



# NRI INSTITUTE OF TECHNOLOGY

(AUTONOMOUS)

Approved by AICTE, New Delhi: Permanently Affiliated to JNTUK, Kakinada  
Accredited by NAAC with "A" GRADE, Accredited by NBA (CSE, ECE&EEE)  
An ISO 9001:2015 Certified Institution

Pothavarappadu (V), Agiripalli (M), Eluru District, A.P., India, Pin: 521 212  
URL: [www.nriit.edu.in](http://www.nriit.edu.in), email: [principal@nriit.edu.in](mailto:principal@nriit.edu.in), Mobile: + 91 8333882444



## 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution.

### Academic Committees:

**Anti-Ragging Committee:** Nominated Students from all branches monitor in-disciplinary activities if any.

**Disciplinary Committee:** An extension to Anti-Ragging Committee; it's ever active with voluntary student participation.

**Internal Quality Assurance Cell:** Nominated Student representatives participate in the Cell's decision making.

**Library Committee:** Student participation impacts facilities and requirements besides catering to quality users.

### Administrative Committees:

**Canteen/Mess Committee:** Student feedback on quality and hygiene is considered to check any discrepancies.

**Hostel Committee:** Regular feedback on hygiene and other amenities of both hostels enables monitoring and facilitating timely redressal where needed.

**Transport Committee:** Student observations enable monitoring facilities besides solving grievances of users.

### Other Committees:

**Women Protection and Grievance Cell:** Nominated Girl students of all branches participate in key resolutions for women protection.

**Grievances Redressal Cell:** The institute's inmates freely express grievances through proper channel for suitable solution where HoDs, Deans, Principal and Chairman directly involve.

**Student Welfare Committee:** Student participation solves grievances and works for their well being.

**National Service Scheme:** The Institute's NSS wing motivates student services by involving them in organizing blood donation, rural health & sanitation, adult education, and environmental awareness camps in neighboring areas.

**Sports Committee:** Active participation in sports provides opportunities for showcasing their sportsmanship on state, national and international platforms.



**In-charge**

**NRI INSTITUTE OF TECHNOLOGY**  
Pothavarappadu(V), (Via Nunna)  
Agiripalli (M), Krishna (Dt)  
AP India-521212



**Principal**

**PRINCIPAL**  
**NRI Institute of Technology**  
Pothavarappadu (V), Agiripalli (M)



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Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.

## ANTI RAGGING COMMITTEE

NRI IT/6.2.1/RC 04

Date : 01/10/2021

### Members

Principal	:	Dr. C. Naga Bhaskar, Principal	:	Chairman
Teaching Staff	:	Dr. K.V Sambasiva Rao, CSE, IT Dean	:	Member
		Dr. D. Sunitha - CSE - HoD	:	Member
		Dr. D. Kailasarao - Professor	:	Member
		Dr. M. Chaitanya Kishore Reddi, IT Dean & HoD	:	Member
		Mrs. Y. Arpitha, ECE - HoD	:	Member
		Dr. R. Suneetha, ECE, Dean & Professor	:	Member
		Dr. N. Samba Siva Rao, EEE - HoD	:	Member
		Mr. P. Narendra Babu, Civil - HOD	:	Member
		Dr. K. Prasada Rao - Mec-HOD	:	Member
		Dr. M. Babu Prasad, BS&H, HoD	:	Member
		Dr. Ch. Hema Venkata Siva Sree, MBA, HoD	:	Member
		Mr. P. Rajesh (Boys)	:	Hostel Warden
		Mrs. K. Sowjanya Devi (Girls)	:	Hostel Warden

### Student Representatives

Department of ECE	:	1. Ms. B. Pravallika - IV - ECE - 18KN1A0406	
		2. Mr. N. Pavan Kalyan IV - ECE - 18KN1A0494	
		1. Mr. Botta Praveen Kumar - III - ECE - 19KN1A0433	
		2. Ms. Suroju Monika - III - ECE - 19KN1A04G6	
		1. Mr. V. Shanmukha Sai - II - ECE - 20KN1A04I5	
		2. Ms. U. Sai Sirisha - II - ECE - 20KN1A-4H5	
Department of EEE	:	1. Ms. K. Meenamrutha - IV - EEE - 18KN1A0234	
		2. Mr. S. Harsha - IV - EEE - 18KN1A0251	
		1. Ms. Yerrabaneni Sucharita - III - EEE - 19KN1A0263	
		2. Mr. Mandapati Prasad Babu - III - EEE - 19KN1A0243	
		1. Mr. L. Sai Nagarjuna - II - EEE - 20KN1A0226	
		2. Ms. P. Pujitha - II - EEE - 20KN1A0240	
Department of CSE	:	1. Ms. B. Naga Bhargavi - IV - CSE - 18KN1A0568	
		2. Mr. P. Lokeswar - IV - CSE - 18KN1A05A4	
		3. Ms. V. Jamalamma - IV - CSE - 18KN1A05G9	
		1. Mr. B. Gopichand - III - CSE - 19KN1A0517	
		2. Ms. A. Mythili - III - CSE - 19KN1A0565	
		1. Mr. Shaik Noorlhuda - II - CSE - 20KN1A05F7	
		2. Ms. Vanam Sanjana - II - CSE - 20KN1A05I1	

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NRI IT/6.2.1/RC 04

<b>Department of IT</b>	:	1. Ms. N.V.L. Alekhya - IV - IT - 18KN1A1237 2. Mr. B. Sai Krishna - IV - IT - 18KN1A1203 1. Ms. T.V.R.S.Chandra Lekha - III - IT - 19KN1A1250 2. Mr. U. Sai Syam - III - IT - 19KN1A1254 1. Mr. S.S.V.V.H.Harsha - II - IT - 20KN1A1257 2. Ms. P. Mounika - II - IT - 20KN1A1244
<b>Department of MEC.</b>	:	1. Mr. P. Niteesh - IV - MECHANICAL - 18KN1A0332 1. Mr. P. Vijay Kumar - III - MECHANICAL - 19KN1A0342 2. Mr. R. Vasu - III - MECHANICAL - 19KN1A0346 1. Mr. B. Srinivas - II - MECHANICAL - 20KN1A0311 2. Mr. M. Naga Babu - II - MECHANICAL - 20KN1A0348
<b>Department of CIVIL</b>	:	1. Mr. B. Ravi Charan - IV - CIVIL - 18KN1A0105  1. Ms. A. Lavanya - III - CIVIL - 19KN1A0103 2. Mr. P.V.Yaswanth Reddy - III - CIVIL - 19KN1A0126 1. Mr. M.L.R. Kumar Nayak - II - CIVIL - 20KN1A0126 2. Ms. P. Devi - II - CIVIL - 21KN5A0144
<b>Department of MBA</b>	:	1. Mr. B.BALARAMA KRISHNA - II - MBA - 20KN1E0004 2. Ms. P.N.V.V. LAKSHMISWETHA - II - MBA - 20KN1E0021
Parents	:	1. Ms. M.V. Ramana - Student of M. DAKSHINYA 19KN1A0499
Law and Order	:	SI, Agiripalli
Administrative Officer	:	Sri N. Madhava Rao - Convener

*M. Ray*  
11/10/21

**PRINCIPAL**  
NRI Institute of Technology  
Pothavarappadu (V), Agiripalli (M)

# NRI INSTITUTE OF TECHNOLOGY

POTHAVARAPPADU (V), (VIA) NUNNA, AGIRIPALLI (M), KRISHNA (DT), A.P. Pin : 521 212, Ph : 08656 324999

## UNDERTAKING TO BE FURNISHED BY THE STUDENTS IN RESPECT OF RAGGING

Prohibition of Ragging in Educational Institution Act – 26 of 1997

### PUNISHMENTS FOR RAGGING AS PER ACT

S.No.	ACTION	PUNISHMENT
1.	Teasing, Embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs. 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 for 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 and fine upto Rs. 10,000/-.
5.	Causing death or abetting suicide.	Imprisonment upto 10 years and fine upto Rs. 50,000/-.

**Apart from punishments given by the law, the following punishments can be warded by the institution :**

1. Suspended immediately from attending classes.
2. Debarred from entering the campus of the institution or its Hostel.
3. With holding scholarship.
4. Debarring from representation in events (like sports, paper contests or college levele vents)
5. Withdrawing benefits like travel concessions and campus selection.
6. Suspension from hostels.
7. Not entitled to get a passport or VISA to go Abroad.
8. Recommendation letters fro study Abroad shall not be given.

