

Policies, Administrative Setup, Appointment and Service Rules, Procedures, Etc.



MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY

(Autonomous Institution – UGC, Govt. of India)

Sponsored by CMR Educational Society

(Affiliated to JNTUH, Hyderabad, Approved by AICTE - Accredited by NAAC – ‘A’ Grade - ISO 9001:2015 Certified)

Maisammaguda, Dhulapally, Kompally, Secunderabad – 500100, Telangana State, India.

Contact Number: 7207034237, 9133555162, E-Mail ID: mrcet2004@gmail.com, website: www.mrcet.ac.in

GOVERNING BODY

The Governing Body is a group of persons constituted for the purpose of administering institutional development activities. As far as Decision making process is concerned, Board members are giving relevant guidelines for Academic affairs, Faculty Recruitment, Infrastructure, Budget and promotional matters.

Identity:

- The Governing Body of the institute is the blend of Corporate Professionals, Academicians, Practicing Managers, Management Members and highly qualified Administrators.
- The Institute believes that Governing Body is significant to review its policies, procedures and strategic objectives for the well being of the stakeholders in attaining the Institute's strategic intent.
- To keep all the above issues aligned with the expectations of industry and academia, we have given importance to constitute the Governing Body in the following composition.

The constitution and functioning of Governing Body, which is supreme, are detailed hereunder:

The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary. The Registered Society / Trust shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below.

Composition of Governing Body Members

S. No.	Name of the Person	Position
1	Dr. D. Raghurami Reddy	Chairman
2	Ch. Mahender Reddy	Member
3	Dr. N. Yadaiah	Member (University Nominee)
4	Dr. S.K. Malik	Member (UGC Nominee)
5	Prof. A. Pullaiah	Member (Government Nominee)
6	Dr. Suresh Chandra Satapathy	Member
7	Mr. M. Shashikanth	Member
8	Mr. U. S. Paul Russel	Member
9	Dr. P. Rami Reddy	Member
10	Dr. S. Upendra Sastry	Member
11	Dr. M. Murali Krishna	Member
12	Prof. P. Sanjeeva Reddy	Member
13	Dr. VSK. Reddy	Member Secretary

Appointment of Chairman of the Governing Body

The Chairman of the Governing Body shall preferably be a technical person either an entrepreneur or an industrialist or an educationalist of repute who is interested in the

development of technical & management education for the promotion of quality education in particular.

Meeting

- The Governing Body/ Board of Management shall meet twice a year.
- In the absence of the Chairman, the members can elect a Chairman from amongst the members present for that meeting.

Functions:

1. To ratify the decisions of the academic council.
2. Approval of new courses recommended by the academic council.
3. To appoint Principal/Director, the teaching and non teaching staff on the recommendations of the selection committees constituted under the relevant regulations of the universities.
4. Scrutinizing and approving the budgetary proposals.
5. Suggesting and approving the student development programs.
6. Promoting Industry Institute Partnership Cell for student training and placement activities.
7. To monitor and evaluate the teaching programs in the college and suggest remedial measures.
8. To constitute various committees for specific purpose delegating appropriate powers.
9. Fix the fees and other charges payable by the students of the college on the recommendations of the Finance Committee.
10. Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council
11. Approve new programmes of study leading to degrees and/or diplomas.
12. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.

In addition to being the supreme administrative authority of the College, the Governing Body shall have the following additional functions with respect to autonomy.

Role of Governing Body

- Determining the mission, vision and values of the Institute
- Establishing academic, research, service and institutional policies and plans and to control the manner in which they are implemented.
- Appointing, promoting, suspending and removing members of the teaching staff and of the administrative staff of the institute.
- Governing standards for the admission of students to the institute and Governing matters arising in connection with the award of scholarships, medals, prizes and other awards for academic achievement.
- Appointing committees and assigning to them such duties and responsibilities as may be provided in the by-laws of the institute.
- Approving the annual budget of the institute and monitoring its implementation.

- Regulating the conduct of students, staff and all persons who use the property of the institute including denying any person access to the property.
- Making by-laws, resolutions and rules for the conduct of its affairs.

Scope of Governing Body

The scope of the Governing Body is as follows:

Lead	Represent all members and make sure they can participate and be heard; create vision; advocate, negotiate and maximize self determination.
Plan	Set over all direction, purpose, future strategies, goals, ethics and values.
Organize	Develop policies and governance arrangements; interact with management; steer relationships, alliances and collaborations with the public and among stakeholders.
Control	Ensure the organisation is accountable, legal and financially stable; hire, support and oversee the performance of the top manager; monitor overall outcomes.



