



HoD Handbook

Version 8.0, Date: 29 Sep 2026

Abbreviation

Ax: Aptitude Level ‘x’
BLISS: Beautiful Life is Social Service
Bx: Business Skill Level ‘x’
CCI: Chief Course Instructor
CI: Course Instructor
CoE: Centre of Excellence
Cx: Core Level ‘x’
DRC: Department Research Committee
EMRT: Emergency Management Response Team
ERP: Enterprise Resource Planning
FLAG: FLY Across Globe
FPC: Faculty Placement Coordinator
IAT: Internal Assessment Test
ICP: Intensive Coaching Program
I&E: Innovation and Entrepreneurship
IEP: I&E Project
LACES: Language, Aptitude, Core, Experiential and Soft skills
Lx: Language Skill Level ‘x’
MAST: Multi-disciplinary Areas for Start-ups and Technology transfer
MEA: Mega Application
MEP: Mega Project
PLT: Peer Learning Team
PST: Peer Support Team
Px: Programming level ‘x’
RC: Research Committee
RCPIE: Research, Consultancy, Project Grants, Innovation and Entrepreneurship
STR: Students Transformation Record
Sx: Soft Skill Level ‘x’
Bx: Business Specific Skill Level ‘x’ - for MBA
Dx: Domain Specific Skill Level ‘x’ - for MBA
TOES: Thinking Outcome Experience of Students
TYL: Tie Your ‘LACES’
TYT: Touch Your ‘TOES’

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CMR Jnanadhara Trust

The CMR Jnanadhara Trust was established in 1990, as a tribute to the late Sri Chikka Muniyappa Reddy, a visionary educationalist and philanthropist who believed that every individual deserves access to a quality education. In accordance with his vision, the CMR educational institutes were founded to give every student a chance at an outstanding, value-based and well-rounded education. The CMR Jnanadhara Trust supports and manages all the activities of the CMR Group of Institutions.

MEMBERS			
S. N	Name	Designation	Professional Background
1	Sri. K C Ramamurthy	Chairman, CMRGI	• MP, Rajya Sabha • Member, Consultative Committee for Ministry of HRD, GoI • Member, Standing Committee for Urban Development, GoI • Rtd. IGP (Govt. of Karnataka) • Registrar, Bangalore University 2002-2003 • Director, Department of Kannada & Culture (Govt. of Karnataka) • Commissioner, Dept. of Youth Service & Sports
2	Dr. Sabitha Ramamurthy	President, CMRJT	• Chancellor, CMR University • Director EDUFICE Education Services Private Ltd. • Director Timeline Learning Institute Private Ltd. • Trustee Gandhi Education Trust • Director EKYA Board of Governors
3	Sri. K. R. Jaydeep	CEO, CMRGI	• Pro Chancellor, CMR University • Director, Ekya Schools • Director, EDUFICE Education Services Private Ltd. • Director, Sarakki Educational Society

4	Dr. K. R. Tristha	Vice President, CMRGI	• Provost, CMR University, • Founder and Managing Director, Ekya Schools • Board of Governors, CMR University • Director, EDUFICE Education Services Private Ltd. • Partner, CMR Education & Consultancy Services • Secretary, Sarakki Educational Society
5	Mrs. Shreya Reddy	Director, Finance & Admin, CMRGI	• Director, CMR University • Director Finance & Administration, CMR Group of Institutes
6	Sri. K C Jaganath Reddy	Secretary, CMRJT	• Consultant, Builder and Educationist • Asst. Governor, Rotary District • Member, Bangalore Management Association • President Elect, All India Manufacturers Organisation
7	Smt. Kasu Anitha Rajagopala Reddy	Trustee	• Woman Entrepreneur • M.D of Aquafresh
8	Smt. Shobha H Reddy	Trustee	• Entrepreneur
9	Shri. Lakshmish K R	Trustee	• Tax consultant

CMR Group of Institutions

The CMR Group is a unique educational conglomerate consisting of schools, a number of institutions of Higher Education, a Pre-University College, various Centres of Excellence in Research, and a Private University. These institutions were established to promote academic and professional excellence in their respective fields. The CMR Group of Institutions include:

Schools

- CMR National Public School (est. 1991)
- CMR National PU College (HRBR Layout)
- CMR National PU College (ITPL)
- EKYA School, ITPL

CMR Institute of Technology, Bangalore

- EKYA School, JP Nagar
- EKYA School, BTM Layout
- EKYA School, Byrathi
- Ekya Nava, Panathur

Colleges

- CMR Institute of Technology (est. 2000)
- CMR Center for Business Studies
- CMR Life Skill Institute
- CMR Center for English and Foreign Language

CMR University (est. 2013)

- School of Architecture
- School of Science Studies
- School of Economics & Commerce
- School of Engineering & Technology
- School of Legal Studies
- School of Management
- School of Social Sciences & Humanities
- School of Education
- School of Design

CMR Logo

Captures the spirit of the epic Hamsa -

- The vehicle of Saraswathi, the Goddess of Learning
- Segregates milk from water
- Epitome of knowledge, discernment and learning



1. About CMRIT

Established in 2000, the CMR Institute of Technology imparts quality, pragmatic education in engineering and management to help students hone their analytical abilities and develop their creative thinking skills. CMRIT meets the rapidly growing need for technology professionals by nurturing young minds in an innovative and progressive learning environment. Situated in the very heart of South India's IT corridor, the CMRIT campus in Whitefield, Bangalore is centrally located, well connected and easily accessible.

At CMRIT, we are dedicated to holding aloft the flame of Sri Chikka Muniyappa Reddy's dreams. Towards this end, we are committed to promoting technical education as a catalyst to the growth and development of the country and society at large. With world-class infrastructure and experienced faculty, CMR Institute of Technology is the preferred destination for technocrats and managers who wish to shape the future.

CMRIT website link: <https://www.cmrit.ac.in>

Vision

To be a nationally acclaimed and globally recognised institute of engineering, technology and management, producing competent professionals with appropriate attributes to serve the cause of the nation and of society at large.

Mission

CMRIT seeks to realize its Vision with a Mission to:

- Create the necessary infrastructure appropriate to the needs of the programmes and activities of the institution.
- Attract and retain well-qualified faculty and supporting staff.
- Create and facilitate an ambience for interdisciplinary engagement, leading to a healthy competition among students and staff, in pursuit of excellence through lifelong learning.
- Develop and operate mutually beneficial programmes, partnering with industries, institutes and individuals of national and international repute.
- Create mechanisms to understand societal needs and provide solutions for the betterment of society.

Programmes at CMRIT

Undergraduate

- BE| Computer Science and Engineering
- BE| Electronics and Communication Engineering
- BE| Information Science and Engineering
- BE| Artificial Intelligence and Machine Learning
- BE| CSE (Artificial Intelligence and Machine Learning)
- BE| Artificial Intelligence and Data Science
- BE| CSE (Data Science)

Postgraduate

- MBA | Master of Business Administration
- MCA | Master of Computer Application

Doctoral (Ph.D)

CMRIT has the research centres of VTU (Govt. University) in following streams:

(<http://vtu.ac.in/pdf/phd2012/research201819.pdf>)

- Computer Science & Engineering
- Electronics & Communication Engineering
- Electrical & Electronics Engineering
- Mechanical Engineering
- Management studies
- Computer Applications
- Physics
- Chemistry
- Mathematics

Accreditation, Approvals and Recognition

- Affiliated to Visvesvaraya Technological University
- Approved by AICTE, New Delhi
- Recognized by Government of Karnataka
- Accredited by NAAC with A++
- Listed under sections 2f and 12B of UGC Act.
- NIRF Engineering (151-200 Band)

2. CMRIT Initiatives

I. Organization Excellence – key initiatives

- **TYL:** Tie Your LACES – Language, Aptitude, Core Technical (including programming, tools, business), Experiential, Soft skills
- **RCPIE:** Opt For RCPIE – Research, Consultancy, Project Grants, Innovation and Entrepreneurship
- **TYT:** Touch Your TOES – Thinking Outcome Experience of Students
- **FLAG MAST:** FLy Across Globe on Multi-disciplinary Areas for Start-ups and Technology.
- **BLISS:** Let Us BLISS – Beautiful Life is Social Service.

II. Initiatives for Excellence

40 Initiatives - 8 Categories:

- A. Graduation outcome (6)
- B. Skills training and transformation (4)
- C. Experiential learning (5)
- D. Co-curricular learning (6)
- E. Pedagogy, Creativity, Participation (5)
- F. Faculty knowledge and skills (7)
- G. Processes and Perception (2)
- H. Organizational Databases and Activities (5)

#	Initiative	Annual Targets	Accountable	Responsible	Weightage
A. Graduation Outcome					
1	Graduation in Minimum Time Period	99%	HoD	Faculty	20
2	Placement (UG/PG) (DBs exp./tech., Feedback, fill gaps)	99%	Director T&P	HoD	5
3	Median Salary (UG/PG) : 9LPA (CSE:70%, AIML/AIDS/ISE/ECE:60%, MCA: 50%, MBA:50%) Highest Salary	9L 30L	HoD	Director T&P DRC Head	15
4	Foreign Higher Studies Admissions / GATE qualified (Identify in first year)	9%	HoD	Director T&P EE&C Head	5

				DRC Head	
5	Entrepreneurs & Patents (Identify in 1st year)	1 start-up & 1 patent for 60 intake	HoD	Director T&P I&E Heads	
6	University Ranks	1 for 120 intake	HoD	Mentor	5

B. Skills training and transformation					
7	Tie-your-LACES Content/Schedule (Plan, Communicate, Execute)	All batches	Director T&P	HoD	4
8	Tie-your-LACES Scorecard (Up to date, Skill evaluation and tracking)	All students	HoD	Mentor Director T&P	
9	'Transformation' records (Inspired professional, good human, career guidance, counselling, global values, confidence, sensitive to society, mentor for full program, HoD: induction, engagement, feedback, social media) End-Program Transformation Report	All students Meet mentee - 3 times / sem.	Mentor	HoD ST Head	
10	Tie-your-LACES Training (Workshop/Project/Certification) (Support for recognized certifications) (Certificates: BE-4, MCA-3, MBA-2) Crash Course Hackathons / Competitions Feedback on training/evaluation	All except final year Each core skill / semester All training / competition	Director T&P HoD	CCC, EE&C, SC&A, IQAC Heads	
C. Experiential Learning / Inculcate scientific temperament					
11	CoE Mega Application (seed funding) (Technology excellence, Applied research) (Research Papers/Faculty/Students)	2	CoE Head	HoD	5
12	Department Mega Projects (seed funding) Theme: Smart Sustainable CMRGI (Projects/Faculty/Students)	1 for 60 intake	DRC Head	HoD	
13	Internships (4 weeks or more)	All students	HoD	Internship Head	

14	Mini-Projects & Presentation on scientific principles and technology applied in project One Entrepreneurial project in pre-final yr. (6 man-days per semester per student, DRC reviewed, allotted on 1st day, 3 evaluations, awards)	All except final year	HoD	AE Head DRC Head I&E Head FOSS Head Makerspace Head	
15	(Inter-disciplinary engagements) Winning National / International competition (1 international = 2 national)	1 national if intake <120 or 2 if intake >120	HoD	DRC Head I&E Heads EE&C Head	

D. Co-curricular Learning					
16	MOOC (1 per sem., all except final year) 'Research article' - presentation or review report in lieu of MOOC (pre-final) Financial Literacy: Workshop, MOOC and Competition (final year)	All students	HoD	AE Head	3
17	Expert talk by Industry, INAE, Professional Bodies, Alumni Prof. Bodies activities (2 / body / semester) (Current tech. trends, Video Upload)	8 for UG / 60 Intake 8 for PG / 60 Intake 2	HoD PBC Head	Director T&P EE&C Head SC&A Head	
18	Organizing Workshop Mutually beneficial programs with industry, institutes, individuals.	6 days / 60 Intake	HoD	Coordinator	
19	Organizing Industry/Premier Institute Visit/Meet MoU Joint courses/PG, research, product)	BE:10, MCA:6, MBA:6 2 new MoUs	HoD	DRC Head CoE Head Industry-Institute Head	
20	Student Club Activity (Student driven activities, Aligned to objectives)	8 for UG / 60 Intake 8 for PG / 60 Intake	HoD	SC&A Head	
21	Organizing Social Activity Societal commitment / Collective Progress (activities for adopted village, trip, others) Sessions by Eminent Personalities Debates on contemporary national / global issues. Awareness on public systems. Learnings from great personalities.	4 2 4	EE&C Head	HoD	

