



MALLA REDDY INSTITUTE OF TECHNOLOGY & SCIENCE

(SPONSORED BY MALLA REDDY EDUCATIONAL SOCIETY)

Permanently Affiliated to JNTUH & Approved by AICTE, New Delhi
NAAC&NBA Accredited, ISO 9001:2015 Certified, Approved by UK Accreditation Centre
Granted Status of 2(f) & 12(b) under UGC Act, 1956, Govt. of India.



Policy Name	Green Campus Policy
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Green Campus Policy:

Preamble:

A Green Campus is a place where environmental friendly practices and education system jointly promote sustainable and eco-friendly ambience in the campus. This policy will ensure that all the Faculty, students and stake holders of the MRITS institute can live in an eco-friendly ambience campus.

Purpose: This policy provides opportunity to maintain green campus in the institute to take lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind.

Scope of the Policy: This policy is applicable for all stake holders namely, Faculty, students parents, alumina, employers and non-teaching employees.

Policy contents/ Statements

Policy of encouragement to employees:

Green Campus status is achieved by making significant progress in cross campus community collaboration under one or a number of the following strategies:

- Energy
- Water
- Waste
- Green Campus & Biodiversity

Energy

Reduce energy consumption: In this context MRITS College therefore has adopted the following strategies.

1. Activate power management features on individual computers and monitor so that it will go into a low power "sleep" mode when the systems are not in use
2. Turn off the monitor when the system is in unused mode
3. Turn off unnecessary lights and use daylight instead


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4. Use LED or compact fluorescent bulbs as much as possible
5. Switch off lights, fans in conference rooms, classrooms, laboratories and lecture halls when they are not in use
6. Implement solar system to cut down the heavy usage of electricity
7. In hostels, install the ovens with non-conventional energy resources

Water

Minimize consumption of water: In this context, MRITS College, has adopted the following strategies.

1. Repair sources of water leakage, such as dripping taps and showers as quickly as possible
2. Install appliances which reduce water consumption
3. Encourage use of recycled rainwater and grey water to reduce mains water consumption
4. Reuse the water coming out from RO water purification systems for washing clothes and garments in hostels
5. Use an efficient and hygienic water storage mechanism is to minimize the loss of water during storage

Waste

Waste minimization is very important because it makes good business sense to protect the environment and boost environmental performance. Waste minimization techniques focus on preventing waste from ever being created, otherwise known as source reduction, and recycling. MRITS College therefore commits to:

1. Keep a stack of paper that has been printed on one side and use it for day to day rough paper work
2. Use more readout material in soft form. Reduce the hard readout material. Use more of e-mail for officially communicating the information needed, online reading etc.
3. Minimize the use of fertilizers and pesticides in college lawn and gardening, opting for the use of compost produced on site wherever possible
4. Ban on use of plastic
5. The practice of burning plastic and other materials that emit harmful gas on burning are prevented in the campus
6. Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment
7. Use two types of bins separately for biodegradable and non-biodegradable wastes in the college campus as well as in hostels
8. Recycle electronic and batteries in e-waste recycling bins located around campus.
9. Dispose the chemical waste generated from the laboratories in a scientific manner


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Policy Name	Environment and Energy Usage Policy
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Environment and Energy Usage Policy:

Preamble:

The Environment and Energy usage Policy is to manage energy use, thus improving productivity, minimize its impact on the environment. The policy implies implementing new energy-efficient technologies, reducing energy waste or improving current processes to cut energy costs.

Purpose:

This environment and energy policy is a binding among all the components of the institution and applies to all its stakeholders and the various activities undertaken by the institution.

Scope of the Policy:

This policy helps to increase the efficiency and environmental awareness into day to day activity of mankind. It helps to realize the responsibilities and commitment for conservation of natural resources and to limit their usage.

Policy contents/ Statements

The Environment and Energy usage Policy reduce energy use cost-effectively by following strategies to protect environment

1. To assess day to day energy usage and measure its impact on the environment
2. To count CO₂ emissions generated by our means of vehicles used for transportation
3. To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads
4. To install photovoltaic solar panels for the generation of alternate energy
5. To install LED bulbs in the complete campus to save energy
6. To develop systematic waste management mechanism
7. To develop rain water harvesting unit
8. To undertake tree plantation drive
9. To take additional measures to continuously improve our energy consumption