  
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Pothavarappadu, Agiripalli Mandalam, Krishna Dt., Andhra Pradesh - 521212

URL : www.nrigroupofcolleges.ac.in, Ph : 0866 2469666, Email : principal@nriit.edu.in



## GUIDELINES & REGULATIONS FOR ANTI-RAGGING COMMITTEE

### AS PER UGC Clauses 3, 7 and 9.1

#### OBJECTIVE:

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

#### CLAUSE 3

What constitutes Ragging? - Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults,

stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;

i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **CLAUSE 7**

**Action to be taken by the Head of the institution.**- On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

i. Abetment to ragging;

ii. Criminal conspiracy to rag;

iii. Unlawful assembly and rioting while ragging;

iv. Public nuisance created during ragging;

v. Violation of decency and morals through ragging;

vi. Injury to body, causing hurt or grievous hurt;

vii. Wrongful restraint;

viii. Wrongful confinement;

ix. Use of criminal force;

x. Assault as well as sexual offences or unnatural offences;

xi. Extortion;

xii. Criminal trespass;

xiii. Offences against property;

xiv. Criminal intimidation;

xv. Attempts to commit any or all of the above-mentioned offences against the victim(s);

xvi. Threat to commit any or all of the above-mentioned offences against the victim(s);

xvii. Physical or psychological humiliation;

xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

### Anti-ragging Committee:

Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

### CLAUSE 9.1

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
  - i. Suspension from attending classes and academic privileges.
  - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii. Debarring from appearing in any test/ examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for period ranging from one to four semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,




i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;

ii. in case of an order of a University, to its Chancellor.

iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

NRI Institute of Technology abides by the rules and regulations formed by the respective authorities and implements the same in the campus from the day of its inception with zero tolerance for the utmost safety and security of the students.

  
**PRINCIPAL**  
NRI Institute of Technology  
Pothavarappadu (V), Agiripalli (M)



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Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.

## DISCIPLINARY COMMITTEE GUIDELINES

All candidates who secure admission in the college are deemed to have agreed to all the rules and regulations, given hereunder and such other rules and regulations as to be added, or amended from time to time.

The Principal of the institute will take any appropriate action as deemed fit in exigencies to protect and maintain general discipline, prestige and standards of the college and all such decisions are final and binding on the students. All the students of the college are expected to behave politely with the staff both teaching and non-teaching. The students should keep the college premises clean and tidy.

Incidents of indiscipline by student(s) in any manner in and outside the campus will be enquired into by a college discipline committee. The Principal will decide the action/penalty to be levied on the guilty, which may include expulsion.

1. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
2. RAGGING, CONSUMING ALCOHOL AND SMOKING ARE STRICTLY PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS.
3. Proper dress code and stipulated uniform prescribed for the students is to be followed strictly. On any day when non-uniform is permitted by the College, the boys are expected to wear pants only. Boys should not have long hair or beard. Girl students are strictly prohibited in wearing revealing clothes and should always be in proper attire.
4. In case of any violation of dress code or disturbance in the class, ID card taken from the student will be handed over to the student on the same day with proper warning and advice through Year In-charge / HOD
5. In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over.
6. If any student indulged in malpractice during University Examinations, the student will not be allowed to participate in any activities in the college until the completion of University enquiry and subsequent enquiry conducted by the college disciplinary committee.
7. Any indiscipline or misbehavior during the Industrial Visits will be viewed very seriously and no further Industrial Visits will be allowed till the end of their course.
8. No function shall be arranged by the students in the hostel or college campus without prior permission from the principal.
9. Writing on walls, pillars, bath rooms, furniture or black boards is strictly prohibited.
10. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
11. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
12. In the event of continued poor performance in internal tests and poor class attendance by any student, the Principal has the authority to withhold permission for him/her to write the university examinations.
13. No student organizations, political parties and cine fan clubs are allowed to be formed in the College or Hostel
14. Violation of any of the guidelines is liable for disciplinary action by the Principal / Disciplinary Committee and their decision is final and binding on the student

  
(Dr. C. NAGA BHSKAR)

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## DISCIPLINARY COMMITTEE - 2021 - 22

S.No.	Name	Designation	Role
1.	Dr. C. Naga Bhaskar	Principal	Chairman
2.	Mr. N. Madhava Rao	AO	Convener
3.	Dr. K.V. Sambasiva Rao	DEAN-CSE, IT	Member
4.	Dr. D. Sunitha	HoD-CSE	Member
5.	Dr. N. Sambasiva Rao	HoD & CE - EEE	Member
6.	Dr. M. Chaitanya Kishore Reddi	Dean & HoD - IT	Member
7.	Mr. B.B.K.Prasad	IT - Associate Professor	Member
8.	Dr. R. Sunitha	Dean-ECE	Member
9.	Mrs. Y. Arpitha	HoD-ECE	Member
10.	Dr. K. Prasada Rao	HoD-Mechanical	Member
11.	Mr. P. Narendra Babu	HoD-Civil	Member
12.	Dr. M. Babu Prasad	HoD-BS&H	Member
13.	Dr. Ch. Hema Venkata Siva Sree	HoD-MBA	Member

  
Dr. C. NAGA BHASKAR

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URL : [www.nrigroupofcolleges.ac.in](http://www.nrigroupofcolleges.ac.in), Ph : 0886 2469666, Email : [principal@nriit.edu.in](mailto:principal@nriit.edu.in)

## List of Student Representatives in Disciplinary Committee

1. Ms. B. Pravallika - IV ECE – 18KN1A0406
2. Mr. N. Pavan Kalyan - IV ECE – 18KN1A0494
3. Ms. Mounika - III ECE – 19KN1A04G6
4. Mr. V. Shanmukha Sai - II ECE – 20KN1A0415
5. Ms. K. Meenamrutha - IV EEE – 18KN1A0234
6. Mr. M. Prasad Babu - III EEE – 19KN1A0234
7. Ms. P. Pujitha - II EEE – 20KN1A0240
8. Ms. B. Naga Bhargavi - IV CSE – 18KN1A0568
9. Mr. P. Lokeswar - IV CSE – 18KN1A05A4
10. Mr. B. Gopichand - III CSE – 19KN1A0517
11. Ms. V. Sanjana - II CSE – 20KN1A05I1
12. Mr. NVL Alekhya - IV IT – 18KN1A1237
13. Mr. U. Sai Syam - III IT – 19KN1A1254
14. Ms. P. Mounika - II IT – 20KN1A1244
15. Mr. P. Miteesh - IV ME – 18KN1A0332
16. Mr. P. Vijay Kumar - III ME – 19KN1A0342
17. Mr. M. Nagababu - II ME – 20KN1A0348
18. Mr. B. Ravi Charan - IV CE – 18KN1A0105
19. Ms. A. Lavanya - III CE – 19KN1A0103
20. Ms. P. Devi - II CE – 21KN5A0144
21. Mr. B. Balaram Krishna - II MBA – 20KN1E0004
22. Ms. PNVV Lakshmi Swetha - II MBA – 20KN1E0021

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POTHAVARAPPADU (V), (via) Nunnq, Agiripalli (M), Krishna District, A.P.,

Website: nrilit.edu.in

e-mail: nrihitech@rediffmail.com



## I.Q.A.C Proceedings

Ref: NRIT/I.Q.A.C/Notification/003

Date: 02.07.2021

### Composition of the IQAC

IQAC was re-constituted for the A.Y: 2021-2022 in NRI Institute of Technology under the Chairmanship of the Head of the Institution with heads of important academic and administrative units, teachers, distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

