



# SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous Institution under UGC, New Delhi)  
Sheriguda(V), Ibrahimpatnam(M), R. R. Dist. – 501 510.

*Marching towards Global Technology*



# RULES, REGULATIONS & ANTI – RAGGING RULES 2021-2022

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Accredited by  
NAAC



Autonomous Institution  
Under UGC



Accredited by  
NBA



Approved by  
AICTE



Permanently  
Affiliated to JNTUH

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## **Rules, Regulations & Ragging Punishments**

**A Unit of New Loyola Model Educational Society**

**Sheriguda(V), Ibrahimpatnam(M), R.R.Dist. – 501510**

**Mobile No. 9347363999/ 9347353999 / 9347054999 / 9347306999**

**Website : [www.sriindugroup.org](http://www.sriindugroup.org)**

*Excellence Through Dedication*




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(an Autonomous Institution under UGC, New Delhi)  
Sheriguda (V), Ibrahimpatnam(M), Ranga Reddy Dist. – 501 510.


## **VISION of the Institute**

**To be a premier Institution in Engineering & Technology and Management with competency, values and social consciousness.**

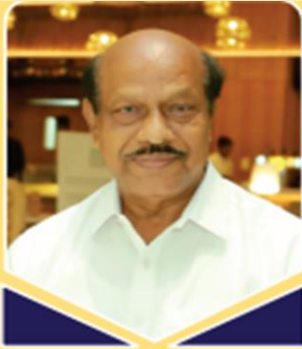
## **MISSION of the Institute**

-  **Provide high quality academic programs, training activities and research facilities.**
-  **Promote continuous Industry-Institute interaction for employability, entrepreneurship, leadership and research aptitude among stakeholders.**
-  **Contribute to the economical and technological development of the region, state and nation.**

## ***QUALITY POLICY***

-  ***To provide high quality academic programmes, training activities, research facilities and opportunities supported by continuous industry – institute interaction aimed at promoting employability, entrepreneurship, leadership and research aptitude among students and contribute to the economic and technological development of the region, state and Nation.***

## MESSAGE



**Sri. R. Venkat Rao.,**  
Chairman,  
Sri Indu Institutions

The accelerating pace of technological developments has created an ever-increasing demand for highly qualified and professional engineers. Expanding population and corresponding demands for new products, structures, designs and improved services have been posing new challenges to the present and future engineers. Experienced and qualified Faculty members are part of our quality education system to nurture students. Individual talents and innovations are constantly encouraged by the management to achieve excellence in technical education. Discipline and ethical behaviour are given utmost importance in the process of moulding engineering. Campus interviews are major activities to enhance our strength.

Chairman

## MESSAGE



**Sri. R. Anup Chakravarthy.,**  
Secretary & Correspondent,  
Sri Indu Institutions

‘The purpose of Education is to replace an empty mind with an open one’ are the words of Malcolm S. Forbes and that is precisely what Sri Indu Institutions strive to accomplish. Giving education a new dimension with futuristic learning, excellent services and innovative values, is the axiom of Sri Indu Institutions. By acknowledging potential, realizing vision, encouraging talent and building confidence, the Institution aspires to nurture the future leaders, Leaving behind the conventional methods of bestowing wisdom, Sri Indu Institutions endeavours to raise the graph of avant-garde education that enhances academic values.

Secretary & Correspondent,

## ***Welcome by the Chairman:***

### ***About the College***

As the Chairman of the Institution, I would like to take you through a journey touching upon few of the milestones in the past years (1979).

Sri Indu College of Engineering and Technology was established in 2001 by New Loyola Model Education Society (1979), Vanasthalipuram, Hyderabad. The Society has proven rich experience in the field of education for the last four decades, with an intention and commitment to impart School and Technical Education of highest quality.

Sri Indu Institute of Engineering & Technology is also our another prestigious Group of Institutions.

### ***Location of the College***

The Institution is located on a scenic campus of 54 Acres on the Nagarjuna Sagar highway at a distance of 14 KM from LB Nagar. The College is situated in a lush green location which provides aesthetic appeal and a serene environment conducive for learning.

### ***Welcome to the Community of Parents & Students***

I feel extremely gratified to extend my hearty welcome to the most aspiring and esteemed student community and parents. I feel greatly honored to announce that our college has been Accredited by National Board of Accreditation (NBA), AICTE, New Delhi and also Accredited by National Assessment & Accreditation Council (NAAC), Bangalore. The College is Recognized under Section 2(f) & 12(B) of the UGC act. 1956, Autonomous Status conferred by UGC, New Delhi from the year 2012 The college has been ISO 9001 : 2000 Certified and also permanently affiliated to JNTUH, Hyderabad, within a very short span of time . The credit of this achievement goes to the great effort and team work of the management, the faculty and non-teaching staff. Being the Chairman of this Institution, I am ever thankful and owe the success to the unconditional support and trust of parents in the endeavor. The college is rated in the **Top colleges** of the region based on its performance.

### ***About Labs & Infrastructure***

The Institution has excellent state-of the art Computer Labs with branded Systems, Wi-fi enabled with Internet facility of 400Mbps and full UPS backup with Generator 220KVA. The infrastructure includes academic buildings with good ventilated Classrooms, Hostel, ATM facility, Library, E-Classroom and modern technology laboratories. The College faculty is disciplined, dedicated and have good experience in their respective fields. Most of our college students have secured very good placements in reputed organizations of the corporate sector.