E. Pedagogy, Creativity, Participation					
22	Learning Experience New creative pedagogy / evaluation (Videos, Flip classroom [pre-assessment score], Virtual Labs, e-resources)	Noticeable change	HoD	AE Head Evaluation Committee Head	3
23	GATE coverage, Q/A and assessment (Administer GATE test in all semesters)	All subjects	HoD	Faculty	
24	Idea Repository/DB (Idea Trip/ Brainstorm) (Innovation Hackathons / Competitions)	10% of strength	DRC Head I&E Heads	HoD EE&C Head	
25	Training on design thinking, IPR, GI, Entrepreneurship, grants proposal, and cognitive skills to students and faculty.	2	I&E Heads DRC Heads	HoD Incubation Head	
26	Student Club Membership (3) Professional Body Membership (1) Cultural, Sports, or social participation (1) Dept. Activities participation (5) Makerspace/e-Yantra/FOSS certifications	All students All Students All students All students	HoD	Mentor Sports, Cultural, Makerspace, PBC, SC&A, NSS, FOSS Heads	

F. Faculty Knowledge and skills					
27	TRCPIE Engineering/Management Practices Affiliation as 'CMRIT Bengaluru' Indexed Scopus/WoS/Google Scholar	Min. 17.5% department core load	HoD	DRC Head	10
28	MOOC/Active Research/Certification	1	DRC Head	HoD	
29	Hands-on: Lab Experiments, Projects, Computing/ Tools / Systems TYL Skills expertise	Noticeable change 1	DRC Head	HoD	
30	Attend external FDP (≥ 5 days) @ premier institutes (New pedagogy, technology, trends) Attend / Be resource at external events (DRC to approve FDP, Faculty presentation) Prof. Body Membership All faculty Ph.D. by 2022 All Ph.D. faculty to be VTU Research Guide	1 2 2	DRC Head	HoD PBC Head	

31	Tech-talk (Tech Culture) (Beyond Curriculum, 1 hour, submit report) One mandatory research paper and patent over and above TRCPIE load	All faculty All faculty	DRC Head	HoD	
32	Organizing FDP (≥ 5 days) Organizing training for industry / tech. staff STTP by CoE/Makerspace/I&E	1 1	HoD CoE/MS/I&E	HoD	
33	New innovative out-of-syllabus experiments added for each lab which involves creativity/thinking/competition	2 per lab	DRC Head	Lab In-charge HoD	
G. Processes and Perception					
34	IQAC Progress & Compliance (High rank, OBE, CO/PO, Bloom Taxonomy (RUAAEC), continuous improvements)	Zero non-conformance	HoD	IQAC Head	10
35	Media news/article (Wow factor) (Competitions, Social application, others)	12	HoD	DRC Head I&E Heads	10

H. Organization Database and Activities					
36	Common Org events, Student Induction, Faculty Induction	24	IQAC Head	HoD T&P Director DRC Head	
37	Website up to date / standardized CMRIT Magazine/Newsletter (quarter) Expert lectures - quality videos on YouTube Departmental Newsletter (semester) Periodic messaging to stakeholders	4 2	Website Cell Head SC&A Head HoD	HoD DRC Head	
38	Department Information/events Database Students Database Parents Database Alumni Database	All significant information All students All Alumni	HoD Director T&P	SC&A Head Admission Head	2
39	Industry Connect Database Visitors Database	All professional / visitors	HoD	Director T&P SC&A Head	

40	Student Welfare Awards	All students Minimum 1/3 students	HoD Anti-Ragging, Anti-Drug, Anti-Sexual Harrassment Heads	Grievance-redressal Head Counsellor Career Advisor SC/ST student cell Head Student Council	
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Additional Initiatives for Organization level head:

Administration / Management					
1	Hiring and retention ratios Hiring full staff with Ph.D. and good experience.	All Ph.D.s Ratio 1 : 15	VP	HoD DRC Head	
2	Admission Drive: (UG / PG / Ext. Ph.D.) (Display on achievements / research activities)	100% UG/PG More ext. Ph.D.	VP	HoD PBC Head	
Events involving external people/bodies/institutes					
3	Industry/Prof. Body	Apr	Director T&P	PBC Head HoD	
	Society/Govt. Meet with CMRIT researchers (Open-Day)	Jul	DRC Head	CoE Heads HoD	
	PU college students technical contest PU Event @ CMRIT PU Event @ PU College	Aug Jan, Feb Jun- Nov	DRC Head BS Head Makerspace	HoD	
	Intercollegiate technical contest	Sep	DRC Head	HoD	
	Intercollegiate idea contest Social Hackathon Technical Hackathon	Mar Apr May	DRC Head I&E Heads EE&C Head	HoD	
	National/International conference	Dec	DRC Head	HoD	
	Parents meet	May	AE Head	HoD	
	Alumni meet	Feb	Alumni Coordinator	HoD	
	Intercollegiate sports	Oct	VP	PED	

	Intercollegiate cultura fest	Feb	VP	Cultural Head	
4	One CMRIT': Voice/respect/happiness of staff/students		HoD	Head	
5	Student/Faculty feedback on public websites		VP	Head	
6	All department social media presence		HoD	Head	
7	Timely/Quality completion of action items		Head	Head	
8	Additional responsibility		Head	Head	
9	Support to the organization		Head	Head	
10	Attitude		Head	Head	

III. Faculty workload and TRCPIE

Faculty members from CMRIT have a choice in participating in the following core activities as part of their workload.

- Teaching and Lab conduction (T)
 - Research Paper publication (R)
 - Consultancy (C)
 - Projects Grant (P)
 - Innovation (I)
 - Entrepreneurship (E)
- For the department, if there are 'N' faculty members, the total academic core load will be 4N. N to be taken as per NBA requirement. The RPCIE load (except Teaching 'T') should be a minimum 17.5% of the total core load. The individual break-up for each category shall be as:

Research Paper (R)	: 10%
Consultancy (C)	: 2.5%
Project Grant (P)	: 2.5%
Innovation (I)	: 1.25%
Entrepreneurship (E)	: 1.25%

For example, if a department has 10 faculty members, the total core load of the department is 40 units. Out of the 40 units, 4 units shall be for R, 1 unit shall be for C, 1 unit shall be for P and 0.5 unit shall be for I, 0.5 unit shall be for E.

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More details are available on the CMRIT website.

(<https://www.cmrit.ac.in/> ----> R&D)

<https://sites.google.com/cmrit.ac.in/research-committee>

<https://sites.google.com/cmrit.ac.in/research-committee/downloads?authuser=0>

Finalize the TRCPIE loads ensuring that

- TRCPIE loads are divided based on the number of existing faculty and probable new joiners.
- Minimum 17.5% RCPIE load allotment covered for the department.
- **Mandatory paper and Mandatory patent should be allotted as per NBA faculty count**
- Each faculty is allotted 4 core loads.
- The number of sections are taken care of properly based on the minimum number of students and a batch.
- Interdepartmental load and OEs loads covered as per number of sections
- For any exception, discuss and take the written approval from the principal.

IV. Centres of Excellence (CoE)

CMRIT has 12 Centers of Excellence (CoEs) in different areas to engage faculty members in mega applications on technology excellence and applied research.

- Each CoE would have a head, and a set of faculty members engaged in research for taking the CoE forward.
- Each COE has to come up with 1 mega application for an intake of 60 focusing on technology excellence and applied research.

More details are available on CMRIT website.

(<https://www.cmrit.ac.in/> ----> Academics - COE)

<https://www.cmrit.ac.in/centres-of-excellence>

V. CMRIT Multi-disciplinary Areas for Start-ups and Technology transfer (MAST)

Following are the multi-disciplinary areas and respective coordinators for start-ups:

#	CMRIT multi-disciplinary areas for start-ups	HW/SW	Chief Coordinators
1	ML/BD analytics toolkit/solutions	SW	HoD-CSE HoD-AI&ML HoD-AI&DS
2	IoT Solutions	HW/SW	HoD-ECE
3	Personal / SOHO Robo Assistant	HW/SW	HoD-ECE
4	Experiential and Blended Learning solutions	HW/SW	HoD-PHY HoD-CHE
5	Pedagogy Analytics	SW	HoD-MCA HoD-AI&ML
6	Natural Learning Advisor	SW	HoD-ISE
7	Mental Health Advisor/Mentor	SW	HoD-ISE
8	Career / Personality Development Advisor	SW	HoD-AI&DS
9	Business Analytics	SW	HoD-MBA
10	Societal solutions (other than above categories) – HW/SW	HW/SW	HoD-MATH
11	Technology Transfer	HW/SW	RC Convener

Responsibilities of the coordinator

- Driving startups and all kind of projects in the specific area
- Providing support to other projects which need support in the specific area
- Creating new projects
- Collecting ideas / Looking out for real problems in the area
- Encourage multi-disciplinary technical activities
- Larger involvement of faculty and students
- Creating awareness from time-to-time on the area
- Looking for external collaboration industry or premier institutes
- Winning awards at state/national/international level in specific areas

- Monthly tracking and updates

VI. Department Mega Projects

- Each department has to come up with 1 mega project for 60 intakes based on the theme Smart Sustainable CMRGI involving faculty and students.
- The timeline and status of the mega projects will be reviewed periodically during RC meetings.

VII. Teaching Learning: TYT-TLP

The TYT-TLP is a process at CMRIT to ensure effective teaching learning with the following expectations:

- To promote higher forms of thinking.
- To achieve the expected learning outcomes, and
- To create a positive learning experience

TYT indicates ‘Touch Your TOES’ and TOES is ‘Thinking Outcome Experience of Students (TOES)’.

More details are available on CMRIT website.

(<https://www.cmrit.ac.in/> ----> Cells ----> IQAC ---> Templates/Downloads)
<https://sites.google.com/cmrit.ac.in/internalqualityassurancecell/templatesdocuments?authuser=0>

NOTE: All IQAC templates are available on the above link.

VIII. TYL: Providing Best Placement Opportunities

- Tie Your LACES (TYL) program which focuses on professional competency of students. TYL focuses on Language, Aptitude, Core domain, Experiential and Soft skills, along with programming skills and industry relevant technologies. Conduction of Hackathons to help students gain competitiveness. The training is provided right from the first year. Continuous evaluation of the skills is done and a TYL score card is tracked for each student.
- TYL (Tie Your LACES) program on Language, Aptitude, Core (Programming – P1 to P4, Core domain – C2 to C5), Experiential and Soft-skills.
- Top-notch companies during campus placements
- Special sessions on guidance of higher studies
- Special coaching for competitive exams
 - GATE, GRE, TOEFL, others
 - Civil/Govt. service (IES, IPS, DRDO, ISRO etc.)
- Support for national and international competitions
- Optional foreign language training

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- Certification from reputed organizations
- Handholding for entrepreneurship
- Career guidance and mentoring
- Mentoring by alumni
- Group discussions and mock interviews

All TYL topics are categorized into: - Lx for Language skills, Ax for Aptitude skills, Cx for Core domain skills, Px for Programming skills, Sx for Soft skills, Bx for fundamental analytical skills and Dx for Business Domain Skills. Lx, Ax, Cx, Px and Sx are applicable to BE and MCA programs, whereas Bx and **Dx** are applicable to MBA programs.

All TYL Skills are developed in students from first year to final year in phases. For example, TYL A1 Aptitude is covered in first year BE, where TYL A2 covered in second year, A3 & A4 Aptitude training are planned in 5th & 6th semesters of BE. Similarly, Px topics are covered with **TYL P2- C and P2- Python in 1st year BE, TYL P3-Python and P3-Java in BE 2nd year and TYL P4 trainings are planned in 3rd year. The TYL program is designed such that skill levels go up as students' progress in their coursework.**

TYL Syllabus Subjects:

Ax - Aptitude Subjects 1. A1 – Aptitude Basics 2. A2 – Aptitude-2 3. A3 – Aptitude-3 4. A4 – Aptitude-4 Sx - Soft Skills Subjects 1. S1 – Soft Skills-1 2. S2 – Soft Skills-2 3. S3 – Soft Skills-3 4. S4 – Soft Skills-4 Lx – English Language Subjects • L1 & L2 – Language-2 • L3 – Language-3 • L4 – Language-4 Dx - Domain Specific Subjects (for MBA only) D1- Business Domain Basic / Financial Statement Analysis / Business Domain Advanced / Financial Proficiency Bx – Business Specific Subjects (for MBA only)	Px Programming Subjects 1. P2 – Basics with C 2. P2 – Python 3. P2 – Java (for MCA only) 4. P2 – Full Stack (for MCA only) 5. P2+ – Python (for BE ECE only) 6. P3 – Python Programming 7. P3 – Java Programming 8. P3 – Full Stack (for MCA only) 9. P4 – DSA with Python/JAVA/C++ 10. P4 – Full Stack (for MCA only) 11. P4 – FSD for BE & MCA 12. P4 – DS for BE 13. P4 - Agentic AI & A for All
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• B1 – Ms Excel • B2 – Ms Excel Advanced	
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For your information

- Cx tests are being conducted by individual departments
- Px tests are being conducted by specific Px owners
- Ax, Sx & Lx tests are being conducted by T&P

Similarly

- Cx results are maintained by Department HoDs
- P2, P3, P4 results are maintained by Department HoDs/FPCs
- Ax, Sx & Lx results are maintained by T&P

Students can contact respective HoD or Director- Training & Placement for related queries.