S.No	Name	Designation - NRIIT	Position
1	Dr.C.NAGA BHASKAR	Principal	I.Q.A.C Chairperson
2	Dr.R.VENKATA RAO	Chairman	Management
3	Dr.M.V.N SARMA	Director - Academics	I.Q.A.C Member
4	Mr.R.VIJAY KRISHNA	Associate Professor, M.E	I.Q.A.C Co-ordinator
5	Dr. N.V.SURENDRA BABU	Director - T&P	I.Q.A.C Member
6	Dr.K.V.SAMBASIVA RAO	Dean - C.S.E	I.Q.A.C Member
7	Mrs.Y.ARPITHA	Head of Department - E.C.E	I.Q.A.C Member
8	Dr.N.SAMBASIVA RAO	Head of Department - E.E.E	I.Q.A.C Member
9	Dr.D.SUNEETHA	Head of Department - C.S.E	I.Q.A.C Member
10	Dr.M.CHAITANYA KISHORE REDDI	Head of Department - I.T	I.Q.A.C Member
11	Prof.P.NARENDRA BABU	Head of Department - CIVIL	I.Q.A.C Member
12	Dr.K.PRASADA RAO	Head of Department - M.E	I.Q.A.C Member
13	Dr.M.BABU PRASAD	Head of Department - F.E.D	I.Q.A.C Member
14	Dr. CH.HEMA	Head of Department - M.B.A	I.Q.A.C Member
15	Mrs.K.Swathi	Associate Professor-E.C.E	D.Q.A.C Co-ordinator
16	Mr.K.Sravan Kumar	Assistant Professor-E.E.E	D.Q.A.C Co-ordinator
17	Dr.Ch.Surya Kiran	Associate Professor-C.S.E	D.Q.A.C Co-ordinator
18	Mr.B.Naga Raju	Assistant Professor-I.T	D.Q.A.C Co-ordinator
19	Mr.R.H.Phanindra	Assistant Professor-C.E	D.Q.A.C Co-ordinator
20	Mr.G.Durga Prasad	Associate Professor-M.E	D.Q.A.C Co-ordinator
21	Mr.K.Sai Sandeep	Assistant Professor-M.E	D.Q.A.C Co-ordinator
22	Mrs.A.Neeraja Padma	Assistant Professor-F.E.D	D.Q.A.C Co-ordinator
23	Mrs.R.Sridevi	Assistant Professor-F.E.D	D.Q.A.C Co-ordinator
24	Mrs.G.Dhana Lakshmi	Assistant Professor-M.B.A	D.Q.A.C Co-ordinator
25	Mr.N.MADHAVA RAO	Administrative Officer	I.Q.A.C Member
26	Dr.P.TRIMURTHY	Local Society	Nominee
27	Mr.VINAY KUMAR AMBADAPUDI	Student	Nominee
28	Mr.D.OMKAR	Alumni	Nominee
29	Mr.R.PATTABHI RAMAIAH	Industrialist	Nominee
30	Mr.B.V.MURALI PRASAD	Stakeholder	Nominee

Dr.C.Naga Bhaskar  
I.Q.A.C - Chairperson  
Principal

NRI Institute of Technology  
Pothavarappadu (V), (Via) Nunnq,  
Agiripalli (M), Eluru Dst. A.P-521212



# NRI INSTITUTE OF TECHNOLOGY AUTONOMOUS



Accredited : NAAC with "A", NBA (CSE, ECE & EEE)  
Approved by AICTE, New Delhi & Permanently affiliated to JNTUK, Kakinada  
Pothavarappadu, Agiripalli Mandalam, Krishna Dt., Andhra Pradesh - 521212  
URL : [www.nrigroupofcolleges.ac.in](http://www.nrigroupofcolleges.ac.in), Ph : 0866 2469666, Email : [principal@nrjit.edu.in](mailto:principal@nrjit.edu.in)

## Guidelines for Library Committee

### Objective:

NRIT has established The Library Committee with an objective to function on a set of rules and regulations keeping in view the larger benefit of the up-gradation of student knowledge and research opportunities of the faculty. The Committee is in fact an advisory body representing the mission and vision of the library though abiding by the mission and vision of the Institution at large. It recommends necessary additions to the enhance the quantity and quality of various reputed journals, books and other necessities to keep the 'Abode of Learning' updated and upgraded for the larger benefit of the students, faculty and staff.

**Roles and Responsibilities:** The duties and responsibilities of the committee are as follows:

- To take part in the effective decision making of the policies and procedures of the Library
- To encourage the students understand the significance of the library and put the sources to maximum utilization
- To ensure that the growth of the number of books and other journals is in proportion with the growing number of intake on a regular basis.
- To ensure and extend unfailing support to the research and other innovations that are carried out in the Institution

### Members:

1. Dr. C. Naga Bhaskar, Principal	-	Chairman
2. Ms. P. Usha Rani, Librarian	-	Convener
3. Mr. Ch.V. Murali Krishna, Assoc. Prof, IT	-	Coordinator
4. Dr. K. Krishna Rao, Professor, FED	-	Member
5. Sd. Nahida, Assoc. Prof, IT	-	Member
6. Ms. K. Prathyusha, Assoc. Prof, ECE	-	Member
7. Mr. M. Ramachandra Rao, Assoc. Prof, CE	-	Member
8. Ms. T. Haritha, Assoc. Prof, ME	-	Member
9. Ms. G. Dhana Lakshmi, Asst. Prof, MBA	-	Member
10. Mr. I. Prasanna Kumar, Asst. Prof, EEE	-	Member

### Meetings:

- The Committee meets once every year before the commencement of the Academic Year to discuss and evaluate the expected changes where necessary.
- Additional meetings may be called for, basing on the need.
- Discussions on the budget allotted, utilized for the previous year and the proposed expenditure for the upcoming year would be conducted at length.
- Proposal form with the consent and signature of the committee will be forwarded to the management for further action to be taken.



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### List of Student Representatives in Library Committee

- |                             |                        |
|-----------------------------|------------------------|
| 1. Ms. B. Pravallika        | - IV ECE – 18KN1A0406  |
| 2. Mr. N. Pavan Kalyan      | - IV ECE – 18KN1A0494  |
| 3. Ms. Mounika              | - III ECE – 19KN1A04G6 |
| 4. Mr. V. Shanmukha Sai     | - II ECE – 20KN1A0415  |
| 5. Ms. K. Meenamrutha       | - IV EEE – 18KN1A0234  |
| 6. Mr. M. Prasad Babu       | - III EEE – 19KN1A0234 |
| 7. Ms. P. Pujitha           | - II EEE – 20KN1A0240  |
| 8. Ms. B. Naga Bhargavi     | - IV CSE – 18KN1A0568  |
| 9. Mr. P. Lokeswar          | - IV CSE – 18KN1A05A4  |
| 10. Mr. B. Gopichand        | - III CSE – 19KN1A0517 |
| 11. Ms. V. Sanjana          | - II CSE – 20KN1A05I1  |
| 12. Mr. NVL Alekhya         | - IV IT – 18KN1A1237   |
| 13. Mr. U. Sai Syam         | - III IT – 19KN1A1254  |
| 14. Ms. P. Mounika          | - II IT – 20KN1A1244   |
| 15. Mr. P. Miteesh          | - IV ME – 18KN1A0332   |
| 16. Mr. P. Vijay Kumar      | - III ME – 19KN1A0342  |
| 17. Mr. M. Nagababu         | - II ME – 20KN1A0348   |
| 18. Mr. B. Ravi Charan      | - IV CE – 18KN1A0105   |
| 19. Ms. A. Lavanya          | - III CE – 19KN1A0103  |
| 20. Ms. P. Devi             | - II CE – 21KN5A0144   |
| 21. Mr. B. Balaram Krishna  | - II MBA – 20KN1E0004  |
| 22. Ms. PNVV Lakshmi Swetha | - II MBA – 20KN1E0021  |

  
Principal  
NRI Institute of Technology  
Pothavarappadu (V), Agiripalli (M)



# NRI INSTITUTE OF TECHNOLOGY

An Autonomous Institute Permanently Affiliated to JNTUK, Kakinada)

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POTHAVARAPPADU (V), (via) Nunna, Agiripalli (M), Krishna District, A.P., PIN : 521 212

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Ref.No: Librarian / Circular / 24/20

Date : 01/10/2021

## CIRCULAR

Respected sirs/Madams,

Sub: Library Advisory committee meeting –Reg

This is to inform all the members of library advisory to Attend for meeting on 01-10-2021 to discuss issues related to library