## Our Strengths

- Offers 12 UG and 2 PG Programs in Engineering. The UG Intake of the College : 1080 & PG Intake is 27.
- Accredited by NBA Tier-I Format
- Accredited by NAAC in 2018
- Recognized by UGC under Section 2(f) & 12(B) since 2014.
- Autonomous Status Conferred by UGC, New Delhi from the year 2012
- Ranked 9<sup>th</sup> in Top 25 Private Engineering Colleges Ranking in Telangana State by (TIMES OF INDIA 2022).
- Authorized technical skill development centre by TASK (Telangana Academy for Skill & Knowledge). TASK is a Govt. of Telangana State Academic Initiative.
- Start-ups were incubated in collaboration with T-hub of Telangana
- Appointed 25 Additional Senior Ph.D. Professors with the Experience over a decade.
- 33,360 sq.m. built up area.
- Communication Skills Lab with high end systems and software.
- Central Library with 7058 Titles & 43,284 Volumes and subscription for National and International journals and has the provision of Digital Library.
- The College acquired institutional Membership of NPTEL, ISTE, CSI, ASME, DELNET, NDLI and IEEE
- MOUs with SWAYAM, NPTEL(IIT, Chennai), Course-era(USA) for MOOCs Courses & EKEEDA e-resources.
- About 1275 latest PCs with UPS facility in use across the campus.
- 400 Mbps Internet with Wi-Fi facility.
- Implementation of Bio-metric Attendance for Students and Staff as well by the University.
- Girls Hostel accommodation is extended to accommodate 350 Girls.
- Exclusive Girls Hostel with Computing and Internet facilities.
- Has MOUs with various Industries.

- Established Skill Development Center in association with Govt. of Telangana and Telanga Academic for Skill and Knowledge (TASK)
- The college has signed MOU with University of Bridgeport, USA & iCarnegie, USA for higher studies
- The college has a regular practice of appointing a faculty member as a Mentor for every 30 Students in a Class.
- Spacious Infrastructure.
- Every Department has very Learnt and Good Experienced Faculty.
- Good placement as priority action.
- Pollution free learning environment - modern day Engineering and Technology GURUKUL
- Maintains utmost discipline amongst Students.
- Supportive & Cooperative management.
- ICT Tools based Class Rooms
- Laboratories are Adequately equipped as per current syllabus.
- For New Courses, Established Six New Laboratories for CSE - AI&ML, DS, CS, IOT, CSIT & B.TECH. – AI&DS
- Management is financially strong.
- ISO 9001 : 2000 Certified
- Co Curricular Activities (Cultural fests and Technical fests) are organized. Participated by students from all over the country
- Industrial Visits / Tours are organized for all branches of Engineering.
- Multi Disciplinary Activities are taken up successfully as many Colleges are under one management
- Positive Environment & Freedom for Innovation
- Eminent Guest speakers from academia, Industry, Software and Service sector are invited for interaction and exposure to best practices for the students and faculty
- Healthy Competition among different departments
- Good Result in the University. College continuously produces rank holders and high percentage graduates
- Consistently good performance in competitive examinations



- **Good Understanding & Coordination among management/Staff & Faculty**
- **College has reward system for high performing students.**
- **System of faculty appraisal by students exists**
- **Close monitoring of student performance and system of communicating regularly with parents**
- **Ful-fledged SMS system is in operation for communicating to stake holders as following:**

- ✍ **Every absent status**
- ✍ **All Internal & End Exams results**
- ✍ **Every Event / Activity of the Institution**
- ✍ **Any other Information**

- **Sports Facilities**

- ✍ **Very Big and spacious indoor stadium**
- ✍ **Cricket ground with turf (Total ground with grass)**
- ✍ **Outdoor Games : Cricket, Basket Ball, Volley Ball, Throw Ball, Tennis Court, Badminton, Kho-Kho**
- ✍ **Indoor Games : Table Tennis, Caroms, Chess**

- **Plantation of more trees and development of Greenery with landscape at many places**
- **Established Additional Laboratories in every department as per JNTUH / AICTE.**
- **200 KV Roof Top SOLAR Power Plant.**
- **Constructed Ramps (Wherever necessary) for Physical Challenged Students**
- **Provision of Elevator(Lift) for Physically Challenged Students**
- **Transport facility from all the Areas of the Twin Cities and Public Transport by TSRTC**
- **Mission Bhagiratha drinking water connection with 30,000 Ltrs. Per Day.**
- **Beautiful, green and clean college campus sprawling on 25 acres of land**
- **Excellent ambience with applicable equipment in all the laboratories**
- **Qualified, committed and motivated faculty members with Ph.D. and M. Tech.**
- **Structured curriculum incorporating contemporary trends, latest tools and technologies**
- **Diverse range of Courses in-terms of core / elective options, add on courses & self financing courses**
- **Encouragement of faculty to pursue Higher Studies and Research**
- **Good placement Record**
- **Student centric Teaching is in practice**

- Good infrastructure for Indoor and Outdoor sports
- Distinct measures for empowerment of students through skill development activities.
  
- Remedial coaching for Slow learning students
- Honoring Rank Holders, Gold Medalists, University Toppers in subjects
- Well established Library with Online Access to Journals and all the learning resources
- Large collection of Reference Books and Journals
- Automated Library Services, OPAC, Bar-coding, internet & INFLIBNET connectivity

### ***Main Objective***

- The main objective of our group is Quality Education at all levels in the fields of general technical and professional education.
- Modern Knowledge, Information, traditional values, persistent effort and meticulous planning of the group has led to the establishment, development and growth of many outstanding institutions.