Tie Your LACES Scorecard for BE/MCA/MBA

Skills	Description	TYL Score	Required	Comments
Language Proficiency in English	Language proficiency is described as below mentioned Levels: L2 – Beginner & Elementary L3 – Intermediate L4 – Upper Intermediate	L2 – Pass in 1 st year test L3 – Pass in 3 rd sem. test L4 – Pass in 4 th sem. test	L4 for BE L3 for PG	For effective business communication in Corporate World VTU Scores mapped to Levels in first year. For higher semesters it is with the assessment tests.
Aptitude	Aptitude has 3 components: 1. Verbal ability 2. Quantitative 3. Logical Reasoning	A1 – Pass in 1 st year test A2 – Pass in 2 nd year. test A3 – Pass in 5 th sem. test A4 – Pass in 6 th sem. test	A4 for BE/ A3 for MCA/MBA	With Aptitude Assessment Test
Core technical	Fundamentals of Core subjects	C2 – on passing C2-Phy & C2-Che C3 – on passing C3-Full C4 – on passing C4-Full C5 – on passing C5-Full	C4 for BE C3 for MCA B4 for MBA	Administer Core/Domain Tests
	Programming Skills for BE/MCA/MTech Tools for MBA	P3 – on passing P3 in prog. language (Java/Python) P4 – Data structure with algorithms in Java/C++/Python P4 – Certified in DS/FS/AgenticAI	P4 for BE/MCA J3 & D3 for MBA	Minimum of P4 any part in one of programming languages

		TYL B3 Advanced Excel and D3 Domain Specific Skills		
Experiential	Mini Projects	No of Projects	6 for BE, 3 for MCA/MBA	3 for MCA, 3 for MBA
	Internship	No of Weeks/9	1 for BE, 1 for MBA	4th Sem. for MCA
Soft Skills	Presentation skills Group Discussion Business Etiquette	S1 – Pass in 1 st year test S2 – Pass 2 nd year test S3 – Pass in 5 th sem. test S4 – Pass in 6 th sem. test	S4 for BE S3 for MCA/MBA	Ratings from Soft Skills Trainer on class activities

Faculty of Practices

Preparing students to become placement-ready for opportunities offering ₹9 LPA and above.

Sl. No	DEPARTM ENT	NAME	DESIGNATION	Email - ID
1	CSE	Prof. Apparsamy Perumal	Professor of Practice	apparsamy.p@cmrit.ac.in
2	CSE	Prof. Raghuarm Mudumbi	Professor of Practice	raghuram.m@cmrit.ac.in
3	ISE	Prof. Hitesh Amrutlal Bosamiya	Professor of Practice	hitesh.b@cmrit.ac.in
4	ISE	Prof. Dinesh Ramakrishna Bhagwat	Professor of Practice	dinesh.rb@cmrit.ac.in
5	AIML	Prof. Sirish Kumar	Professor of Practice	sirish.k@cmrit.ac.in
6	AIDS	Prof. Pradeep P V N	Asso. Prof. of Practice	pradeep.pvn@cmrit.ac.in
7	AIDS	Prof. Rajan Chattamvelli	Professor of Practice	rajan.c@cmrit.ac.in
8	ECE	Prof. Nitin Shripad Chaudhari	Professor of Practice	nitin.c@cmrit.ac.in

More details are available at CMRIT website:

<https://www.cmrit.ac.in/placements/>

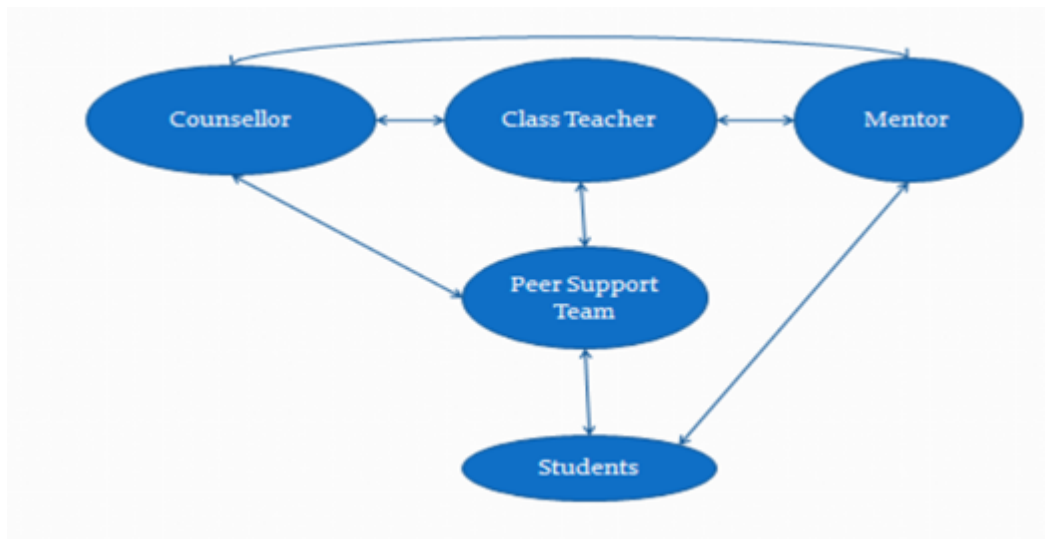
IX. Mentoring : STR

At CMR Institute of Technology, Mentoring Process is one among the best practices. Every department has assigned 2 to 3 mentors to every class (average 60 students), such that there are 20-25 students under each mentor. Mentors maintain a record book for their mentoring /Counselling (STR Book - Student Transformation Record Book) which contains a complete database of a student. This record is maintained by mentors and it contains student profile, TYL (Tie Your LACES)* scorecard, career counselling worksheet, affiliated clubs, affiliated professional bodies, events attended, MOOC record, mini projects, participation in sports and other cultural activities, results and arrear records. This record is maintained throughout their BE programme and hence it gives information about how a student has transformed into a Successful Professional in four years. The college is having a professional counsellor,

who visits every Friday and over phone all the days to help our students.. Mentors interact with their mentees regularly during the day off afternoon (as per college timetable every Wednesday and Thursday afternoon).

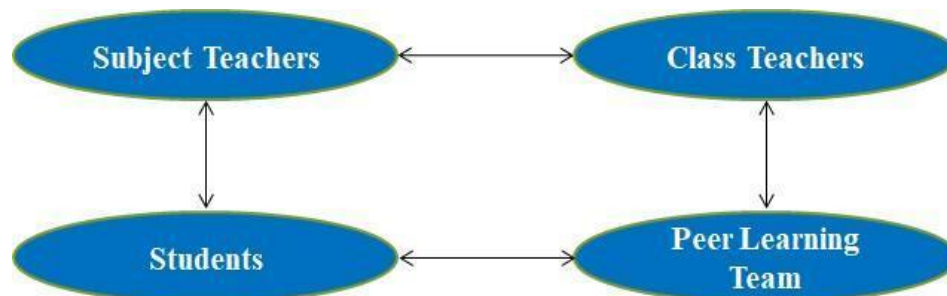
A. Peer Support Team (PST)

- PST must interact with their peers to identify problems and provide all possible support to resolve the issues.
- PST to inform class teachers immediately in case of any serious issues.
- PST to regularly interact with the class teachers to update the emotional state of the class.
- Class teachers work with students, PST, Mentors, Counsellor and HoDs to resolve any serious issues.



B. Peer Learning Team (PLT)

- PLT needs to interact with their peers who are finding it difficult to understand a subject and to pass exams.
- PLT should guide on specific topics and share tips and techniques to learn a subject and to present it well during the exams.
- PLT should regularly interact with the class teacher to update on the efforts for enhancing class results.
- Class teachers work with students, PLT, Subject teachers and HoDs to resolve any serious concerns.



- Mentors should know strength and weakness of their mentees.
- Mentor should not take help from PST.
- PLT teams to be formed for each class.
- Subject teacher should not take help from PLT.
- Regular meeting of Class-teachers with PST and PLT separately.
- Counsellor meeting with Mentors.
- Counsellor training to all PST.
- Mentors should plan for slow learners to clear backlog and current subjects.

- Dean - Mentoring shares monthly a mentoring checklist to HoD to check/review/cover the STR process. HoDs are asked to use the checklist to track the process.

C. Sanghathi - The AI-Powered Mentoring Tool:

The AI-powered mentoring tool is designed to make mentoring experience more effective, engaging, and student-friendly. As part of our commitment to your academic, personal, and professional growth, Sanghathi provides a digital platform that strengthens the connection between students and mentors while ensuring timely support whenever needed.

Link to USER Manual :

https://drive.google.com/file/d/176gdt6Fvy2N8_6UIBjfahpKZfsQTd8z0/view?usp=sharing

X. Entry/Exit-criteria for MEP, MEA, and IEP

Note: (1 faculty = 0.5 man-month in a year based on 7.5% load. 7.5%=3h/week=150h/y; taking only 8 months=100hr/y. 100 hrs = 6~7h*15 days=0.5 man-month efforts).

#	Entry Criteria	Exit Criteria
ALL	Team $\geq$ 2 faculty members, Duration = 1y Efforts= 0.5 man-months * #members Project Plan and Presentation for approval in IE, CoE, or RC meeting for IEP, MEA or MEP respectively.	Commercialized to one entity (company, startup, entrepreneur, consultant or any organization/team). Closure report presentation for approval in IE, CoE, or RC meeting for IEP, MEA or MPE respectively.
MEP	‘Existing technologies’ solution and deployment under the theme ‘Smart Sustainable CMRGI’	Solution and deployment Knowledge
MEA	‘Latest/New technology’ innovation or excellence for certain applications	Technology innovation or knowledge
IEP	Innovation in Product, Process, or Model	Innovation

Periodic Tracking:

- Once a month tracking at org level
- Twice a month at area level
- Every week by project lead

Note: NDA may be needed for TRL-5 and above.

XI. Projects plan at CMRIT

Every year students are trained on various I&E activities and expected to reach TRL level 3, 4, 5 and 6.

Projects	TRL	PIR	Business Plan	Innovation	Training
1 st year Mini	3	--	--	Design registration	Maker-space Design Thinking Design Registration Visit to CoEs
2 nd year Mini	4	--	Initial version	Patent Filing	Patent Drafting and Filing
3 rd year Entrepreneurial	5	60	Draft version	--	Entrepreneurship and Start-ups
4 th year Major	6	70	Final version	--	
MEP	7	80	--	--	
MEA	7	80	--	--	
IEP	7	80	--	--	
Start-ups	8,9	--	--	--	

Year-wise expected outcomes from students

- *Design thinking workshop in the first year.*
- At the end of the 1st year, students should understand the complete process of design registration and they should register the designs in a group of any number of members (~3/section). Should develop Proofs-of-Concept.
- *Patent filing training in 2nd year. At the end of the 2nd year.*
- At the end of the 2nd year, students should understand the complete process of patent filing and they should file the patent in the group (~3/section). Should develop prototypes.
- *Startup training in 3rd year.*

At the end of the 3rd year, students should understand the complete process of startup. They should develop a Minimum Usable Prototype (MUP). *In the 4th year, students can setup up their startups.*

A. Makerspace

The Makerspace at CMRIT is a melting pot of talent and areas from across departments and specializations. These ideas are then transformed into tangible objects that draw upon interdisciplinary skills and knowledge. All that is needed to use Makerspace is a willingness to try things and the attitude to persist the setbacks. To aid the pursuit of this goal, Makerspace is equipped with the following.

- i. Hand Tools
- ii. Power Tools
- iii. Laser Cutter
- iv. CNC Router
- v. 3D Printers
- vi. The Maker Store
- vii. Workshop/Ideation Zone
- viii. Junk Store.