Venue : Central Library

Time : 3.30PM -4.20PM

*P. Usha Rai*  
LIBRARIAN

*C. P. S. S. Krishna*  
COORDINATOR

*[Signature]*  
CHAIRMAN

**PRINCIPAL**  
NRI Institute of Technology  
Pothaverappadu (V), Agiripalli (M)





# NRI INSTITUTE OF TECHNOLOGY

n Autonomous Institute Permanently Affiliated to JNTUK, Kakinada)  
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POTHAVARAPPADU (V), (via) Nunna, Agiripalli (M), Krishna District, A.P., PIN : 521 212  
Ph : 08656-324999 Website : nrigroupofcolleges.com e-mail : [nrihitech@rediffmail.com](mailto:nrihitech@rediffmail.com)

## MINUTES OF MEETING

Library advisory committee meeting was held on 01/10/2021 in Library The

Following points were discussed in the meeting

### SIGNATURE OF THE COMMITTEE MEMBERS

S.NO	NAME OF THE MEMBER	SIGNATURE
1.	DR.C.NAGA BASKAR	
2.	CH.MURALI KRISHNA	
3.	D.SUNITHA	
4.	SYDA NAHIDHA	
5.	D.K.PRATHYUSHA	
6.	DR.A .SUHASINI	
7.	DR.K.KRISHNA RAO	
8.	M.RAMACHANDRA RAO	
9.	I.PRASANNA KUMARI	
10.	T.HARITHA	

P

## Minutes of Meeting

Date: 01/10/2021

Time: 02:30pm

Venue: Principal's Chamber

The meeting was chaired by Dr. C. Naga Bhaskar, Principal and Chairman of the committee. The following points discussed the meeting:

- The committee Member Mrs , Suneetha suggeste to as per R16 regulation and autonomous Syllabus arrange the text book properly ,
- The Committee Member Mr.Ramachandra Rao Suggested to information all the departments to download the E-Book and E-Journals
- The Committee Member Mrs. Prathyusha Suggested to check that all the systems In the digital Library are in good condition or not . If not, Immediately inform the Network Administrator
- The Committee Member Mrs. L.Kavitha Suggested that to Verify the renewal dates of E-Resources
- Keeping in view the pandemic situation, maintaining all pandemic regulations was unanimously agreed.
- Discussed the need of installing increased number of the e-versions of various text books and other reference books.
- Librarian was instructed to develop online services and monitor the technicalities of the online versions
- Suitable budgetary provision for the same was recommended
- Review of the availability of international and national journals relating to various Engineering, Social Science and Humanities subjects is done.
- Discussed to review the need of various department libraries and to submit a proposal for further additions.
- Decided to review the existing rules and to formulate new rules where needed
- Decided to allot more funds for the overall development, functioning and up-gradation of Library in all aspects.

*Shafai P*  
Librarian

*M. N. S.*  
Principal

NRI Institute of Technology  
Pothavarappadu (V), (Via) Nundi  
Agripalli (M), Eturu Dist. A.P-5212

Principal  
NRI Institute of Technology  
Pothavarappadu (V), (Via) Nundi  
Agripalli (M), Eturu Dist. A.P-5212



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Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.

Date : 01/10/2021

## CANTEEN / MESS COMMITTEE

Dr. C. Naga Bhaskar Principal	:	Chairman
Mr. N. Madhava Rao	:	Member
Mr. P. Rajesh	:	Member
Mr. K. Gopala Krishna	:	Member
Mrs. K. Sowjanya Devi	:	Member
Ms. G. Yamini	:	Member
Mr. B. Bala Krishna	:	Member

## STUDENTS REPRESENTATIVES

1. Mr. Gangavarapu Karthik - 18KN1A05H7 - IV - CSE
2. Mr. T. Purnachandra Rao - 18KN1A1249 - IV - IT
1. Mr. B. Mani Babu - 19KN1A0422 - III - ECE
2. Mr. N. Mani Krishna - 19KN1A05D4 - III - CSE
1. Mr. A. Omkar Chowdary - 20KN1A0511 - II - CSE
1. Ms. K. Sree Lekha - 18KN1A1216 - IV - IT
2. Ms. P. Srilatha - 18KN1A1240 - IV - IT
1. Ms. P. Jagathi - 19KN1A05D8 - III - CSE
2. Ms. P. Krishna Priya - 19KN1A04C2 - III - ECE
1. Ms. B. Ishwarya - 20KN1A0517 - II - CSE
2. Ms. B. Jahnvi - 20KN1A1208 - II - IT

### **Guidelines :**

1. Hygiene must be maintained and top priority must be given to cleanliness in cooking, washing & dining areas.
2. Dining timings must be followed and is limited to one hour only. Breakfast 8.00 am. to 9-00 am., Lunch 12-00 noon to 1-40 p.m. Evening snacks 4-45 p.m., dinner 7-30 – 8-30 p.m.
3. Canteen Committee should ensure that food is served hot and fresh.
4. Ensure food is not wasted by the students and staff. Canteen staff should be vigilant and make rounds during the dining timings.
5. Leftover food & garbage must be disposed off in the same session immediately when session closes.
6. Outside food is not allowed into the canteen.
7. Food provided in the canteen is not allowed outside and should be consumed in the canteen premises only.
8. Cooks and suppliers must always cover their heads and wear hand gloves while in duty.
9. Procurement of milk, fresh vegetables and groceries is the responsibility of the Canteen Committee.
10. Ensuring quality of food is the responsibility of Canteen Committee.
11. Packed items must be inspected at regular intervals to check for expiry date.
12. Canteen / Mess menu may be changed slightly basing on seasonal availability of vegetables / groceries and as per request of majority of students.

  
**Dr. C. NAGA BHASKAR**  
PRINCIPAL

NRI Institute of Technology  
Pothavarappadu (V), Agiripalli (M)



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Date : 01/10/2021

## HOSTEL COMMITTEE

### Members

Principal	:	Dr. C. Naga Bhaskar, Principal	:	Chief Warden
Administrative Officer	:	Mr. N. Madhava Rao	:	Convener
	:	Mr. M.V. Ramana	:	Co-ordinator
	:	Mr. K. Gopala Krishna	:	Hostels Superwiser
	:	Mrs. B. Chilakamma	:	Incharge (Girls)
	:	Mrs. K. Nagamani	:	Hostel Warden (Girls)
	:	Mr. P. Rajesh	:	Hostel Warden (Boys)
	:	Mr. B. Bala Krishna	:	Incharge (Boys)

### Student Representatives

1. Mr. Gangavarapu Karthik - 18KN1A05H7 - IV - CSE
2. Mr. T. Purnachandra Rao - 18KN1A1249 - IV - IT
1. Mr. B. Mani Babu - 19KN1A0422 - III - ECE
2. Mr. N. Mani Krishna - 19KN1A05D4 - III - CSE
1. Mr. A. Omkar Chowdary - 20KN1A0511 - II - CSE
2. Mr. G. Venkata Ravi Teja - 20KN1A0445 - II - ECE
1. Ms. K. Sree Lekha - 18KN1A1216 - IV - IT
2. Ms. P. Srilatha - 18KN1A1240 - IV - IT
1. Ms. P. Jagathi - 19KN1A05D8 - III - CSE
2. Ms. P. Krishna Priya - 19KN1A04C2 - III - ECE
1. Ms. B. Ishwarya - 20KN1A0517 - II - CSE
2. Ms. B. Jahnvi - 20KN1A1208 - II - IT

  
Dr. C. NAGA BHASKAR  
PRINCIPAL

NRI Institute of Technology  
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**Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.**

