

Student Registration

Students have to fill in the registration forms at the beginning of each academic year accompanied by their parents. The registration forms will be provided by the Academic branch. Administrative officer will guide and provide necessary information.



FEES

PAYMENT OF FEES

Students will have to pay the fees as per the schedule announced. A late fee will be collected from students after the due date. The draft/ cash may be deposited in the Accounts Branch.

Documents

- ID Card:** Students will be issued identity cards at the time of admission in the admin office. Students should wear the Identity card as long as they are on the campus.
- Gate Pass:** Students should remain in their classes until the completion of the college timings. In case they want to leave early, they must obtain a gate pass from the Department Head's office and take the same forwarded by their respective Department Head concerned.
- Bonafide Certificate:** The Academic branch will issue bonafide certificate for bus passes and other purposes to the students of the college. Students have to put up an application to the Principal and get the same forwarded by their respective Department Heads.
- Bus Pass:** TSRTC bus pass application must be attested by the Principal.
- Notice Board:** Students need to see the college notice board, the Department notice board, Examination notice board and Lab notice board regularly.
- Original Certificate:** The Original certificates of each student will have to be deposited with the college and the same will be returned after the completion of the course. Custodian certificate will be issued to the students in case required.
- Memorandum of Marks:** The memorandum of marks of a particular year/semester will be issued by the Examination Branch staff in the counters specified. However, the results and the marks are available on the college website www.cmrcet.ac.in



FACILITIES

- Infrastructure:** College has aesthetically designed separate blocks to house each department. There are spacious and well-ventilated classrooms, staff rooms, and other amenities. Girls waiting rooms with lockers are provided.
- Sports:** Students are encouraged to actively participate in sports and games for the overall personality development. They are encouraged to participate in inter- College competitions and also come forward for selection to the university team. The Cricket, Volleyball, Basketball, and Football grounds and the indoor sports facilities are provided. Annual sports meet will be conducted and prizes will be awarded to teams and individuals who proved their mettle.
- Canteen:** College Canteen provides delicious and hygienic food at very affordable prices. South Indian, North Indian, and Chinese food both vegetarian and non-vegetarian is available.
- Transport:** The College runs 65 buses covering all the important points in Hyderabad & Secunderabad. Additionally, several TSRTC buses also ply on the route leading to the college. A vehicle is always kept ready 24 hours in case emergency in the college.
- Medical facilities:** College has a link up with a medical practitioner, who will visit the college every day in the afternoon. Basic medicines and First Aid Kits are available in all departments.
- Scholarship:** All the SC, ST, OBC, Minority and EBC students can apply for scholarship, subject to fulfillment of annual income criteria and as per the existing government policies. Apart from this, the institution provides merit scholarship.
- Post- office, ATM Centre and Stationary Shop:** Post office, Round the clock ATM, and Stationery shop available in the campus to cater the needs of the students and staff.

LABORATORIES

DO'S AND DON'TS

- Equipments in the lab is made available to the set of student's community. They need to maintain proper decorum in all the labs. Students must use the equipment with the utmost care. Any damage to the equipment will be penalized.
- Students are required to wear an apron, carry their observation/program books with completed exercise while entering the lab, and should sign in the login register.
- Students are supposed to occupy the machines allotted to them and are not supposed to talk or make noise in the lab.
- Labs can be used in free-time/ lunch hour by the students. The students who need to use the system should take prior permission from the lab in-charge
- Lab records need to be submitted on or before the date of submission.
- Each student should bring the observation book, graph sheet, calculator, pencil, and eraser etc., to the lab without fail.
- After the completion of experiments, the equipment should not be tampered/ manipulated and should be switched off.

- In case of any problem contact the lab in-charge
- Student must be active to respond to the question and practice the exercises. Active learning is encouraged.
- Students shall be checked with their day-to-day evaluation after lab.
- Lab records can be purchased from the stationery.
- All the students need to bring drawing instruments and drawing sheets to every lab without fail.
- Borrowing is not allowed.