The Makerspace is **located in the basement of D Block.**

B. IPR Cell

CMRIT has established an IPR Cell in collaboration with KSCST (Karnataka State Council for Science and Technology). The main objectives are

- To create awareness about IPRs for faculty members and students by organizing workshops, seminars and training courses within its integrated campus.
- To enable patent searches in the institution.
- To guide CMRGI inventors concerning patenting their inventions with the help of an authorized patent attorney.
- To impart training on future endeavors regarding patent filing processes.
- To create an opportunity for product development and commercialization.
- To arrange a periodic meeting with faculty members/students along with officers of the Patent Information Centre (PIC), KSCST for identifying patentable inventions.

C. SC/ST Cell

We have a dedicated & functioning SC/ ST skill and personality development cell. We intend to

1. Create a culture of entrepreneurship among SC/ ST students.
2. Provide seed and idea funding for product development.
3. Create an ecosystem to translate ideas into successful products.

4. Provide design thinking and lean startup training as buildup for processes of student entrepreneurship.
5. Training students in spotting opportunities in entrepreneurship and choice-making between product continuation and SWOT analysis.
6. Create a platform for periodic interaction of alumni entrepreneurs from society, experts'

etc. college for a limited audience to facilitate in-person mentoring and counselling.

7. Lesson by accounting experts on budgeting and strategy for allocating finance for optimal purpose.
8. Providing key support to SC/ ST students at the initial stage of entrepreneurship.
 - Entrepreneurs every year from SC/ ST community
 - Strong intellectual property portfolio for student startups.
 - Products in the market from the AICTE funded SAMRIDDHI program.
 - Support system for across all business domain
 - a) ideation,
 - b) Intellectual property
 - c) Marketing
 - d) Sales
 - e) Prototyping
 - f) HR & productization
 - g) Company registration
 - h) Accounting
 - Offering support programs to ensure the success of entrepreneurs
 - Guidance on product positioning.
9. Competitive exam & higher study training through the AICTE PRERNA program.

XII. Employee Engagement

- Need to support faculty to motivate them for full engagement.
- Genuinely contributing to dept. and producing quality output.
- Teaching Assistant & lab instructors to be given proper work and to be monitored.
- Make a note of all actions and ensure that the actions are completed by the 'expected date/time' and with the 'expected quality' by you or your staff.
- Accommodate' in your schedule 'space' for other CMRIT activities.
- HoDs should play the HR managers role too.
- HoD to filter email and pass on faculty relevant information to them.
- Performance evaluation to be done for all staff including lab instructors or non-teaching staff.

XIII. HoDs special follow up

- HoD should conduct separate meetings with faculty (mentors) to explain their roles to be played as a mentor.
- PST and PLT to be monitored.
- HoD should visit classes to monitor teaching.
- HoD should take feedback from students.
- HoD should discuss TYL classes with students.
- HoD should address the students before the exam to motivate them.
- HoD should have interaction with students. Find interesting projects so that they should feel happy to do so.
- Dept. students should attend the college level events.
- Students should not be allowed in other activities if academic performance is low.
- No cancellation of regular classes unless important external resource / activity
- Probable ineligible list to be shared at the beginning of the semester with all Org. level head.
- HoD should meet and follow the activities of DRC/CoE/I&E/Initiatives head regularly.
- Mentors should have plans for their mentees.

XIV. Process Negligence/Dress code & ID Card

- No process negligence: Exam forms, IA marks, Daily attendance, Punctuality to class, Supervision duties, Dress Code, others...
- Malpractice should be avoided.
- Faculty members must be serious in invigilation duty. Room supervisors to be fined if any student is booked for malpractice.
- The dress code should be strictly followed by all staff.
- A college ID card is mandatory for all staff.
- Without a visible ID card, students should not be allowed into class/lab. Convey the information to faculty and lab instructors. Nominate faculty to monitor this.
- Fine of Rs.100 if not wearing ID cards in the campus. Fine to be paid in the account department.
- Staff should not collect the fine. Students should submit the fine in the account section and receipt to be given to faculty.
- Any process negligence would cost 0.5 LOP for the faculty/staff who is responsible for that.
- Fine of 0.5 LOP for first time negligence and fine of 1.0 LOP thereafter over and above fines by VTU/External agency.

XV. Effective Teaching Learning

- TYT-TLP process to be strictly followed.
- Templates and checklists should be seriously monitored.
- HoD should have confidence level to achieve the target for each subject of every section including diploma or year back students.
- HoD should plan for co-teaching for critical subjects.
- CCI should have confidence to achieve the target of the particular section.
- Px owners (and designated senior professors) should play a role of CCI for Px.
- Mentoring to be done in allotted time.
- All course material, videos, references should be downloaded and kept in Google Drive and library website. Date to be given by IQAC.
- TYT reviews sheet to be planned and shared by IQAC.
- Students Involvement to be checked and ensured in teaching learning process
- PLT and PST should play their role independently.
- Subject teacher % confidence, Mentor % confidence for VTU pass, VTU rank and placement.

XVI. Mini-Projects

- Should give practical learning experience
- Should create excitement among students
- Should be allotted on the first day of the semester
- Should be reviewed by department committee
- Should be objectively evaluated
- Should encourage students to use Lab/Maker-space facilities beyond working hours
- Should exhibit and exceptional ones to be awarded
- Best Project Guide per department to be awarded
- All the team members of Mini Project should explain about the project

XVII. Slow learner

- Failures in internal/externals exams to be restricted to:
 - Failure in 1 subject < 5%
 - Failure in 2 subjects < 3%
 - Failure in 3 subjects < 2%
 - Failure in 4 or more subjects < 1%
- Create the list of probable ineligible students in the beginning of the semester
- ICP sessions after 1st IAT
- Separate section for Additional Maths subject for diploma students in odd and even semester

- Mentor and closely track the performance of each student. Take help from a counsellor as necessary.
- Involve parents
- Teachers exceeding the targets to be awarded

XVIII. Fast-learners

- Guide and coach for university ranks
- Guide for higher studies and competitive exams
- Involve for research and innovation
- Support for national & international competitions
- Mentoring and Counselling

XIX. Learning experience

- Video session on technology and course modules
- 1 mandatory MOOC certification every semester
- Use of e-contents for learning and assignments
- Flip-classroom for one subject-equivalent
- Refine experiments to ease learning
- Create beyond syllabus experiments
- Keep lab manuals up to date

XX. Innovation, and Entrepreneurship

- Incubation centre facility
- Patent filing mechanism and support
- Guidance available to setup a company

XXI. Department Half-Day

To enhance the technical and personality skills of students, a weekly department Half-day (Wednesday: 2.00PM – 4.00PM) is introduced in the class time-table.

- Student Clubs (co-curricular)
- Industry expert session (Technology)
- Core-training, Certifications, Competitions
- Panel discussion, industry visit, workshop, seminars, exhibitions, ...
- Intra-department activities, Attendance to be taken
- Involve parents, alumni, other stakeholders

XXII. Organization Half-Day

To enhance the technical and personality skills of students, the weekly College Half-day (Thursday: 2.00PM – 4.00PM) is introduced in the class time-table.

- Student Clubs (co-curricular, extra-curricular)
- Expert Talk (Non-Technology)
- TYL program
- Programming skills, Hackathon
- Inter-department activities, competitions
- Rural Projects/Mobile Applications
- Other Org. activities, attendance to be taken
- Involve parents, alumni, other stakeholders

3. Guidelines for Conducting Internal/External Events

- Workshop/ Guest lecture to be conducted in such a way that repetitions should not happen, and domain knowledge get developed. It should be direct to a certain area.
- Any type of cash collection should be avoided, and any amount should be directly paid to accounts by students and faculty. In case faculty need to collect cash for an event, prior written permission of HoD and Principal is must.
- All bills are to be submitted within a month of completion.
- The Department should provide the monthly update of the revenue generated.

Procedure of conducting events through collecting fee

- Submit the proposal of the course/event with fee (including all taxes) along with the quotation / Proforma invoice to the principal through HOD.
- Along with general terms and conditions based on the discussion, ensure to specify
 - Payments should be made as per the number of students attending the programme but not by the number of registered candidates.
 - Two faculties should be allowed to attend the course without cost (wherever it is applicable)
- No event/ Course should be conducted without the approval of the Principal.
- Coordinators should be nominated for every individual event.

Payments and collection of fees

A. During finalizing the cost/ Student, ensure the following:

- The total amount to be paid to the vendor should include all the taxes.
- Add 15% of the total cost for the infrastructure utilization fee.
- It should also be informed to the vendor that 10% TDS will be deducted before issuing the cheque.

- Cheques will be issued to only registered companies, not to individual names.
- Payment should be made as per the MOU.
- B. Collect the approved fee from students through ERP and submit to accounts to obtain the receipt.
- C. Payment request submission before 5 days of the due date
- D. Prepare the complete report along with photographs and learning by students.

Sequence of actions to be taken

- Calculation of fee to be collected per participant as per the guidelines given
- Please confirm the checklist before event approval by principal and a copy of 'marked' checklist should be submitted with HoD's signature to principal while taking approval. *(Check list form available website under IQAC templates).*
- Principal's approval with quotation from vendor.
- Event approval form to be signed by principal
- Registration for the event by paying the fee
- Depositing the registration fee at account section
- Conduction of the event
- Maintaining attendance sheet
- Invoice letter to be issued by the vendor for the exact amount based on number of registrations
- Feedback by the participants
- Submission of cheque request along with invoice to principal
- Submission of cheque request signed by principal along with invoice to account section
- Report preparation and uploading in ERP
- Handing over the cheque to the vendor keeping acknowledgement from vendor for proof of payment

4. Process for Signing MoU with External Parties

- Purpose of MoU should be identified. It should give value in terms of consultancy/projects/students internship/workshop/hackathons/FDP etc. for departments.
- Draft copy of MoU should be sent to the principal which should include scope, objectives, Purpose and finance part. Project proposals should be also attached if applicable.
- The principal will discuss with management for the approval.
- Finally, after management approval, both parties should agree on a date and sign the MoU.
- Upon approval, MOU should be made between the Principal and the vendor with all terms and conditions and HOD should be as witness. (Can be optional)

5. External Event form and Interaction form

The external event form and interaction forms are available on CMRIT website:

(<https://www.cmrit.ac.in/> ----> Cells ----> IQAC ----> Templates)

- Faculty should submit an [external event form](#) in the department before the event if they are attending any external event like FDP, workshop etc.
- If the faculty visits to meet any external bodies for collaboration, then an [external interaction form](#) has to be submitted post the visit within two days to the Principal's office.

6. Head Evaluation

- Two times in a year based on initiatives for which you are accountable or responsible & other goals: **July & Jan.**
- Summary sheet of faculty evaluation should be submitted yearly once during Aug. by the head of department.
- Templates are available with IQAC.

7. Department Evaluation

- Department evaluation form should be submitted once during Aug. after self- assessment by all academic department's head and T&P head to principal.
- Evaluation is based on a target achieved in all 8 categories of initiatives.
- This form should be submitted at the time of submission of a summary sheet of faculty evaluation.
- The form is available with IQAC.

8. Faculty Awards

CMRIT offers 24 faculty awards:

A. Category: Graduation outcome

- Graduation in Minimum Time Period
 1. Faculty getting results better than each of the last three years results in a critical subject.
 2. Mentors of students in probable ineligible list
- Median salary
 3. Faculty who provided significant support to achieve the target
- University Ranks
 4. Mentor of student who can coach and motivate student
 5. Subject teachers who put special effort

B. Category: Skills training and transformation

- Transformation Records

- 6. Mentors providing significant ‘transformation’ of their mentees
- Tie Your LACES training
- 7. Staff putting special efforts into providing TYL/placement training.

C. Category: Experiential learning

- CoE Mega Application
 - 8. Faculty members for significant contribution and leadership (CoE Head)
 - 9. CoE with Best Mega Application (Faculty with best MEA)
- Dept. Mega Project
 - 10. Faculty members for significant contribution and leadership (DRC Head)
 - 11. Department with best Mega Project (Faculty with best MEP)
- I&E Projects
 - 12. Faculty members for significant contribution and leadership (I&E Head)
 - 13. Department with best I&E Project (Faculty with best MEP)
- Mini Projects
 - 14. Faculty for significant support and guidance
- Winning national/international competitions
 - 15. Faculty members for significant support and guidance

D. Category: Co-curricular learning

- MoU with industry and premier institute
 - 16. Faculty for MoU on research, product, and joint courses
- Student Club Activities
 - 17. Faculty for significant contribution and leadership

E. Category: Pedagogy, Creativity, Participation

- Learning Experience
 - 18. Faculty with most effective Flip classroom implementation
 - 19. Faculty with most effective videos and e-resources utilization
- GATE coverage and assessment
 - 20. Faculty for significant contribution based on students’ feedback and teaching material/process

F. Category: Faculty knowledge and skills

- RCPIE
 - 21. RCPIE Incentive as applicable under each category
- New innovative / Out-of-syllabus content/experiment
 - 22. Faculty for significant contribution

G. Category: Processes and Perception, Organizational Databases and Activities

- Common Organization level events
 - 23. Faculty for significant contribution and leadership for initiatives across the Organization
- IQAC Progress and Compliance
 - 24. Faculty for significant contribution and leadership

9. CMRIT Disciplinary Committee

The disciplinary committee is constituted and headed by the principal to ensure the maintenance of discipline in the campus with a view to pursuing the prevalence of a good and healthy environment. The committee ensures to have an optimistic approach in imparting discipline. In case of any misbehavior or violation, the committee does the enquiry and take appropriate action.