M. R. Prill
Principal

10. To ensure the availability of necessary resources to achieve our objectives
11. To encourage usage of advanced technology to minimize energy consumption, atmospheric emissions and noise, particularly from our vehicle fleets
12. To engage in dialogue with the Government agencies, Municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development
13. To monitor and respond to emerging environmental and energy issues. To strengthen our employees' and students' environmental knowledge and skills in order to improve our own environmental performance
14. To provide information and training opportunities on energy saving measures
15. To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection
16. To train our employees and students through our NSS to make them 'Go Green Specialists' and partners to plant trees each year. This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website



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Policy Name

Disabled Friendly Barrier Free Environment

Policy Document on Disabled Friendly Barrier Free Environment:

Preamble:

The Institute recognizes the importance of creating a climate of understanding and mutual respect to cater for the dignity and worth of each person, so that they contribute whole heartedly to the development of Self, Institute, Society and Country at large. It is vigilant to the fact that despite a highly regulated and complex education framework of the Nation, it should be easily available for the students with “special needs”. Moreover, the Persons with Disabilities Act 1995 indicate that differently-abled persons should have access to education at all levels.

Purpose: The policy has been devised to promote the holistic development of differently abled students. Also, the Institute strives to create accessory and homely ambience and facilities for these students. It takes care to nurture them right from access to academics, co-curricular and extra-curricular activities, buildings and facilities and Receiving a high quality service from faculty members and staff.

Scope of the Policy: This policy provides opportunity to the Students with disability to have equitable access and practical support to participate fully in the life of the Institute

Policy contents/ Statements

Policy of Disabled Friendly Barrier Free Environment:

The Institute propagates and strategizes to promote equal right and access to education for all those who are underprivileged with physical disability the following strategies are adopted

1. Easy access to laboratories at all floors
2. Ramps & Rails
3. Disabled Friendly Washroom
4. Wheel Chairs
5. Scribes for needy
6. Human Assistance volunteers for reading and movement in the campus
7. Signage of tactile path
8. Signage of Display of Boards
9. Provision of guidance and counseling to differently abled individuals
10. On campus medical facility
11. Screen reading software


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Policy Name

Financial support to Faculty Policy

Financial support to Faculty Policy:

Preamble: This policy will ensure that all the Faculty members of the MRITS institute can participate in workshops, training programmes, seminars etc., towards continuous learning and contribution to the promotion of vision of the institute. This Policy also guides for formulating the rules and regulations for implementation of the policy provision.

Purpose: This policy provides for the learning of the employees which results in heightened motivation and effective performance of their roles.

Scope of the Policy: This policy is applicable for all levels of faculty namely, Assistant Professor, Associate Professor and Professor and non-teaching employees.

Policy contents/ Statements

Policy of encouragement to employees:

The institute, as a policy, encourages and provides finances for participation in workshops, FDPs by the members with the objective of upgrading their skills, knowledge and attitudes.

Deputation to Paper Presentations:

The institute will encourage employees to attend seminars/conferences to present papers and the expenses incurred towards which are reimbursed, to the extent specified by the competent authority each year.

Organizing seminars, conferences, FDPs etc.:

The institute encourages members to organize seminars, conferences, FDPs, with some initial capital and encourage them to raise additional fund.

Research & Development:

The institute has established a research and development cell which provides seed capital for research and development activities by the employees.


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Funded Projects:

The institute will encourage employees to apply for research and development projects, upon completion of which, the earnings are shared with the employees.

Consultancy Work:

The institute encourages employees to bring consulting assignments and upon successful completion, the earnings are shared with the employees concerned.

R & D Budget:

Annually, the R& D Budgets are earmarked for all the employees who are interested in doing research and for participating in conferences.

Learning from field:

Every employee is encouraged and is required to learn from the industry/field by spending required time with the external entity. There are opportunities such as IIP and Specialization Project guidance along with industry supervisor and faculty are encouraged to learn from such interaction.

Besides, faculty may choose to spend appropriate time with the industry/field for which the benefit of OD or paid leave will be given.

Sponsoring of Higher Studies:

The institute has a policy to support members for pursuing higher studies in the relevant fields of study and as per the requirements of the institute in India or abroad, under the conditions that upon successful completion the candidate shall work for the institute for a stipulated period of time.

Incentives for Higher Education:

The institute has a policy to provide incentives for the completion of higher education by the members.

Sponsored Research:

Members are encouraged to get sponsored research by the government or other institutions and special provisions in the form of relaxation of duties are made to ensure that they complete such work.


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Consultancy by faculty:

Faculty members are encouraged to pursue consultancy and the earnings are shared on percentage basis. This is done with an objective to bring practical inputs into the classroom

Deputation to Industry Part time, fulltime:

The members are encouraged to work in the industry on deputation for a maximum of two years which will be counted as in service when they report back to their duties.