### ***Research Team***

- Research is a back bone to any organizations as we give a lot of value to the research and development.
- A full fledged team has been setup under the guidance of our Principal, responsible for conducting R&D activities. Separate building is catered for R&D activities.

### ***Added Amenities***

- Modern Digital Library
- Improved travel facilities.
- High speed Internet
- Special orientation on Campus Placements.
- Placement Cell with efficient Placement Director along with 12 Branch coordinators for supporting placement cell for **providing 100% Placements.**
- Special orientation on Industrial training
- Special orientation on Personality Development.
- Special remedial classes for weak students.

### ***Our Rank and Rating***

- We are rated among the TOP colleges of the region.
- Trying for 100% Placements
- Placements in both domestic and International.
- National internship for the next batch of final year.

### ***Rated as Number One because of***

- Most Disciplined College in the Region
- Quality oriented teaching & Training
- **Top in Results & Top in Placements.**

## ***Achievements / Activities of Sri Indu College of Engineering and Technology***

- Accredited by NAAC
- Accredited by NBA (Tier-I)
- IQAC is established
- S-Hub & P-Hub are established to promote innovative ideas among students & Faculty.
- Mr. N. Uday Reddy, H.T.No. 07D41A0433, Topped in Telangana Public Service Commission, Group-1, 2<sup>nd</sup> Rank.
- Mr. Srikar, H.T.No. 09D41A1221, All India Civil Services Rank 570.
- Highest Package in Placements : Ms. Mummadi Manasa, H.T.No. 18D41A05D2, Company Name : "WELLS FARGO", Package : 20 LPA
- Six UG Courses added in Emerging Areas
- Six new Computer Labs with latest configuration / Laptops are established.
- New R & D Labs have been established.
- No. of Research Publications have been increased.
- Consultancy in Training and projects
- No. of Titles & Volumes have been added in Library
- Students are placed in various reputed companies with good package
- Curriculum is modified and revised once in every two years catering to the needs of the current trends and technologies.
- Branch wise value added courses have been introduced viz Matlab, Python, CAD etc.
- Mandatory Courses like Gender Sensitization Lab, Essence of Indian Traditional Knowledge, Environmental Science,
- Intellectual Property Rights, MOOCs, NPTEL, Coursera, Spoken-Tutorial courses are added.
- Foreign University affiliation: SICET has signed an MOU with Bridge Port University, USA for student and faculty exchange, transfer of credits and concessional fees.
- MOUs with Industries: SICET has signed MOUs with several companies like ECIL, HCL etc. for students training, guest lectures, student awards, empanelment for campus selection etc.
- Research Publications by faculty: During the last three years faculty members have published 150 papers in refereed journals in India and abroad.
- Establishment of Incubation Center under the Directions and the monitoring of Alumini for student's skill development and preparing himself / herself to take up an entrepreneurship as a alternative carrier.
- Graduate Training programme is conducted from second year level on a nominal fee i.e., 70% borne by the management and 30% by the students.
- 1559 Students placed in different MNCs year 2021-22
- The Management is striving for making 100% placement for the outgoing students by arranging Campus Interviews.
- Conducting SAP – ABAP, MM Programme by certified SAP professionals as an additional course with a maximum subsidy for the benefit of students.
- Girls Hostel with the capacity for 350 students available. Proposed Boys Hostel outside the College.
- Implementation of Bio-metric attendance for students and staff as well by the University.
- Appointed 25 additional senior Ph.D. Professors with the experience over a decade.

- Sports development – Renovation of Cricket ground with turf (Total Ground with Grass)
- Every year TECHNOSTAV a National Level Technical Competition is conducted in the Institution.
- Imparting soft skills and personality development training by reputed institutions and persons to face interviews for campus placements selections.
- State of the art branded Computers have been procured to the Computer labs with fully UPS backup.
- 40% of recent passed out students have left for abroad for higher studies and many of them got admitted in reputed foreign Universities with financial aid.
- Received FDP Grant for conducting the Cluster Computing.
- Received IETE Grant for conducting the conference exclusively for students
- INVENTRON National HACKATHON First Prize Winners P. Ananth (16D41A0407 ), Ch. Usha Rani (16D41A0442), Ch. Pallavi (16D41A0441)
- Students participation in Grand Finale of SMART INDIA HACKATHON-2019 Held on March 2nd& 3rd
- Received First Prize Award With Central Minister Hansraj garu in State Level Technical Symposium presented by 2017 Batch CSE Students Held in Karimnagar.
- One of the greatest achievements by our team, 2017 Batch CSE Students. We are the only team from Telangana to be part of “AICTE startup and mentorship program”. Only top 26 projects were selected for the summit throughout the country.
- At Technoxian18, New Delhi It was one of the milestones for our team 2017 Batch CSE Students, as we secured second prize in the world robotics challenge.
- Received First Prize Award At Bannari Amman, Coimbatore
- The Choice Based Credit System (CBCS) has been introduced for UG and PG programmes.
- Question paper setting as per BLOOMS Taxonomy.
- OMR technology is used for the printing of preprinted bar coded answer booklets.
- Online student registration being done through Examination software tool BEES.
- New Building Exclusively for Girls Hostel is constructed and is being utilized.
- Approach / Internal Road have been Widened.
- New Auditorium is constructed to accommodate to the extent of 2500 Students.
- Sports facilities have been rapidly developed. New sports complex exclusively for Indoor Games and Gymnasium is constructed.
- State Government Mission Bhagiradha Water Connection line is taken with the capacity of 60,000 ltrs. Per day.