10. Grievance Redressal Committee

The college has a Grievance Redress committee. The committee meets regularly to investigate the complaints. The mechanism to analyze the grievances is given below:

- The link is provided on the website to give grievances/complaints which will be addressed by grievance redress committee.
- Committee decides the nature of the grievance/complaint received.
- Committee submits the report to the Principal/Vice Principal
- As per the committee report the action is taken thereon.
- If required, the Principal will set up an inquiry committee to study and resolve the matter.
- We have kept suggestion/complaint boxes at prominent places in the college premises to provide easy access for staff and students to put forth their grouses, which are opened regularly, and prompt redress is done.

Link to register Grievance & Complaints:

(<https://www.cmrit.ac.in/> ----> Information (at bottom) > Grievance & Complaints)

<https://erp.cmrit.ac.in/login.htm>

<https://erp.cmrit.ac.in/employeeSideGrievance.htm>

11. Joining & Exit Formalities

- Faculty should adhere to all points mentioned in the undertaking of pre-screening form which they fill and submit during the interview.
- If not submitted or missed due to any reason, then faculty should submit the undertaking form at the time of joining. Form is available with Principal PA.
- Joining letter should be submitted to the Head of the department.

- Three months' notice period for Teaching staff including teaching Assistants and Technical and Non-teaching staff Resignation should be submitted. Otherwise, staff should follow the institution's norms.
- Before relieving from the job, faculty must complete all the tasks assigned to them at departmental level or college level to get NOC and further formalities.

12. ERP

HoD can login from desktop or mobile to ERP using the below URL:

URL: <https://erp.cmrit.ac.in/login.htm>

The following are the key features for HoD in ERP:

#	Activity Type	Activity
1	Personal	- Profile
2	Approvals	- Session Plan Approval - Course Outline Approval - Evaluation Parameter deletion Approval - Student Leave Approval - Student Profile Approval
3	Reports	- Attendance Analysis - Mentoring Reports - Feedback Reports - OBE Attainment Reports - Faculty Course Allocation Report - Academic Calendar - Duty Allocation Report - Result Analysis Reports - Exam Timetable Reports - Invigilator Duty Analysis Report - Student Overall Report - Configuration Feedback Report
4	Communication	- Create Announcements - View Announcements - Dashboard Announcements

13. CMRIT Leave Information

- The leave types are: Casual leave (CL), On-Official-Duty (OOD), On Exam-Duty (OED), Vacation Leave (VL), Compensatory off (CO), and Special Duty Leave (SDL).
- A maximum of twelve CLs are permitted in a calendar year for permanent staff. For staff on probation, one casual leave will be created at the end of each month.
- The maximum OOD leaves permitted per year is fourteen days.
- The maximum OED leaves permitted for **teaching faculty** per year is fourteen days.
- Maximum Vacation leaves permitted per semester is seven working days for those who have completed one year of service till the last working day of the semester. For those who have completed six months of service, the maximum vacation leave of three working days is permitted. No vacation leave is permitted for those who have completed less than six months.
- **6 days of Medical Leave per year to provide additional support to employees in case of medical requirements. This is equivalent to 0.5 day leave per month for menstrual / medical / bereavement leave.**
- The unutilized casual leaves, OODs and OEDs as on 31st December shall lapse. The unutilized vacation leaves lapses at the end of the corresponding vacation period. The compensatory-off lapses at the end of three months from the corresponding working holiday.
- Late coming, after fifteen minutes of the day start, will be considered as half CL.
- The employee will lose half CL if he/she is late up to fifteen minutes of the day start for three days in a month.
- Missing one of the biometric Punch-in/Punch-out is considered as half CL.
- It is the responsibility of the staff to submit his/her leave application on time.
- All types of leaves should have approval granted from HOD/Vice Principal and **Dean-Academics and IQAC** / Principal prior to the leave taken.
- For any emergency leave taken, the casual leave form should be submitted within two days of reporting to work.
- Staff called for work on a holiday by the head of department/vice principal will be provided compensatory-off of half day for **working four hours**, and compensatory-off of **one day for working eight hours**.
- Faculty members who are pursuing Ph.D. will be provided with a one-day OOD to meet their external guide, once a month. These leaves are available only after the successful completion of Ph.D. course work. The leave must be supported by a signed letter from the guide with the date of the meeting.
- Valid proof for OOD and OED leaves should be provided within two working days of availing the leaves.
- Special Duty Leaves will be permitted for organizational assignments by Principal for special meetings/events such as admission, and for special duties of VTU such as external

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DCS. Prior written permission from the Principal is mandatory before taking SDLs.

- HOD/Vice-Principal should approve leaves only after ensuring that the departmental and institutional work is not impacted.
- All DOEs should submit approved leave letters daily to the Principal office..
- Leaves will be treated as Loss-of-pay (LOP) if the above rules are not followed. A LOP would be equivalent to 1.25 times of one day salary.

Leave Application and Approval Process

Leave Application through Darwinbox

To access Darwinbox, please use the details below:

Login URL: <https://cmrekya.darwinbox.in/>

To apply for leave, kindly follow the steps below

1. Open the above login URL.
2. Click on "**Login with SSO: CMRIT**".
3. Select the SSO option corresponding to your official email domain.
4. Enter your official company email ID when prompted.
5. Complete the authentication process using your office email id.
6. Go to Time Management - Leave
7. Select the Leave category, select the type of leave you are applying for - CL, VL, OOD, etc.
8. Attach the approval letter and necessary document proof for OOD, OED, and Special duty leave.
9. Click on submit.

Staff members must ensure the following before submission:

- Alternate class/work adjustments have been completed and informed to HOD.
- Prior approval has been obtained from the Principal for:
 - OOD (On Official Duty)
 - OED (On Examination Duty)
 - Special Duty Leave
 - Casual Leave (CL) / Vacation Leave (VL) exceeding 3 days

For any leave related discrepancy please contact HR.

14. Social Media Pages of CMRIT

- Every faculty should follow a minimum of 2 social media pages of their own choice. Like, follow and subscribe to CMRIT social media pages for regular updates and notifications.
- Dept. social media coordinators should be active to update the details on time about activities, achievements and other important details.
 - **Twitter:**
https://twitter.com/CMRIT_Bengaluru
 - **Instagram:**
<https://www.instagram.com/cmrit.bangalore/>
 - **YouTube:**
https://www.youtube.com/channel/UCpi96paEf16WS-Xf0_xyL9Q
 - **Facebook:**
<https://www.facebook.com/CMRInstituteOfTechnologyBangalore>
 - **LinkedIn:**
<https://www.linkedin.com/company/cmr-institute-of-technology-bangaluru/>

15. Website Update and Media Releases

website@cmrit.ac.in is an email-id for "CMRIT Website Cell" which includes principal and vice-principal along with the cell's head.

- All the CMRITians are requested to send the website related information or suggestions (if any or whenever required) to this e-mail-id.
- For media releases, the CMRIT media cell's head to be contacted.
- The media cell's head should send the newspaper clippings to website@cmrit.ac.in to update on the website.

16. Calendar of Events

The Institution prepares academic calendar with respect to the university academic schedule before starting of the semester. The calendar gives information of the institution academic schedules and specifies holidays and various events. Individual departments organize their teaching plans, various co-curricular and extracurricular activities in this calendar.

<https://drive.google.com/drive/folders/1Vi9GqpsCzuOcdyiJ1hC082pbT2G87c1x?usp=sharing>

17. IQAC Audit and Calendar

- IQAC audit happens two times in a semester for all departments. The first audit is before commencement of semester to check the plan and preparation to meet the targets as per initiatives in the semester. The second audit is done after the last working day of the semester to check the status of the targets achieved, gaps, best practices by the department etc.
- Similarly, an IQAC audit happens once at the end of every semester for all organization level heads for their respective cells/committees.
- The IQAC calendar should be followed which provides a timeline of tasks completion.
- Self-audit process to be followed. Self-audit regularly by department to be always ready. Self-audit templates are available on the website under the IQAC section.

18. Contact Details

1. Principal - Head of Institution

Dr. Sanjay Jain, *Principal*
principal@cmrit.ac.in

2. Vice - Principal

Dr. B Narasimha Murthy, *Vice-principal*
viceprincipal@cmrit.ac.in

3. Deans

Dr. K. Chitra, *Dean - Academics & IQAC*
dean.academics@cmrit.ac.in

Dr. Pappa M - Dean - *Mentoring and Initiatives*
dean.mentoring@cmrit.ac.in

Dr. Shyam P Joy - *Dean - Research, Innovation & Entrepreneurship*
iehead@cmrit.ac.in

Prof. Shashank Shekhar - *Dean - PG Studies*
dean.pgstudies@cmrit.ac.in

Head of Departments

#	Name	Department	Email id	Mobile No
1	Prof. Pappa M	ECE	hod.ece@cmrit.ac.in	9886539880
2	Prof. Prem Kumar Ramesh	CSE	hod.cse@cmrit.ac.in	9740126866
3	Prof. Jagadishwari V	ISE	hod.ise@cmrit.ac.in	9880674679
4	Prof. Shanthi M B	AIDS / CS DS	hod.aids@cmrit.ac.in	9741414002
5	Prof. Rajalakshmi B	AIML / CSE AIML	hod.aiml@cmrit.ac.in	9841711347
6	Prof. Raveesha K H	Physics	hod.physics@cmrit.ac.in	9986823530
7	Prof. Fazlur Rahaman	Chemistry	hod.chemistry@cmrit.ac.in	9481717461
8	Prof. K. Meenakshi	Maths	hod.maths@cmrit.ac.in	9632543427
9	Prof. Sandeep Kumar	MBA	hod.mba@cmrit.ac.in	9491169653
10	Prof. Gomathi T	MCA	hod.mca@cmrit.ac.in	8971186669
11	Prof. Poonam Tijare	Training & Placement	director.placement@cmrit.ac.in	9342581014

Head of Committee/Cell/Council

#	Committee / Cell / Council	Head/Convenor	Department	E-Mail
1	Anti Sexual-Harassment Committee	Dr. K. Meenakshi	Maths-BS	hod.maths@cmrit.ac.in
2	Anti Ragging Committee	Dr. Fazlur Rahaman	Chemistry-BS	hod.chemistry@cmrit.ac.in
3	Grievance Redressal Committee	Dr. Rajendra Prasad Reddy	MECH	hod.mech@cmrit.ac.in
4	Library Committee	Ms. Nagarathna	Library	librarian@cmrit.ac.in
5	Hostel & Mess Committee	Ms Kavitha.V. (Hostel Head) Mr. Johnson (Unit Manager)	Admin	hostel@cmrit.ac.in campushouse@cmrit.ac.in
6	Academic Enhancements Cell (AE)	Dr. Preethi Sheeba	CSE	aecell@cmrit.ac.in
7	Internal Quality Assurance	Dr. Chitra & Dr Mahesh	ECE	dean.academics@cmrit.ac.in

