*  
HOD of Electronics & Communication  
R.R. Institute of Technology  
Heleganahalli Main Road,  
ChaiKlabanavara, Bangalore - 90.



# Certificate

This is to certify that

**KRISHNARAJ PATEL**

*has successfully completed*  
**Digital 101 Journey**



Certificate ID: FSP/2023/3/4222464

**08/03/2023**

Date of issue

*Kirti Seth*

Kirti Seth  
CEO, IT-ITes SSC NASSCOM



# Certificate

This is to certify that

***Hanmanthegowda Hanu***

***has successfully completed***  
***Digital 101 Journey***



Certificate ID: FSP/2023/3/3338688

02/03/2023

Date of issue

*Kirti Seth*

Kirti Seth  
CEO, IT-ITes SSC NASSCOM