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February 16, 2019

GOVERNING BODY MEETING

The following members were present.

- | | | | | |
|-----|--|---|------------------|-------------|
| 1. | Dr. D. Raghurami Reddy
Former Professor, SV University, Tirupathi | - | Chairman | |
| 2. | Ch. Mahender Reddy
Secretary, MRGI | - | Member | |
| 3. | Dr. N. Yadaiah
Registrar, Professor of EEE,
JNTUH, Kukatpally, (University Nominee) | - | Member |
16/2/19 |
| 4. | Dr. S.K. Malik
Principal, All India JHM College (CPE)
Rohtak (UGC Nominee) | - | Member | |
| 5. | Sri. A. Pullaiah
Principal, Govt. Institute of Electronics
(Government Nominee) | - | Member | |
| 6. | Mr. U. S. Paul Russel
Sr. Manager, Engineering Division, Air India | - | Member | |
| 7. | Dr. P. Rami Reddy
Former Registrar, JNTUH,
JNTUH Campus, Hyderabad. | - | Member | |
| 8. | Sri. M. Shashikanth
Marketing Director, Volksoft Technologies Pvt. Ltd. | - | Member | |
| 9. | Dr. Suresh Chandra Stapathy
National Chairman (Education & Research)
Computer Society of India (2015-17), Mumbai | - | Member | |
| 10. | Dr. S. Upendra Sastry
Former Principal,
CKM Arts & Science College (Aided College), Warangal | - | Member | |
| 11. | Dr. M. Murali Krishna
Dean, MRCET | - | Member | |
| 12. | Prof. P. Sanjeeva Reddy
Director of ECE, MRCET | - | Member | |
| 13. | Dr. VSK Reddy
Principal, MRCET | - | Member Secretary | |

MRCET

Maisammaguda, Dhulapally, Secunderabad - 500100, Telangana State, India. website: www.mrcet.ac.in
Contact: 7207034237 / 9133555183, E-Mail id: mrcet2004@gmail.com; EAMCET/ICET/PGETET Code : MLRD

MINUTES OF THE 16th GOVERNING BODY MEETING

- Dr. VSK Reddy, Principal of MRCET has extended a warm welcome to all the distinguished members for the 16th Governing Body Meeting.
- Dr. VSK Reddy, Principal has presented briefly the academic activities, achievements and other programs undertaken by the college in the current academic year. Also, emphasized accreditations and credentials of the institution.
- Also highlighted best practices adopted in the institution towards soft skills and technological skill development programs taken-up for the students to match with the industry needs.
- After detailed deliberations on various issues the General Body collectively approved the following measures and actions for improving the functioning of the college.
- The minutes of the meeting of the 15th Governing Body have been approved.
- The management is proposing for the academic year 2019-2020 for the following.
 - ✓ Extension of Approval from AICTE for the Academic Year 2019-2020.
 - ✓ Continuation of PIO admission for the A.Y. 2019-2020 for existing programs/ courses.
 - ✓ Closure of M.Tech in Systems & Signal Processing.
 - ✓ Increase intake for B.Tech in Electrical & Electronics Engineering: 60 seats to 120 Seats as per the JNTUH and AICTE Norms.
 - ✓ The Governing body has given its approval for the above proposals
- The Governing Body has approved our application for the renewal of NBA under TIER-I for five departments Viz., CSE, ECE, ANE, IT and MBA.
- The Governing Body has given its approval for submission of application to AFRC for enhancement of the tuition fee for the years Block 2019-2020 to 2021-2022.
- The Governing Body has conveyed its appreciation to the institution for obtaining high institutional rankings in surveys conducted by reputed national magazines as well as Govt. bodies.
- The Governing Body has approved new proposals for the sports, infrastructure, curriculum and skill development:
 - a. Synthetic Basket Ball Ground
 - b. Startup (Equipment and Infrastructure Setup)
 - ✓ Moocs and Training Lab
 - ✓ Advance Technologies Certification
 - ✓ New Vehicles
 - ✓ New Hostel Building
 - c. Series of International Conferences schedule on June 21-22, 2019 in collaboration with:
 - ✓ Springer-International Conference on “Soft Computing and Signal Processing (ICSCSP-2019)”
 - ✓ Springer-International Conference on “Intelligent Manufacturing and Energy Sustainability (ICIMES -2019)”
 - ✓ Scopus Indexed -International Conference on “Aeronautics and Beyond (ICAB-2019)”
 - ✓ International Conference on “Strategies for Business Excellence-Challenges and Opportunities (ICSBE-2019)” – MBA indexed in UGC approved Journals
 - d. Detailed budget of the institution has been proposed for the year 2019-2020.
 - e. R&D projects already completed and proposed currently are submitted to AICTE, MSME etc., has been appreciated by the Governing Body.

