

# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

**(UGC-Autonomous)**

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH  
Accredited by NAAC with 'A' Grade. Accredited by NBA)

Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097  
Mob: 8498085218. Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in), [www.tkrec.ac.in](http://www.tkrec.ac.in)



TKREC  
Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097



College Code: R9

## 7.1.10 Code of Conduct

### Manual on Code of Conduct

# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

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## CODE OF CONDUCT

### INTRODUCTION:

Teegala Krishna Reddy Engineering College has been established as a premier institution by the TKR Education Society. The ultimate object of the institute is to impart high standard and quality education in the field of Engineering and Technology. The institute has framed code of conduct rules for its stakeholders so that they uphold these standards in their day-to-day decisions, actions, and interactions. The rules of code of conduct are well formulated, taking into consideration the various aspects and aspirations of all the stakeholders. Having set the aforesaid goals, it is necessitated for the Institute to frame rules of code of conduct for administrators, teachers and students, which are clearly just and fair to the interest of the employees, students, and the Institute. These rules of code of conduct are aimed to encourage the employees and students to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities.

### PREAMBLE:

- The principal objective of the TKREC is to disseminate knowledge and impart instruction to its students in different disciplines broadly classified as Technical Education. The college also aims at promoting Research and Development, consultation and such other professional activities.
- TKREC being an affiliated college, depends heavily on Jawaharlal Nehru Technological University for the conduct of examinations, design of course curriculum, almanac, recruitment of teachers and various other activities.
- TKREC is one the several Engineering colleges affiliated to JNT University. As such, if the normal work in the college is disturbed for some reason or the other, this college alone has to suffer the consequences. This has to be borne in mind by all the employees of the college namely the teaching staff, supporting staff, ministerial staff and class four staff.
- Norms of conduct widely accepted in practice in academic institutions are given below for the guidance and strict adherence of the employees of TKREC. This document shall be referred to as "CODE OF CONDUCT for the employees of TKREC.

## INSTITUTIONAL CODE OF CONDUCT FOR STUDENTS

### DISCIPLINE

- The student must observe and strictly follow the disciplinary rules and regulations of the Institute.
- The student should follow the academic calendar as per the instructions of Head of the Department.

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- Any act of indiscipline or misbehaviour by any student will attract severe punishment.
- Damage to Institute & campus property due to negligence/lack of care would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished. Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- No person shall be invited to address or entertain the students of the college, without the prior written permission of college authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
- Disciplinary action will be initiated against students indulging into eve teasing, molestation, ragging, harassment, bullying and untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students' and with the written consent of the management.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
- Without specific permission of the authorities, students shall not bring outsiders to the College or hostels.
- Any case of criminal activity or violation of law and order in the College Campus will be reported to the police.

## I-CARD

- Every student must carry with him / her college and campus I-card every day while attending lectures and appearing for various examinations. The student should take his /her Identity Card and Library Card for Home Lending, from the Library at the beginning of the year.
- I-Card will be available a week after he / she produces his / her Identity Card size photographs along with Admission Receipt.
- The student should collect his / her I- Card within 15 days from the date of admission.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I- Card the reader may be refused the use of the Home Lending facility.

*M. Venkatesh*

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- If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

## HUMAN VALUES

- Be scrupulously honest in all academic activities and with all the stakeholders of the institute.
- Be attentive, fair and cooperative to your teachers and peers on various academic and non academic activities.
- Believe in loving, sharing and caring.

## DRESS CODE

- We believe in inculcating a sense of discipline, belongingness and commitment of the students by observing a dress code.
- Students are expected to wear college uniform regularly.
- Students are expected to wear formal dress while on college campus.

## MOBILE PHONE

- The student should switch off their mobile phones while in the classroom, laboratory, library etc. as per notification.
- Mobile phone is strictly prohibited in the exam hall during the examination. Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

## CODE OF CONDUCT FOR EMPLOYEES

The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.

  
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Every college employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationships with the students. The principal shall decide cases of infringement of this rule.

## ATTENDANCE AND PUNCTUALITY

Each employee in the Institute has an important role in ensuring smooth and efficient handling of classroom and maintenance of discipline as well required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave.

### EXPLANATION:

In this rule or in any other rule in this document where the Principal or the Management is vested with the power of deciding an issue, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his/her case.

- Conduct of University Examinations and Internal Examinations of the College, including invigilation, evaluation and assessment of the students form part of the duties of teachers.
- The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons in charge of such activities.
- All employees shall be punctual to their duties and shall strictly adhere to the college timings. The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
- All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time

### Behaviour towards superiors:

- No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, Qualifications and knowledge.
- The teaching staff, supporting staff, ministerial staff and class IV employees has to strictly obey their superiors under whose control they are deployed to work.
- The Heads of Departments and persons in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control.

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- No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.
- Employees should not resort to any agitation, which disrupts the normal work in the college. Every employee shall strive to the best of his ability to ensure that the College is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.
- It is important to note that the Management/Administration reposes trust in the employees of the College in the smooth functioning of classes and labs and all the work connected with the college and the University, no employee is expected to undertake any outside job.
- Violation will be treated as breach of trust and will be dealt as such.
- Inciting colleagues, fomenting unrest in the college campus, or any other activity, which pollutes the academic atmosphere in the college campus or undermines the prestige of the Management, shall constitute breach of trust and shall be dealt with under "Service Conditions" for appropriate punishment.
- The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.
- Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college, shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- Demonstration of 'loyalty to the College' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed by

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extending sincere cooperation to the administration of the College; attracts commendation from the college authorities.

- Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.
- Excellent Teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills.
- Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the college will receive special commendations.

#### Tuition:

- No College teacher shall engage himself in coaching privately any student for any remuneration.
- Private employment or work not connected with the College: No College employee shall, undertake any employment or accept any remunerative or honorary work or consultancy not connected with the college.

#### Gifts:

- No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.

#### Subscriptions:

- No College employee shall, without obtaining the previous sanction of the principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.

#### Communication of official Documents or Information:

- It shall be the duty of every one of the employees to honour the confidence reposed in him by the College and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof.
- An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.

#### Discussion of Policy of Action of the College

College employees shall not either in any document published by them or in any communication made by them, to the Press or in any public utterance made by them, indulge in any public criticism of the college administration in such manner as is likely to undermine the dignity of the college employee and causes or is likely to cause embarrassment to the administration in its relations with its staff or the students of the College or the University or the Government or any other agency.

*Princip*  
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Vindication of acts and character of the College Employees as such:

A College employee or any staff association shall not have recourse to the press under any circumstances. They shall not also approach any Court for redressal of grievances without first representing to the management.

## RESPONSIBILITIES OF THE EMPLOYEES

### Responsibilities of the principal:

The principal shall be the head of the institution.

- Plan the establishment of various departments and the various administrative units of the college.
- Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- To identify and recruit suitable persons to man the various departments and administrative units.
- Development of various laboratories, Computer Centre, library and all organs required for an educational institution.
- To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.
- To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
- Prepare the minutes of meetings
- Prepare the budget for approval of management.
- Regularly apprise the management about the various activities.
- To plan functions like Convocation, Annual Day, Freshers Day, Merit Awards. ix To give leadership for organising seminars, symposia, short-term schools and plan Faculty Improvement Programmes.
- In a nutshell, the principal shall be responsible to project a powerful image of the college in the eyes. of the authorities of universities. AICTE, Government. Parents. Industries & R & D Establishments and the general public.

### Responsibilities of Heads of Departments:

- Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time
- Maintain vacation duty statement, CCL account for the staff of the department.
- Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".
- The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should keep good contacts with the

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faculty of IITs, Universities and Sister Colleges in the country and if possible, universities abroad.

- Preparation of class-wise timetables.
- Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.
- Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.
- Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.
- Maintain laboratory-wise stock registers one for capital equipment's and the other for components & spares.
- Procure spares and components and stock them and maintain inventory laboratory-wise.
- Coordinate the activities of Technical Associations, ISTE, IETE, IEEE and such other professional associations.
- Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
- Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.
- Encourage students to develop communication skills, report writing, debating and group discussions etc.
- Maintain cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country
- Extend all possible help to the students of the department for training / project work / professional employment.
- Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

## Responsibilities of Deans:

### Dean of Administration:

- To assist the principal and render advice as and when sought in organizing various administrative units/cells/sections in the college such as establishment, accounts, academics, examinations, students' counselling, students' feedback on teaching effectiveness, proctorial work, games, sports cultural activities, seminars, functions and so on.
- Assist the Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal

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reports of faculty and staff and such other activities. In general, to assist the Head of the Institution i.e., the principal to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R & D Establishments and the general public.

### Dean of Academics :

- Coordinate admissions to various courses, collection of the necessary original certificates, and collection of fees, prepare the lists of students with roll numbers and maintain student profiles throughout their stay in the college.
- Coordinate the conduct of all university annual/semester examinations as per the schedules given by the university.
- Coordinate all the laboratory examinations and send the award list received from the various departments to the university.
- Announce schedules and conduct of mid Sessional examinations.
- In general, to coordinate all activities connected with the university examinations and also the internal examinations of the college.

### Dean of Students' Activities:


- To receive the freshers and organize orientation programs.
- To form various sections for the 1st year classes and to coordinate class time tables.
- To take effective steps with assistance of proctorial committee to prevent ragging
- To coordinate the activities connected with the fresher's day, annual day celebrations and such other functions.
- To maintain the record of academic prizes given away annually to the meritorious students of each class.

### Dean of Research & Development:

- To coordinate all the proposals for research schemes submitted to various funding agencies. To coordinate the import of sophisticated equipment and the necessary permissions from the university and other authorities.
- In general, to work out the various plan to give a boost to R&D activities in the various departments of the college.
- To coordinate the activities of the city-centre including training activities, bridge courses, internet facility, reference library and related matters.
- To coordinate the proposals for new courses in the college and maintain liaison with university, AICTE and Government.

### RESPONSIBILITIES OF TEACHING STAFF:

The Institute wishes to encourage its employees to improve their professional qualification on par with changing needs of the engineering education and to grow in their abilities to serve the Institution. The following rules are framed with this in mind; however, these rules and

  
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practices will be reviewed periodically and such changes will be made as experience indicates.

## Academic Responsibilities:

- Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus and relevant advanced topics beyond syllabus.
- To develop curriculum, learning resource materials and laboratories.
- To actively participate co-curricular and extracurricular activities of the college and those organized by other institutions.
- Excellent guidance and counselling to promote their personal, ethical, moral and overall character.
- To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.
- Self-development through up-gradation of qualification and participation in professional activities.

## Administration:

- To participate actively in academic and administrative management of the institution and also in policy making.
- To participate in planning, monitoring and evaluation and promotional activities at department and institutional level.
- To design and develop new programmes of high quality.
- To prepare project proposals for funding in vital areas of R & D.
- To involve in Laboratory Development and Modernization.
- To participate in administration related activity both at departmental and institutional levels. To monitor and evaluate academic and research activities.
- To participate in policy planning at the Regional / National level for development of Technical Education.
- To help mobilization of resources for the institution.
- To plan and implement staff development activities.
- To maintain accountancy and to conduct performance appraisal.

## Research & Consultancy

- To involve actively in Research and Development Activities, Research guidance and Industries sponsored research.
- To provide consultancy and testing services by providing extension services and participating in community services.
- To provide non-formal modes of education for benefit of community and dissemination in community services.
- To promote the spirit of entrepreneurship with an aim at creation of jobs.

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- And any other relevant work assigned by the head of the institution.

## ETHICAL STANDARDS FOR TEACHERS

### A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.
- Respect parents, teachers, and elders.
- Express the love of brotherhood to fellow students.
- Accept and extend due respect to every religion and social grouping.
- Love the nation and commit their endeavours to her progress.
- Have a sense of belonging to the institution.
- Assume total dedication to the teaching profession.
- Always have an urge to excel in professional expertise.

### A Teacher

- Shall wear respectable attire, befitting the society's expectations shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling or any sort
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the schools or of fellow teachers, student or any other member of society.
- Shall always accept the entire fellow teachers, honour their sentiments and respect their value system.
- Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

Faculty (Professors/Associate Professors/ Assistant Professors):

*M. Venkatesh*

PRINCIPAL

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Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the college. They have to necessarily cooperate in students counselling, give support to the administration and involve themselves in R&D/Consultancy and extension services AICTE norm stipulates that every teacher of the college has to contribute 40 clock hours of work per week. A tentative distribution of the time spent in a week for Professors, Associate Professors and Assistant Professors is given below, which may be considered as a guideline, but not a rigid frame work. The Heads of Departments, Deans and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit.