## HOSTEL RULES AND REGULATIONS

1. Only students studying different courses in the NRI Group of Colleges are eligible for hostels. Admission into any course in the Colleges does not automatically make a student eligible for admission into the hostels. Every student seeking admission into the hostels must apply to the Warden in the prescribed proforma and pay the required charges and caution deposit as prescribed time to time.
2. The admission shall be given for the approved strength only. Rooms will be allotted to the inmates only by the Warden/Authorized Officers of the Colleges. Students who are not admitted into the hostels or outsiders will not be permitted to stay in the hostel or provided with boarding or lodging.
3. Students / Parents are advised to go through the hostels before taking admission in to and have to know all the facilities that are available and satisfy themselves
4. Students without any chronic health problems shall only be eligible for admission into hostels. Management has every right to refuse admission to anyone without assigning any reason what so ever.
5. Any damage to the infrastructure by the student shall be recovered from the caution deposit and if the same is not sufficient, parent has to undertake to make good the loss caused to the College due to the negligence of the student.
6. At the time of admission into the hostels every student has to pay the admission fee and establishment charges for the whole year. Penalty for delayed payment will be charged at the rate of 12% simple interest.
7. If the College authorities feel that the hostels have to be closed for any reason, the College or hostel administration holds no responsibility for making arrangements for food or payment of any advance.
8. Management reserves the right to inspect rooms at anytime, even in the absence of the student
9. The mess will be closed for summer vacation when the examinations are completed. However, the students whose ever examinations pending are permitted to stay in the hostels till the last examination is over by making their own arrangements for food.
10. Unauthorized occupation in any room(s) and refusal to vacate or hand-over the room(s) when called for, will attract very severe punishment or cancellation of hostel admission and forcible eviction, reporting to police and even cancellation of Admission to the College.
11. The inmates are prohibited from using electrical irons, heaters and such other gadgets. Severe action will be taken against those who are found using them in the hostel. Smoking and consumption of alcoholic drinks is strictly prohibited in the hostels.
12. Usage of cell phones is restricted to Hostels only and during the specified timings as decided by the warden
13. Any problems faced by the students in the rooms must be immediately brought to the notice of the Warden
14. Permission for outing shall be given only after receipt of request from parents
15. During outing time students are advised to behave decently and should not give scope to any sort of altercations. They are expected to uphold the name of the college they are studying as well as their family traditions. College holds no responsibility for any misbehaviour of the student outside the premises.

  
**Dr. C. NAGA BHASKAR**  
**PRINCIPAL**  
NRI Institute of Technology  
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## HOSTELGUIDELINES

- 1 Hostel premises and rooms must always be clean and tidy. Also students must be advised to keep their things in organized manner.
- 2 In case of emergencies like water, power supply, etc students must bring it to the notice of Warden immediately.
- 3 Repetitive problems must be brought to the notice of Management for permanent solution.
- 4 Students are advised to always keep the rooms locked when they are away. Periodical checkups must be done by the Warden in presence of the student. Any wrongful possession of banned items if found are to be confiscated and handed over to the College Office.
- 5 Notice the sick students and if required medication must be given and parents must be informed immediately.
- 6 Creating awareness about seasonal diseases and guiding them to studies is the most important job of the Warden.
- 7 Outing permission (with parent consent) can be taken only from the Warden. Record of permissions to outing are to be maintained up to date.
- 8 Keep observing each of the students for any change in their normal behaviour.
- 9 Feedback must be taken from the students with regard to food quality and inform Canteen Committee for any minor changes.
- 10 Be vigilant towards wastage of power and water.

**Dr. C. NAGA BHASKAR**  
**PRINCIPAL**  
NRI Institute of Technology  
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Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.

Date : 01/10/2021

## TRANSPORT COMMITTEE

### Committee Members

Dr. C. NAGA BHASKAR	:	Chairman
Mr. N. Madhava Rao	:	Convener
Mr. Ch. Murali Krishna	:	Member
Mr. K. Chandra Mouli	:	Member
Mrs. D. Sunitha	:	Member
Mrs. V. Kalyani	:	Member
Mr. K. Venkateswara Prasad	:	Member
Mr. Ch. Swathi	:	Member
Mr. K. Venkata Kishore	:	Member
Mr. O.N.V.P. Bhagavan Kumar	:	Member
Mrs. J. Gananasri	:	Member
Mr. V.V. Sambasiva Rao	:	Incharge

### Guidelines

- 1 Allocation of bus to a particular driver is the responsibility of Transport Incharge. During the driver's absence suitable alternative must be arranged by the Incharge from among the spare drivers.
- 2 All the buses must be kept in running condition and cleanliness must be ensured by the Transport Incharge. He should conduct check up of the vehicles at regular frequent intervals.
- 3 Transport Incharge should ensure that drivers should stick to speed governors provided in the vehicles giving priority to safe driving.
- 4 Any breakdown of a bus enroute to college or return, drivers should immediately inform the Transport Incharge. He, in turn, must inform the Administrative Officer to seek his instructions and act accordingly. Students travelling in the buses must be adjusted in the other buses.
- 5 Drivers should stick to the route allotted to the bus and must not deviate. However, in exigencies, they can seek approval of Transport Incharge duly informing him the situation faced by them.
- 6 Drivers should cooperate with Transport Department officials whenever they are asked for and they should present all the requisite permissions / approvals / licenses, etc.
- 7 Transport Incharge should ensure that drivers should always be present in uniform prescribed to them
- 8 Drivers should ensure that students with valid bus pass issued by the college only are allowed to travel
- 9 Drivers should ensure that their conduct with students must be decent and in pleasing manner
- 10 Transport Incharge should ensure that all buses are having proper permissions / approvals / insurance. Expiry of any of the requisite must be informed to Administrative Officer at least one week ahead of the lapse.
- 11 Drivers should ensure tyre pressure, battery condition, diesel balance, step-in tyre, etc are checked on daily basis.
- 12 Any tussle between students in the bus must be informed to Administrative Officer, duly stopping the bus then and there.

INCHARGE

Dr. C. NAGA BHASKAR

PRINCIPAL  
NRI Institute of Technology  
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### List of Student Representatives in Transport Committee

1. Ms. B. Pravallika - IV ECE – 18KN1A0406
2. Ms. Mounika - III ECE – 19KN1A04G6
3. Mr. V. Shanmukha Sai - II ECE – 20KN1A0415
4. Ms. K. Meenamrutha - IV EEE – 18KN1A0234
5. Mr. M. Prasad Babu - III EEE – 19KN1A0234
6. Ms. P. Pujitha - II EEE – 20KN1A0240
7. Ms. B. Naga Bhargavi - IV CSE – 18KN1A0568
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9. Ms. V. Sanjana - II CSE – 20KN1A0511
10. Mr. NVL Alekhya - IV IT – 18KN1A1237
11. Mr. U. Sai Syam - III IT – 19KN1A1254
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13. Mr. P. Miteesh - IV ME – 18KN1A0332
14. Mr. P. Vijay Kumar - III ME – 19KN1A0342
15. Mr. M. Nagababu - II ME – 20KN1A0348
16. Mr. B. Ravi Charan - IV CE – 18KN1A0105
17. Ms. A. Lavanya - III CE – 19KN1A0103
18. Ms. P. Devi - II CE – 21KN5A0144
19. Mr. B. Balaram Krishna - II MBA – 20KN1E0004

  
Principal

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Pin : 521 212

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e-mail : nrhitech@rediffmail.com  
URL : www.nrigroupofcolleges.c

## WOMEN'S GRIEVANCE REDRESSAL CELL

In perspective of the expanding number of young lady under graduates in the grounds, Women Grievance Redressal Cell is shaped to determine the ladies grievances in regards to gender discrimination and inappropriate behavior protestations of its students and make every effort to guarantee that the young lady feels secure. The Cell is responsible for looking into any complaints filed by students and staff about Woman Grievances at the college through personal contact or digital medium.

The functions of the cell are to purely safeguard the rights of female students, faculty and staff members of women and also to provide a platform for listening to complaints. The Cell tries to incorporate hygiene habits and ensure a healthy atmosphere in and around the college. It tries to equip them with the knowledge of their legal rights and redressal of their grievances

The counseling cell processes oral and written complaints. Time to time the cell conducts seminars and lectures by specialists and eminent personalities to stop violence against women, sexual harassment at work and about health, hygiene etc

### **1. Objective of the Women's Grievance Redressal Cell**

- To resolve issues pertaining to girls/women sexual harassment
- To equip the female students and faculty with knowledge of legal rights
- To safe guard the rights of female students, faculty and staff members
- To provide a platform for listening to complaints and redressal of grievances
- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college
- The Principal will be the chairman of the Cell and may appoint members of the cell
- The Cell may form / review the guidelines / policy for redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.

### **If you are being harassed, this is what you can do:**

Don't feel a sense of shame. Tell the harasser very clearly that you find his behavior offensive.

Don't ignore the harassment in the hope that it will stop on its own. Come forward and complain.