	Cell (IQAC)			director.academics@cmrit.ac.in
8	Student club & Alumni Committee (SC&A)	Dr. Kavitha (Technical Students Club) Prof. Kashif (Non-Technical Students Club) Prof Ranjitha (Alumni)	ECE	techcmrit@cmrit.ac.in kashif.a@cmrit.ac.in alumni@cmrit.ac.in
9	External Exams & Competitions Cell (EE&C)	Dr. Sharmila	ECE	sharmila.kp@cmrit.ac.in
10	Innovation & Entrepreneurship Cell (I&E)	Dr. Vakula Rani	MCA	vakula.r@cmrit.ac.in
11	Professional Body Connect Cell (PBC)	Dr. Mahesh Kumar Jha	ECE	director.academics@cmrit.ac.in
12	Makerspace	Dr Narendra	Physics-BS	head.incubation@cmrit.ac.in
13	Research Committee (RC)	Dr. Viji	ECE	rcconvenor@cmrit.ac.in
14	NSS Committee	Mr. Muralidhar	Humanities	nss@cmrit.ac.in
15	Internship Cell	Dr. Mahesh Kumar Jha	ECE	director.academics@cmrit.ac.in
16	Industry Connect Cell	Dr. Sharmila K P	ECE	sharmila.kp@cmrit.ac.in
17	e-Yantra Lab Cell	Prof. Ashuthosh	ECE	ashutosh.s@cmrit.ac.in
18	Cultural Committee	Prof. Kashif Ahmed	ECE	kashif.a@cmrit.ac.in
19	Sports Committee	Mr. Shobhit	Sports	PEDirector@cmrit.ac.in
20	Students Transformation Committee	Dr. Pappa & Prof Sanitha	ECE	dean.mentoring@cmrit.ac.in sanitha.c@cmrit.ac.in
21	Anti-Drug Cell	Dr. Fazlur Rahaman	Chemistry-BS	hod.chemistry@cmrit.ac.in
22	Website Cell	Dr. Mahesh Kumar Jha Mr. Abhishek Javali	ECE	website@cmrit.ac.in
23	Free & open-source software Cell (FOSS)	Dr. Shanthi M B	CSE	hod.aids@cmrit.ac.in
24	Evaluation Committee	Dr. Rajendra Prasad	MECH	hod.mech@cmrit.ac.in
25	MHRD Innovation Cell	Dr. Vakula Rani	MCA	vakula.r@cmrit.ac.in
26	Student Council	Prof. Kashif Ahmed	ECE	kashif.a@cmrit.ac.in
27	Placement & Career Counseling	Dr. Poonam	T & P	director.placement@cmrit.ac.in
28	Timetable Committee	Prof. Chithra M	ECE	chithra.m@cmrit.ac.in

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29	Transport Committee	Mr. Manjunath	Admin	campusmgr@cmrit.ac.in
30	Canteen Committee	Mr. Manjunath	Admin	campusmgr@cmrit.ac.in
31	Academic Committee	Dr. Mahesh Kumar Jha	ECE	director.academics@cmrit.ac.in
32	Foreign Student Committee	Dr. Raveesh K H	BS	hod.physics@cmrit.ac.in
33	Salary & Promotions Committee (SPC)	Dr. Sanjay Jain Dr. B. Narasimha Murthy	Principal Vice Principal	principal@cmrit.ac.in viceprincipal@cmrit.ac.in
34	RTI Cell	Dr. Raveesh K H Information Officer	BS	hod.physics@cmrit.ac.in
35	Governing Council	Dr. Sanjay Jain Convener Mr. Ravikant - Admin	Principal	office@cmrit.ac.in
36	Budget Committee	Dr. Mahesh Kumar Jha	ECE	director.academics@cmrit.ac.in
37	Purchase Committee	Dr. B. Narasimha Murthy	Vice Principal-	viceprincipal@cmrit.ac.in
38	Recruitment Committee	Dr. Sanjay Jain HR	Principal	principal@cmrit.ac.in hr@cmrit.ac.in
39	Emergency Management response team	Dr. Prabhat Gautam	Chemistry	prabhatgautham@cmrit.ac.in
40	Media Cell	Mr. Vijay N / Mr. Muralidhar	CMRU / Humanities	muralidhara.r@cmrit.ac.in
41	Admission Committee	Mrs. Revathi	Admin	revathi.r@cmrit.ac.in
42	Disciplinary Committee	Dr. Sanjay Jain	Principal	principal@cmrit.ac.in
43	Statistical Cell	Mr. Vishwanath / Mr. Ravikant	Admin	office@cmrit.ac.in
44	Equal Opportunity Cell	Dr. Sridevi S	ECE	sridevi.s@cmrit.ac.in
45	IPR Cell	Dr. Vakula Rani	MCA	vakula.r@cmrit.ac.in
46	Social media Cell	Prof. Kashif	ECE	kashif.a@cmrit.ac.in
47	Activity Point Cell	Prof. Harish	BME	harish.p@cmrit.ac.in
48	Universal Human Values (UHV)	Prof Madhu G C	ECE	madhu.gc@cmrit.ac.in
49	Ek Bharat Shreshtha Bharat (EBSB)	Dr. Eisha	ECE	eisha.a@cmrit.ac.in
50	Youth Red Cross (YRC)	Dr Venkatesh Naik	BME	yrcc@cmrit.ac.in
51	Unnat Bharat Abhiyan (UBA)	Prof. Keka	ECE	keka.m@cmrit.ac.in
52	Social Entrepreneurship,	Dr. Pappa M	ECE	hod.ece@cmrit.ac.in

	Swachhta and Rural Engagement (SESRE)	Mr.Muralidhar	Humanities	muralidhara.r@cmrit.ac.in
53	Programming Competency Committee	Dr. Poonam	T&P	director.training@cmrit.ac.in
54	Startups Competency Committee	Dr. Shyam P Joy	AIML	iehead@cmrit.ac.in
55	Internal Assessment/External Assessment	Dr. Puneeth Prof. Sunil	Mech/ECE	Puneethkumar.n@cmrit.ac.in sunil.kh@cmrit.ac.in exams@cmrit.ac.in
56	Women's Cell	Dr. Meenakshi	MATHS	hod.maths@cmrit.ac.in
57	System Admin	Mr.Ankur Srivastava	IT Head	ithead@cmrit.ac.in sysadmin.lead@cmrit.ac.in
58	SC/ST Cell	Prof. Sachin Aralikatti/ Dr. Mohan	ECE/MBA	sachin.a@cmrit.ac.in mohan.n@cmrit.ac.in
59	OBC Cell	Prof. Sachin Aralikatti	ECE	sachin.a@cmrit.ac.in
60	Entrepreneurship Development Cell (EDC)	Dr. Sandeep Dr. Mohan	MBA	edc@cmrit.ac.in
61	Well Being Club	Dr. Sridevi S	ECE	sridevi.s@cmrit.ac.in
62	Learning Competency	Dr. Chitra	ECE	dean.academics@cmrit.ac.in

19. Activity Points

- Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit.
- They should have entrepreneurial capabilities and societal commitment.
- To match these multifarious requirements, AICTE has created a unique mechanism of awarding Activity points over and above the academic grades.

How to earn activity points?

#	Activity List	Minimum duration		Maximum points/activity
		Weeks	Hours	
1	Helping local schools to achieve good results and enhance their enrolment in Higher/technical/ vocational education.	2	80-90	20

2	Preparing an actionable business proposal for enhancing the village income.	2	80-90	20
3	Developing Sustainable Water management system.	2	80-90	20
4	Tourism promotion through innovative approaches.	2	80-90	20
5	Promotion of appropriate technologies.	2	80-90	20
6	Reduction in energy consumption.	2	80-90	20
7	To skill rural populations.	2	80-90	20
8	Facilitating 100% digitized money transactions	2	80-90	20
9	Setting of the information imparting club for women leading to contribution in social and economic issues.	2	80-90	20
10	Developing and managing an efficient garbage disposal system.	2	80-90	20
11	To assist the marketing of rural produce.	2	80-90	20
12	Food preservation/ packaging.	2	80-90	20
13	Automation of local activities.	2	80-90	20
14	Spreading public awareness under rural outreach programs.	2	80-90	20
15	Contribution to any national level initiative of the Government of India. For example: Digital India, Skill India, Swachh Bharat, Atma Nirbhar Bharat etc.	2	80-90	20
16	Creating an awareness regarding rainwater harvesting in urban and rural area	2	80-90	20

A. What Students need to do and prepare?

- Actively participate in the specified event/s which should be validated by mentor or NSS coordinator, or concern coordinator/s.
- Prepare Activity justifiable detailed report (Hardcopy) and submit to concerned authority.
- Grades would be calculated based on activity carried out and reports submitted.
- Activities can be carried out individually or in teams.

B. Student-Activities Distribution

a.	Jan/Jul	4 Weeks	• MOOC (allot MOOC at the end of the previous sem.) • Internship • TYL-repeat sessions of previous semester
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b.	Feb-Apr/Aug-Oct	12 Weeks Lab-off Day Dept./Org. Off Day	• Class / Lab / TYL • MiniProject – to be done by 2nd IAT (provide lab/CoE/ makerspace facility) • 10 activities (5 Technical, 1 Professional Body, 3 Club, 1 Social/Cultural/Sport) • TYL • Patent/Entrepreneurship/Competitions • Guest lectures/Workshops
c.	May-Jun/Nov-Dec	8 Weeks	• Class / Lab / ICP • Hackathons • VTU Preparation/Exams

20. Expectations from Students

- Enjoy learning, be one CMRIT family (students & faculty), & participate
- Be Competent professional
 - Knowledge, Analysis, Solution, Modern Tools, Research, Innovate
 - Excel through levels of Bloom Taxonomy: Remember, Understand, Apply, Analyze, Evaluate, Create
 - Learning to learn
- Develop Holistic Personality
 - Core values: love, peace, truth, non – violence, right conduct
 - Global perspective, Confidence
 - Individual, Team, Communication, Ethics
 - Project management, Finance
 - Sensitive to society: equality, health, safety, culture, legal, environment
- Be a competent engineer, citizen and human
- Achieve Graduation outcome: Job, Higher – studies, Entrepreneurship

21. Best Practices

CMRIT best practices

1. Unique *RCPIE* options for faculty members to contribute beyond teaching in the areas of *Research, Consultancy, Project Grants, Innovation and Entrepreneurship* along with execution of *technical projects*. A matching *performance evaluation* to recognize and award faculty.
2. *Tie Your LACES (TYL)* program which focuses on professional competency of students. TYL focuses on *Language, Aptitude, Core domain, Experiential and Soft skills*, along with programming skills and industry relevant technologies. Conduction of Hackathons to help students gain competitiveness. The training is provided right from the first year.

Continuous evaluation of the skills is done and a TYL *score card* is tracked for each student.

3. To create hands-on experience, students are guided to do mini projects right from their first semester along with *entrepreneurial mini-projects* and *research article presentation*. Close interaction with industry and professional bodies is maintained to train students and transform them into competent professionals. *IIT-B e-yantra* centre, *FOSS* cell and *Internship* cell supports students in their activities of interest.
4. *Village adoption* and providing technological solutions to specially challenged sections of the society. Students contribute to projects through *UBA* and *Enable India* programs.
5. *Students Transformation Records* are created to help students transform into competent professionals through mentoring from a dedicated faculty mentor. *Peer-Support teams* and *Peer-Learning teams* are created to facilitate a good support system among students to help themselves in learning and to resolve issues. *Professional Counsellor* and *Career Advisor* are available on the campus to guide students.
6. To instill creativity and encourage entrepreneurship, CMRIT trains students on *Design Thinking*, *Intellectual Properties*, and *Start-ups*. The students are encouraged to participate in open competitions and venture into their own start-ups.
7. *MoUs* with *companies* and *social organizations* to expose students to the external world through various technical and social activities.
8. An effective *teaching-learning process* to create a positive learning experience, to achieve the expected learning outcomes and to promote higher forms of thinking through *Blended Learning*, *Flip classrooms*, *Virtual Labs*, and *MOOCs*.
9. *Student clubs* for show-casing talents, teamwork, leadership skill and community learning of *foreign languages* or technologies. *TEDx CMRIT* brings in motivational speakers to develop the ability to face real life challenges.

Pedagogy best practices

1. Provide module wise notes and important university questions with solutions.
2. Explanation with audio/videos so that the students can understand better.
3. Repeated conduction of quizzes and class test after completion of each module to verify their concept.
4. After class hour, call one/two students to summarize that topic to check whether they were attentive in the class or not.
5. Available to the students through WhatsApp for clarifying their doubts.
6. Discussion of previous year's university question paper and pointing out the common mistakes made by the students
7. Appreciation of students and motivating them to put more effort.
8. Maintain friendly behavior with the students while discussing in the class, so that they are open enough to ask their difficulties in understanding the concept.

9. Emotional contact with the students and value their emotions and guide them properly.
10. Maintain positive vibes in the class instead of scolding.