- The Governing body has suggested that along with the agenda points the relevant justification may also be mentioned.
- Finally the Governing Body members conveyed their appreciation towards the efforts related to academic practices, curriculum, R&D Projects, Effective Training & Placements and also overall development of the institution in the recent past.
- Prof. P. Sanjeeva Reddy, Director of ECE and Member of Governing Body, thanked all the members for sparing their valuable time and offering valuable suggestions. He also requested for their continued cooperation and support in future also.

The meeting concluded with a vote of thanks to the Chair.

Sd/-
Dr. VSK Reddy
Member Secretary

ACADEMIC COUNCIL

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc. The Council will involve faculty at all levels and also experts from outside, including representatives of the university, industry and the government. The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university.

Recommended composition of the Academic Council and its functions in an Autonomous college:

The Academic council will be responsible for all academic matters such as framing of academic policy, approval of courses, regulations and syllabi.

Functions:

- I. Scrutinize and approve the proposals with or without modifications with Board of studies with regard to
 - Course study
 - Academic regulations
 - Curriculum
 - Syllabi and modifications
 - Methods and procedures for Instructions & evaluations.
- II. Academic council when defers on any proposals will return the matter for reconsideration to BOS with reasons.
 - Scrutinizing and approving the proposals for
 - Conduct of Examinations.
 - Evaluations & Results declaration and other connected issues like revaluation or modifications.
 - When council defers on any proposal, it has a right to return for reconsideration of the examination committee or reject with reasons.
- III. Framing procedures for evaluation & examination system.
- IV. Make regulations for academic activities i.e. teaching learning process, and co-curricular activities.
- V. Make regulations for sports, extracurricular activities and proper maintenance of play grounds hostels as per requirements.
- VI. Recommending the proposals of new courses to Governing Body.
- VII. Recommending for Institutional scholarships, fellowships, Awards, rewards and framing regulations.
- VIII. Advise the Board of Governors on suggestions pertaining to academic affairs.
- IX. Perform other functions as may be assigned by the governing Body.



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MINUTES OF MEETING OF ACADEMIC COUNCIL HELD ON 07.07.2018

Composition of Academic Council

S.No	Category	Name of the Person	Nature	Designation	Signature
1	Principal	Dr. VSK Reddy	Chairman	Principal	
2	JNTUH Nominee 1	Dr. B.N. Bhandari	Member	Professor of ECE Director Academic & Planning, JNTUH, Hyderabad.	
3	JNTUH Nominee 2	Dr. M. Sreenivasa Rao	Member	Professor of CSE Director Academic & Audit Cell, JNTUH, Hyderabad.	
4	JNTUH Nominee3	Dr. R. Markandeya	Member	Professor of Metallurgical Engg. & Principal JNTUH College of Engg., Manthani, Hyderabad.	
5	Dean	Dr. M. Murali Krishna	Member	Dean, MRCET	
6	HOD, ECE	Dr. S.Srinivasa Rao	Member	Head of the Dept.,	
7	HOD, CSE	Dr. D Sujatha	Member	Head of the Dept.	
8	HOD, IT	Dr. G. Sharada	Member	Head of the Dept.	
9	HOD, MECH	Dr. M. Amarnadha Reddy	Member	Head of the Dept.	
10	HOD, ANE	Prof. V. Ravi	Member	Head of the Dept.	
11	HOD, H&S	Dr. V Madhusudhan Reddy	Member	Head of the Dept.	
12	HOD, MBA	Prof. G Naveen Kumar	Member	Head of the Dept.	
13	College Nominee	Prof. P Sanjeeva Reddy	Member Secretary	Director, ECE & EEE	
14	College Nominee-ECE	Mr. K Murali Krishna	Member	Assoc. Professor	
15	College Nominee - CSE	Prof. K Kailasa Rao	Member	Director, CSE/IT	

