

C I R C U L A R

Sub: CBIT – Admission of 1st year students during the academic year 2011-2012
- Prevention of ragging and punishment for indulging in ragging –
Formation of Committees – Reg.

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As the first year classes of B.E. / B.Tech. will be commencing from 24.8.2011, the following Committees are formed to take necessary action for prevention of ragging:

1) ANTI-RAGGING COMMITTEE

1. Dr.T.Saikrishna, Head of the Dept., Bio-Tech.Eng
2. Dr.P.Ravinder Reddy, Head of the Department, Mech.Engg.
3. Dr. N.V.Koteswara Rao, Head of the Dept., ECE
4. Dr. R.Sreedhar Rao, Head of the Dept., Chem. Engg.
5. Dr. C.R.K.Reddy, Head of the Dept., CSE
6. Dr. K.Krishnaveni, Head of the Dept., EEE
7. Dr. M.Koti Reddy, I/C Head of Civil Engg. Dept.
8. Dr. P.Suresh, I/C Head of IT Dept. & MCA
9. Dr. M.Kasi Reddy, I/C Head of SMS
10. Sri C.Subramani, Head of the Dept., Chemistry
11. Dr. N.Amrutha Reddy, Head of the Dept., Physics
12. Sri K.Rama Rao, Head of the Dept., Maths & Humanities
13. Dr. M.V.S.Muralikrishna, Professor, Mech.Engg.Dept.
14. Dr.P.N.Murthy, Professor, Maths & Humanities Dept.
15. Prof. K.Hari Prasad, Mech.Engg.Dept.
16. Prof. G.Haragopal, Mech. Engg.Dept.
17. Dr. Hariramakrishna, Professor, CSE Dept.
18. Dr. Y.Ramadevi, Professor, CSE Dept.
19. Prof. N.Ramadevi, CSE Dept.
20. Dr. K.Jagannadha Rao, Professor, Civil Engg. Dept.
21. Prof.S.S.V.Chalam, Civil Engg.Dept.
22. Prof. M.J.Hemanth Kumar, Civil Engg. Dept.
23. Dr. A.V.Narasimha Rao, Professor, ECE Dept.
24. Dr. D.Krishna Reddy, Professor, ECE Dept.
25. Prof.Y.Krishna Reddy, Mech.Engg. Dept. & AEC I/C
26. Sri N.L.N.Reddy, Training & Placement Officer
27. Sri G.Shyam Mohan Reddy, Assoc.Professor, Dept. of Physical Edn.
28. Smt. R. Rajeswari, Asst. Professor, Dept. of Physical Edn.
29. Sri C.Srikanth Reddy, Librarian.
30. Sri B.Sreedhar Rao, Sr.Asst. Professor, Chem. Engg. Dept. & NSS Officer
31. Sri M.Kalidas, Assoc.Professor, MCA Dept. & NCC Incharge
32. Sri Y.S.Chandrasekhar Reddy, Lab Assistant, Dept. of Civil Engg.
33. Sri Ch. Harinayarana Reddy, Lab Assistant, Dept. of Civil Engg.
34. Sri S.Amarender Reddy, Lab Assistant, Dept. of Civil Engg.

35. Sri V.Govardhan Reddy, Lab Assistant, Dept. of ECE
36. Sri A.V.S.V.Prasad, Lab Assistant, Dept. of ECE
37. Smt. Y.V.R.S.Satyavathi, Lab Asst., ECE Dept.
38. Sri P.Nagender Reddy, Lab Assistant, Dept. of Mech.Engg.
39. Sri M.Ranga Reddy. Lab Assistant, Dept. of Mech. Engg.
40. Sri V.V.Venkat Rao, Lab Assistant, Dept. of Mech. Engg.
41. Sri V.Jagan Mohan Reddy, Lab Assistant, Dept. of Mech. Engg.
42. Sri E.Sanjeeva Reddy, Systems Analyst, Dept. of CSE
43. Sri K.Srirama Reddy, Lab Assistant, Dept. of Bio-Tech.Engg.
44. Sri S.Narasimha Reddy, Lab Assistant, Dept. of Physics
45. Sri D.Pulla Reddy, Lab Assistant, Dept. of Chem. Engg.
46. Sri Ch.Madhava Reddy, Maintenance I/C
47. Any other member nominated by the Principal, if necessary.

All the members of the above Committee are requested to take appropriate action to prevent ragging. If they notice that any student is involved in ragging, they may bring the matter to the notice of the Principal immediately for taking necessary action. In case of urgency, they can take "Spot Decision" to control ragging depending upon the situation and then bring the matter to the notice of the Principal.

All the members of the Committee are also requested to spare their time to go round the campus at regular intervals between 9.40 AM to 4.00 PM including lunch hour.