Teaching Engagement for faculty members

Designation	(Teaching / Laboratory hours) / week
Asst. Professor	16
Associate Professor / Senior Professor	14
Professor	14
Director / Principal	6

## Code of conduct for Board of Governors

The Governing Body is the supreme authority, under which various Institutions launched by the society will function. The Governing Body is responsible for the development and/or approval of the Institute programmes and for the policies under which the Institute operates. The members of the governing body and other statutory bodies are to ensure that the institute fulfils its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would

- Work in the best interest of the institute.
- Work cooperatively with fellow members in carrying out their responsibilities.
- Act honestly and in good faith at all times in achieving institute's intended outcomes.
- Maintain the confidentiality of information.

**PRINCIPAL**  
Teegala Krishna Reddy Engineering College  
(UGC-AUTONOMOUS)  
Medbowli, Meerpet, Hyderabad - 97.



# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE (UGC-Autonomous)

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College Code: R9

## 7.1.10 Code of Conduct

Circulars and Geo-tagged photos



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College Code: R9

## Committees to monitor Code of Conduct

The college has committees to monitor code of conduct which take care of all discipline activities inside the college premises. The committees include the Principal, Dean, Student Affairs and senior professors from all the departments. The following are the committees:

- Anti-Ragging Committee
- Internal Complaint Committee
- Grievance Redressal Committee

## Duties of the Committees

- The Committees ensure to maintain the code and conduct followed by students.
- The Committees initiate various steps to aware the code and conduct by staff and students.
- The Committees conduct various meetings to addition and deletion of code and conduct policy.
- The Committees suggest conducting various programmes to make awareness on discipline activities.
- The Committees also take care of smooth functioning of the college.

*Wraul*

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## Proofs for the Academic Year 2019-2020



### TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(Affiliated to JNTUH, Approved by AICTE, Accredited by NBA & NAAC 'A' Grade)

Medbowli, Meerpet (V), Balapur (M), Hyderabad -500097.

Ph: 9393959597, Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in)

Lr No: TKREC/PO/IC/02/2019-20

Date: 28.08.2019

#### CIRCULAR

This is to inform all the new faculty members that a meeting will be held on 29<sup>th</sup> August, 2019 in NB 201 at 3:30 pm. All the staff members must attend it without fail.

#### Agenda:

- Discussion on policies, rules, and regulations of the institution.
- Discussion on principles and protocols to be followed by the staff members and the students throughout the academic year.
- Discussion on the procedures to be followed for the successful completion of all academic activities in stipulated time.
- Regulations and examination pattern in Engineering education.
- Discussion on the academic calendar and semester system.
- The events to be held in the academic year.

*Signature*  
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Teegala Krishna Reddy Engineering College  
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*Signature*  
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Ph: 9393959597, Email: [infotkrec@gmail.com](mailto:infotkrec@gmail.com)

Lr No: TKREC/PO/IC/25/2019-20

Date: 01.04.2020

### CIRCULAR

All the faculty members are informed to attend a virtual meeting on April 2, 2020 at 11:00 am.

#### Agenda of the meeting:

- Discussion on the conduction of classes on virtual mode and the guidelines laid down by the institution in view of the pandemic.
- Training and discussion on the technical aspects involved in conducting Zoom classes
- Discussion on timetables, attendance, and monitoring students' academic progress
- Discussion on adopting the new ways of teaching and learning processes using online resources.
- Discussion on the conduction of online examinations and evaluation processes.

*Principal*  
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Ph: 9393959597, Email: [infotkrec@gmail.com](mailto:infotkrec@gmail.com)

Lr No: TKREC/PO/IC/05/2019-20

Date: 9.1.2020

### CIRCULAR

Women Protection Cell (WPC) meeting will be held on 10<sup>th</sup> January, 2020 in room NB 405 at 2 pm. All the members of the committee are informed to attend the meeting.

#### Agenda:

- Proposal for conducting a seminar for girl students
- Identifying a resource person for the program
- Tentative date for conducting the program

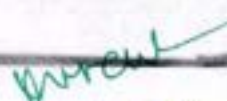
Convener

Women Protection Cell (WPC)

  
Principal  
Teegala Krishna Reddy Engineering College  
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500097 - Autonomous  
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College Code: R9

## ANTI-RAGGING COMMITTEE

The Anti-Ragging Committee consists of the following members:

S.No.	Name of the Staff	Designation	Position
1.	Dr. K Venkata Murali Mohan	Principal	Chairman
2.	Dr. Sk. Umar Faruk	HOD, ECE	Member Secretary
3.	Dr. V. Suryanarayana	Prof. in MBA	Member
4.	Mr. G. Veeresh Kumar	Asst. Prof. in CE	Member
5.	Mr. Dhasharatha G	Asst. Prof. in EEE	Member
6.	Mrs. B. Vijitha	Asst. Prof. in CSE	Member
7.	Mrs. S. Pavani	Asst. Prof. in IT	Member
8.	Mrs. K. Shiva Maha Laxmi	Asst. Prof. in H&S	Member
9.	Mrs. A .Mounika	Asst. Prof. in AIML	Member

## Functions and Responsibilities of the Anti-Ragging Committee:

- Ensure the presence of at least one faculty member in various college areas (e.g., canteen, parking lots, blocks, playgrounds) to prevent ragging incidents.
- Implement measures to prevent ragging at off-campus locations, such as bus stops, and instruct the appointment of student volunteers and secret informers at these points.
- Organize anti-ragging campaigns using flexes, posters, and boards within the college premises and in areas surrounding the college where ragging incidents might occur.
- Collaborate with the Grievances & Redressal Committee to actively contribute to anti-ragging initiatives.
- Conduct awareness programs about anti ragging through meetings and presentations (PPTs) aimed at senior students, faculty, and non-college personnel.
- Hold meetings as needed to discuss relevant issues and promptly inform to the Principal of any developments.
- Enable individuals to submit complaints related to ragging incidents through the email address [antiragging@tkrec.ac.in](mailto:antiragging@tkrec.ac.in)

*W. K. R. V.*  
PRINCIPAL  
Teegala Krishna Reddy Engineering College  
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College Code: R9



Student orientation on code of conduct

*[Handwritten Signature]*  
**PRINCIPAL**  
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Dt. 03.11.2020

**CIRCULAR**

**SUB - Appointment of members to Anti Ragging Committee- Reg.**

Following staff members are appointed for Anti Ragging Committee for the Academic Year 2020-2021 and also herewith I am enclosing objectives, functions and responsibilities of the committee

Hence you are directed to function/work as per the Objectives, functions and responsibilities of the committee and report to undersigned / HOD based on the urgency of issue.

S. No.	Name of the Staff	Designation	Department	Position
1.	Dr. K.V. Murali Mohan	Principal	Admin	Chairman
2.	Prof. Sk. Umar Faruk	Professor & HOD	ECF	Convener
3.	Prof. N. Venkataadri	Professor	CSE	Member
4.	Mr. G. Veeresh Kumar	Asst. Prof.	CE	Member
5.	Mr. A. Naga Sridhar	Asst. Prof.	EEE	Member
6.	Mrs. S. Pavani	Asst. Prof.	IT	Member
7.	Mr. V. Suryanarayana	Professor & HOD	MBA	Member
8.	Mr. N. Phani Kumar	Asst. Prof.	H&S	Member
9.	Mr. M. Mahendar Reddy	Sub-Inspector of Police	Meerpet	Member
10.	Mr. Srinivas	Reporter, Vaarta	Meerpet	Member
11.	Mr. Narsimha	Security Officer	Admin	Member
12.	Ms. Madhavi	PD	Physical Education	Member

**Duties and Responsibilities of the Anti Ragging Committee: (Teaching Staff)**

- > Frequent rounds in the College Campus and surroundings.
- > Keep close watch on the visitors of non-students/strangers in the college campus.
- > Conduct awareness programmes among the students and counsel them if necessary.
- > Organize meeting with students especially with girls to advise them to regulate their own movements and interactions, especially with strangers or undesirable characters.
- > Advise the girl students to avoid emotional relationships of any sort with male students about whose background they have limited knowledge and also advise them about the Do's and Don'ts.
- > Advise the girl students to communicate to their parents and faculty, if any sort of ragging occurs.
- > If any type of ragging is occurred, immediately conduct the meeting and recommend appropriate action to be taken as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) to the concerned authorities
- > Conduct Committee meeting frequently and discuss day to day situations in the campus and inform to the higher authorities.
- > Create peaceful and ragging free atmosphere in the college campus/surroundings.

Encl: - Objectives, functions and responsibilities of the Anti Ragging Committee  
Copy submitted to: Secretary Sir  
Copy to:

- 1) All HODs (Directed to inform to all the staff members)
- 2) Office file
- 3) Notice Board
- 4) A.O

*Vitala*  
Principal  
TEEGALA KRISHNA REDDY ENGINEERING COLLEGE  
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College Code - R9

*Murali*  
PRINCIPAL

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TKREC

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6. The committee constituted pursuant to the order of this court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

### I. ACTION TAKEN BY THE INSTITUTE:

Formation of Committees & Squads: Complying with the Directives of the Hon'ble Supreme Court of India, the Institute should form the following Anti-ragging committees and squads for overseeing the implementation of the provisions of the verdict with immediate effect:

#### i) INSTITUTION LEVEL ANTI-RAGGING COMMITTEE:

Dean of Student's Affairs		Chairman
Head, Inst. Counseling Service	Member	
Professor in-charge Hostel	Member	
Professor in-charge Security	Member	

#### ii) INSTITUTIONAL LEVEL ANTI-RAGGING SQUADS:

Dean of Student's Affairs		Chairman
Professor in-charge Hostel	Member	
Wardens in-charge of Hostels	Member	

#### iii) HOSTEL LEVEL ANTI-RAGGING SQUADS:

(One for each Hostel)

Dean of Students Affairs Professor	Convener
In-charge of the Hostels Warden	Member
In-charge of the Hostel AII	Member
Wardens of the Hostel	Member

The Institute level Anti-ragging Squads and Hostel level Anti-ragging squads shall work in co-ordination with the Institute level Anti-ragging committee and oversee the implementation of the recommendations.

### II. UNDERTAKING FROM STUDENTS AND PARENTS.

Each of the Institute and his/her parents and, or Guardian are hereby required to submit a combined undertaking at the time of registration, in the prescribed format as attached to this order, which is mandatory for registration.

All concerned officials of the Institute, students, parents & guardians of the students, members of Anti-ragging committees & Anti-ragging squads are hereby requested to adhere to the stipulations and effectively monitor and comply with provisions made in the directives.

Copy to:

1. Secretary Sir 2. Dean 3. HODs



(Dr. K.V. Murali Mohan)  
PRINCIPAL

Teggala Krishna Reddy Engineering College  
Medbowli, Meerpet, Hyderabad - 500097