Online Tools and Best Practices followed by faculty

Online Tool	Best Practices
Wacom digital pad for teaching numericals	1. On the spot questioning randomly 2. On the spot test 3. Randomly calling any student to repeat the concept or problem solved. 4. Surprise quiz before starting any new topic
Jamboard by Google and Mentimeter	1. Case study Method 2. Flip Class 3. Work book
XP Deco 01 V2 Digital pad for teaching along with goodnotes software as well as microsoft one note software.	1. Digitizing tablet for interactive teaching 2. Flip Class 3. Tutorial classes for practicing numericals and solving VTU questions
1. OpenBoard with XP Pen 2. AutomataTutor	5. Interactive Live Teaching 6. Problem solving challenges
Short animated videos, jamboard, previous class summary in the beginning	5. Show short video related to subject 6. Start class by repetition of previous class contents in short 7. Jamboard will be helpful while explaining concept that needs classroom board
Short Videos made and Digital pad	1. Asking the student to show their class notes by using his camera. 2. While taking attendance the student should tell any key word or a concept or formula which he/she learned in the session. 3. Showing them subject related cartoons in between the sessions.
1. Wacom PTZ631W Intuos3 USB tablet for with pen 2. Jamboard for every class 3. Kahoot quiz	4. Switch camera on of students 5. Second login using mobile
1. Paint 2. JFLAP Simulation tool	1. Explaining the problems in the board. 2. Interactive session with the students during explanation by asking the questions. 3. Students will share their screen after solving the problem and they will explain to other students. 4. Showing some application videos of the concept explained in the class 5. Flip class 6. Second login using mobile
1. Graphical tablet (Veikk/Wacom) 2. OpenBoard software 3. Kami browser extension 4. Kahoot quiz	1. Graphical tablet for lectures. 2. Sharing live class lecture materials with the students in PDF format. 3. Quick recap sessions in the beginning of every class. 4. Individual viva after every IAT.

1. wheelofnames.com 2. Mentimeter for polls, 3. Youtube videos made by me 4. Animated videos online	1. Talking one on one 2. Making them show notes 3. My own feedback 4. Examples 5. Not boring them with a full 1 hr. session. 6. Scope of module
1. ZOOM 2. PPT with little animations 3. Vevox	1. Monitoring the class notes 2. Connectivity with recap 3. Applications of contents
1. video conferencing tool (Zoom, webex, google meet) 2. Jamboard by google with stylus pen 3. Online web animations 4. FlashBack Express 5. google classroom	1. 15 min discussion on previous class. 2. Keep PPT interesting. Keep the class interactive 3. Conduct polls 4. Using jamboard make students solve problems or draw during class. 5. Create discussion board 6. Do the revision and Solve VTU QP , share notes or required materials

Good Academic Research Practices (GARP) by UGC

UGC published the Guidance Document on Good Academic Research Practices (GARP). This document gives information on good practices across the research lifecycle for quality, impactful, and ethical research. This document reiterates the values underlying research integrity to help create a culture of responsible and quality research in the academic and research community.

For more information, find the document link below:

https://www.ugc.ac.in/e-book/UGC_GARP_2020_Good%20Academic%20Research%20Practices.pdf

(www.ugc.ac.in -----> e-book ---> Good Academic Research Practices)

22. CMRIT Achievements

Institution Awards/Achievements:

- NAAC *A++*
- NIRF *In Band of 151-200 (among higher educational institutions)*
- MoE IICs *4/4 (star rating)*
- Education World *Top 6th (Private Engineering Colleges)*
- Business World *Top 31st (Private Engineering Colleges)*
- THE WEEK *Top 57th (Private Engineering Institutes)*
- India Today *Top 73 (Private Engineering Institutes)*
- Outlook-ICARE *Top 66th (Private Engineering Colleges)*
- TIMES Engineering *Top 104th (Private Engineering Institutes)*
- Career 360 *AAAA+ grade (India's Best Engg. Colleges)*

Faculty Awards/Achievements :

- Over 300 research papers (Scopus-indexed) every year
- Over 200 Patents and Design Registrations filed every year
- Over 20 Granted patents
- Over 7 crores grants received from DST, VGST, BIRAC, AICTE, ICSSR, GCK, DBT, UBA and private organizations
- President of India award for an innovative and frugal technique to diagnose infectious disease
- International medal for outstanding contributions to advance material science and technology
- Over 25 faculty start-ups

Student Awards/Achievements :

- Consistently achieving VTU ranks every year, including Gold Medal
- Placements:
 - Highest pay package of 61.7 LPA CTC
 - Over 200 companies visit for on-campus placements every year.
- Alumna featured in Forbes Asia 30 under 30
- Alumna has been awarded the STREE SHAKTI award as a novelist
- Alumna -One of the youngest "A" graded artists of All India Radio
- Alumni at prestigious positions abroad as directors, CEOs, NVIDIA and Marie Curie scholars
- Won Smart India Hackathon (SIH) multiple times
- Stood 4th in the World Bridge Championship held in China.
- 6 Teams Won MSME hackathon and received 15 lakhs each
- Multiple Gold medals in academic excellence and in sports at national and state level tournaments
- Over 20 student start-ups
- Won FKCCI Manthan Business Plan Competition
- Won in international hackathon Recurzive 2.0
- Selected by Google for its I/O developers' conference in the US
- Selected for 'Silicon Valley Meet-up' in US, gave 'Ignite Talk' at Stanford University and conducted events at Google Headquarter in US. Fellow titles from Stanford University, training for students at Google Mountain View, US
- Selected for 'Silicon Valley Meet-up' in US, gave 'Ignite Talk' at Stanford University and conducted events at Google Headquarter in US. Fellow titles from Stanford University, training for students at Google Mountain View, US.
- Selected by Google for its I/O developers' conference in the US.
- Won in Suraksha Cyber Hackathon by Canara Bank
- Won IEEE CEDA Ideathon
- A Portuguese innovation medal and a gold medal at the India International Innovation Fair
- Won in international Startup Ideathon - DSU International Affairs with Indo-Euro Synchronization in collaboration with FyrstGen (Europe)
- Won All India NCAT (Naukri Campus Aptitude Test) 2025

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- Global Innovation Fest at South Korea: Represented India for 'Mobile STP' project.
- A Portuguese innovation medal and a gold medal at the India International Innovation Fair.
- Became champion at Shristi – 2018, the state level project competitions among engineering institutes.
- An award at Texas Instruments Challenge and entrepreneurship grant from IIMB.
- Over 20,000 alumni spread across globe as technocrats, innovators, leaders and entrepreneurs

★ CMRIT's Strengths

- 25 years of quality education
- *Located in midst of IT Hub* in Bangalore
- Proficient faculty members with extensive experience in research, industry, and entrepreneurship provide practical and real-world guidance to every learner
- A unique '*Maker-space*' facility which imbibes design thinking – a recognized Fab lab which is educational outreach component of MIT's *Center for Bits and Atoms* (CBA)
- *12 Centres of Excellence:*
 - Additive Manufacturing
 - Embedded Systems
 - Business Analytics
 - Machine Intelligence and Big Data
 - Materials & Sensors
 - Modelling & Dynamical Systems
 - Drones and Robotics
 - Application development
 - Video Analytics
 - Natural Language Processing
 - Explainable AI
 - Assistive Technologies
- *KSCST IPR Cell, MSME Incubation centre, EDC, Innovation and Entrepreneurship cell* and *Institution Innovation Council* (IIC) as per the Norms of Innovation Cell, Ministry of Education, GoI
- *VTU Research centres* for pursuing doctoral research in Science, Engineering, Business management and Computer applications
- *State-of-the-art Laboratories*
- Recruitment by Tier - 1 companies
- World-class infrastructure

23. IATs and End Sem. Examinations (ESE)

Internal Assessment Test (IAT)

For internal evaluation, the institution conducts 2 internal assessment tests for every course and the average of the two IATs performances will be considered. Marks are also allocated for assignments and quizzes. This ensures continuous evaluation of the students.

The process followed by the Institute for internal evaluation is like the university is as given below.

- The exam committee is set up to ensure that internal tests are conducted appropriately, uniformly and transparently. The internal exams are conducted in a proper way by preparing timetables for each internal exam.
- All the course instructors prepare the question papers ensuring the coverage of course outcomes and bloom's taxonomy levels.
- The scheme of evaluation is uploaded by the faculty after the completion of internal exams. Internal marks are also uploaded in the ERP.
- Internal Assessment Test for 2022 & 2025 Scheme
 - For IAT-I, approximately 50% of syllabus is covered
 - For IAT II, approximately 50% of syllabus is covered
- A minimum of 85% attendance is mandatory to appear for the IAT and SEE examinations.

Instructions

- No entry without an ID Card.
- All the candidates should take possession of their seats 10 minutes before the commencement of the IAT.
- The candidates should not take any books, cellphones, programmable calculators, smart watches or any kind of reference materials into the examination hall. If found will be disqualified from the remaining IAT.
- Candidates should use only black ballpoint pens for IAT.
- The candidates should write his Name, USN/Roll number, subject and subject code on the answer Booklet.
- As per VTU rules internal marks for 2022 & 2025 scheme theory (20/50) and for lab (20/50).

End Sem. Exam

- The examination for the theory as well as practical courses is held at the end of the semester as per the timetable given by the university.
- Generally, the duration of the end sem. exam is 3 hours, but it may vary for certain Courses.
- Hall ticket during the examination is compulsory for the end semester exam which can be collected from the department priory.

CIE and SEE details for scheme 2022 & 2025

#	Courses	2022 & 2025 Scheme			
		CIE (Minimum Passing marks 40% of Max marks)		SEE (Minimum Passing marks 35% of Max marks)	
		Max Marks	Mini passing marks required	Max Marks	Mini passing marks required
1	Theory	50	20	50	18
2	Practical	50	20	50	18
3	Drawing	50	20	50	18
4	Languages	50	20	50	18
5	Field Work	50	20	50	18
6	Internship	100	40	100	40
7	Mini Project	100	40	---	---
8	Project	100	40	100	35
9	Seminar	100	40	---	---
10	Integrated Professional Core Course (IPCC)	50	20 (10+10)	50	18
11	Ability Enhancement course	50	20	50	18
12	Mandatory Course – Noncredit	100	40	---	---

Total passing mark for theory & lab: 40 / 100

VTU 2022 Scheme and Syllabus - <https://vtu.ac.in/en/b-e-scheme-syllabus/#menu07>

VTU 2025 Scheme and Syllabus - <https://vtu.ac.in/en/b-e-scheme-syllabus/#menu11>

All university examinations (SEE) shall be conducted for a maximum of 100 marks. For assigning the letter grade the university examination marks secured by a student, except in case of serial no. 07 and 09 shall be reduced to 50 marks to add the same with CIE marks. If a fraction results during reduction, it shall be rounded off to higher value.

Examination Rules

- The student must have a minimum of 85% attendance in theory and practical of the respective course.
- Students must read the scheduled timetable of examinations carefully and check regularly, changes made in the timetable if there are any.
- Students must be present in the examination hall twenty minutes before the start of the examination.
- The student should obey the instructions given by the invigilator in the examination hall.
- Students should not speak or communicate in any way with any other candidate in the examination hall during the examination.
- Exchange of writing materials, mathematical instruments etc, is strictly prohibited

- Students must not enter an examination hall more than half an hour after the start of an examination.
- Students must not carry notes, blank papers, books, programmable calculators, mobile phones or any other electronic data storage device with them during the examination. All rough work must be done in the exam booklets provided during the examination
- A warning bell will be given five minutes before the closing of the examination; at the second bell students must stop writing and be ready to hand over the answer-books to the invigilator. Students must not leave the seat until all answer-books are collected by the invigilator.

24. Staff 'out' pass and monthly 'out' pass

- There is an out-pass provision available for staff to go out of the campus for 40 min for their work. The out pass is available in departments with HoD. Staff should fill and take HoD approval to avail the same.
- Few staff may need to go out of campus multiple times for some specific reason such as - daily going out for lunch for 40 minutes.
- There is a provision of monthly out-pass to avoid issuing passes daily. Staff can fill in the monthly pass and get approval from HoD and Principal before the start of the month. Hand over the approved pass to Principal's secretary Ms. Trupti.
- Ms. Trupti maintains a register of all monthly passes that are issued and hands over the file to security. Security will maintain the file consisting of all approved monthly passes.
- When the staff is going out of campus and returning, the monthly pass needs to be updated without-time and in-time respectively and should be signed by security both the times. Staff must sign while returning.
- The monthly file will be collected back by Ms. Trupti for verification purposes.
- Staff should follow the process in case you need to go out multiple times a month. No exit from campus is permitted during office hours without an approved out-pass.

25. Interns Admit Approval Form

No external member should be allowed to work/use CMRIT resources without prior approval of the Principal. Interns admit approval form must be submitted by the candidates for the approval.

The interns admit approval form is available on CMRIT website:

<https://www.cmrit.ac.in/wp-content/uploads/sites/2/2019/11/Interns-Admit-Approval-form-1.pdf>

This form should be used by both internal and external interns for the registration for

internship at CMRIT.