2) DISCIPLINARY COMMITTEE:

1. Dr.B.Chennakesava Rao, Principal
2. Dr. T.Saikrishna, Head of the Dept. of Bio-Tech. Engg.
3. Dr.P Ravinder Reddy, Head of the Dept. of Mech.Engg.
4. Dr. N.V.Koteswara Rao, Head of the Dept. of ECE
5. Dr. R.Sreedhar Rao, Head of the Dept., Chem. Engg.
6. Dr.C.R.K.Reddy, Head of the Dept., CSE
7. Dr K.Krishnaveni, Head of the Dept. of EEE
8. Dr. M.Koti Reddy, I/C Head of Civil Engg. Dept.
9. Dr. P.Suresh, I/C Head of the Department of IT & MCA
10. Dr. M.Kasi Reddy, I/C Head of the Dept. of SMS
11. Dr. N.Amrutha Reddy, Head of Physics Dept. & I/C for Ist year students.

The Heads of Departments are requested to take leading role to prevent ragging in the CBIT campus, Gandipet, Mehdipatnam, Langarhouse, Khanapur Bus Stands, boys hostel and girls hostel. The Heads of Departments are hereby requested to attend the duties in the college during 4.00 PM to 6.00 PM as per the following schedule from the 1st day of class work for 1st year students. The faculty will also be drafted for attending the duties in the college from 4.0 PM to 6.00 PM every day.

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| 1.Dr. M.Koti Reddy, I/C Head of Civil Engg. | - Ist & 3 rd Monday |
| 2. Dr. T.Saikrishna, Head of the Dept. of Bio-Tech. Engg. | - 1 st & 3 rd Tuesday |
| 3.Dr.P Ravinderr Reddy, Head of the Dept. of Mech.Engg. | - 1 st & 3 rd Wednesday |
| 4.Dr. N.V.Koteswara Rao, Head of the Dept. of ECE | - 1 st & 3 rd Thursday |
| 5.Dr. R.Sreedhar Rao, Head of the Dept. of Chem.Engg. | - 1 st & 3 rd Friday |

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| 6. Dr. C.R.K.Reddy, Head of the Dept. of CSE | - 3 rd & 5 th Saturday |
| 7. Dr. K.Krishnaveni, Head of the Dept. of EEE | - 2 nd & 4 th Monday |
| 8. Dr. P.Suresh, I/C Head of IT & MCA | - 2 nd & 4 th Tuesday |
| 9. Dr. MKasi Reddy, I/C Head of SMS | - 2 nd & 4 th Wednesday |
| 10. Sri C.Subramani, Head of the Department of Chemistry | - 2 nd & 4 th Thursday |
| 11. Dr. N.Amrutha Reddy, Head of the Department of Physics | - 2 nd & 4 th Friday |
| 12. Sri K.Rama Rao, Head of the Department of Maths & Hum. | - 2 nd & 4 th Saturday |

Prof. Y. Krishna Reddy, Mech. Engg. Dept. & AEC I/C, Sri M.V. Nagabhushanam, Assoc. Professor, ECE Dept. & Co-Incharge AEC, Dr. S. Swatmaram, Asst. Professor, Maths & Humanities & Co-Incharge, AEC, Sri B. Sreedhar Rao, Asst. Professor, Chem. Engg. Dept. & NSS Officer, Sri G. Shyam Mohan Reddy, Assoc. Professor, Physical Education, Smt. R. Rajeswari, Asst. Professor, Physical Education and Sri C. Srikanth Reddy, Librarian are requested to stay back on all working days till 6.00 PM and go round the campus (including Gandipet Bus stand and hostels if necessary) especially during lunch time and also in the evenings till all the buses leave the campus.

All the Heads of the Departments are requested to draft the staff from their respective Department with an intimation to the Principal's Office for attending the anti-ragging duty with effect from 1st day of 1st year class work in August, 2011 from 4.00 PM to 6.00 PM as shown below. The Heads of the Departments are also requested to instruct their staff, who are attending anti-ragging duty, to report by 4.00 PM and sign in the Register kept in the Principal's Office:

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| 1. Civil Engg. Department | 2 staff members / daily from Monday to Saturday |
| 2. Mech. Engg. Department | 2 staff members / daily from Monday to Saturday |
| 3. IT Department | 1 staff member / daily from Monday to Saturday |
| 4. CSE Department | 2 staff members / daily from Monday to Saturday |
| 5. ECE Department | 2 staff members / daily from Monday to Saturday |
| 6. EEE Department | 1 staff member / daily from Monday to Saturday |
| 7. Physics Department | 1 staff member on Monday, Wednesday & Friday |
| 8. Chemistry Department | 1 staff member on Tuesday, Thursday & Saturday |
| 9. Chemical Engg. Dept. | 1 staff member daily from Monday to Saturday |
| 10. Bio-Tech. Dept. | 1 staff member daily from Monday to Saturday |
| 11. Maths & Hum. Department | 1 staff member / daily from Monday to Saturday |
| 12. SMS Department | 1 staff member on Monday, Wednesday & Friday |
| 13. MCA Department | 1 staff member on Tuesday, Thursday & Saturday |

P R I N C I P A L

To
 All the Heads of the Departments / Sections.
 Cc: Admn. Officer / AEC I/C
 All the Individuals concerned.