College Code - R9

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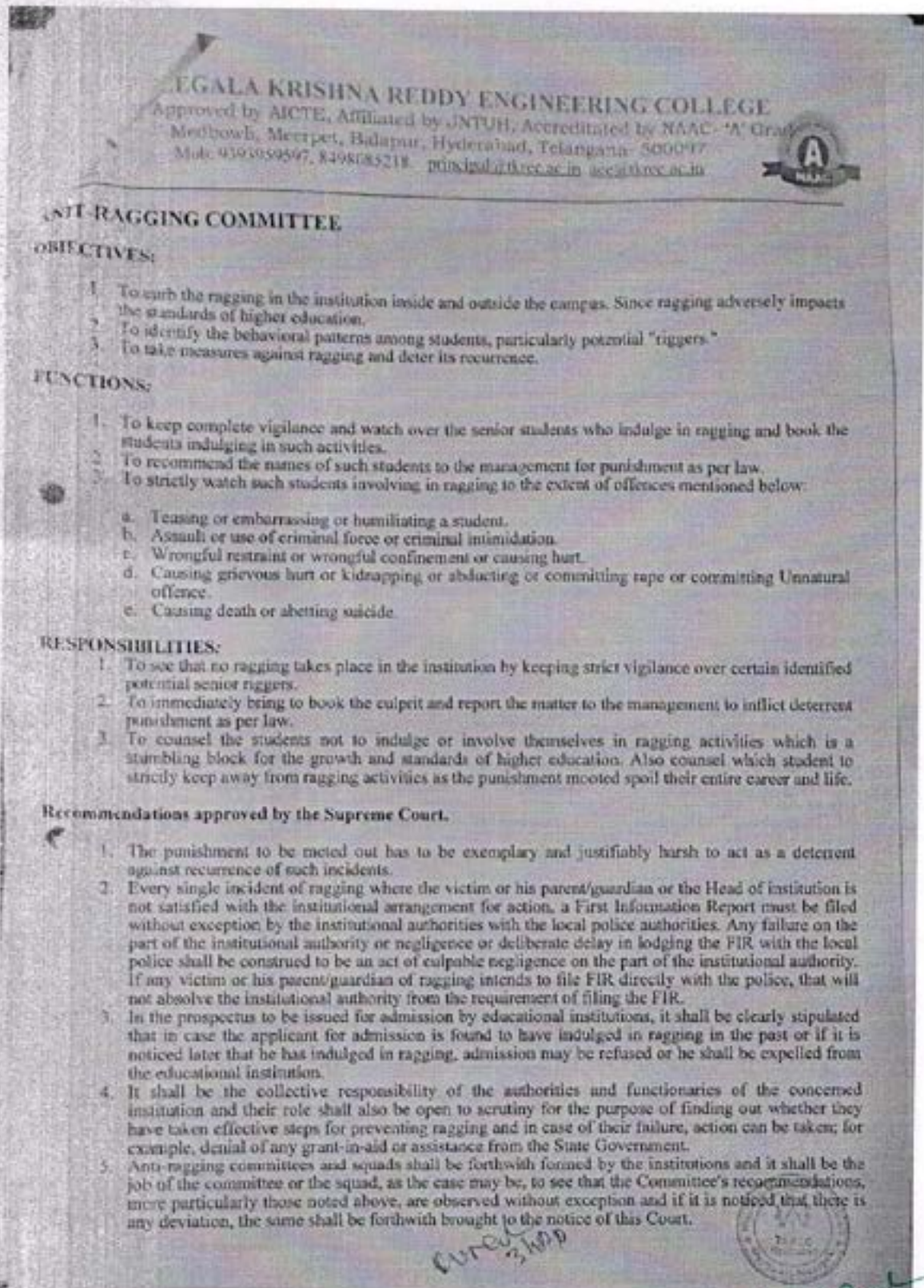
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### ANTI-RAGGING COMMITTEE

#### OBJECTIVES:

1. To curb the ragging in the institution inside and outside the campus. Since ragging adversely impacts the standards of higher education.
2. To identify the behavioral patterns among students, particularly potential "riggers."
3. To take measures against ragging and deter its recurrence.

#### FUNCTIONS:

1. To keep complete vigilance and watch over the senior students who indulge in ragging and book the students indulging in such activities.
2. To recommend the names of such students to the management for punishment as per law.
3. To strictly watch such students involving in ragging to the extent of offences mentioned below:
  - a. Teasing or embarrassing or humiliating a student.
  - b. Assault or use of criminal force or criminal intimidation.
  - c. Wrongful restraint or wrongful confinement or causing hurt.
  - d. Causing grievous hurt or kidnapping or abducting or committing rape or committing Unnatural offence.
  - e. Causing death or abetting suicide.

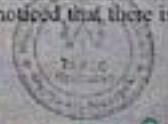
#### RESPONSIBILITIES:

1. To see that no ragging takes place in the institution by keeping strict vigilance over certain identified potential senior riggers.
2. To immediately bring to book the culprit and report the matter to the management to inflict deterrent punishment as per law.
3. To counsel the students not to indulge or involve themselves in ragging activities which is a stumbling block for the growth and standards of higher education. Also counsel which student to strictly keep away from ragging activities as the punishment mooted spoil their entire career and life.

#### Recommendations approved by the Supreme Court.

1. The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report must be filed without exception by the institutional authorities with the local police authorities. Any failure on the part of the institutional authority or negligence or deliberate delay in lodging the FIR with the local police shall be construed to be an act of culpable negligence on the part of the institutional authority. If any victim or his parent/guardian of ragging intends to file FIR directly with the police, that will not absolve the institutional authority from the requirement of filing the FIR.
3. In the prospectus to be issued for admission by educational institutions, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.
4. It shall be the collective responsibility of the authorities and functionaries of the concerned institution and their role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and in case of their failure, action can be taken; for example, denial of any grant-in-aid or assistance from the State Government.
5. Anti-ragging committees and squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations, more particularly those noted above, are observed without exception and if it is noticed that there is any deviation, the same shall be forthwith brought to the notice of this Court.

Council  
3/10/20



PRINCIPAL

Teegala Krishna Reddy Engineering College  
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Date: 4/12/2020

### CIRCULAR

This is informed to all the Anti-Ragging committee members to attend the meeting on  
5/12/2020 at 3:30 p.m. in room no.204. All are requested to attend the meeting without fail.

Agenda of the meeting:

1. Action plan to monitor and curb ragging in the college premises.
2. Assigning the responsibilities and tasks to the concerned committee members.
3. Conducting awareness programs on a timely basis to avoid any unwanted circumstances in the college.
4. Discussion on how to inculcate a culture of ragging free environment on campus.
5. Making the students and the parent aware regarding the submission of the online anti-ragging undertaking affidavit forms.
6. Spreading awareness among the students by organising seminars and counselling programs.
7. To make sure that the ragging free posters and complaint boxes are displayed on each floor.

*M. V. Rao*  
PRINCIPAL

Teegala Krishna Reddy Engineering College  
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**Ragging**  
Prohibition of ragging in  
educational institutions Act 26 of 1997

Without Exception  
Ragging means or includes any educational institution is prohibited.  
Ragging means doing or letting someone do to others in campus based on Admission or Fee  
or Appointment or Transfer or Induction or coverage of study or injury to a student.

Offence	Penalty	Fine upto
Teasing, Mocking, insulting and harassment	6 m	Rs. 1,000/-
Abuse of words, Physical Abuse or Verbal Abuse	1 yr	Rs. 2,000/-
Harassment, insulting or violation of personal liberty	2 yrs	Rs. 5,000/-
Physical Abuse, Sexual Abuse, Verbal Abuse, Mocking or insult or injury to a student	5 yrs	Rs. 10,000/-
Causing death or grievous injuries	10 yrs	Rs. 20,000/-

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For Constituent Colleges and Affiliated Colleges of JNTUH

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LET US MAKE JNTUH A RAGGING FREE UNIVERSITY

**RAGGING**  
**ABSOLUTE NO TO RAGGING**

1. Ragging is prohibited as per Act 26 of A.P. Legislative Assembly, 1997.
2. Ragging entails heavy fines and/or imprisonment.
3. Ragging invokes suspension and dismissal from the College.
4. Gatekeepers are prohibited from entering the College and Hostel without permission.
5. Girl students must be in their hostel rooms by 7.00 p.m.
6. All the students must carry their Identity Cards and show them when demanded.
7. The Principal and the Wardens may visit the Hostels and inspect the rooms any time.

Issued by  
Jawaharlal Nehru Technological University Hyderabad  
For Constituent Colleges and Affiliated Colleges of JNTUH

IN CASE OF EMERGENCY CALL TOLL FREE NO. : 1800 - 425 - 1288  
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*W. Venk*

PRINCIPAL

Teegala Krishna Reddy Engineering College

(UGC-AUTONOMOUS)

Medbowli, Meerpet, Hyderabad - 97.

# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC-Autonomous)

(Sponsored by TKR Educational Society, Approved by AICTE, Affiliated to JNTUH  
Accredited by NAAC with 'A' Grade. Accredited by NBA)

Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097  
Mob: 8498085218. Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in). [www.tkrec.ac.in](http://www.tkrec.ac.in)



College Code: R9

## 2. Internal Complaint Committee

The Internal Complaint Committee consists of the following members:

S.No.	Name of the Staff	Designation	Position
1.	Dr.KVenkataMurali Mohan	Principal	Chairman
2.	Dr.VMadhavi	Prof&Dept of H&S	Member Secretary
3.	Mrs.D.SaiPriyanka	Asst.Profin CE	Member
4.	Mrs.S. Lavanya	Asst.Profin EEE	Member
5.	Mrs.V. Lavanya	Asst.Profin ECE	Member
6.	Mrs.B.Rajani	Asst.Profin CSE	Member
7.	Mrs.B.Nirupama	Asst.Profin IT	Member
8.	Mrs. Annapurna	Asst.Profin MBA	Member
9.	Mrs. Kavitha	Asst.Profin H&S	Member
10.	Mrs.K.Kavitha	Asst.Profin AIML	Member

### **Function and Responsibilities of the Internal Complaint Committee:**

#### **Awareness and Education:**

- Raise awareness about gender sensitivity and sexual harassment prevention among employees and students.
- Conduct regular workshops, seminars, and awareness programs on related issues.

#### **Receiving Complaints:**

- Accept complaints related to sexual harassment and gender discrimination through multiple channels.
- Ensure the confidentiality and sensitivity of complainants.

#### **Investigation and Resolution:**

- Promptly investigate complaints impartially and thoroughly.
- Ensure a fair and transparent investigation process.

Recommend appropriate actions and sanctions, if necessary, based on investigation findings.

#### **Support for Complainants:**

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- Provide support and guidance to complainants throughout the resolution process.
- Ensure the psychological well-being and safety of those involved.

#### Prevention Measures:

- Develop and implement preventive measures and policies to create a harassment-free environment.
- Review and update anti-harassment policies and guidelines as needed.

#### Reporting and Documentation:

- Maintain detailed records of complaints, investigations, and action taken.
- Submit periodic reports to higher authorities on the committee's activities.

#### Awareness Campaigns:

- Conduct awareness campaigns within the institute to promote a culture of respect and gender equality.

#### Compliance with Legal Requirements:

- Ensure compliance with all relevant laws and regulations related to gender discrimination and sexual harassment.

*Principals*  
PRINCIPAL

Teegala Krishna Reddy Engineering College  
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College Code: R9

### 3. Grievance Redressal committee:

The Grievance Redressal Committee consists of the following members.

S.No.	Name of the Staff	Designation	Position
1.	Dr. K. Venkata Murali Mohan	Principal	Chairman
2.	Dr. K Sidda Reddy	Prof. and HOD, IT Dept.	Member Secretary
3.	Mr. N. Bharani Kumar	Asst. Prof. in CE	Member
4.	Mr. Mohd Muneeruddin Khan	Prof in CE	Member
5.	Mr. N. Naga Sridhar	Asst. Prof. in EEE	Member
6.	Mrs. V. Amulya	Asst. Prof. in ECE	Member
7.	Mrs. N VN Sowjanya	Asst. Prof. in CSE	Member
8.	Mrs. A. Jyoshna	Asst. Prof. in IT	Member
9.	Dr. V J E Caroline	Prof. in H&S	Member
10.	Dr. V. Suryanarayana	Prof. in MBA	Member
11.	Mrs. Sangeeta Jawar	Asst. Prof. in AIML	Member

### Grievance Resolution Process:

When a student or faculty member encounters a grievance, they can contact the Grievance Committee either in person or through email. Once the grievance is registered with the committee's member secretary, the nature of the grievance determines whether it is addressed in the next scheduled meeting or if an ad-hoc meeting is convened to address it urgently. The individual is invited to present their grievance before the committee, ensuring a fair and thorough examination of the matter.

### Functions and Responsibilities of the Grievance Redressal Committee:

- Receive and document complaints related to various grievances.
- Investigate and verify the validity of each complaint, recommending appropriate actions.

Forward the committee's recommendations to the institution's principal for implementation

*V. Venk*

PRINCIPAL

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## Proofs for the Academic Year 2020-21



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Date: 22-10-2021

## CIRCULAR

### Sub- Coordinators of various Committees - Reg

All the staff members and students are hereby informed that the following staff members are appointed as Overall Coordinators of the committees with immediate effect i.e. 22-10-2021 until further orders. Coordinators are directed to conduct the meeting with members and review as per schedule and take signature from the under signed.