STUDENTS DISCIPLINE RULES AND REGULATIONS

- Students admitted into the college, are deemed to have agreed to the rules and regulations of the college as laid down by the college authorities from time to time, and the rules laid down in this booklet, issued at the time of admission.
- Students are expected to be regular to the classes. A student has to take prior permission from the concerned class coordinator and submit to Head of the Department for approval in case if the student is taking leave.
- In the case of ill health, the student should submit the medical certificate along with prescription etc., from a registered medical doctor. The student should get the medical certificate within two days from the date of reporting to the college after ill health, and also produce a letter from the parent / Guardian regarding ill health.
- The students should come to the Laboratories with the prescribed uniform, Apron with shoes for Mechanical, Civil and other Laboratories, apron without shoes for computer labs.
- Students are allowed to wear formal clothes only.(Common trousers and shirts tucked with shoes).
- Students should attend the classes in time. Late comers shall not be permitted to enter the classroom and they are likely to lose attendance.
- The faculty may expel a student from the class who disturbs a lesson or does mischief.
- Students will not enter or leave the classroom without the permission of the teacher.
- Calling students out of their classroom by another student while the lecture is in progress is prohibited.
- Students are encouraged to spend their leisure time in the library / computer centre
- Students are expected to wear the identity card issued by the college always in the campus. They are required to show the identity cards at the library, computer centre, Office, etc. A student without an identity card is not allowed to the laboratory and classes.

- Students are required to help in keeping the room, buildings and premises clean and tidy. Writing or sticking up of posters and notices on the walls and benches and throwing of litter around the campus is strictly prohibited. Any student found writing or spoiling the walls is liable for punishment.
- Smoking, consumption of alcohol, substance abuse, gambling of any kind etc., is strictly prohibited on the college campus & buses and will be punished as per the government act.
- Students are expected to behave well with the staff, fellow students and general public. Anonymous behaviour coming to the notice of the college authorities will be severely dealt with.
- The conduct of the students should be exemplary not only within the premises of the college but also outside. This will help in maintaining the image and status of the college. • Students need to observe silence on the college campus all the time. They shall not talk loudly or call each other by shouting.
- Students are prohibited from loitering in the verandas/ campus and sitting on steps, stairs cases or parapet walls.
- Ragging in any form inside or outside the college campus is banned according to Ragging Act.26 of A.P. Legislative Assembly 1997. Those who indulge in the uncivilized activity are liable for severe disciplinary action besides being liable for prosecution.
- Students are not permitted to resort to strikes and demonstration within the campus. Participation in such activity entails their dismissal from the college. Any problem they face may be represented to the mentor/coordinator/Head of the department/ Principal/Management.
- Students are prohibited from organizing any meeting or entertainment in the college campus without the permission of the college authorities.
- Students should inform any changes in the address of their parents/ guardians to the college office immediately.
- The entry of outsiders without permission is prohibited. Any students found responsible for bringing outsiders into the campus for any reason /personal disputes with other students, he/she shall be expelled from the college.
- Students are expected to put up the minimum aggregate percentage of attendance (75%) as laid down by the JNTU. Students falling short of 75% of attendance and not less than 65% have to be condoned by the approval of college Academic Committee; otherwise, they will not be promoted to the next semester/class. Students whose attendance is less than 65% shall not be condoned under any circumstances.
- The college shall communicate the parents/guardians of the students from time to time regarding the regularity and performance in the examinations, of their wards. The case of serious indiscipline on the part of the students may also be communicated to the parents/guardian, to facilitate the same the parents are requested to furnish their correspondence address and contact numbers correctly.
- Parents/guardian of the students can contact the college authorities either in person or by post regarding discipline, regularity in attending classes, performance in the examinations etc., of their wards.
- The college has full power to take any action, which is deemed necessary in the case of any indiscipline on the part of the students. The same will be reflected in the conduct certificate issued at the time of leaving the college
- Students unions are not permitted expect Professional Associations related to academics.
- Students should park their vehicles only at the place allotted for the purpose. Triple riding on bikes in the college premises is strictly prohibited and the speed limit should be 20 kmph as soon as they enter the campus.
- Hall tickets of End Semester Examinations will be issued only after the students clear all the dues.
- Usage of cell phone is strictly prohibited during class work and lab hours. If any such act occurs then those cell phones will be confiscated and will not be returned back.