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Policy Name

Financial support to Faculty Policy

MERIT-CUM-MEANS SCHOLARSHIP / FREESHIP

These scholarships are awarded from the Malla Reddy Education Society. The Institute is awarding scholarships on the basis of Merit-Cum-Means (MCM) to all eligible students of the 4-year B. Tech. course, in accordance with the following rules:

1. All the students admitted to any of the 4-year B.Tech. courses except the students belonging to SC and ST (who are eligible for MTF and Reimbursement Tuition fee Scholarship of their respective State Governments), BC and EBC students (who are eligible for Reimbursement Tuition fee Scholarship) are eligible for this scholarship
2. These scholarships will be awarded to the needy students admitted each year to the Undergraduate
3. The value of these scholarships shall be as determined by the governing body from time to time
4. All Merit-Cum-Means scholarship holders will be entitled for exemption from payment of Institute tuition fee. They shall, however be required to pay all other prescribed fees
5. No student will be permitted to enjoy more than one scholarship during the same period. In the event of an awardee becoming eligible for another scholarship from any other source, he will have the option to accept Rules and Regulations either of the two. In such a case he/she is required to communicate in writing his/her choice to the Head of Institute

The initial award of the scholarship and its annual renewal through proper application shall be governed by the following conditions:

1. The student satisfies the merit criterion laid down for the award of these scholarships
2. The parent/guardian of the student satisfies the means criterion laid down for the award of the scholarship
3. No disciplinary action has been taken or pending against him/her during the preceding year
4. He/She has not been punished under examination malpractice and involved in violation of code of conduct at any period of time in the Institute/Hostel/Department/Gym etc

The merit criterion for the award of the scholarship shall be as follows:

1. For fresh entrants, the student should have obtained at least 60% marks in aggregate or a grade corresponding to 60% marks in the board of intermediate or qualifying examination

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2. For subsequent renewals, the student's performance in the two consecutive semesters of the preceding session, i.e. GPA, as updated after the supplementary/summer quarter examination, must not be lower than 7.00
3. Students are eligible for Merit-cum-Means (MCM) be resumed on re-joining to the students who are on temporary withdrawal on medical ground/family calamity, subject to eligibility and approval of the competent authority
4. The upper limit of annual income as laid down by the Government of India from time to time shall be applicable as the means criterion for the award of the scholarships. The income during the financial year completed before the session commences shall be taken into consideration for this purpose
5. An Annual Family income certificate/copy of the income tax return (both parents)/income affidavit for the financial year preceding the grant or renewal of the award, as the case may be, shall have to be submitted by the parent/guardian of the student along with the application for the scholarship
6. In the event of a tie among two or more applicants for the award of the last available scholarship, every student involved in the tie will be awarded the scholarship
7. The scholarship holder must (a) obey all the regulations laid down for attendance (b) appear in all the semester examinations except for illness or calamity in the family (to be supported by documents). In case of any breach the scholarship would be terminated
8. Outstanding to Institute and Hall dues, if any, may be deducted at the source and the balance, if any, would be paid to the scholar
9. Those students who satisfy the specified means criterion but are unable to satisfy the specified merit criterion may be granted exemption from the payment of tuition fees. The number of such tuition-free students shall be abide by the Rules and Regulations restricted to 10% of the students admitted each year
10. In the event, it is detected at any period of time, that a student has availed the MCM scholarship by furnishing false documents or suppressed any material information leading to the grant of scholarship, the scholarship will be stopped immediately and inquiry will be conducted to verify the facts. The Standing Disciplinary Committee may in such cases submit its recommendation for the approval of the governing body


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YOGA & MEDITATION

STANDARD OPERATING PROCEDURE OF YOGA & MEDITATION

Malla Reddy Institute of technology and science is a leading body in education and I therefore expected to reach high quality standards in its provision of mental health through meditation and yoga activities in college.

Malla Reddy Institute of technology and science has formed yoga & meditation cell to empower the students to bear the potential stress connected with life. Yoga & meditation practice help anyone to maintain harmony of body and spirit. It also increase span of concentration, increase memory power and improves the attention of the students. It is also lead to stress reduction and emotional control.

Most of the students may have complications in their academic performance. A piece of the yoga practices and meditation every day will definitely make students community gain more physical strength and get rid of all physical difficulties and diseases. Mental strength gained in yoga help students to fight against inconsistencies with increasing self –confidence which looks as more powerful.

Yoga and meditation can help to achieve emotional control, physical, spiritual and mental health. These can be achieved by yoga practice like Pranayama and Meditation. This can help students to activate their sense of joy and communal relationship.