S. No	Departments / Committee	Overall Coordinator	In-charge in the absence of OC		Dept. Members	Date of Review
1	Internal Quality Assurance Cell (IQAC)	Dr. R. Sivankar (ECE) <i>R.S.</i>	Quality circle (Teaching-learning process) QC (TL/P)	Dr. Arto A. Michal (CSE) Dr. R. Sivankar (ECE)	Dr. Sordhamaï Selvi (CE) Dr. N. Rajasekhar Varma (EEE) Dr. C. Annapalagan (ECE) Dr. R. Sivankar (ECE) Dr. N. Yaduvulan (CSE) Dr. Arto A. Michal (CSE) Dr. J. Praveen Kumar (IT) Dr. V. Madhavi (H&S) Mrs. K. Sujatha (MBA)	Monthly
			Quality circle R.A. Dr. OC (R&D)	Dr. Annapalagan (ECE)		
			Quality circle Syllabus, Examination & Evaluation QC (SEE)	Dr. N. Valluvan (CSE) Dr. V. Madhavi (H&S)		
			Quality circle (Governance & Infrastructure) QC (G&I)	Dr. N. Rajasekhar Varma (EEE)		
			Quality circle (Career Guidance & Placement) QC (C&P)	Dr. C. Annapalagan (ECE) & Dr. J. Praveen Kumar (IT)		
			Quality circle (Sports & Recreation) QC (S&R)	Dr. Sordhamaï Selvi (CE)		

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*W.H.A.U.*  
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10	News Letter & Literacy Club	Mr. G. Padmasathi (M&S)	Mr. V. Sujith(CE)	Mr. A. Suresh(CE) Ms. K. R. Sree Jyothi (EEE) Mrs. S. Prathyusha (ECE) Mrs. Sangeetha Jewar (CSE) Mrs. G. Archana(IT) Mrs. P. Sudhna (MBA) Mrs. G. Padmasathi(M&S)	1-Week of Every Month (Wednesday)
11	Disciplinary / Anti Ragging / Student Grievance Redressal Committee	Dr. S. Umar Faruk (ECE)	Dr. K. Dheeraj (EEE)	Mr. G. Venesh Kumar(CE) Dr. K. Dharmy (EEE) Dr. S. Umar Faruk (ECE) Dr. J. Rajaram (CSE) Mrs. S. Pavani (IT) Dr. V. Suryanarayana(MBA) Mr. N. Phani Kumar(M&S)	1-Week of Every Month (Wednesday)
12	EDC / MSME / MOWPS / IIC	Mr. V. Suryanarayana (MBA)	Dr. R. Shankar(ECE)	Mr. Mohd Muneebuddin Khan(CE) Mr. B. Ramesh (EEE) Mr. G. Chenna Kesava Reddy (ECE) Dr. P. Padmaja (CSE) Mr. J. Sudhakar Kumar (IT) Dr. V. Suryanarayana(MBA) Dr. Y. V. S. Giri Rao / H & S	Every Week (i.e. Saturday at 10:30 am) (i.e. Wednesday at 12:15 pm)
13	College Academic Council	Dr. K. M. V. Madan Kumar (CSE)	Dr. Ch. Purni Krishna (HOD/CSE)	Dr. P. Venkata Rao Reddy (CE) Mr. T. Madhu Babu (EEE) Dr. S. Umar Faruk (ECE) Dr. Ch. Purni Krishna (HOD/CSE) Dr. J. Praveen Kumar (IT) Dr. V. Suryanarayana(HOD/MBA) Dr. Y. V. S. Giri Rao (H&S) Mr. A. Shiva Kumar (TPO)	11-Week of Every Month
14	Purchase & Finance Committee	Mr. S. Nagi Reddy (ECE)	Mrs. L. Aruna (IT)	Mr. G. Venesh Kumar (CE) Mr. C. Steevivaalu (EEE) Mr. S. Nagireddy (ECE) Mr. P. V. Rama Gopal Rao (CSE) Mrs. E. Aruna (IT) Mrs. K. Sujitha (MBA) Mrs. H. Vandhya (M&S)	1-Week of Every Month (Tuesday)

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*[Signature]*  
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15	Women's Protection / Sexual Harassment Committee	Mrs. A. Roja Ramani (CSE) <i>[Signature]</i>	Mrs. P. Sharmila Rani (ECE)	Dr. B. Sankaranarayanan (ECE) Mrs. S. Lavanya (ECE) Mrs. P. Sharmila Rani (ECE) Mrs. A. Roja Ramani (CSE) Mrs. G. Naga Kumar (IT) Mrs. P. Sushama (MBA) Mrs. B. Gayathri (H&S)	1-Week of Every Month (Tuesday at 11:40 am)
16	ICTI cell	Mr. G L N Reddy (AO)	Mr. Chandra Sekhar (ADMIN)		
17	Professional Societies Committee	Dr. D. Venkata Chary (ECE) <i>[Signature]</i>	Mrs. S. Pavan (IT)	Mr. N. Raja Sekhar (ECE) Dr. Rama Aravinda (ECE) Mr. Dharmaraju (ECE) Dr. D. Venkata Chary (ECE) Mr. B. Narayana (CSE) Mrs. S. Pavan (IT) Mr. G. Srinivas (MBA) Dr. P. Manjula (H&S)	Every Four Night
18	Website committee	Dr. J. Praveen Kumar (IT) <i>[Signature]</i>	Dr. N. Vasudevan (CSE)	Mr. N. Chandrababu (ECE) Mrs. A. Manjula (ECE) Mr. N. Aravind (ECE) Dr. N. Vasudevan (CSE) Mr. Ch. Sakaraj (CSE) Dr. J. Praveen Kumar (IT) Mrs. N. Usha Rani (H&S) Mr. K. Venkat Raju (MBA)	Every Four Night

Page 5 of 8

19	Student Competitions Seminars Coordinators	Mr. Shabbir Ahmed (ECE) <i>[Signature]</i>	Mrs. P. Sushama (MBA)	Mr. A. Suresh (ECE) Mr. Shabbir Ahmed Syah (ECE) Mrs. Ch. Nishanthi (ECE) Mrs. Ch. Swathi (CSE) Mrs. G. Lavanya (IT) Mrs. P. Sushama (MBA) Mr. N. Kalingaiah (H&S)	Every month (1st & 4th week (i.e. Monday at 11:40 am)
20	Bio-Metric	Mr. N. Aravind (ECE) <i>[Signature]</i>	Mr. N. Chandrababu Naidu (CE)	Mr. N. Chandrababu Naidu (CE) Mr. J. Lingappa (ECE) Mr. N. Aravind (ECE) Mrs. M. Srinivas (CSE) Mrs. E. Aruna (IT) Mr. P. Deepak Soud (MBA) Mrs. H. Vasitha (H&S)	1-Week of Every Month (Tuesday) (As per requirements)
21	Equality Committee	Mrs. N. Usha Rani (H&S) <i>[Signature]</i>	Mr. N. Ravi (CE)	Mr. N. Ravi (CE) Ms. A. Srinivas (CSE) Ms. A. Manjula (ECE) Mr. P. Satish Chandra (ECE) Ms. A. V. Jotha (IT) Mrs. P. Sushama (MBA) Ms. N. Usha Rani (H&S)	1-Week of Every Month (Tuesday)
22	Centre For IIC, Research & Development (R&D) Institute Publications, Franchise Projects	Dr. N. Vasudevan (CSE) <i>[Signature]</i>	Dr. C. Anu Pragas (ECE)	Dr. Rama Aravinda (ECE) Mr. D. Vijaya Sagar (ECE) Dr. C. Anu Pragas (ECE) Dr. N. Vasudevan (CSE) Dr. J. Praveen Kumar (IT) Dr. Ramani Chandrababu (MBA) Mrs. D. Sri Lakshmi Sushama Rani (H&S)	Every Four Night

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# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

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TKREC  
Established in 1983

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23	Time Table	Mrs. V. Suritha (H&S)	Mrs. B. Jamana (ECE)	Mrs. K. Girija (MBA) Mrs. D. Lavanya Kumar (CE) Mr. N. Naga Sridhar (EEE) Mrs. B. Jamana (ECE) Mrs. K. Rajalakshmi (CSE) Mrs. A. Vijetha (IT) Mrs. V. Janki (H&S)	I & IV Week of Every Month (Friday)
24	Alumni	Mr. M.V.V. Satya Narayana Chowdry (ECE)	Mr. D. Srisaillam (MBA)	Mr. R. Shiva Rama Krishna (CE) Mr. N. Ramesh Babu (EEE) Mr. M.V.V. Satya Narayana Chowdry (ECE) Mrs. N. Arjuna (CSE) Dr. M. Ramu (IT) Mr. D. Srisaillam (MBA) Mr. T. Shivamudi (H&S)	Every Month III Week Monday
25	Class Work / Mobile Monitoring	Mr. Chennakeshava Reddy (ECE)	Mrs. K. Shiva Maha Lakshmi (H&S)	Mr. R. Shiva Rama Krishna (CE) Mr. K. Chenchu Reddy (EEE) Mr. Chennakeshava Reddy (ECE) Mr. S. Sanyasa Rao (CSE) Dr. J. Praveen Kumar (IT) Mr. P. Dinesh Goud (MBA) Dr. Ramesh Chandrabath (MBA) Mrs. K. Shiva Maha Lakshmi (H&S)	Every Month II & IV Monday
26	Staff Grievance Redressal Committee / Internal Complaint Committee	Mr. V. Suryanarayana (MBA)	Mrs. A. Jyothna (IT)	Mr. Sreender Babu (CE) Mr. S. Trishanku Reddy (CE) Mr. C. Sreenivasulu (EEE) Mrs. V. Anuaja (ECE) Dr. K. Sarangan (CSE) Mrs. A. Jyothna (IT) Mr. N. Pavan Kumar (H&S) Dr. V. Suryanarayana (MBA)	I-Week of Every Month (Wednesday)

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College Code: R9

27	Committee for SC/ST	Dr. Ch. Ramesh (MBA) <i>Ch. Ramesh</i>	Mrs. M. Devika (H&S)	Mrs. B. Jayamma (CE) Mr. K. Sambath (FEE) Mrs. P. Shanika Rao (ECE) Dr. J. Raja Rao (CSE) Mr. L. Shrikha (IT) Dr. Ch. Ramesh (MBA) Mrs. M. Devika (H&S)	Every Month 1 <sup>st</sup> Week Tuesday
28	NPIEL/MOCS	Mr. V Vijay Kumar (Libary) <i>Vijay Kumar</i>		Mr. S. Surender Babu (CE) Mr. J. Lingappa (EEE) Mrs. Y. Prathyusha (ECE) Mrs. M. Srutathi (CSE) Mrs. G. Arthana (IT) Mrs. P. Sushma (MBA) Mr. R. Srinivas Reddy (H&S)	Every 15 days one time

Note: All the coordinators of college and department are directed to inform to concerned HODs and principal/secretary whenever meeting is conducted and also maintain the minutes of the meeting and mark copy to all HODs and circulate to concerned committee members as per the meeting scheduled mentioned above.

*Principal*  
Principal

Copy to Secretary Sir  
All HODs for N.A

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*Principal*  
**PRINCIPAL**  
Teegala Krishna Reddy Engineering College  
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(Affiliated to JNTUH, Approved by AICTE, Accredited by NBA & NAAC 'A' Grade)

Medbowli, Meerpet (V), Balapur (M), Hyderabad -500097.

Ph: 9393959597, Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in)

Lt No: TKREC/PO/IC/02/2020-21

Date: 20.08.2020

### CIRCULAR

This is to inform all the faculty members that a meeting will be held on 21<sup>st</sup> August, 2020 in the auditorium at 4:15 pm. All the staff members are informed to attend it without fail.

#### Agenda:

- Discussion on improving academic standards and rankings of the institution.
- Discussion on the administration process of the institution.
- Vision and mission and action plan for their implementation.
- Discussion on the academic calendar and upcoming inspections.
- The events to be conducted in the academic year for inspection purposes.
- Conduction of academic and professional development activities.
- Faculty participation in research activities for professional growth.
- Action plan for better training and placement opportunities.

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College Code: R9

Lr No: TKREC/POAC/17/2020-21

(Date: 07.01.2021)

### CIRCULAR

This is to inform all the faculty members that a meeting will be held on 07.01.2021 in the auditorium at 4:15 pm. All the staff members are informed to attend it without fail.

#### Agenda:

- Discussion on improving academic standards and rankings of the institution.
- Discussion on preparation for autonomous inspection in the institution.
- Any revision of vision and mission statements for inspection.
- Action plan for autonomous inspection and its implementation.
- The events to be conducted in the academic year for inspection purposes.
- Conduct of academic and professional development activities.
- Faculty participation in research activities for professional growth.
- Action plan for better training and placement opportunities.

*Smt. S. S. S.*  
PRINCIPAL  
Teegala Krishna Reddy Engineering College  
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UGC-AUTONOMOUS  
College Code- R9.

Copy To: Secretary Sir,  
AO for Information,  
All HODs for circulation to the Staff.