### ***Infrastructural Development :***

#### ***a. Laboratories***

**Three Computer Programming Labs are established exclusively for First Year students and English Communication Skills Lab.**

#### ***b. Equipments***

**45 LCD Projectors, 10 Copier Machines, Ten 18 KVA UPS and 1500+ Computers with latest Configuration.**

#### ***c. EDP lab***

**Three Drawing Halls (each 70 capacity) for accommodating up to 210 students with Special Drawing Tables.**

### ***Other Developments :***

**Has a separate Block exclusively for I B.Tech. Students to take special care.**

### *Forth coming events :*

- New labs for New branches with high budget have been established.
- Organizing workshops / Seminars on latest trends and technologies by eminent personalities.
- Introduction of Students development programmes — Training on Physical Self Deference System Art for students by expert team.
- More focus on ISTE, IEEE, CSI memberships.
- Special & personalized training on English.
- Periodical Group discussions to enhance confidence.
- State of the art infrastructure with good maintenance.
- Highly qualified, Experienced and dedicated faculty.
- High demand for seats and completely Practical Oriented & training.

### *General Amenities :*

- R.O. Plant drinking water facility.
- Mission Bhagiratha drinking water connection with 30,000 Ltrs. Per Day.
- Neat and tidy wash rooms / Toilets.
- Un-interrupted power supply during college hours with 250 KVA Generator with support 200 KV Roof Top SOLAR Power Plant
- A good cafeteria with hygienic atmosphere.
- College Transport facility from all the Areas of twin cities. Public conveyance -RTC Bus Route 277 from Koti, DSNR, IS Sadan & LB Nagar; 279 from JBS, SEC'd, UPPAL & LB Nagar
- Excellent Indoor & Outdoor Sports facilities with exclusive Cricket Stadium Gymnasym & yoga center.
- Excellent placement oriented campus .
- Uninterrupted Power Supply & Excellent Internet facility with 500MBPS.
- Regularly Organizing Personality Development Programmes/self empowerment Programmes and CRT Classes for 2nd, 3rd and 4th years.
- **Note : Parents / Students to make a note that College accepts all types of Fee (Tuition Fee, Special Fee, Exam Fee etc..) through online mode only (i.e., Bank Transfer, DDs, Phonepe, Google pay etc..) Cash payments & Cheques are not accepted.**

# **CONDUCT RULES**

**Students are subject to disciplinary action when they violate rules and regulations and resort to any of the following (This list inclusive but not exhaustive)**

1. Obstructing and disrupting Teaching, Administration, Seminar, Guest lecturers & other activities of the college.
2. Enabling unauthorized entry or use of the College facilities by outsiders.
3. Disorderly or obscene conduct or expression.
4. Not following the College dress code (Formal dress code is mandatory)
5. Absenteeism beyond the permissible limit.
6. Scribbling or graffiti on walls, desks and other furniture.
7. Forgery, alteration or misuse of the College documents, records or letterheads.
8. Use of unfair means in any of the evaluation components.
9. Damage / pilferage of the College property.
10. Misbehaviour within or outside the classroom with the faculty members or supporting staff.
11. Harassing any co student.
12. Use of cell phones and electronic gadgets in the College premises.
13. Habitual late coming to classes and laboratories.
14. Intentional withholding of information while filling the College records.
15. Ragging of any sort or any unsocial behaviour.
16. Smoking in the canteen, the College premises or anywhere in the vicinity.

In all such cases, the Principal's discretion shall determine the punishment, commensurate with the act of violation. In situations where the Principal thinks appropriate, the student may even be expelled from the College.

## **ADMINISTRATIVE POLICIES (Sri Indu Institutions)**

- a) Students will be issued smart cards after filling up their details in a prescribed form that will be issued to them at the time of registration. (Please come with your Blood Group details for this purpose).
- b) In case the card is lost, a duplicate smart card will be issued against a payment of Rs. 250/- "without Smart Card the student will not be allowed to enter the college campus or the College bus.

## **ISSUE OF DOCUMENTS**

Students are required to submit their applications for Bus passes and Bonafides before 11 a.m. and can collect the certificates the same day after 4 p.m.

The original certificates and marks memos submitted by the student will not be returned during the course of the study period. However, duly attested Xerox copies of the certificates can be issued only after the Principal's approval. Students/ Parents should submit an application to the Principal requesting for the same. The documents have to be returned back to the College at the earliest.

### **CHANGE OF ADDRESS / TELEPHONE NO'S**

In case of change in permanent / temporary address, students are required to incorporate the same in the registration cards to be filled by them at the beginning of every semester. If there is a change in the middle of any semester, students can forward an application for change of address/telephone no's to the college office through the Administrative office.

### **DRESS CODE**

Students in the college must observe the following dress code

Boys :

- Formal shirt neatly tucked-in,
- Formal trousers (T-shirts & Jeans are not permitted )
- Formal Shoes
- To display smart / Identity cards.

Girls

- Salwar Kameez with Chunni / Half Saree.
- Miniskirts, T-shirts & Jeans are not permitted
- Half / Full Shoes
- To display smart / Identity cards.

**Note** : Miniskirts, T-shirts & Jeans are not permitted

***Apron is a must for both boys & girls in the following labs.***

1. E& E Lab.
2. Workshop
3. Chemistry Lab

However, students are permitted to wear informal on their birthdays. (Students who are improperly dressed will not be allowed into the college premises).

