

Firstly, I on behalf of the management, staff and myself, appreciate the parents' decision to admit their wards in to this beautiful Institute, the Vignan's Institute of Management and Technology for Women, VMTW in short.

I warmly welcome all new students for opting this institute for realising their dream of becoming complete engineers in their chosen engineering discipline at this institute.

The Orientation Program is designed to help new student settle into this college life in an easy and enjoyable way. There are a range of introductory talks and activities designed to give the student the ideal start. Department tours and a range of events are also in the design. I hope that the students will take advantage of the program as a way of getting to know your way around, meeting new people and healthy friends. I especially commend our senior students of VMTW who came forward to provide support and mentoring over the course of the semester. Our staff and student ambassadors are always ready to help you in settling into this institute's environment, explain the access to the Institute's resources, services or to answer any queries you may have. I wish you good luck in your studies and a rewarding time at institution.

This booklet contains the schedules for the first year important rules and regulations of the institute meant for students staying in our hostel, day scholars and their parents. We hope that the information provided on the following pages is complete and will help and guide you through the years of learning in this institute.

I wish that every one of you successfully graduate with flying colours and enter into the next and most important stage of your life by choosing, a career into any of the prestigious industrial houses, or prestigious institute of higher learning or become an entrepreneur and provide jobs to many.

Dr. P. Sudhakara Rao
PRINCIPAL

ABOUT THE COLLEGE

Vignan's Institute of Management and Technology for Women, is the brainchild of **Dr. L Rathaiah, Chairman, Vignan Group of Institutions**, was founded during, August, 2008.

VMTW is an exemplary institution of higher learning with mission of pursuing excellence in education and research. The institution, with their diverse and dynamic community of about 1000 students offers a distinctive combination of some of the finest facilities and much accomplished faculty, excellent facilities with hostel, set on a sprawling area of 22 acres sylvan surroundings of trees and greenery.

While students at **VMTW** immerse themselves in academics, the college has a lot in store for them outside the classroom. Student life includes participation in sports, recreational & co-curricular and cultural activities. In short, at **VMTW**, students will find an academic and social environment where everyone from faculty members to peers helps shape their future. **VMTW** is a home to aesthetically designed buildings with state of the-art computer and internet facilities, modern laboratories, workshops, seminar halls, auditoriums and well stocked libraries, sports and gamesfields.

The Institution boasts of a strong alumni network with alumni events held every year serving as a platform for past students to give back to **VMTW** and share their experiences with its present fellow students. With so much to offer, it is only natural that students of **VMTW** get a unique opportunity to carve a niche for themselves in their chosen field of study that enables them to become well-rounded and discerning citizens, fully qualified for their chosen professions in the workplace.

COUNSELING SYSTEM:

As the students admitted into various programs are from different academic, social, economic and regional backgrounds, have a variety of learning needs related to their personal interest. Students learn at different rates in different styles and in different situations and times. The Counseling System is introduced with the main objective of providing supportive care and advice to the students and to help them in their academic problems and personal problems if any, from time to time and to counsel them appropriately. Each Counselor is attached with a batch 20 students. This system would help the students to complete their studies comfortably and successfully.

SECURITY SYSTEM:

Round the clock security is provided to the Institution and Hostels. Every student and staff member is provided with an identity card. Unauthorized persons are easily recognized at the gate itself by the security guard. Firefighting equipment is provided at different vulnerable points.

STUDENTS' HOSTEL:

The Vignan's hostel, a home away from home, is facilitated on the campus with full security. The students are charged with very reasonable fee for both food and accommodation. One staff member stays in the hotel along with students to look after the needs of the inmates. The food served in the hostel is a mix of north and south Indian dishes.

CONTACT INFORMATION

Website : **<http://www.vmtw.in>**
E-mail : **info.vmtw@gmail.com**
Phone Number : **+91 9652910002/ 03**

For any administrative, Transport problems and information, please contact:

Name	Designation	Mobile No
Mr. K.Yadhagiri Reddy	Accounts Officer	9989384443
Mr. K.Sudhakar Reddy	Office Assistant	8179222986
Mrs. D.Ramani	Office Assistant	9640961234
Mr. P.S.Mallareddy	Transport In-charge	9949311126
Mr. S. Jalander	Examination Section	9700163874
Mrs. K. Vinoda	Warden	9866300389

(PLEASE CONTACT ANY OF THE FOLLOWING ONLY IN URGENCY)

Name	Designation	Mobile
Dr. P. SudhakaraRao	Principal	8008366772
Dr. A.Narmada	HoD, ECE	9160514146
Dr. A. GauthamiLatha	HoD, CSE	9490228309
Mr. L. Kiran	HoD, EEE	9989423199
Mr. T.Srinivasulu	HoD, BS&H	8008366773

INDUCTION PROGRAM:

When new students enter VMTW, they come with diverse thoughts, backgrounds and preparations. It is important to help them adjust to the new environment and inculcate in them the ethos of the institution with a sense of larger purpose. Precious little is done by most of the institutions, except for an orientation program lasting a couple of days. We at VMTW planned a complete 2-week long induction program for the our students, right at the start. Normal classes start after the induction program is over. Its purpose is to make the students feel comfortable in their new environment, open them up, set a healthy daily routine, create bonding in the batch as well as between faculty and students, develop awareness, sensitivity and understanding of the self, people around them, society at large, and nature. The time during the Induction Program is also used to rectify some critical lacunas, for example, English background, for those students who have deficiency in it. The following are the activities under the induction program in which the student would be fully engaged throughout the day for the entire duration of the program.