Guidance

For better monitoring and guidance, student feedback, class representative committee meetings, correspondence with parents and forwarding the attendance details to parents are done regularly.

STUDENT ACTIVITIES

- **Orientation program:** The new batch of students every year is inducted into the college by organizing an orientation program to imbibe the culture and traditions apart from rules, regulations and norms of the college. Students will be given handbook that consists of the details of procedures, policies of college with regard to discipline, examinations, attendance, results etc. It also contains information on various facilities provided by the college.
- **Freshers Day:** The College organizes Fresher's day where the Second-year students welcome the freshers, Principal, Department Heads and all faculty members will grace the occasion. Second year students organize cultural events and conduct competitions for freshers. Refreshments will be provided by the management.
- **Annual Day:** Annual Day will be celebrated on a large scale. Chief Guest and Guest of Honor are invited from industry and R&D institutions, University and Government. Principal presents the annual day report of the college for the academic year.
- **Sports Events:** Outdoor events like Cricket, Football, and Volley ball for boys and Throw ball, Badminton for girls are held. Indoor events like Chess, Table Tennis, and Caroms at the college level may be held once in every month and also for Annual day.
- **Cultural Events:** Competitions like Singing, Anthyakshaari, Light music, Classical music, Dance, Mimicry etc. are conducted.
- **Literary Events:** Competitions like Essay writing, Elocution, Debate, Group Discussions, Quiz, and Dumb Charades are conducted. A literary club was inceptioned in 2011.
- **Students Seminars:** Students are encouraged to prepare and present seminars in one hour scheduled for the same in the time table. Students can form teams and prepare seminars in the subjects there are studying using LCD projector and Power Point Presentations.
- **Symposium:** College organizes symposium by inviting eminent personalities to encourage, influence and challenge students. These personalities are renowned Academicians, Researchers, CEOs, and important government officials and politicians. AZURA a National level symposium is organized every year.
- **Training:** Industry- academia interaction has made our education more industry specific, guided and structured. The departments conduct short-term value-added courses like J2EEE, GIS, .Net, Testing tools, embedded systems etc. in the vacation for the interested students.
- **Industrial and Study Tours:** Local Industrial visit are arranged for II- and III-year students.
- **Guest Lectures:** Eminent personalities from Research, Industry and Academicians are invited to give guest lectures to enrich the knowledge of the students with the latest technology.
- **Professional Society Activities:** Students are encouraged to become members of various professional societies e.g. CSI, IEEE, IETE and Departmental associations. Many professional Society activities are organized by III-year Students.





Promotion Policy

Attendance Requirements

Students shall be eligible to appear for the semester-end examinations, if he/she acquires a minimum of 75% of attendance in aggregate of all the courses (excluding Non-credit courses) for that semester. Condoning of shortage of attendance in aggregate up to 10% (65% and above, below 75%) in each semester may be granted by the college Academic Committee on genuine and valid grounds, based on the student's representation with the supporting evidence. A stipulated fee shall be payable towards condoning of shortage of attendance.

Shortage of attendance below 65% in aggregate shall in no case be condoned.



Academic Requirements



A student will not be promoted for I year to II year, unless he/she fulfills the Attendance and Academic Requirements and secures a minimum of total **20 Credits** in I Year, from all the relevant regular and supplementary examinations, whether he/she takes those examinations or not.

A student will not be promoted from II Year to III Year, unless he/she fulfills the Attendance and Academic Requirements and secures a minimum of total **48 Credits** up to IV Semester, from all the relevant regular and supplementary examinations, whether he/she takes those examinations or not.

A student will not be promoted from III Year to IV Year, unless he/she fulfills the Attendance and Academic Requirements and secures a minimum of total **72 Credits** up to VI Semester, from all the relevant regular and supplementary examination, whether he/she takes those examination or not.

NOTE: For complete details please refer the Academic Regulations (R-22) Course Structure and Detailed Syllabus.