The Yoga & Meditation cell is open to all students, staff and faculty to help in managing stress. Students have an opportunity to free their minds and bodies from heavy work and stressful deadlines by practicing yoga on campus. Students develop better time management and they also tend to retain their students develop better time management and they also tend to retain their studies better.

Objective of the yoga and meditation cell

- Understanding the importance of maintain good health both physically and mentally
- To keep the physical body in a health condition
- To keep the mind in culturally enlightened level
- To lead a creative life so as to be a useful member of the society throughout the span of one's life.

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Roles & Responsibilities of the cell

- To plan, conduct awareness programs on yoga and meditation in the college.
- Train students for inter university, state and national level yoga competitions.
- For scheduling the activities of yoga and meditation cell.

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DEPARTMENT OF PHYSICAL EDUCATION & SPORTS

STANDARD OPERATING PROCEDURE OF SPORTS

Sports & Games at Malla Reddy Institute of technology and science are students centric, driven with physical and mental health of the students that continuously and consistently aligns itself with the vision, mission and goals of Malla Reddy Institute of technology and science.

The purpose of this procedure is to help students to understand the importance of physical education and to adhere to the role and responsibilities of physical education and during the events and tournaments conducted under sports and games department.

Physical education is a mandatory part of the MRITS curriculum in under gradation courses. As well as working for the promotion of health, fitness and being physically active, physical education is a valuable tool to assist a number of MRITS goals for students by educating the whole student and enabling them to learn about team work, responsibility, leadership, respect and fair play. Physical education and sporting activity is as such about preparing students for lifelong participation.

Sport is a golden thread that runs through all Malla Reddy colleges. The success of these sporting teams bonds the college and assists in defining the student's character, community and status. The college is a better community as a result of these teams and individuals benefit from association and participation with teams. Creating a rich range of sporting opportunities [curricular and co-curricular] for students is potentially extremely labor intensive. College teams engage on the field and in the gym on a regular basis. This is a huge commitment of the effort from a wide range of teacher in organizing the events. There is also recognition that due to the vast number of people involved with varying competencies the requirement for adequate guidance and procedures is ever more important.

Malla Reddy Institute of technology and science is a leading body in education and is therefore expected to reach high quality standard in its provision of physical education and sporting activities in college. There is a need to set a goal of ensuring that our college is the centre of excellence in the physical education and sporting activity and our coaches remain up to date with training and best practice. The overall aim of the purpose is to enable MRITS College to provide excellence in physical education and a range of sporting activities through a culture of safe practice



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Objective of the Sports & Games

- The chief objective of sports committee is to promote health of every individual. It ensures physical wellbeing as well as the acquisition of physical skill among the students.
- The committee aspires to inculcate qualities such as sportsmanship, team and bonding.
- It is designed to serve the interest of the students community in competitive sports and other recreational activities, both indoor and Outdoor.
- To improve college procedures and practices ensuring safer management of physical education and sporting activities in Malla Reddy Institute of technology and science
- Ensure a higher quality provision of physical education by increasing training of coaches delivering physical education: but also emphasizing that coaches should maintain good professional development to maintain, update and develop their skills.

Roles & Responsibilities of the committee

- To plan, conduct all the sports in the college including competitions.
- Train students for inter college and inter university, state and national level competitions.
- Monitor and maintain the discipline in student players.
- For up keep of all play grounds, sports equipment.
- For scheduling all the related activities without affecting the class/lab work, examination schedules.
- To give system of development of sports and extracurricular activities.
- To plan and monitor the maintenance of all the infrastructural facilities related to Sports and Games.
- To organize competitions of Independence Day cricket cup and national level sports fest etc.
- To coach players to participate in all India University and various inter collegiate meet.

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- **Frequency of committee meeting:**

Twice in year

Discussed about the sports events to be conducted for the students for the Academic Year and

- Prepared a sports calendar
- The events planned for the Academic Year
 - July: Inter Departmental Kabaddi League
 - August: Students Throw ball & Basketball Championship
 - Sept: National level inter collegiate sports meet
 - Dec: JNTUH zonal tournament
 - Feb: Inter Engineering college tournament
 - March: Annual Day Sports meet

Apart from all the above events Training Sessions would be conducted in the Academic year for few Games

1. The committee has already discussed in the Agenda 3 that monthly wise matches to be conducted, and keeping in view on Academic calendar, should plan the event : preferably decided to have matches on Saturday and if required on Sundays.
2. Organizing competitions :
 - a) Intra mural as per the sports calendar, fresher 'day should be in the month of January.
 - b) Extra mural National level inter collegiate tournament in the month of September.
 - c) Annual Day matches during March/April every academic year.

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