*Smt. S. S. S.*  
PRINCIPAL  
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Medbowli, Meerpet, Hyderabad - 97:



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College Code: R9



**Faculty Development Program**

*Wraul*

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TKREC  
TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

College Code: R9

## Student Induction Program



*W. Venkatesh*  
**PRINCIPAL**  
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# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE (UGC-Autonomous)

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Accredited by NAAC with 'A' Grade. Accredited by NBA

Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097  
Mob: 8498085218. Email: [info@tkrec.ac.in](mailto:info@tkrec.ac.in), [www.tkrec.ac.in](http://www.tkrec.ac.in)



Proofs for the academic year 2022-23

College Code: R9

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### CIRCULAR

Date: 14-08-2023

#### Sub: Coordinators of various Committees – Reg

All the staff members and students are hereby informed that the following staff members are appointed as Overall Coordinators of the committees with immediate effect i.e. 14-08-2023 until further orders. Coordinators are directed to conduct the meeting with members and review as per schedule and take signatures from the under-signed

S. No	Departments / Committee	Coordinator	Dept. Members	Meeting Frequency
1	Planning and Evaluation Committee	Dr. B Srinivasa Rao, Dean of Academics & Prof in CSE	Dr K M V Madan Kumar Dr. M Suresh Babu, CSE Dr N Vadivelan, AIML Dr V Surya Narayana, MBA G L N Reddy, AO	Annually
2	Grievance Redressal Committee for Staff and Students	Dr. K Sidda Reddy, Professor and HOD, IT Dept	Mr. N. Bharani Kumar, Asst. Prof in CE Mr. Mohd Muneeruddin Khan, Prof in CE Mr. N. Naga Sridhar, Asst. Prof. in EEE Mrs. V. Amulya, Asst. Prof in ECE Mrs. N V N Sowjanya, Asst. Prof. in CSE Mrs. A. Jyoshna, Asst. Prof in IT Dr V J E Caroline (H&S) Dr. V. Suryanarayana (MBA) Mrs. Sangeeta Jawar (AIML)	Quarterly
3	Exam Committee	Dr. K M V Madan Kumar, COE Prof in AIML	Mr. Thirlokath Reddy (CE) Mr. Ch.Sai Deepak (EEE) Mr. Ch. Shekar (ECE) Mr. T. Rakesh (CSE) Mr. V. V. Ramanjaneyulu (CSE) Mrs. G. Archana (IT) Mr. G. Srinivas (MBA) Mrs. Annapurna (MBA) Mrs. K. Lavanya (H&S) Mrs. G. Rani (AIML)	Biannually
4	Admission Committee	Dr. K Srinivas Reddy Prof in ECE	Mr D N Reddy ACE Mr Chandra Shekar Reddy, AAO Mrs Uma Rani, Office Staff	Annually

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College Code: R9

Date: 31-08-2023

Ref: TKREC/IQAC/Committees/ 07/2023-24

## CIRCULAR

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

To: All Members of the IQAC Committee

We are pleased to announce the INTERNAL QUALITY ASSURANCE CELL (IQAC) for the A.Y 2023-24, effective 1<sup>st</sup> September 2023. The IQAC serves as a central body responsible for overseeing the operations of the institution, with a dedicated focus on enhancing its overall quality.

The committee is set to convene quarterly, with additional meetings arranged when required.

The IQAC Committee will consist of the following members:

S.No.	Name of the Staff	Designation	position
1	Dr.K Venkata Murali Mohan	Principal	Chairman
2	Sri. T Amarnath Reddy	Management Member	Member
3	Dr N Rajasekhar Varma	Professor in EEE	Member
4	Dr. V.Madhavi	Assoc. Prof. in H&S	Member
5	Dr. C.Annapalagan	Professor in ECE	Member
6	Mrs. K.Srilatha	Asst. Prof in CSE	Member
7	Mrs. J. Rachana	Asst. Prof in AIML	Member
8	Mr. T. Pavan Kumar	Asst. Prof in CE	Member
9	Mrs. K. Srujitha	Asst. Prof in MBA	Member
10	Mr. J Venkateswarlu	Sr. Administrative Staff	Member
11	Mr. B Chandra Shekar	Sr. Administrative Staff	Member
12	Mr. A Appa Rao	Advocate, High Court of Telangana, Hyderabad	Legal Expert
13	Latha N Bhatia	NALSOFT, Hyderabad	Member
14	V Praveen	Parent representative	Member
15	D Deekshitha	Alumni	Member
16	Palamakula Anay Reddy	22R91A04J1 Student	Member
17	Sudireddy Pallavi	22R91A05N3 Student	Member
18	Dr. R.Shankar	Professor in ECE	Member Secretary

**Principal**  
Teegala Krishna Reddy Engineering College  
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5	Library Committee & NPTEL/MO OCS	Mr.V Vijay Kumar Librarian	Mr. P. Surendar (CE) Dr. B. Vidyasagar (EEE) Mrs. K. Bhulakshmi (ECE) Mrs. E. Sirisha (CSE) Mrs. V. Lalitha Lavanya (IT) Mrs. K.Srujitha (MBA) Mr. R. Srinivas Reddy (H&S) Mrs. S. Mounika (AIML)	Biannually
6	Student Welfare Committee	Dr. Suresh Babu Dean Student Welfare Prof of CSE	Mr. B. Ramesh (CE) Mrs. J. Rachana (AIML) Mr. P.V. Rama Gopal Rao (CSE) Mrs. CH. Prasanna (EEE) Mrs. B. Sushmitha (IT) Mrs. B. Padmini (ECE) Mrs. Lalitha (MBA) Mrs. G. Vedavathi (H&S)	Biannually
7	Internal Complaint Committee	Dr. V Madhavi Dept of H & S	Mrs. D. Sai Priyanka (CE) Mrs. S. Lavanya (EEE) Mrs. V. Lavanya (ECE) Mrs. B. Rajani (CSE) Mrs. B. Nirupama (IT) Mrs. Annapurna (MBA) Mrs. K.Kavitha(H&S) Mrs. Navatha (AIML)	Quarterly
8	Extra-Curricular / Co-Curricular Committee	Dr. N Raja Shekar Varma, Dept. of EEE	Mrs. G. Lavanaya (CE) Mrs. S.Lavanya (EEE) Mrs. D. Ramadevi (ECE) Mrs. G.Swetha (CSE) Mrs. A. Vijetha (IT) Mrs. K. Lalitha (MBA) Mr. L. Nagaraju (H&S) Mr. Naresh (AIML)	Biannually
9	Academic Audit Committee	Dr. B Srinivasa Rao, Dean of Academics & Prof in CSE	Dr.Ch.V.Phani Krishna (CSE) Mr. Mohd Muneeruddin Khan(CE) Mr. Sunil Kumar Yadav (AIML) Mr. T. Madhu Babu (EEE) Mrs. A. Vijetha (IT) Dr. Radhamma(ECE) Mrs. N.Usharani (H&S)	Biannually
10	Anti-Ragging Committee	Dr. Sk.Umar Faruk HOD, ECE	Dr. V.Suryanarayana(MBA) Mr. G. Veeresh Kumar(CE) Mr. Dhasharatha G (EEE) Mrs. B. Vijitha (CSE) Mrs. S.Pavani (IT) Mrs. K. Shiva Maha Lakshmi (H&S) Mrs. A. Mounika (AIML)	Quarterly
11	Committee for SC/ST	Dr. Ch. Ramesh Prof of MBA	Mrs. B. Jayamma (CE) Mr. K. Santhosh (EEE) Mr. N. Aravind (ECE) Dr. K. Devadas (CSE) Mr. M. Ramu (IT) Dr. Ch. Ramesh (MBA) Mrs. M.Devika (H&S) Mrs. G. Rani (AIML)	Quarterly



12	Internal Quality Assurance Cell (IQAC)	Dr. R.Shankar Prof in ECE	Mr. T. Pavan Kumar (CE) Dr N Rajasekhar Varrma (EEE) Dr. C.Annapalagan (ECE) Dr. R.Shankar (ECE) Mrs. K.Srilatha (CSE) Dr. J. Praveen Kumar (IT) Dr. V.Madhavi (H&S) Mrs. K. Srujitha (MBA) Mrs. J. Rachana (AIML)	Quarterly
13	IPR and R&D Cell	Dr. N Vadivelan, Dean R & D HOD, AIML	Mr. T. Pavan Kumar (CE) Mr. B.Vidya Sagar (EEE) Dr. C. Anna Palagan(ECE) Dr. Pranay Nath Reddy(CSE) Dr. V. Sidda Reddy (IT) Dr. Ramesh Chandravath (MBA) Dr A. Nagarjuna (H&S) Mrs. K. Renuka (AIML)	Biannually
14	Institution-Industry Cell(IIC) & EDC	Mr. V.Suryanarayana Dean EDC HOD, MBA	Mr. Mohd Munceruddin Khan(CE) Mr. B.Ramesh (EEE) Mr. G. Chenna Kesava Reddy (ECE) Mr. K. Raghavender (CSE) Mr. J.Sudheer Kumar (IT) Dr. V.Suryanarayana(MBA) Mrs D.S. Laxmi Sudha Rani (H & S) Mrs. A. Mounika (AIML)	Biannually
15	Media Cell	Mr. T. Madhu Babu HOD EEE	Mr. P. Anil Kumar (CE) Mr T.Madhu Babu (EEE) Mrs. V. Deepa (ECE) Mrs. K.Sandhya(CSE) Mrs. B. Sushmitha (IT) Mr.G.Srinivas(MBA) Mr. R. Nagaraju (S&H) Mrs. S. Mounika (AIML)	Biannually
16	Training and Placements Cell	Mrs.Poonam Naidu (TPO Cell)	Mr. B.Suresh (CE) Mr.N.Rameshbabu(EEE) Mr. P. Satish Chandra (ECE) Mrs.C. Archana (CSE) Dr. M Ramu (IT) Mrs. Nandu Sree (MBA) Dr K. Kumaraswamy (H&S) Mr. Sunilkumar Yadav (AIML) Mrs.Poonam Naidu (TPO Cell)	Biannually
17	NSS/NCC	Mr K Kumara Swamy Asst. prof in ECE	Mr. N. Rajashekar (CE) Mr G. Satheesh Kumar (EEE) Mr K. Kumaraswamy (ECE) Mr Koteswara Chary (CSE) Mrs.S. Sravan Kumar (IT) Mr.D.Srisailam(MBA) Mr Phani Kumar (H&S) Mr. Naresh (AIML)	Biannually

*Mrs. N. N. N.*  
PRINCIPAL  
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## Functions & Responsibilities

- ❖ **Development and Application of Quality Benchmarks:** Create and implement quality benchmarks and parameters for various academic and administrative activities within the institution.
- ❖ **Fostering a Learner-Centric Environment:** Cultivate a learner-centric environment that promotes quality education and facilitates faculty development in adopting the necessary knowledge and technology for effective teaching and learning.
- ❖ **Feedback Collection:** Arrange for the collection of feedback responses from students, parents, and other stakeholders regarding quality-related institutional processes.
- ❖ **Information Dissemination:** Share information pertaining to various quality parameters in higher education with the relevant stakeholders.
- ❖ **Workshops and Seminars:** Organize workshops and seminars centered on quality-related themes and encourage the formation of quality circles.
- ❖ **Documentation of Quality Initiatives:** Document all programs and activities aimed at enhancing quality within the institution.
- ❖ **Coordination Hub:** Serves as a central coordinating agency within the institution for quality-related activities, including the adoption and dissemination of best practices.
- ❖ **Institutional Database Management:** Develop and maintain an institutional database through Management Information Systems (MIS) to continually enhance institutional quality.
- ❖ **Cultivating a Quality Culture:** Promote and nurture a culture of quality throughout the institution.
- ❖ **Annual Quality Assurance Report (AQAR):** Prepare the Annual Quality Assurance Report (AQAR) to assess and report on the institution's quality-related initiatives and outcomes.

*W. Venkatesh*  
PRINCIPAL  
3/12/23

*W. Venkatesh*  
PRINCIPAL

Tegala Krishna Reddy Engineering College  
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College Code: R9

## EVENT: INDUCTION PROGRAM

An Induction programme was conducted for the 1<sup>st</sup> year B.Tech students on 26.11.2021.



Induction programme for 1<sup>st</sup> year B.Tech students on 26.11.2021

*Praveen*  
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Induction programme for 1<sup>st</sup> year B.Tech students on 26.11.2021

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College Code: R9

## EVENT: INTERNATIONAL WOMEN'S DAY PROGRAM

International women's day and Awareness programme on against Drug Abuse was conducted by NSS unit in association with Rachakonda Police Commissionarate at Teegala Krishna Reddy Engineering College on 8<sup>th</sup> March 2022.