16	College Nominee – MECH	Dr. PHV Sesha Talpa Sai	Member	Director, R&D, MRCET	
17	College Nominee- H&S	Dr. V Neeraja	Member	Professor	
18	Education Nominee	Dr. P. Rami Reddy	Member	Former Registrar, JNTUH, Hyderabad.	
19	Industrial Nominee	Sri. T.V. Shiva Rao Director Business Development	Member	T&AS Designtech Services Pvt. Ltd.,	
20	Law Nominee	Dr. V Balakista Reddy	Member	Registrar, Nalsar University	
21	Commerce Nominee	Dr. Y. Ramakrishna Professor & Dean, DMS, GRIET, Hyderabad	Member	GRIET, Hyderabad.	
22	Medicine Nominee	Dr. Ch Bhadra Reddy	Member	Director, MRIMS	
23	College Nominee- ECE/CSE/IT	Sri. K Mallikarjuna Lingam	Member	Assoc. Professor	
24	College Nominee- ANE/MECH	Dr. P. Srikar	Member	Associate Professor	
25	College Nominee- Controller of Examination	Dr. K. Ramakrishna	Member	Assoc. Professor	


- Dr. VSK Reddy, Principal has extended a warm welcome to all the distinguished members for the Academic Council Meeting and presented briefly the activities, achievements and other programs undertaken by the college.
- The council has suggested very valuable points related to academic activities to the institution which will be implemented for betterment of the quality of education being imparted.
- Prof. P. Sanjeev Reddy thanked all the distinguished members for sparing their valuable time and making useful suggestions. He requested for their continued cooperation and valued suggestions


Dr. VSK Reddy
Principal

PRINCIPAL
Malla Reddy College of Engg. & Tech
UGC AUTONOMOUS INSTITUTION
Maisammaguda, Doolapally, Secunderabad-500 100.

FINANCE COMMITTEE

The Finance Committee will advise the Governing Body on financial matters and shall meet at least twice a year. The composition and functions of the Finance Committee are



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July 11, 2017

FINANCE COMMITTEE

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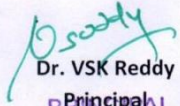
The composition and functions of Planning committee are given below

Dr. VSK Reddy, Principal	–	Chairman
Dr. M. Murali Krishna	–	Member
Prof. P. Sanjeeva Reddy, Director, ECE	–	Member
Prof. K. Kailasa Rao, Director of CSE&IT	–	Member
Dr. PHV Sesha Talpa Sai, Director, R&D	–	Member
Dr. S. Srinivasa Rao, Head of ECE	–	Member
Dr. D. Sujatha, Head of CSE	–	Member
Dr. M. Amarnadha, Professor	–	Member
Dr. G. Sharada, Head of IT	–	Member
Dr. B. Jyothi, Professor	–	Member
Prof. Misba Mehdi, Professor	–	Member
Dr. V. Madhusudhana Reddy, Head of H&S	–	Member
Prof. G. Naveen Kumar, Head of MBA	–	Member

Term of members: 2 years

Functions:

Finance Committee will propose the budget of the institution for infrastructure development, construction, purchase of equipment, consumables etc., depending upon the finance available. The Committee formulates and approves the budget estimates department-wise for purchase of lab equipments, consumables and non-consumables, year by year. The Committee estimates the probable inflows and outflows for the institution and arrives at the required budget.



Dr. VSK Reddy
Principal
Malla Reddy College of Engineering & Technology
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PLANNING COMMITTEE

The composition and functions of Planning Committee are given below:

Composition of Planning Committee

S. No	Name of the Person	Designation	Position
1	Sri Ch Mahender Reddy	Secretary, MRGI	Chairman
2	Dr. VSK Reddy	Principal	Convener
3	Dr. M Murali Krishna	Dean, MRCET	Member
4	Prof. P Sanjeeva Reddy	Director, ECE	Member
5	Prof. K Kailasa Rao	Director, CSE/IT	Member
6	Dr. PHV Sessa Talpa Sai	Director, R&D	Member
7	Dr. S Srinivasa Rao	Head of the Dept., ECE	Member
8	Prof. D Sujatha	Head of the Dept., CSE	Member
9	Dr. N S Gowri Ganesh	Head of the Dept., IT	Member
10	Dr. M Amarnadha Reddy	Head of the Dept., MECH	Member
11	Prof. Misba Mehdi	Head of the Dept., ANE	Member
12	Ms. M Sharanya	Head of the Dept., EEE	Member
13	Dr. V Madhusudhan Reddy	Head of the Dept., H&S	Member
14	Dr. G Naveen Kumar	Head of the Dept., MBA	Member
15	Mr. B Rajeshwar Reddy	Administrative Officer	Member

Functions:

The Planning Committee is very important for establishing a path of progress for the institution from time to time.