# **EXTRACTS FROM TELANGANA STATE ACT XXVI OF 1997 PROHIBITING RAGGING IN EDUCATIONAL INSTITUTIONS**

## **Prohibition of Ragging**

Ragging within or outside any educational institution is prohibited.

## **Penalty for Ragging**

Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby:

1. teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or
2. Assaults or uses criminal force to or criminal force to or criminally intimidates a student shall be punished with imprisonment for term which may extend to one year or with fine which may extend to two thousand rupees or with both; or
3. wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to one year or with fine which may extend to five thousand rupees or with both; or
4. causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five year and with fine which may extend to ten thousand rupees; or
5. causes death or abet suicide shall punished with imprisonment for life or with imprisonment for a term which may extend to ten year and with fine which may extend to fifty thousand rupees.

## **Dismissal of Students:**

1. A student convicted of an offence under section 4 and punished with imprisonment for term shall be dismissed from the educational institution.
2. A student convicted of an offence under section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.



## **Suspension of Student:**

1. Without prejudice to the foregoing provisions, whenever any student complaints of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forth with and if the complaint is prima facie found true, shall suspend the student of students complained against for such period as may be deemed necessary.
2. The decision of the head or manager of the educational institution under sub-section (1) shall be final.

## **Abetment:**

1. If the head or the manager of an educational institution -fails or neglects to take action in the manner specified in sub-section 6, such person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
2. If a student commits suicide due to or in consequence of ragging, the person who commits such ragging be deemed to have abetted such suicide.

## GUIDELINES FRAMMED BY HON'BLE HIGH COURT OF ANDHRA PRADESH AGAINST RAGGING

1. All educational institution should provide for committees of parents and guardians and two representatives of students for established a code. This committee shall meet and recommend action against erring students and the management of the institution shall act within four weeks of receipt of such recommendations.
2. Except parents and guardians, no person shall enter the institution without permission of the Principal.
3. Student including in ragging shall be suspended by the Principal and debarred from entering the campus except for attending inquiry or/and submitting explanation.
4. No outsider shall enter the hostel except when permitted by the Warden; in the case of girl students in the hostels even such persons who are permitted by the Warden can meet them only in the presence of the Caretaker, during permitted hours.
5. All students shall possess identity cards and show them on demand.
6. The teacher teaching the first year students shall not leave the classroom until the teacher of the subsequent class to the class room.
7. The principal and the Warden besides the authorities entrusted with this work, can inspect the hostels at any time.

## PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTIONS ACT 26 OF 1997

### SALIENT FEATURES

- Ragging within or outside any Educational Institution is prohibited.
- Ragging Mesa doing an Act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrage of modesty or injury to a Student.

Nature of Ragging		Punishment
1.	Teasing, Embarrassing and humiliating	Imprison upto 6 months of the upto 1,000/- or both
2.	Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 Year or fine upto Rs. 2,000 or both
3.	Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 Years or fine upto Rs. 5,000/- or both
4.	Causing grievous hurt, Kidnapping or rape or committing unnatural offence	Imprisonment upto 5 Years or fine upto Rs. 10,000/- or both
5.	Causing death or abetting suicide	Imprisonment upto 10 Years or fine upto Rs. 50,000/- or both

#### Note :

1. A student convicted of any or the above offences, will be expelled from the College.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other college.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the college immediately.

**UNDERTAKING TO BE FILLED IN AND  
SIGNED BY ALL STUDENTS  
(now admitted and continuing)**

I, \_\_\_\_\_ (name of the student) studying  
\_\_\_\_\_ (Year, Degree, Group, Section), at  
\_\_\_\_\_ Name of the College), Son of  
\_\_\_\_\_ Residing of  
\_\_\_\_\_ (Permanent Home)

(Address with Phone Number, if any), undertake that I am aware of the system of punishment in case or ragging other student and that in case I become involved in any manner in any ragging case I am liable for any punishment, including:

1. Cancellation of admission.
2. Suspension from attending classes.
3. with holding / withdrawing scholarship / fellowship and other benefits.
4. Debarring from appearing for any test/examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national and international meet, tournament youth festival, etc.
7. Suspension, expulsion from the hostel.
8. Rustication from the institution for periods varying from 1 to 2 academic years.
9. Expulsion from the institution and consequent debarring from admission to any other Institution.
10. fine up Rs. 50,000/-
11. Rigorous imprisonment up to three years (by Court of Law), etc.

**Date :**

**Signature of the Father**

**Signature of the Student**

**Speciman copy**

## **COURSES OFFERED**

<b>B.TECH. PROGRAMME :</b>		<b>INTAKE</b>
01	CIVIL ENGINEERING (CE)	30
02	ELECTRICAL AND ELECTRONICS ENGINEERING (EEE)	30
03	MECHANICAL ENGINEERING (ME)	30
04	ELECTRONICS AND COMMUNICATION ENGINEERING (ECE)	120
05	COMPUTER SCIENCE AND ENGINEERING (CSE)	240
06	INFORMATION TECHNOLOGY (IT)	60
07	CSE(ARTIFICIAL INTELLIGENCE & MACHINE LEARNING) (AI&ML)	120
08	CSE (DATA SCIENCE)	120
09	CSE(CYBER SECURITY)	90
10	CSE(IOT)	60
11	COMPUTER SCIENCE & INFORMATION TECHNOLOGY (CSIT)	60
12	ARTIFICIAL INTELLIGENCE & DATA SCIENCE	120
<b>M.TECH. &amp; MBA PROGRAMME :</b>		
01	COMPUTER SCIENCE & ENGINEERING (CSE)	18
02	EMBEDDED SYSTEMS (ES)	09
03	MASTER OF BUSINESS ADMINISTRATION (MBA)	60