Visitor ID cards will be issued post approval and mandatory to be worn always in the campus.

Monthly updates on the activities done by all visitors to be sent to the Principal's office by all the heads.

26. Facilities

I. Library

CMRIT Central Library, at the heart of the Campus, provides an ideal environment for intellectual inquiry with its multiple Study Spaces, Research Assistance, and Reading, Learning and Instructional Resources.

Library Hours:

During Working Days	7:30am to 10:30pm
During Holidays	7.30am to 4.30
During Weekend and Vacation	7.30am to 6.00pm
During Examination	7.30am to 12 midnight

Library Rules:

1. Wearing ID-Card is Compulsory
2. All readers need to scan their card at the entry point of library to using the library facility while check in and checkout of library
3. Leave your bags, handbags and personal belongings at the property counter
4. Readers are not permitted to take their personal textbooks inside the library; loose sheets are permitted for rough work
5. Usage of mobiles, carrying water bottles, eatables are not permitted inside the library premises.
6. No person shall write on, damage or make any mark on any book, journal or other material belonging to the library
7. All readers need to strictly adhere to library rules and maintain silence in the library, no group discussions are permitted in the library.
8. If any reader is found taking away library documents without the permission of the library staff, the reader will be heavily fined and the library facilities will be withdrawn.
9. Students can borrow 2 books for UG and 3 books for PG or CDs or Periodicals (Old Issues) at a time.
10. Students can retain the books for 10 days only, after which a fine of Rs.1/- per book per day will be charged.
11. Faculty can borrow 10 books or CDs or Periodicals (Old Issues) at a time.
12. Faculty can retain the books for 30 days only.

13. The reader must check the condition of books while borrowing, in case the books are found damaged, mutilated or spoilt while returning, the reader has to replace the same as a new book.
14. Renewals are allowed only when there is no claim by others and A borrowed book if recalled by the librarian must be returned immediately.
15. Online reservation can be done for a book, which is already lent out. Reserved books are kept separately in the circulation counter for two days for each member.
16. Maintain a Queue at the circulation counter.
17. A suggestion box is kept in the counter where the readers can suggest their requirements.
18. Suggestions for purchasing books for the library and improving library facilities are appreciable.

More details are available at CMRIT website

(<https://www.cmrit.ac.in/> ----> Campus > Library)
<http://203.201.63.46/library/>

II. Hostel

CMRIT offers Hostel Facilities for students and has separate hostels for girls and boys. The hostel is located within the campus and situated in the most happening place in Bangalore. Hostel manager strengthens the student sense of security and helps them feel at home. Students staying in the hostel have access to all the amenities.

- Well-lit and ventilated rooms
- Semi-furnished rooms
- Student-friendly wardens
- High-Speed Wi-Fi connectivity
- CCTV cameras
- TV with cable connection
- 24 hrs. power backup
- Biometrics for students' attendance
- 24/7 security on campus
- Hi-tech kitchen, with modern equipment
- Provision of RO water for drinking
- Fresh and nutritious food
- Laundry facility
- Indoor games

Visitor's Timing: 5.30 p.m. – 7.00 p.m. (All days)

More details are available at CMRIT website:

(<https://www.cmrit.ac.in/> ----> Campus > Hostel)
<https://www.cmrit.ac.in/hostel/>

III. Canteen

The cafeteria complex is designed to provide students with a wide range of dining and entertainment options. The complex sits at the heart of the campus and consists of a Cafe Coffee Day, a 150-seater covered amphitheater, a full-fledged canteen facility for 300 students and an exclusive dining area for staff. The cafeteria is the major hub of student activities and a centre for study, discussion and interaction. Here students also have access to 30Mbps broadband internet. The cafe area is also equipped with a mini stage and two 42” LCD screens. The student’s organization regularly hosts talks and cultural performances at the venue. In-house kitchens serve nutritious, wholesome food. Food and beverages are available to students at subsidized prices. The ground floor features three food kiosks, a 50-seat cafeteria, a college truck shop along with a 30m wide stage and green rooms.

Students should go to the canteen only during tea breaks and lunch breaks mentioned in the timetable and not in between the classes.

IV. Parking

Adequate space for vehicle parking has been provided for students and staff. Students are provided with the facility to park their vehicles inside the campus with a spacious parking lot.

Rules for Parking:

- All vehicles should be parked in the parking area provided by the institute.
- All vehicles should be properly locked and parked. A vehicle without a lock will not be allowed in the parking.

27. Emergency Management Response Team (EMRT)

Measures taken by the institute to ensure safety of students in the campus

- I. The institute has an emergency management response team (EMRT) which is taking measures to ensure the safety of students on the campus.
- II. The EMRT@CMRIT decides for ambulances in case of medical emergency in the college campus to escort the students to nearby hospitals for medical assistance. The faculty and staff can contact the emergency numbers for the arrangement of ambulances.

Telephone: +91 08028524466

Ext. 226 (Main Gate Security) Ext. 219 or 231 (Hostel)

Mobile No: Prof. Prabhat Gautam - 8982337391, Prof. Muralidhara R - 9535865455,

Mr Gurumurthy, Hostel warden: 7338254626,

Mr Johnson, Unit manager – 9900175008 / 8296391910

Ms. Erina Ghosh - Nurse - 7364860412

- III. Emergency Evacuation Plan: The CMRIT playground is identified as an emergency

assembly area. The emergency evacuation plan is to be initiated in case of dangerous situations such as fire, earthquake etc. Upon hearing the emergency alarm (4 consecutive sirens each of 5 sec duration with a pause of 5 sec) for the building evacuation the faculty and staff must escort the students to assemble in the CMRIT playground (Emergency Assembly Area) during institute working. Wardens and EMRT to ensure full evacuation of the Hostel Building.

- IV. The EMRT@CMRIT is ensuring the availability of first-aid kits for various Department and Hostel buildings.

Emergency Management Response Team (EMRT)				
1	Prof. Prabhat Gautam	Chief Coordinator-BS	8982337391	prabhatgautham@cmrit.ac.in
2	Prof. Muralidhara R	Coordinator-BS	9535865455	muralidhara.r@cmrit.ac.in

28. Code of Conduct

- Provide strong academic leadership.
- Required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities.
- Maintain the general discipline of the students and staff of the Department.
- Allot the fair workload for department staff as per CMRIT TRCPIE rules.
- Responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.
- Organize student centric programs
- Support faculty and motivate them for full engagement.
- Ensure teaching and non-teaching staff genuinely contribute to the department and producing quality output.
- Teaching Assistant & lab instructors to be given proper work and to be monitored.
- Give time to DRC/CoE/IE/Initiatives head in Dept. meeting to discuss their plan and activities.
- HoD should play the HR manager role too.
- Filter email and pass on faculty relevant information to them.
- Be extra cautious in all your communication. CMRIT internal discussions and messages should not be forwarded or shared with unintended parties without the prior written approval of the head of the institution.
- Ensure good attendance of students/faculty at all mandatory events.
- Performance evaluation to be done for fairly for teaching staff and non-teaching staff.
- Conduct separate meetings with faculty (mentors) to explain their roles to be played as a mentor.
- Visit classes to monitor teaching.

- Take feedback from students.
- Interact with students. Find interesting projects so that they should feel happy to do so.
- Address the students before the exam to motivate them.
- Department students should visit the college level events.
- Mentors should have plans for their mentees.

29. Employee Engagement and Communication Guidelines

1. For your initiative actions, **give 'at least two days' time** to others to accommodate\review\work on it.
2. **'Plan slots'** in your schedule for additional actions coming out from meetings, regulatory/management information requests, or other sources for urgent responses or meetings.
3. Take **'true care'** - listen to staff, support them, make them feel important, encourage them, and align them to org vision, goals, policies and processes.
4. Promote **full staff engagement** by ensuring genuine contribution towards departmental activities and delivery of quality outcomes.
5. Re-emphasize accountability for **TRCPIE, mentoring, and other responsibilities**.
6. Ensure **impartial and honest behavior** with all students and staff while exercising one's role and responsibilities.
7. Sense regularly the **pulse of your team/department**. If something is not going-on as expected, take immediate actions.
8. **'Don't over-stress'** either yourself or others - run marathon most of the time and run sprint sometime
9. Ensure **quality output** within the set timeline without any process negligence.
10. Setup adequate **checkpoints/reviews/checklists** to catch errors especially in all critical processes.
11. Make a note of all actions and ensure that the actions are completed by the **'expected date/time'** and with the **'expected quality'** by you or your staff.
12. **Leaders to be proactive** without any need of reminders. Roadblocks to be informed well-in-advance and actions to be completed well before the due date.
13. Being on holiday or vacation should not impact any action item / activities by ensuring that **proactive arrangements** are made well in advance and stakeholders are informed.
14. **'Check' your email/whatsapp** 'multiple' times in a day - at least thrice: morning, afternoon, evening.
15. **'Respond'** to email/whatsapp if your response is expected by the sender and do it in a 'timely' manner.
16. **In case you cannot complete the expected actions, you 'proactively' send out an email well in advance** so that the initiative is not hampered by your inaction / partial action.
17. Make sure the emails or messages should not be directly forwarded to staff/students/others. Only **relevant information** and what is required for them should be shared.
18. **Give time in department meetings** to IE/CoE/DRC/Initiatives heads to discuss their plan and activities.
19. **Active and open-minded involvement** in meetings with innovative and practical solutions to any roadblocks in the progress of the department/institute.
20. Ensure **good attendance** of staff and students in all mandatory institutional events.

21. Encourage staff to actively participate in and visit departmental activities such as **mini-project exhibitions, CoE demonstrations, student showcases, and similar initiatives.**
22. **Recognize and appreciate individual and team contributions** in a timely manner, celebrating achievements and encouraging a collaborative, and motivated work environment.
23. In case of **any doubts or difference of opinions** which cannot be resolved, meet the head of the department/institution immediately and get them clarified.
24. Inform to head of the department/institution in case **anything is observed which is not aligned with CMRIT's expectations.**
25. **Explain the rationale behind key decisions** to staff and students while ensuring confidentiality of internal discussions, individual views, work-in-progress, and key strategies.
26. **Mentorship for newly joined faculty** - Assign a senior faculty member as a mentor to each newly joined faculty member to support their understanding of departmental processes, work practices, communication channels, institutional expectations, and overall functioning.
27. **Work as one team**, one department and one CMRIT.

30. Policies and Documents

Below are the links of some important policies and documents available on CMRIT website:

□ (<https://www.cmrit.ac.in/> ----> Cells ----> Research Committee ---> Downloads)

<https://sites.google.com/cmrit.ac.in/research-committee/downloads?authuser=0>

- *RC Norms*
- *CMRIT IPR Policy*
- *Innovation and Entrepreneurship policy*
- *CMRIT Faculty Internship policy*

□ (<https://www.cmrit.ac.in/> ----> Cells ----> IQAC ---> Templates)

<https://sites.google.com/cmrit.ac.in/internalqualityassurance/cell/templatesdocuments?authuser=0>

- *CMRIT Quality Policy*
- *Roles and Responsibilities*
- *Staff Welfare Measures*
- *CMRIT Skill Labs*
- *Handbooks*
- *TYT Documents*

31. Other Important Points

- Preventive lab maintenance reports to be sent to the system admin and system admin should send it to the principal office. (During semester break).
- Enhance the revenue generated from various sources
- HoD must find a deep root cause for the subject having a result less than 95%.
- All faculty should be registered on the VTU portal.
- Details of students/supervisor and status should be available in the research centre.
- DRC should follow entrepreneur mini projects.
- Submission of “students registration form” before commencement of semester to be followed.
- Academic file of each faculty should be maintained with details like QB, VTU QB & Solution etc.
- Assignment schedule should be shared to students at the start of the semester.
- HoDs are responsible for achieving the Project Grant Target.
- Process of moderation to be placed by HoD before finalizing the IAT marks in every semester.
- FDP should be approved by the DRC head and HoD. Faculty should attend FDP in premier institutes. Faculty should give a technical talk on the learnings for the benefit of other staff members.
- Students should submit the ‘Student Registration Form’ before commencement of every semester in ERP.
- Any outsider/guests should have visitor's pass taken from security.
- If outside students/faculty/scholars/others are called for work in a lab, centre of excellence, makerspace, or other facilities, prior written approval to be taken from the head of the institution.
- Faculty should regularly visit the CMRIT website.
- Faculty orientation program is conducted before commencement of semester.
- New faculty can go through the ppts and related documents for more information on below given link:

 [CMRIT New Staff Onboarding guide.docx](#)

 [Staff Orientation Program : 06-07-2026 to 09-07-2026 PPT/Content](#)



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