1. It should also monitor the progress from time to time.
2. The Committee plans major things such as addition of new UG/PG programme and/or applying for additional intake for the existing programmes.
3. It also plans the building required in the campus as also the need for adding facility to the students to concentrate on their education.



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July 11, 2017

PLANNING COMMITTEE

The composition and functions of Planning committee are given below

Sri. Ch. Mahender Reddy, Secretary, MRGI	–	Chairman
Dr. VSK Reddy, Principal	–	Convenor
Dr. M. Murali Krishna	–	Member
Prof. P. Sanjeeva Reddy, Director, ECE	–	Member
Prof. K. Kailasa Rao, Director of CSE&IT	–	Member
Dr. PHV Sessa Talpa Sai, HOD & Director, R&D	–	Member
Dr. S. Srinivasa Rao, Head of ECE	–	Member
Dr. D. Sujatha, Head of CSE	–	Member
Dr. M. Amarnadha Reddy, Professor	–	Member
Dr. G. Sharada, Head of IT	–	Member
Dr. B. Jyothi, Head of EEE	–	Member
Prof. Misba Mehdi, Professor	–	Member
Dr. V. Madhusudhana Reddy, Head of H&S	–	Member
Prof. G. Naveen Kumar, Head of MBA	–	Member
Mr. B. Rajeshwar Reddy, Administrative Officer	–	Member

Term of members: 2 years

Functions:

The Planning Committee is very essential for establishing a road map of progress for the institution from time to time. It should also monitor the progress from time to time. The Committee plans major tasks such as addition of new UG/PG programme and/or applying for additional intake for the existing programmes. It also plans the building required in the campus as also the need for providing facility to the students to concentrate on their education.


Dr. VSK Reddy
Principal

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CLASS REVIEW COMMITTEE

Composition of Class Review Committee

Number	Category	Nature
1 Member	Head of the Department	Chairman
2 Members	Year Coordinators	Nominated by the Head of the Department
8 Members	Class Teachers	Nominated by the Head of the Department
4 Members	Class Representative	Nominated by the Head of the Department
4 members	Girl Representative	Nominated by the Head of the Department

Functions:

1. The vital function of this committee is to maintain close rapport with the students.
2. The committee will observe, understand the feelings and discuss difficulties experienced by the students in both teaching and any other matters for finding corrective measures.
3. The co-curricular and extra-curricular activities will be discussed with the members for selecting, scheduling and conduction of the programs. This enhances the motivation and improves the performance of the students.

ANTI RAGGING CELL

**Be Proud to be MRCET Student and make the Campus Ragging Free
'SAY NO TO RAGGING '**



Ragging is neither a means of familiarization, nor an introduction with fresher's, but a form of Psychopathic behaviour. Ragging is a violation of Human Rights. Respect Humanitarian Values. Ragging is a heinous crime, heavily punishable under law. Ragging may **SPOIL YOUR CAREER** forever.

Following Acts with Fresher shall amount to Ragging:

- To force to address seniors as 'Sir '
- To force to perform mass drills.
- To force to copy class notes for the seniors.
- To force to serve various errands.
- To force to do menial jobs for the seniors.
- To ask/answer vulgar questions.
- To force look at pornographic pictures to shock the fresher's out of their innocence.
- To force to drink alcohol, scalding tea, smoking, etc.
- To force to do acts this can lead to physical injury/ mental torture or death.
- To force to do acts with sexual overtones, including homosexual acts.

Punitive Measures for Ragging

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the College, the possible punishments for those found guilty of ragging shall be one or any combination of the following:

- Cancellation of admission.
- Suspension from attending classes.
- Debarring from any test/examination or any other evaluation process
- Ragging within or outside of institution is prohibited.
- Teasing Embarrassing and Humiliation = ₹ 1,000 + 6 months Imprisonment
- Assaulting or using criminal force or criminal intimidation = ₹ 2,000 + 1 year Imprisonment
- Wrongfully restraining or confining or causing hurt = ₹ 5,000 + 2 years Imprisonment
- Causing grievous hurt, kidnapping or rape or committing unnatural offense = ₹ 10,000 + 5 years Imprisonment
- Causing death or abetting suicide = ₹ 50,000 + 10 years imprisonment

<https://mrcet.com/AntiRaggingCell.html>