## Important Contact Numbers

Sl.No.	Designation	Institute Phone No.	Email
1	Principal	9347363999	induprincipal@gmail.com
2	Dean	9347185999	sicet.dae.ce@gmail.com
3	Dean (CSE & Allied Branches)	9618755989	deancseindu@gmail.com
4	Autonomous Section	9347185999 9346643459	sicet.dae.ce@gmail.com
5	Administrative Officer	9347353999	sriinduoffice@gmail.com
6	Admissions I/C	9347306999	sriinduoffice@gmail.com
7	Scholarship Section	9347034999	sriinduoffice@gmail.com
8	Examination Section	9912118224	sriindu.exams@gmail.com
9	HOD / ECE	9347054999	ecehod@gmail.com
10	HOD / CSE	9676018162	charan.sicet@gmail.com
11	HOD / EEE	9441231345	rakeshsicet@gmail.com
12	HOD / IT & CSIT	8096109428	surekhait21@gmail.com
13	HOD / ME	9247175933	srinu335@gmail.com
14	HOD / CIVIL	9502844569	rajendra2012sicet@gmail.com
15	HOD/H&S	8099928245	shailajaprasad1972@gmail.com
16	HOD / Cyber Security	9491209175	umasicet175@gmail.com
17	HOD / Data Science	9944920319	srmugunth@gmail.com
18	HOD / AI&ML	9491209175	umasicet175@gmail.com
19	HOD/ AI&DS	9791284822	adelinejohnsana18@gmail.com
20	HOD/ IoT	9701439978	drsamcse@gmail.com
21	Training & Placement Cell	9347098999 9948784777	placementofficersriindu@gmail.com
22	Library	7416374829	paduridayakar@yahoo.com
23	Physical Director	9505340913	ptsicet@gmail.com
24	Transport I/C	9397833669	---
25	Girls Hostel Enquiry	9542989460	---
26	Security	9347353999	---

# **ATTENDANCE & PROMOTION RULES**

## **Attendance Requirements**

1. A student shall be eligible to appear for the Semester end examinations if he / she acquires a **minimum of 75% of attendance in aggregate of all the subjects** for that semester.
2. Condonation of shortage of attendance in aggregate **up to 10% (65% and above and below 75%)** in a semester may be granted by **Institute Academic Committee**.
3. A student will not be permitted to write the end examination and hence not promoted to the next semester unless he satisfies the attendance requirement of the present semester, as applicable. They may seek re- admission for that semester when offered next. The student seeking re-admission for a semester will automatically forfeit all/any internal marks that he obtained in all the subjects of the present semester, as applicable.
4. Shortage of Attendance **below 65% in aggregate** shall in **NO case be condoned**.
5. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that semester.
6. A stipulated fee shall be payable towards condonation of shortage of attendance.

## **Minimum Academic Requirements:**

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned above.

1. A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory or practical design or drawing subject or project, if he secures **not less than 35% (25 out of 70 marks) of marks in the end examination and a minimum of 40% of marks in the sum total of the internal evaluation and end examination taken together**.

## **Promotion Rules:**

### **Credits required for B.Tech. students to get Promotion from I to II year:**

- A student will not be promoted from I year to II year unless he fulfills the academic requirement of 24 credits out of 48 credits of I year from all the examinations and secures prescribed minimum attendance.

### **Credits required for B.Tech. students to get Promotion from II to III year:**

- A student will not be promoted from II year to III year unless he fulfills the academic requirement of 43 credits out of 72 credits up to II year I semester from all the relevant regular and supplementary examinations, whether he takes those examinations or not, and secures prescribed minimum attendance.

### **Credits required for B.Tech. students to get Promotion from III to IV year:**

- A student will not be promoted from III year to IV year unless he fulfills the academic requirement of 72 credits out of 120 credits up to III year I semester from all the relevant regular and supplementary examinations, whether he takes those examinations or not, and secures prescribed minimum attendance.
- A student shall register and put up minimum attendance in all 192 credits and earn 192 credits. Grades obtained in the best 184 credits shall be considered for the calculation of CGPA.

### **Detained / Re-admitted Candidates**

- A detained student can seek re-admission into a semester by giving a written application and enclosing the memorandum of marks of all exams he/she has appeared till that date.
- Re-admission has to be effected within four weeks of the commencement of the semester. No application for re-admission will be accepted thereafter.
- A comprehensive list of all detained candidates is to be maintained in the Examination Branch of the College. The cases of detained candidates have to be examined by a committee of all Heads of Departments to ascertain whether a candidate when readmitted has to undergo any new subject (Substitute Subject) in view of change of course structure. The necessary decisions have to be maintained in the Examination Branch well in advance of the commencement of classes so that the candidate can be informed as and when he or she seeks re-admission.