Talk to somebody you trust about the harassment. It will not only give you strength but also help others in similar situations to come forward and complain

Keep a record of all incidents of harassment in a notebook. If you feel the need to register a formal complaint later, this record will be helpful

Lodge a written complaint to the WPGC Cell either personally or to the email id [nriwomenprotection@gmail.com](mailto:nriwomenprotection@gmail.com) or contact 8500488720

## 2. Grievance Procedure


- Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal's office.
- The complaint will be afforded full confidentiality at this stage.
- After receiving the complaint, the chairman shall convene the meeting of the cell.
- The investigation committee shall then decide the course of action to proceed.
- The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
- In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behaviour and non-occurrence of it.
- In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.
- In the event that the investigation committee deciding that the accused be imposed a minor punishment/penalty, the said penalty will be recommended by the investigation committee to the chairman of the cell for decision
- If the investigation committee comes to a conclusion that the accused in case if his guilt proved, should be imposed a major punishment, it shall make a recommendation of action. If the accused is an employee, he may be placed under suspension under the provisions of act.
- If a person is charged with physical molestation or rape on college / society's premises, he shall be immediately placed under suspension pending the completion of the investigation and enquiry. Appropriate actions can be initiated as per the laws of Indian penal code.


#### 4. Punishment for sexual harassment

- Any member of the institute fraternity (student/employee/outsider related to institute) found guilty of sexual harassment shall be liable to be punished. This shall be subject to the same penalties for major or minor misconduct as prescribed under government/ university rules.
- A student guilty of sexual harassment shall be liable for any of the following penalties:
  - a) Warning or reprimand.
  - b) Suspension from university/ college for a period of one month.
  - c) Debarment from appearing for the examination for a period up to three years.
  - d) Rustication from the university as the case may be. e) Any other punishment as defined by the government/ university act.

**5. Protection against Victimization:** The committee noted and approved the policy on Protection against Victimization of the Women's Grievance Redressal Cell as following:

In the event of the complainer being a student and the accused being a teacher, during the pendency of the investigation and inquiry and even after such an enquiry if the teacher is found to be guilty, the accused will not act as an examiner for any examination for which the student appears. b. In the event the complainer and the accused both being employees, during the pendency of the investigation and enquiry even after such an enquiry if the accused is found to be guilty, the accused shall not write the condition reports of the complainer, if it is otherwise so authorized.

  
Smt. R. Sunitha  
Convenor, WPGC Cell

  
Dr. C. Naga Bhaskar  
Principal



# NRI INSTITUTE OF TECHNOLOGY

(AUTONOMOUS)

(Affiliated to JNTUK, Kakinada :: Approved by AICTE, New Delhi)

(Accredited by NAAC with A - Grade)

(An ISO 9001 : 2015 Certified Institution)

Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.

NRI IT/6.2.1/RC 04

Date : 01/10/2020


## WOMEN'S PROTECTION AND GRIEVANCE CELL (WPGC) COMMITTEE / INTERNAL COMPLAINT COMMITTEE (ICC)

### Members

Principal	Dr. C. Naga Bhaskar, Principal	:	Chairman
Teaching Staff	Dr. R. Sunitha, ECE - Professor	:	Convener
	Dr. D. Sunitha - CSE - HoD	:	Member
	Mrs. Ch. Swathi - ECE - Assistant Professor	:	Member
	Mrs. S. Rramyaka - EEE - Assistant Professor	:	Member
	Mrs. T. Haritha - MECH - Associate Professor	:	Member
	Mrs. A. Niraja Padma - BS&H - Assistant Prof.	:	Member
	Dr. A. Suhasini - MBA - Professor	:	Member

### Student Representatives

Department of ECE	:	1. Ms. K. Pavana Sri - IV - ECE - 18KN1A0423 2. Ms. Suroju Monika - III - ECE - 19KN1A04G6
Department of EEE	:	1. Ms. K. Meenamrutha - IV - EEE - 18KN1A0234 2. Ms. Yerrabaneni Sucharita - III - EEE - 19KN1A0263
Department of CSE	:	1. Ms. B. Naga Bhargavi - IV - CSE - 18KN1A0568 2. Ms. A. Mythili - III - CSE - 19KN1A0565
Department of IT	:	1. Ms. T. Mohana Likhitha - IV - IT - 18KN1A1234 2. Ms. T.V.R.S.Chandra Lekha - III - IT - 19KN1A1250
Department of MEC.	:	1. Ms. K. Sailaja - IV - MECH- - 19KN5A0323
Department of CIVIL	:	1. Ms. A. Lavanya - III - CIVIL - 19KN1A0103 2. Ms. P. Devi - II - CIVIL - 21KN5A0144
Department of MBA	:	1. Ms. P.N.V.V. LAKSHMISWETHA - II - MBA - 20KN1E0021

  
PRINCIPAL  
NRI Institute of Technology  
Pothavarappadu (V), (Via) Nunna, Agiripalli (M)



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Pothavarappadu (V), Agiripalli (M), Eluru District, A.P., India, Pin: 521 212  
URL: [www.nrilit.edu.in](http://www.nrilit.edu.in), email: [principal@nrilit.edu.in](mailto:principal@nrilit.edu.in), Mobile: +91 8333882444



NRIIT/GRP/2019

06<sup>th</sup> Aug., 2019

## Grievances Redressal Policy

### 1. Preamble

NRI Institute of Technology, with a noble aim of providing fair, healthy and supportive environment for its stakeholders. The Grievance Redressal Policy has been formulated according to the regulations of Grievance Redressal 2019, a supersession of UGC Grievance Redressal Regulations 2012. The Management, Faculty, Staff, Students and Parents of NRIIT shall obediently adhere to and promote the policy and guidelines stated herein to uphold ethics and human values.

### 2. Objectives of the Committee

- ❖ To ensure a free environment to express the grievances without fear
- ❖ To maintain a transparent, clear and structured process of grievance redressal.
- ❖ To ensure a fair and timely redressal grievance.

### 3. Composition and Tenure:

The committee shall comprise a Chairperson, Convener, senior faculty members and student representatives. The Principal of NRIIT shall be the chairperson. Members of the committee shall be nominated by the chairperson for tenure of three years. However the chairperson can dissolve and re-constitute the committee every year. Out of the members, minimum one member shall be female and other from SC/ST/OBC category.

### 4. Range of the Grievances:

Grievances may be related to academic/non-academic matters like:

Academic	Non – Academic
Teaching – Learning	Victimization/Sexual Harassment
Assessment	Discrimination
Attendance	Fees

Examination Matters	Transport
Library	Other Facilities

**5. Execution and Role:**

The Committee shall

- a) Follow the rules and regulations laid down by the institute and the principles of natural justice during enquiry and redressal of grievances.
- b) Follow and review grievance redressal norms and guidelines
- c) Make efforts to resolve the grievance within 07 working days
- d) Meet once a year on regular general grounds. But it also meets as and when the situation demands.

**6. Means of reporting grievance:**

Any person with genuine grievance may lodge complaint to the Committee along with necessary proofs / documents (if any). The grievance shall be reported by using any of the following modes:

- ❖ The aggrieved can submit grievance physically in writing clearly mentioning the contact details like mobile/phone number, address for communication etc., to any member of the Committee / Head of the respective Department / Members of Management
- ❖ Online at the website – <http://nriit.edu.in/grievance/>

**7. Execution of the procedure:**

- ❖ After receiving any complaint the committee shall scrutinize the grievance, discuss the matter and finally direct the same to the respective member.
- ❖ General complaints shall be considered accordingly.
- ❖ Members concerned shall investigate the issues directly as per the guidelines fixed.


**8. Guidelines for investigating the grievance:**

- a) Once the complaint is received from the aggrieved, the Chairman shall fix the date and convene a meeting for discussion and investigation of facts.
- b) The meeting will be scheduled within two days of the receipt of the complaint.
- c) A notice in hard copy shall be sent to the applicant to ensure his/her presence in the meeting. In special cases parents of the aggrieved shall be allowed to the meeting.

- d) After thorough verification and perusal of all the proofs the committee members would deliberate upon the case within the purview of the applicant's grievance, rules and regulations of the Institution, the scope of natural justice during the enquiry of the redressal of the grievance.
- e) The facts presented, evidences and final recommendations by the committee members shall be recorded as minutes of meeting which would be signed by them and the applicant would be informed about the final decision in writing at the earliest.
- f) In case the complaint or grievance is found invalid, the complainant and the accused will be informed for fact finding or any penalty.