*ABHIJITH*  
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College Code: R9



International women's day and Awareness against Drug Abuse program on 8.3.2022

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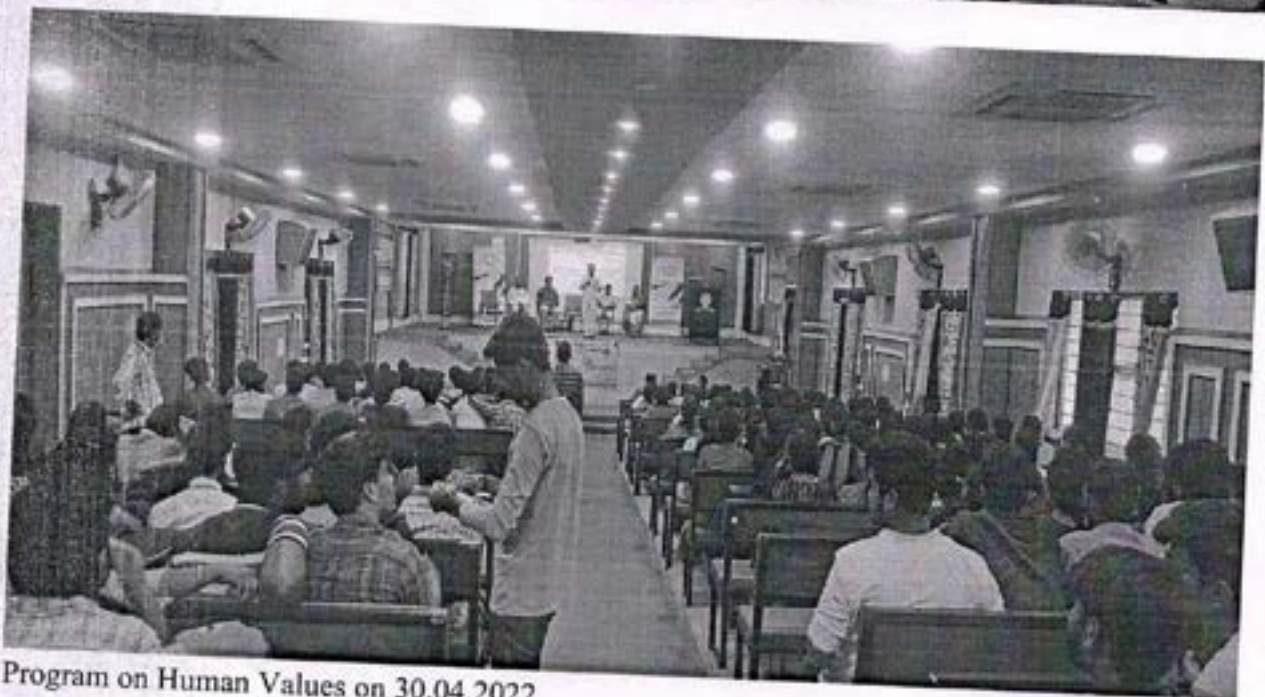
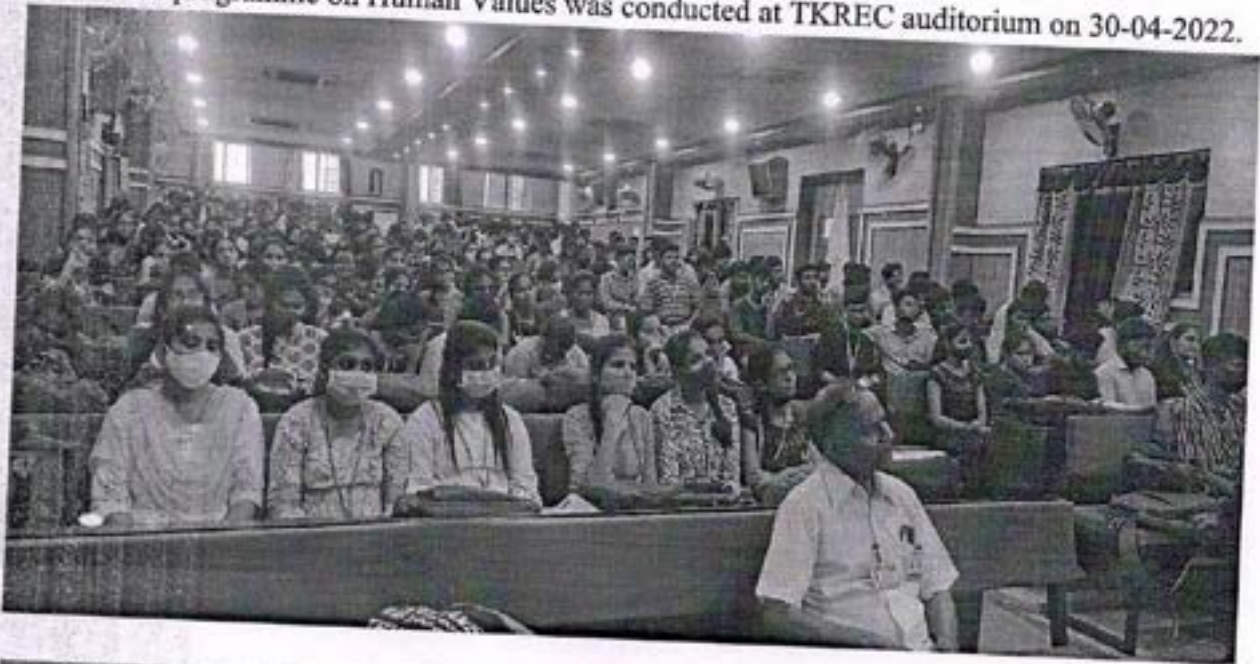
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College Code: R9

## EVENT: PROGRAM ON HUMAN VALUES

Awareness programme on Human Values was conducted at TKREC auditorium on 30-04-2022.



Program on Human Values on 30.04.2022

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TKREC  
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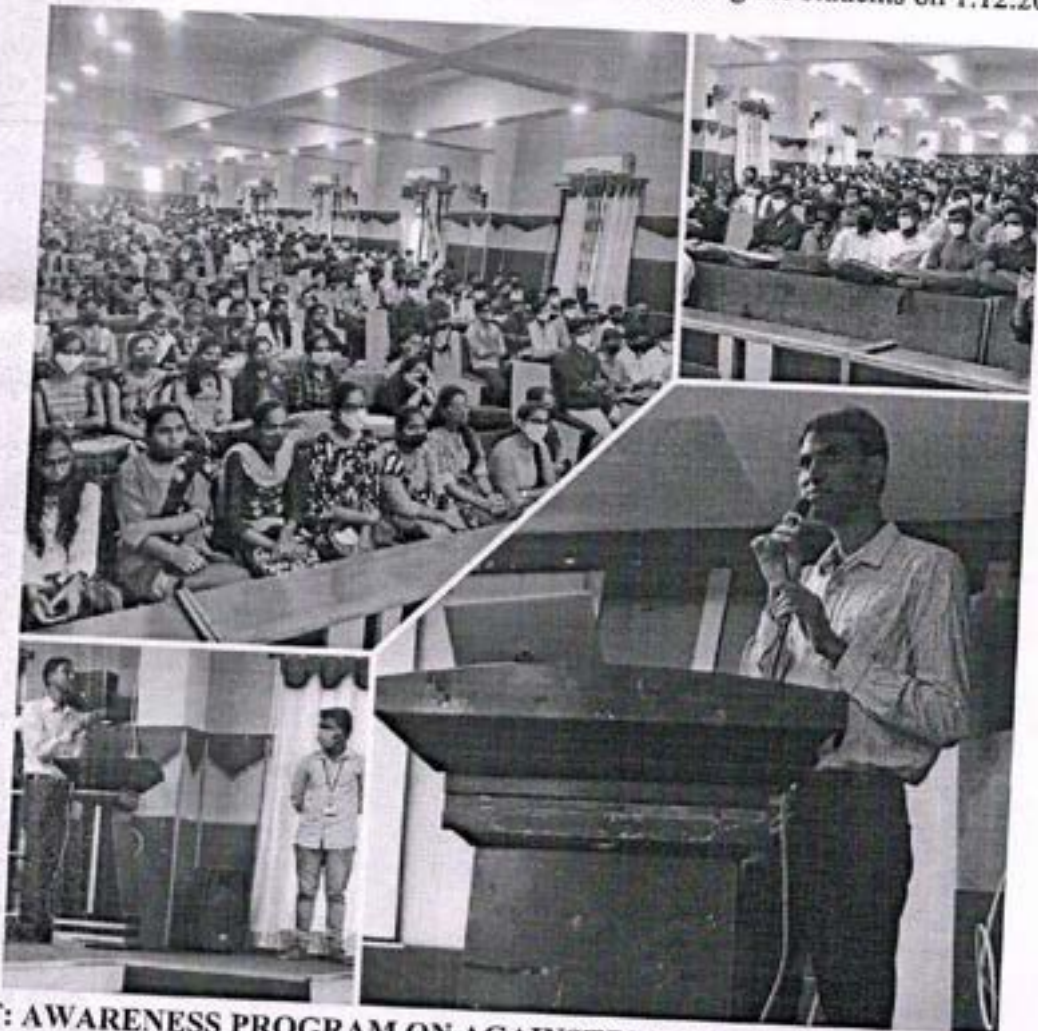


College Code: R9

## EVENT: GUEST LECTURE ON PEACE OF MIND

On 01/12/2021 the NSS UNIT in collaboration with VOICE Club organized a Guest Lecture by Dr. Gajendranath, Professor, IIT Hyderabad for the I B.Tech students on the topic "PEACE OF MIND OR PIECES OF MIND" in the college Auditorium . Around 300 students participated in the event.

Dr. Gajendranath, Professor, IIT Hyderabad addressing the students on 1.12.2021



## EVENT: AWARENESS PROGRAM ON AGAINST DRUG ABUSE

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College Code: R9

Awareness program on against drug abuse was conducted in association with Rachakonda Police Commissionerate at Teegala Krishna Reddy Engineering College on 18.11.2021