## CAMPUS BUILDINGS AT A GLANCE

New Hostel Block



Sri Indu PG and R&D Block



First Year Block of Sri Indu



Sri Indu Mechanical Block



S-Hub



Sri Indu Institute of Pharmacy



Sri Indu R&D Block



Sri Indu PG College (MBA and MCA)



Hostel Building



Central Library



Sri Indu Institute of Management (MBA and MCA)



Coyola Montessori House



## LABORATORIES & OTHER EVENTS AT A GLANCE





# **SRI INDU COLLEGE OF ENGINEERING & TECHNOLOGY**

An Autonomous Institution under UGC, New Delhi  
Sheriguda(V), Ibrahimpatnam(M), R.R.Dist. – 501 510

## **SERVICE RULES FOR STAFF**

As it is necessary to define the Service Rules, its terms and conditions of Appointment, Leave and other services of all the employees, i.e., Teaching and Non-Teaching persons employed in all the Institutions managed by Sri Indu Institutions and to provide for their duties, conduct / discipline and pay and perks payable to them the management of the Sri Indu Institutions has made the following Rule and Regulations for administration of the Institutions under their management.

The lecturer is the main pillar on which the system of collegiate education rests. Teaching is the most important function of the lecturer which should be undertaken with utmost dedication and sincerity.

### **I. APPOINTMENT OF FACULTY:**

All faculty members are appointed on ad-hoc basis and have to be ratified by the selection panel. Any faculty not ratified may be relieved of duties based on the decision of the management committee.

1. All the members of Faculty have to work for a minimum period of one academic year. Resignation in the middle of the academic year is not accepted.
2. Willingness to continue in the institute for the next academic year should be submitted before 31<sup>st</sup> March. Those who have not submitted are assumed to be not continuing their services in the institute.

3. Once academic year starts in June/July resignation will not be accepted.
4. Faculty Increments and promotions will be based on students' feedback, results, self-appraisal, Principal's and HOD assessment.
5. The service of any staff member can be terminated at any time, without giving any reason thereof, for any of the following reasons:
  - Poor academic feedback from the students.
  - Threatening the students in the class or in general as well.
  - Misbehavior towards girl students.
  - Encouraging communal feelings/politics.
  - Non co-operation with the organization.

II. **WORKING HOURS:** All the Faculty including Non-teaching staff are required to be present in the college during the college timings.

III. **LATE COMING:** All the Faculty members and all other staff are required to be always before time. Every three (3) late comings shall be treated as one (1) leave resulting in 1 day loss of pay. Late permission is only for 30mts, thereafter it will be treated as one late coming.

IV. **PERMISSIONS:** No permission to go out during the college working hours is granted. If for any reason, faculty needs to go out, he/she is required to take leave from the principal only after getting his/her classes adjusted with another faculty after only endorsed by the HOD and authorized by the Principal.

V. **LEAVES & ABSENCE :** Leave is a privilege. Staff should not cause damage, loss to the students in enjoying the privilege. Should take prior permission ; make alternate arrangements before proceeding on leave. This will ensure proper utilization of students' time and ensure discipline. This is an important aspect of a good teacher.

1. All Senior teaching faculty and Senior Non-teaching staff (Who have completed one year services in the institute are allowed 18 days of leave per academic year, effective from June to May. Faculty/non-teaching staff with less than one year service in the institute is eligible for 12 days leave per year. Faculty can use it any time not exceeding 3 days at a time. Unused leave can be en-cashed in the month of July. If Faculty uses more than 3 days at a time, all the days will be treated as loss of pay even when they have leave eligibility. Any excess leave used will be treated as loss of pay at the end of semester and academic year.
2. Sunday is calculated for payment only if faculty is present on Saturday and on Monday. However, it is mandatory to be present on the last working day and first working day of each semester. Being absent on the last working day or the first working day shall entail complete loss for the duration of the terminal holidays.
3. Faculty members are required to apply for leave at least (1) day in advance after adjusting his/her classes with another faculty and get the same sanctioned from the principal. If however, due to any reason, applying for advance leave is not possible, the faculty must telephone before the "In-time" and take permission. Unsanctioned leave/ non-information before In-time / absenteeism shall lead to 2 days loss of pay
4. No leaves are allowed during the time of Internal / External exams.
5. Discretion to give permission of leave (Advance or emergency) lies entirely with principal on the recommendation /endorsement of the HOD.

## **VI. CONDUCT AND DISCIPLINE**

- Every employee must and should abide by conduct and discipline rules of the College and comply with and obey all the orders as per the directions of the management from time-to-time with utmost care towards promoting interests of the organization where the staff is engaged by showing sincere courtesy and care in all the activities.
- No employee shall engage himself/herself in other activities such as Business or engaging in part-time jobs in other organizations whether on contract or honorary without prior written permission of the management. However, an employee with a specific permission of the organization may undertake the work of a social, charitable nature or artistic subject provided such work does not interfere with his official duties.
- Every employee must and should maintain confidentiality with regards to the activities of the Institution and its Rules and Regulations and shall not divulge directly or indirectly any information of confidential nature either to a member of the public or the Institution staff without the permission of the management.
- An employee shall not absent himself/herself or abscond from the duties without obtaining to permission of the organization. Incase of un-avoidable situations, if any, a letter or message should be sent on the following working day giving the genuine reasons for the absence.

## **VII. DRESS CODE & DECORUM:**

1. Faculty members are required to be dressed in formals on all days.
2. Male faculty shall come in Shirt tuck in and black/brown leather shoes. During seminars or college function they come with tie.
3. Slippers are not permitted.
4. The Identity card issued must be worn at all times visibly within the campus.

5. Cell- phones must not be taken to class in any case and within campus it should be used in silent mode.
6. Faculty to maintain highest standards of decorum in interacting with others and be an example to the students.