**9. Awareness across the Organization:**

Awareness among the stakeholders shall be created by conducting awareness programs, displaying the grievance registration mechanism on the institution website.

  
Principal  
6/8/19  
**PRINCIPAL**  
NRI Institute of Technology  
Pothavarappadu (V), Agripalli (M)



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URL: [www.nrilt.edu.in](http://www.nrilt.edu.in), email: [principal@nrilt.edu.in](mailto:principal@nrilt.edu.in), Mobile: + 91 833882444



No./NRIT/Circular/Grievance Redressal Committee/2021

Date: 29-07-2021

## Students Grievance Redressal Committee

### Circular

**Sub:** Constitution of student redressal and grievance committee for the AY – 2021-22 – Reg.

As a part of our constant endeavor to ensure transparency in all activities of our institution, there is a provision of a perfect mechanism to students / faculty for redressal of their grievances. The committee will directly deal with all the grievances that are related to issues at institute level, both academic and administrative.

The aggrieved members shall submit his/her petition/grievances to the Grievance Redressal Committee either directly in writing or login portal through online.

The grievances received will be scrutinized by the committee and its recommendations will be sent to the Principal for further action.

The Members of the Committee are as follows:

Name of the Faculty	Designation	Position
Dr. C. Naga Bhaskar	Principal	Chairman
Dr. N. Sambasiva Rao	Professor & Head – EEE	Convener
Dr. M. Babu Prasad	Professor & Head – FED	Member
Dr. R. Sunitha	Professor & Head – ECE	Member
Dr. D. Sunitha	Professor & Head – CSE	Member
Dr. M. Chaitanya Kishore Reddy	Professor & Head – IT	Member
Dr. K. Prasada Rao	Professor & Head – ME	Member
Mr. P. Narendra Babu	Associate Professor & Head, CE	Member
Dr. CH. Hema Venkata Siva Sree	Professor & Head – MBA	Member
Mr. N. Madhava Rao	Administrative Officer	Member
Mr. V. Sambasiva Rao	Transport In-charge	Member
Ms. K. Sowjanya Devi	Girls Hostel Warden	Member
Mr. P. Rajesh	Boys Hostel Warden	Member
Ms. P. Rakesh – 19KN1A05E4	Student Representative	Member
Mr. G. Katyayani – 19KN1A0452	Student Representative	Member

*M. B. Rao*  
Principal

*29/7/21*

Copy to: Heads of all Departments  
Members of the Committee  
Administrative Office

**PRINCIPAL**  
**NRI Institute of Technology**  
Pothavarappadu (V), Agiripalli (M)





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URL: www.nriit.edu.in, email: principal@nriit.edu.in, Mobile: + 91 8333882444



NRIIT/GRC/2021-2022

09-11-2021

## Minutes of Meeting – Grievance Redressal Committee

Date	Time	Venue
09 <sup>th</sup> November 2021	02:30 to 04:00 pm	Chamber of the Principal

Members Present:

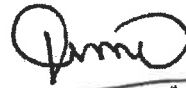
Name of the Faculty	Designation	Position
Dr. C. Naga Bhaskar	Principal	Chairman
Dr. N. Sambasiva Rao	Professor & Head – EEE	Convener
Dr. M. Babu Prasad	Professor & Head – FED	Member
Dr. R. Sunitha	Professor & Head – ECE	Member
Dr. D. Sunitha	Professor & Head – CSE	Member
Dr. M. Chaitanya Kishore Reddy	Professor & Head – IT	Member
Dr. K. Prasada Rao	Professor & Head – ME	Member
Mr. P. Narendra Babu	Associate Professor & Head, CE	Member
Dr. CH. Hema Venkata Siva Sree	Professor & Head – MBA	Member
Mr. N. Madhava Rao	Administrative Officer	Member
Mr. V. Sambasiva Rao	Transport In-charge	Member
Ms. K. Sowjanya Devi	Girls Hostel Warden	Member
Mr. P. Rajesh	Boys Hostel Warden	Member
Ms. P. Rakesh – 19KN1A05E4	Student Representative	Member
Mr. G. Kathyayani – 19KN1A0452	Student Representative	Member

Handwritten notes and signatures on the right side of the table, including dates like 9/11/21 and 9/11/2021, and names like P. Rajesh and Kathyayani.

The meeting started on time at 2.30pm with the briefing of the agenda by the Convener. The resolutions made during the meet are as follows:

1. A total of three grievances were made during the year 2021-22. Among them one is related to the transport, one is related to examination fee and the other is related to the re-conduct of class test. The committee pursued the complaints and the redressal made within the purview of the rules and regulations framed.
2. After a detailed review of the policy the committee revised the implementation of the rules framed for the maximum benefit of the students.

3. The committee later decided to publicize the grievance redressal policy and the procedure of implementation of the rules for redressal through the college website, student notice boards and display in other common places across the institution with the Principal's approval.
4. The Heads of the respective departments are advised to brief the rules of the revised grievance redressal policy to the students for proper awareness.
5. The newly admitted students are put in orientation session about the existing rules of the grievance redressal policy for proper understanding and awareness of the system.



Convener – GRC  
**Head of the Department,**  
**Electrical & Electronics Engineering**  
**NRI Institute of Technology**

Copy to:

Members, Director,

Deans, Head of Departments,

Library, Administrative Office and Master File



# NRI INSTITUTE OF TECHNOLOGY AUTONOMOUS

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Pothavarappadu, Agiripalli Mandalam, Krishna Dt., Andhra Pradesh - 521212

URL : [www.nrigroupofcolleges.ac.in](http://www.nrigroupofcolleges.ac.in), Ph : 0866 2469666, Email : [principal@nriit.edu.in](mailto:principal@nriit.edu.in)




## Guidelines for Student Welfare Committee

The Institute established and started a Student Welfare Committee to envisage a highly conducive student friendly environment that promotes better relations in all spheres. Aiming at the all round development of the students the committee addresses their needs, extends academic support and suitable counseling to slow learners to guide, motivate and foster positivity among them. The committee is well guided and lead by able members for its effective impact in multilevel modules.

**Purpose:** The committee is established to

- 1) Be an active liaison between the institutions and students
- 2) Provide a safe, pleasant and constructive environment for the students
- 3) Inculcate, spread and promote personal responsibility and accountability among students
- 4) Plan activities in consultation with the Principal, Vice Principals Deans, IQAC Coordinator, Heads of Departments and various Student Clubs.
- 5) Students are encouraged to share their suggestions regarding any relevant issue by using the 'Suggestion Boxes' fixed at multiple points in college
- 6) To improve student-teacher bond by the appreciative implementation of mentor- mentee system to support the students in resolving a few psychological issues where necessary.
- 7) To check and maintain proper sanitation and hygiene across the campus along with central points like quality of food and drinking water in Canteen, etc.
- 8) Focus on training the students for placements and make them industry ready by involving them in various interactive sessions and workshops
- 9) Conduct meetings with parents of students having poor attendance and performance.
- 10) Encourage spreading of awareness about various schemes, plans and programs related to the development and well being of students: like medical facilities, emergencies, immediate redressal of grievances, etc

  
Principal  
**PRINCIPAL**  
NRI Institute of Technology  
Pothavarappadu (V), Agiripalli (M)



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(An ISO 9001 : 2008 Certified Institution)

Pothavarappadu (V), (Via) Nunna, Agiripalli (M), Pin - 521 212, Krishna Dist., A.P.