Speaker by D S Chauhan Rachakonda Police Commissioner, Hyderabad



Awareness program on against drug abuse on 18.11.2021

## EVENT: DIGITAL SAFETY AWARENESS PROGRAM

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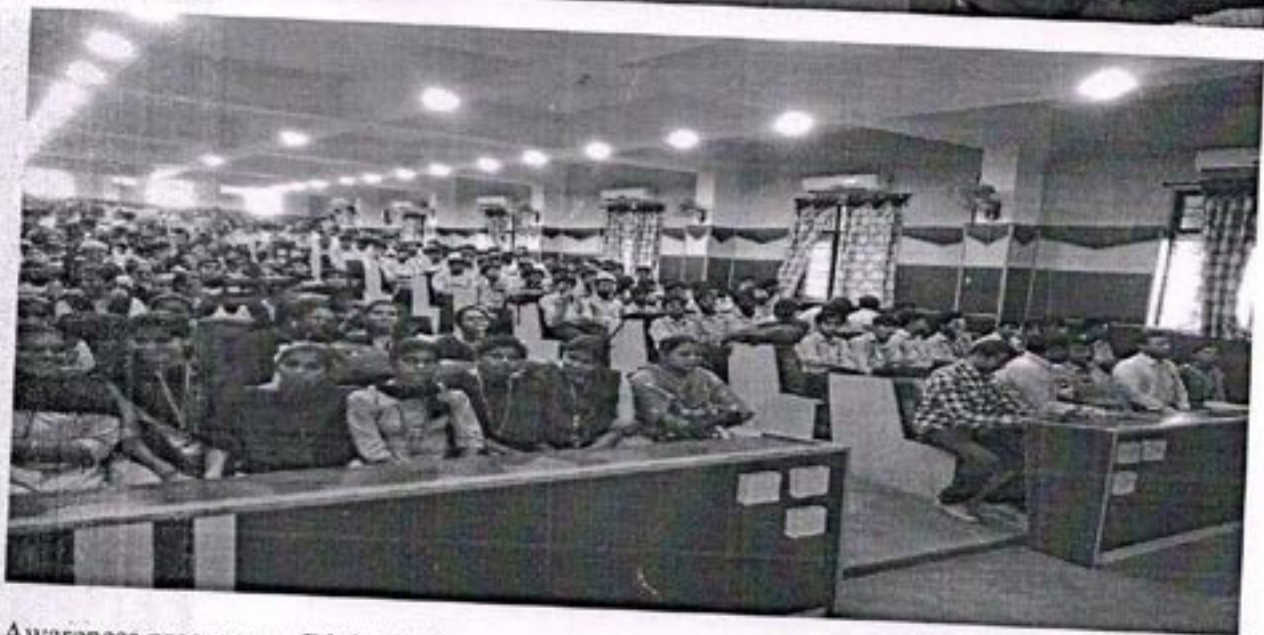
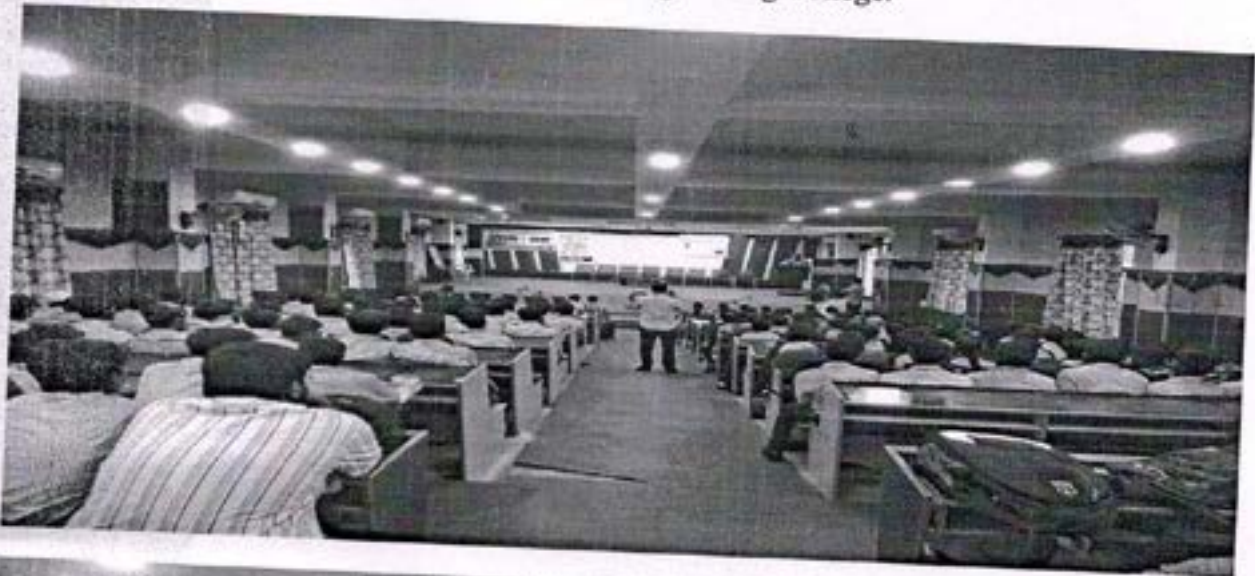
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Awareness program on Digital Safety was organized by Rachakonda Police commissionerate in association with TASK on 26-06-2019 at TKR Engineering College.



Awareness program on Digital Safety on 26.6.2019

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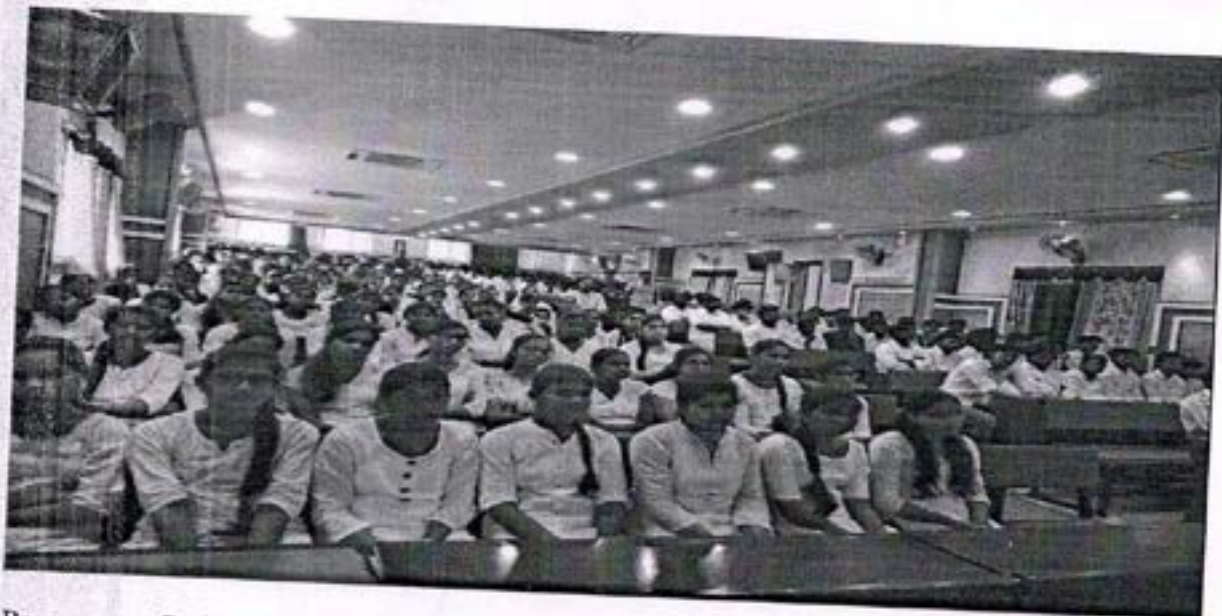
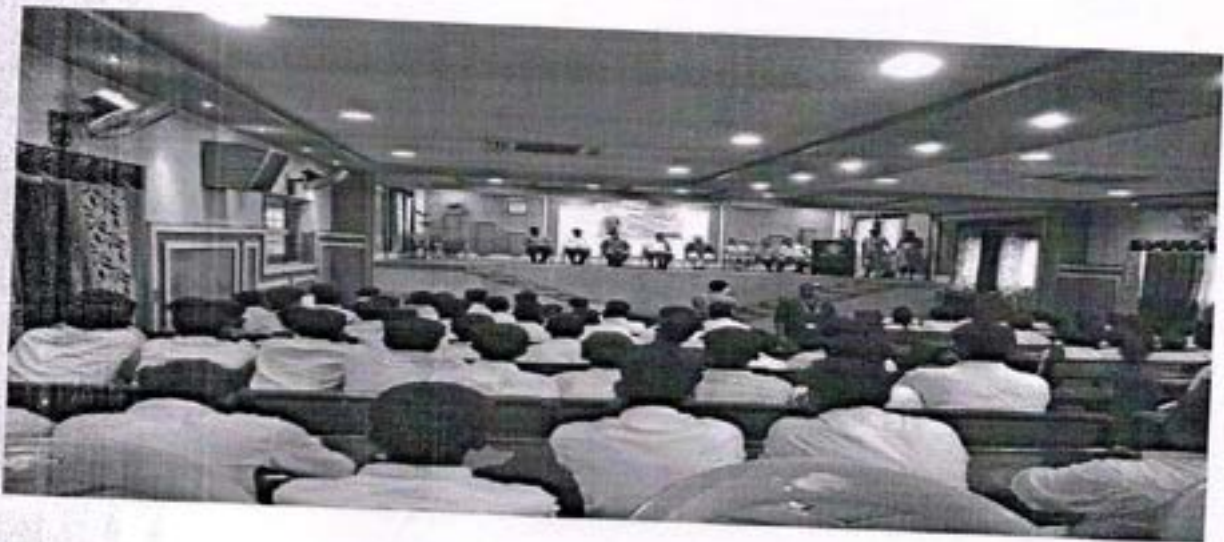
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College Code: R9

## EVENT: PROGRAM ON CODE OF CONDUCT

Program on Code of Conduct was organised by NSS unit at TKREC auditorium on 31.8.2019.



Program on Code of Conduct on 31.8.2019.

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College Code: R9

## EVENT: ESSAY WRITING COMPETITION ON ROLE OF HUMAN VALUES IN 21<sup>ST</sup> CENTURY PROGRAM

NSS unit conducted an Essay writing competition on the topic "Role of Human values in 21<sup>st</sup> century" in association with Satya Sai Seva Organization at TKR college auditorium on 02-11-2022.



Essay Writing Competition on Role of Human Values in 21<sup>st</sup> Century on 2.11.2022

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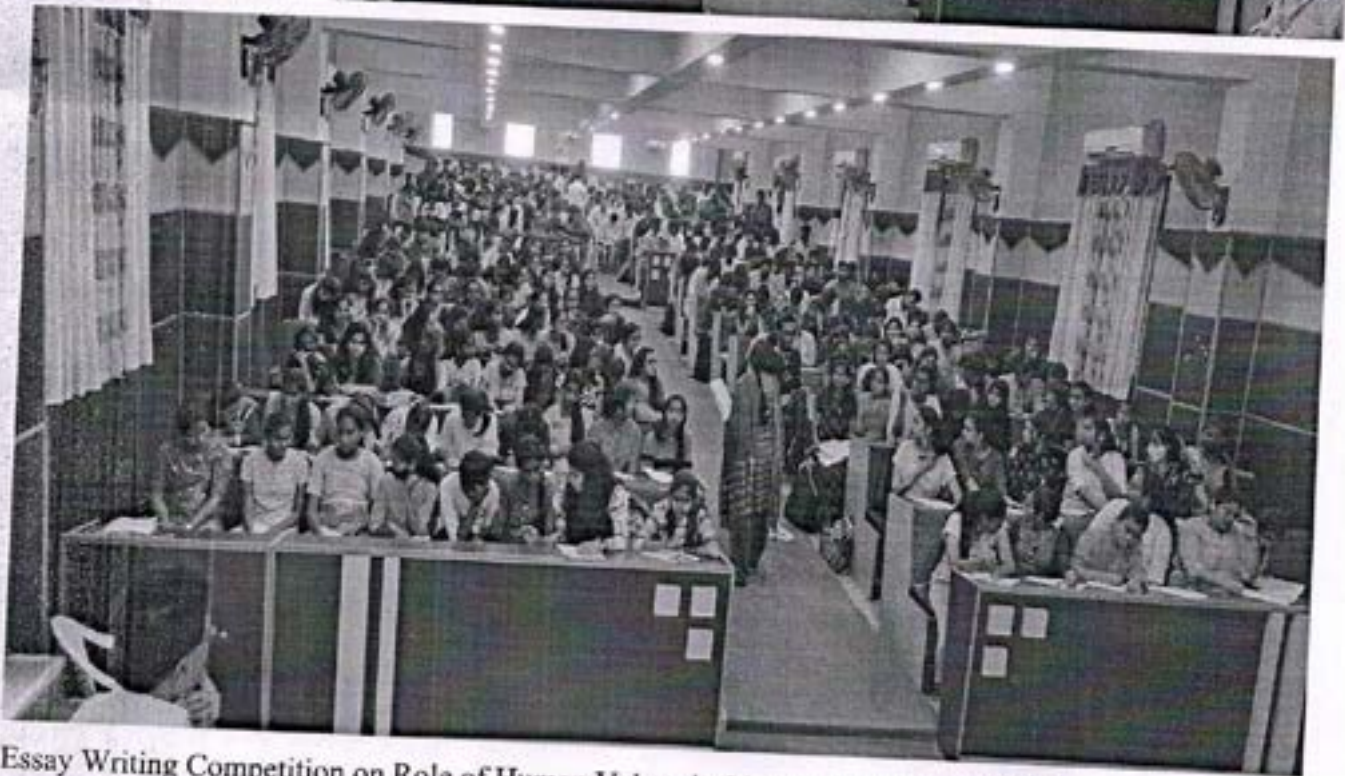
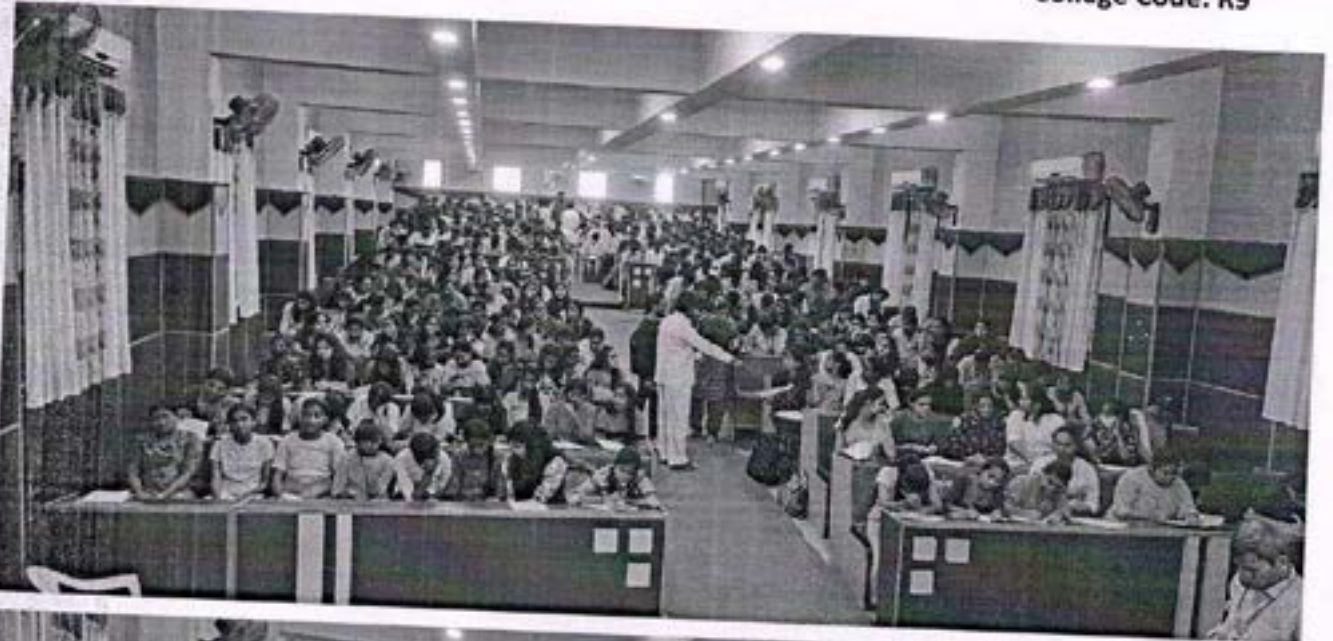
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Essay Writing Competition on Role of Human Values in 21<sup>st</sup> Century on 2.11.2022