#### **VIII. DEPARTMENTAL RESPONSIBILITIES:**

1. Faculty must report to the Principal/HOD upon arrival in the college for confirmation of day's plan and to accommodate any changes, schedule other assignments, if any
2. Faculty to meet Principal/HOD before leaving for the day of submission of daily report, attendance registers, teaching dairies, and for other assignment/reallocations, if any.
3. Faculty must be at the classroom 5 minutes before the commencement of the class and should leave the class only after the next teacher comes. Faculty must take the subject attendance before commencement of each class.
4. Faculty to ensure student conduct code of dress, cell phone use, and late entry.
5. Taking in to consideration the number of working days and periods available for each subject, the month-wise lecture plan should be prepared by each lecturer in the department. Provision should be made for revision of the syllabus before the end of the semester. In case of any dislocation in working days, either due to disturbances of due to his/her own absence in the college, extra classes should be taken to complete the syllabus.
6. Faculty to conduct internals, correct answer sheets, declare marks and compile the marks each month as per the session plan without fail and every mid exam and semester wise exam result analysis should be submitted to the HOD/Principal.

7. Faculty to update the session status sheet with Principal/HOD each and every weekend.
8. Mentors in charges to execute their responsibilities in co-ordination with the principal/HOD for timely monitoring.
9. Faculty will ensure to spend the non-teaching days of the semester fruitfully in writing articles, studying emerging issues and present the same in a special seminar to be held for the same. This is necessary for the enhancement of intellectual resources within the institution. Institution shall sponsor faculty who write articles for FDPs.
10. Faculty members are required to prepare the subject plan in advance that they desire to take up in the next semester in consultation with the Principal/HOD. Having decided once, changes are not advised.
11. Faculty need to use the LCD projector/OH projector in the class rooms as far as possible. In this regard, all faculty members are required to be ready with their teaching material either OHP transparencies or power point presentation files one month before the semester begins and submit a report of completion. The academic committee instituted will sit for the purpose of examining and observing the faculty in special faculty development session.
12. Faculty are required to be available for any other assignment either academic or administrative (Like results analysis, special classes, management meets, FDPs, MDPs, AICTE/OU Inspection work, ISO, Admissions, or any other internal or external institutional work) which may be given from time to time by the Principal/HOD/Management.
13. Faculties are required to function as team in the department and are welcome to offer suggestions for improvement. However, the organizational hierarchy has to be strictly adhered to.
14. Principal/HOD to co-ordinate all departmental activities to ensure smooth conduct, execution and completion on academics.

15. The HOD of the department should review the progress of coverage of syllabus at the end of every month and inform the principal. If the schedule is not completed, he/she should discuss with the lecturer concerned and plan for the completion of the backlog in the succeeding month.
16. Whenever the faculty presence is required they have to stay back up to the completion of the work. If their services are required during holidays they have to come to the college. No compensation is permissible for such service.
17. The lecturer has the primary duty to disseminate the knowledge in his/her subject to all the students.
18. The lecturer should inform the students the schedule of coverage of syllabus.
19. The Lecturer concerned should also plan the seminars, tutorials and assignments and such other academic activities.
20. Along with the lecturer method, the lecturer should also motivate the students and enliven the process of learning by adopting other methods of instruction like group discussions, question-answer sessions.
21. To achieve the best results, it is necessary for the lecturer to give regular assignments to the students, preferably every fortnight.
22. The lecturer should maintain a synopsis of each lesson prepared by him/her. As far as possible a copy of the synopsis should be provided to the students. The record of synopsis maintained by the lecturer will be checked by the principal every month.
23. Remedial Coaching: Remedial coaching should be arranged for academically backward students, outside the college hours. The HOD of the department should plan for remedial coaching and submit to the principal.

24. The lecturer should participate in students counseling programmes organized by the principal. He/she should give necessary counseling to 20 to 30 students allotted to him/her guidance should be given on opportunities in the field of collegiate education and the employment opportunities. As a counselor, the lecturer should act as liaison between college administration and his wards. He/she should enlighten the wards about the facilities available in library, games etc., and orient them to the traditions, rules and regulations of the college.
25. The lecturer should co-operate and participate in all co-curricular and extracurricular activities in the college.
26. He/She should accept the membership of the committee to which he/she is nominated by the principal and discharge the duties with commitment.
27. The lecturer should attend to all examination duties without fail.
28. The lecturer should assist the principal in the maintenance of the discipline in the college.
29. The lecturer should also take part in community service; conduct such programmes as useful seminars, interface-discussions, etc., involving local experts, and the users for the benefit of the community. The lecturer of the subject concerned can act as moderator.
30. As per the orders of the government and the concerned university from time to time, the lecturers have to adhere to the workload prescribed.
31. At the end of academic year HOD should submit department & lab result analysis to the principal in a CD.
32. Any of the above rules can be modified from time to time by the management.



33. Every staff member must account for any item borrowed from the institute library officer or any other department) at the end of the every year or at the time of their leaving the institute.

The faculty will appreciate that the interest of the students is supreme and clear cut systems lead to consistency in performance and hence improvement all around. Faculty will please understand that the above is not punitive but a deterrent to non-systems and unprofessional performance. Team work is of supreme value and the ultimate mark of our institution's ethos.

It is with this in view that management seeks the co-operation of all the Teaching and Non-teaching staff for the successful implementation of the above guidelines and help to make the institution move in the right direction.

**PRINCIPAL**

Circulation to all the staff members

CC to1. All the HODs (for dissemination to faculty of each department.)

2. Library - to be displayed for staff.

