



**CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY**
Autonomous Institute | Affiliated to Osmania University

CBIT/ENGLISH/02 /2025

Dt. 25 February 2025

Office Order

In order to streamline the research activities and increase the productivity in terms of projects, publications and also improve quality of sponsored training programmes, a dedicated 'Departmental Research Committee' with the following members is constituted for the department of English.

Composition of DRC Committee

S.no	Name of the Person	Affiliation	Designation
1.	Dr. Shagufta Parween	HoD-English, CBIT	Chairman
2.	Mr.Srinivas Andoju	Assistant Professor (Sr.), CBIT	Member
3.	Dr.Punna Srinivas	Manager, System Engineer, Electrical & Electronics Mahindra Last Mile Mobility Ltd., Zaheerabad	Member from Industry
4.	Dr. G. Suvarna Lakshmi	Professor, Department of English Language Teaching, The English and Foreign Languages University, Hyderabad	Member from Academics
5.	Dr. A. Vijaya Lakshmi	Assistant Professor (Sr.), CBIT	Convener

The term of the membership of all the members of DRC shall be for a period of three years. Unless otherwise specified minimum three members of the DRC shall form the quorum. The meeting of the DRC shall be held at least once in a semester. It may be held frequently depending upon the necessity.

To: HoD, Department of English for necessary action
Cc.: Director R&D for information.



[Signature]
Principal

Chaitanya Bharathi Institute of Technology

Chaitanya Bharathi (PO), Kokapet (V), Gandipet (M),
Ranga Reddy District, Hyderabad - 500 075, Telangana, India

84669 97201

principal@cbit.ac.in www.cbit.ac.in



Responsibility of DRC

1. Monitoring and facilitating conduct of quality research in the department, to issue appropriate guidelines to B.E./M.E projects for maintaining quality research and for choosing application oriented projects.
2. Promote Research Culture in the Department
3. Develop and maintain a Departmental research activities
4. Develop and maintain a Departmental research publication strategy (in line with the institutional strategy)
5. Encouraging faculty to apply for project of external /In-house funding
6. Preparation of Thesis Guidelines
7. Inform the thrust Research areas
8. Promote the development of national and international links and collaborations with academic institutes and industries for fostering research.
9. For every meeting minutes are to prepared and circulated all the faculty members with a copy to Director R&D and principal.
10. Facilitating expert talks by renowned people on latest topics
11. To oversee the general functioning of Department 'Centre of Excellence (CoE)', 'Recognised Research Centre' and MoUs.