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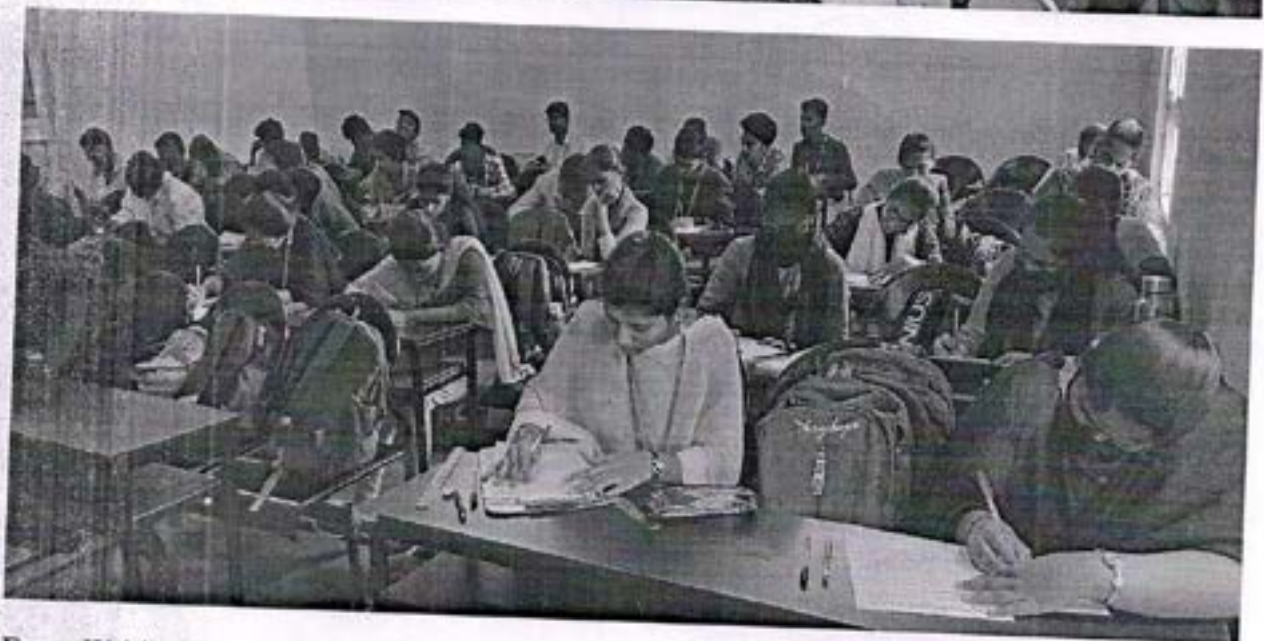
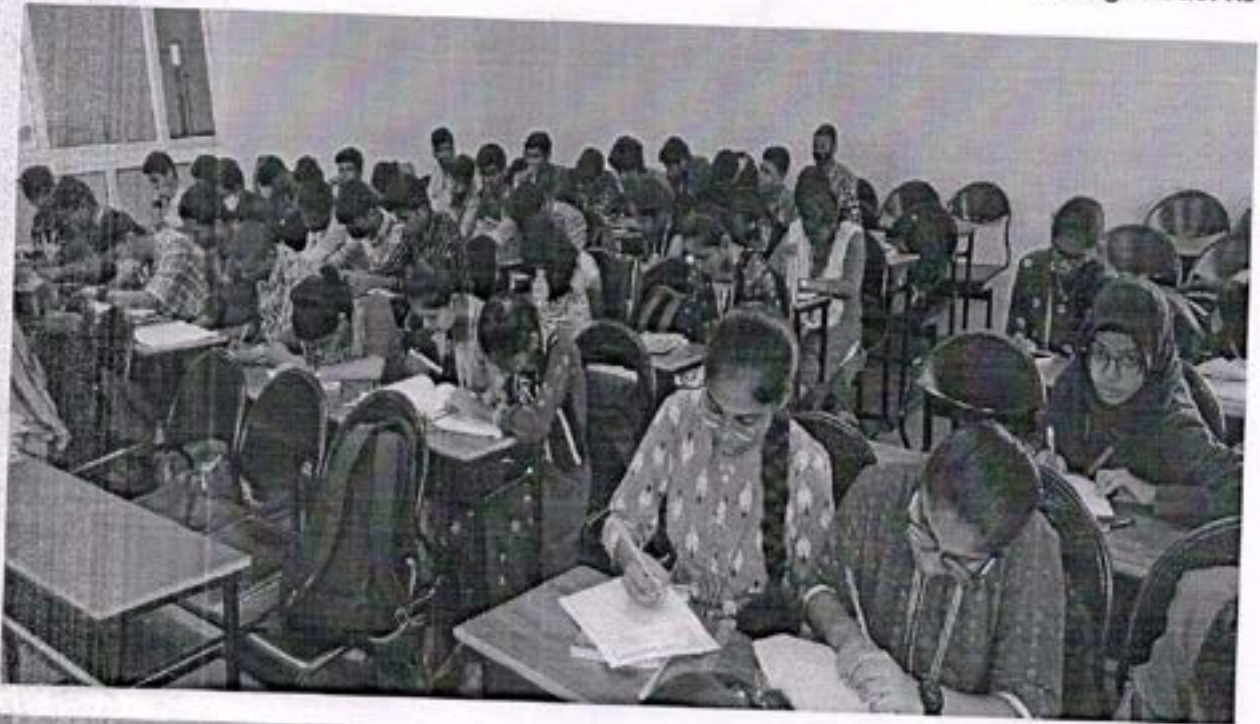
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Essay Writing Competition on Role of Human Values in 21<sup>st</sup> Century on 2.11.2022

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Medbowli, Meerpet, Balapur(M), Hyderabad, Telangana- 500097  
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College Code: R9



*Wrent*  
**PRINCIPAL**  
Teegala Krishna Reddy Engineering College  
(UGC-AUTONOMOUS)  
Medbowli, Meerpet, Hyderabad - 97.

# TEEGALA KRISHNA REDDY ENGINEERING COLLEGE

(UGC-Autonomous)

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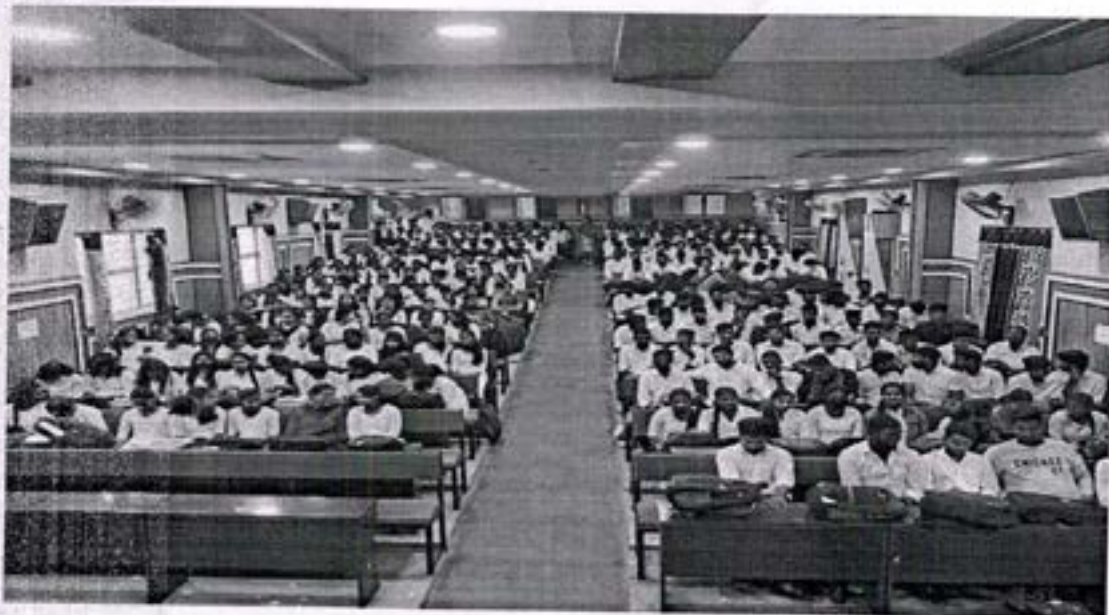
TKREC

Established in 1982



Student Induction program

College Code: R9



*Praveen*  
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## 7.1.10 Code of Conduct Policy Document

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## POLICY DOCUMENT ON CODE OF CONDUCT

TKR Engineering College is committed to providing a safe, inclusive, and respectful learning environment for all students, faculty, staff, and visitors. This Code of Conduct outlines the standards of behaviour expected from all members of the college community.

- 1. Academic Integrity:** Students are expected to maintain the highest standards of academic integrity. This includes avoiding plagiarism, cheating, and other forms of academic dishonesty. All academic work must be the result of the student's own efforts, and proper citations must be used when referencing the work of others.
- 2. Respect for Others:** All members of the college community are expected to treat each other with respect and dignity. Discrimination, harassment, bullying, or any form of disrespectful behaviour based on race, gender, religion, nationality, sexual orientation, disability, or any other characteristic is strictly prohibited.
- 3. Professionalism:** Students are expected to conduct themselves in a professional manner at all times, both inside and outside of the classroom. This includes being punctual, participating constructively in class discussions, and communicating respectfully with peers, faculty and staff.
- 4. Use of College Resources:** College resources, including laboratories, equipment, software, and facilities, should be used responsibly and for educational purposes only. Any misuse or unauthorized access to college resources is prohibited.
- 5. Health and Safety:** Students are responsible for maintaining a safe and healthy environment for themselves and others. This includes following safety protocols in laboratories and workshops, wearing appropriate personal protective equipment, and reporting any safety concerns to college authorities.
- 6. Respect for Property:** Students must respect college property and the property of others. Vandalism, theft, or any other form of damage to college property is strictly prohibited.
- 7. Responsible Use of Technology:** The use of technology, including computers, internet access, and electronic communication, should be used responsibly and in accordance with college policies. Unauthorized access to computer systems, distribution of malware, or any other form of cyber misconduct is prohibited.
- 8. Reporting Violations:** Any violations of this Code of Conduct should be reported promptly to college authorities or the appropriate designated contact. Reports will be treated confidentially, and individuals will not face retaliation for reporting in good faith.
- 9. Consequences of Violations:** Violations of this Code of Conduct may result in disciplinary action, up to and including suspension or expulsion from the college. Additionally, legal consequences may apply for violations of local, state, or federal laws.

By adhering to this Code of Conduct, we can create a positive and conducive learning environment that fosters academic excellence, personal growth, and professional development for all members of the TKR Engineering College community.



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