Date : 01/10/2021

## STUDENT WELFARE COMMITTEE

Dr. C. Naga Bhaskar	Principal	: Chairman
Dr. D. Kailasa Rao	Professor	: Convener
Dr. P. Ramakoteswara Rao	Professor	: Member
Dr. K. V. Sambasiva Rao	Professor	: Member
Dr. N. Sambasiva Rao	Professor	: Member
Sri N. Madhava Rao	Professor	: Member
Dr. R. Sunitha	Professor	: Member
Dr. D. Sunitha	Professor	: Member

  
Dr. C. NAGA BHASKAR

**PRINCIPAL**  
**NRI Institute of Technology**  
**Pothavarappadu (V), Agiripalli (M)**



## Student Members in Student Welfare Committee

1. Ms. B. Pravallika - IV ECE – 18KN1A0406
2. Mr. N. Pavan Kalyan - IV ECE – 18KN1A0494
3. Ms. Mounika - III ECE – 19KN1A04G6
4. Mr. V. Shanmukha Sai - II ECE – 20KN1A0415
5. Ms. K. Meenamrutha - IV EEE – 18KN1A0234
6. Mr. M. Prasad Babu - III EEE – 19KN1A0234
7. Ms. P. Pujitha - II EEE – 20KN1A0240
8. Ms. B. Naga Bhargavi - IV CSE – 18KN1A0568
9. Mr. P. Lokeswar - IV CSE – 18KN1A05A4
10. Mr. B. Gopichand - III CSE – 19KN1A0517
11. Ms. V. Sanjana - II CSE – 20KN1A05I1
12. Mr. NVL Alekhya - IV IT – 18KN1A1237
13. Mr. U. Sai Syam - III IT – 19KN1A1254
14. Ms. P. Mounika - II IT – 20KN1A1244
15. Mr. P. Miteesh - IV ME – 18KN1A0332
16. Mr. P. Vijay Kumar - III ME – 19KN1A0342
17. Mr. M. Nagababu - II ME – 20KN1A0348
18. Mr. B. Ravi Charan - IV CE – 18KN1A0105
19. Ms. A. Lavanya - III CE – 19KN1A0103
20. Ms. P. Devi - II CE – 21KN5A0144
21. Mr. B. Balaram Krishna - II MBA – 20KN1E0004
22. Ms. PNVV Lakshmi Swetha - II MBA – 20KN1E0021

**PRINCIPAL**  
Principal  
**NRI Institute of Technology**  
Pothavarappadu (V), Agiripalli (M)



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POTHAVARAPPADU (V), (VIA) NUNNA, AGIRIPALLI (M), PIN – 521 212

## DEPARTMENT OF NSS

The following faculty have been appointed as members of NSS committee meeting held on 07/06/2021 at 03:30pm in Principal chamber.

S.NO	NAME OF THE FACULTY	DEPARTMENT	DESIGNATION	ROLE
1	DR.C.NAGA BHASKAR	ADMINISTRATION	PRINCIPAL	CHAIRMAN
2	Mr. KAZA RAGA SAI	CIVIL	ASST PROFESSOR	NSS PO
3	Mr.B.EDUKONDALU	EEE	ASST PROFESSOR	MEMBER
4	Mr.SHYAM	MECH	ASST PROFESSOR	MEMBER
5	Mr.MAHESH KUMAR	ECE	ASST PROFESSOR	MEMBER
6	Mr.P.NARENDRA	CSE	ASST PROFESSOR	MEMBER
7	Mr.KIRAN BABU	IT	ASST PROFESSOR	MEMBER

S.NO	NAME OF THE STUDENT	ROLE
1	D SAI SIDDHARTHA	STUDENT CO-ORDINATOR
2	A NAGA RAJU	STUDENT CO-ORDINATOR
3	V RAJESH	STUDENT CO-ORDINATOR
4	M LAVAKUMAR NAYAK	STUDENT CO-ORDINATOR
5	O BHAGAVATH	STUDENT CO-ORDINATOR

### MOTTO OF NSS:

The Motto of NSS "Not Me, Not You, but we" is a terse expression. On face it appears to be very simple and short. but behind it lies a lot of meaning.

## OBJECTIVES:

- understanding the community in which they work.
- understanding themselves in relation to their community.
- identifying the needs and problems of the community and involve them in problem-solving.
- developing among themselves a sense of social and civic responsibility.
- utilising their knowledge in finding practical solutions to individual and community problems.
- developing competence required for group-living and sharing of responsibilities.
- acquiring leadership qualities and democratic attitudes.
- practise national integration and social harmony.

*X. By Sai*

PROGRAM OFFICER  
NSS CO-ORDINATOR  
**NRI INSTITUTE OF TECHNOLOGY**  
POTHAVARAPPADU (V), (Via) Nunna,  
Agiripalli (M), Krishna District, A.P. Pin : 521 217

*NRI*

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POTHAVARAPPADU (V), (VIA) NUNNA, AGIRIPALLI (M), KRISHNA (DT), PIN : 521 212, PH : 0866 2469666

## SPORTS COMMITTEE

2021 - 2022

**Objective : To provide healthy leisure time for every NRIan :**

Following are the responsibilities of the Sports Committee :

### **Coordination with the Student Sports Secretary**

- i)
  - a. Keeping stock of previous and current years' sports goods.
  - b. Ordering sports goods in consultation with the Principal.
  - c. Arranging the venues for sports events in consultation with the Principal.
  - d. Drawing lots for various sports.

### **Coordination with the Principal**

- a. Obtaining permission to hold sports events in the college campus.
  - b. To recommend students for permission to participate in the intra-or inter college events.
  - c. To recommend sanction for Entry/Registration Fees to participate in various sport events.
  - d. To recommend attendance to students Who have taken part in sports events.
- ii) Sort out any issues taking place during matches (Team Selections Objections, quarrels etc.)
  - iii) Maintaining discipline in all events happening in and outside the college.
  - iv) Holding sports events for staff members.
  - v) Maintaining records of sports events attended by students outside the college, with in the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal's Report and prize Distribution Ceremony.
  - vi) Participation in sports events outside the College/University shall be allowed only till the end of February ending year.
  - vii) The schedule of events for the whole academic year shall be finalized well in advance in consultation with the students Sports Committee.
  - viii) On working days, Sports and Games are to be held from 4 pm to 6pm. On non-Working days, Permission from the Principal is necessary.
  - ix) Any other duties the Chairman/Principal may assign.

Contd.....2



### Sports committee

- |  |              |
|--|--------------|
| 1. Dr . C. Naga Bhaskar, Principal           | Chairman     |
| 2. Mr. P.Gowtu, Asst. Prof in Phy. Edu.      | Co-ordinator |
| 3. Mr. Sk. Ashraf ali (ECE) Asst. Prof       | Member       |
| 4. Mr. P.Venu Gopal (ECE) Asst. Prof         | Member       |
| 5. Mr. B. Naga Raju (IT)Asst prof            | Member       |
| 6. Mr. N. Malleswara Rao (MECH) AssoC. Prof. | Member       |
| 7. Mr. Ch.Murali Krishna (CSE) Asst Prof.    | Member       |
| 8. Mr. R.R.Sastry (EEE) Asst. Prof.          | Member       |
| 9. Mr. K. Raga Sai (CIVIL), Asst. Prof.      | Member       |



**Dr. C. NAGA BHASKAR**

**PRINCIPAL**  
NRI Institute of Technology  
Pothavarappadu (V), Agiripalli (M)



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URL : www.nrigroupofcolleges.ac.in, Ph : 0866 2469666, Email : principal@nriit.edu.in



## Student Representatives in Sports Committee

1. Ms. B. Pravallika - IV ECE – 18KN1A0406
2. Ms. Mounika - III ECE – 19KN1A04G6
3. Mr. V. Shanmukha Sai - II ECE – 20KN1A0415
4. Ms. K. Meenamrutha - IV EEE – 18KN1A0234
5. Mr. M. Prasad Babu - III EEE – 19KN1A0234
6. Ms. P. Pujitha - II EEE – 20KN1A0240
7. Ms. B. Naga Bhargavi - IV CSE – 18KN1A0568
8. Mr. B. Gopichand - III CSE – 19KN1A0517
9. Ms. V. Sanjana - II CSE – 20KN1A0511
10. Mr. NVL Alekhya - IV IT – 18KN1A1237
11. Mr. U. Sai Syam - III IT – 19KN1A1254
12. Ms. P. Mounika - II IT – 20KN1A1244
13. Mr. P. Miteesh - IV ME – 18KN1A0332
14. Mr. P. Vijay Kumar - III ME – 19KN1A0342
15. Mr. M. Nagababu - II ME – 20KN1A0348
16. Mr. B. Ravi Charan - IV CE – 18KN1A0105
17. Ms. A. Lavanya - III CE – 19KN1A0103
18. Ms. P. Devi - II CE – 21KN5A0144
19. Mr. B. Baiaram Krishna - II MBA – 20KN1E0004

  
**PRINCIPAL**  
NRI Institute of Technology  
Pothavarappadu (V), Agiripalli (M)