PHYSICAL ACTIVITY:

This would involve a daily routine of physical activity with yoga, games and sports. The games are scheduled during the afternoon. These would help develop team work. Each student should pick one game and learn it for about two weeks. There could also be gardening or other suitably designed activity where labour yields fruits from nature.

CREATIVE ARTS:

Every student would chose one skill related to the arts whether visual arts or performing arts. Examples are painting, music, dance etc. The student would pursue it during the scheduled time for the duration of the program. These would allow for creative expression. It would develop a sense of aesthetics and also enhance creativity which would, hopefully, flow into engineering design later.

UNIVERSAL HUMAN VALUES:

It gets the student to explore oneself and allows one to experience the joy of learning, stand up to peer pressure, take decisions with courage, be aware of relationships with colleagues and supporting staff in the hostel and department, be sensitive to others, etc. Need for character building has been underlined earlier. A module in Universal Human Values provides the base. Methodology of teaching this content is extremely important. It must not be through do's and don't's, but get students to explore and think by engaging them in a dialogue. It is best taught through group discussions and real life activities rather than lecturing. The role of group discussions, however, with clarity of thought of the teachers cannot be over emphasized. It is essential for giving exposure, guiding thoughts, and realizing values. The teachers must come from all the departments rather than only one department like HSS or from outside of the Institute. Discussions would be conducted in small groups of about 20 students with a faculty mentor each. It is to open thinking towards the self. Universal Human Values discussions could even continue for rest of the course. Besides drawing the attention of the student to larger issues of life, it would build relationships between teachers and students which last for their entire 4-year stay and possibly beyond.

LITERARY:

Literary activity would encompass reading, writing and possibly, debating, enacting a play etc.

PROFICIENCY MODULES:

This period can be used to overcome some critical lacunas that students might have, for example, English, computer familiarity etc. These should run like crash courses, so that when normal courses start after the induction program, the student has overcome the lacunas substantially. We hope that problems arising due to lack of English skills, wherein students start lagging behind or failing in several subjects, for no fault of theirs, would, hopefully, become a thing of the past.

LECTURES BY EMINENT PEOPLE:

This period is utilized for lectures by eminent people. It would give the students exposure to people who are socially active or in public life.

VISITS TO LOCAL AREAS:

A couple of visits to the landmarks of the city, or a hospital or orphanage are organized. This would familiarize them with the area as well as expose them to the under privileged.

FAMILIARISATION TO DEPARTMENT / BRANCH AND INNOVATIONS:

The students would be told about different method of study. They would be told about what getting into a branch or department means what role it plays in society, through its technology. They should also be shown the laboratories, workshops & other facilities

INDUCTION PROGRAM SCHEDULE

19 Jul 2018: INAUGURATION		
TIME	ACTIVITY	VENUE
09:00 AM	Puja & Registrations	Temple & Admin
10:00 AM	Address by Chairman, Principal and HoDs	Seminar Hall
12:30 PM	Lunch	A BLOCK
01:30 PM	Introduction to Dept Staff members, Administration, Transport, Hostel, etc.	Seminar Hall
2.30 PM	Tea break	A Block
2.45 PM	Formation of Creative Arts Groups & Sports/ Games Groups	Seminar Hall
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---

20 Jul 2018: INTRODUCTION, CREATIVE ARTS AND GAMES		
TIME	ACTIVITY	
09:00AM	Assembly & Meditation	Seminar Hall
09.30 AM	Introduce Yourself An example Demonstration	Seminar Hall
09:35AM	Diagnose the English skills (Self Introduction)	Seminar Hall
11:00AM	Break	---
11:15AM	Yoga	Seminar Hall
12:15PM	Lunch Break	B Block & MESS
01:00 PM	Group formation for Debates & Group Discussions	B Block
01:15 PM	Creative Arts	A& B Blocks
	Painting	B Block
	Singing	B Block
	Dance	Seminar Hall
	Outdoor Games	Play Ground
	Indoor Games	B Block
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---
21 Jul 2018: Visits		
TIME	ACTIVITY	VENUE
09:00AM	Assembly & Meditation	Seminar Hall
09:30AM	Departure to Visit to Orphanage/ Old Age Home/ Home for Physically handicapped/ Home for Mentally Handicapped	---
03.00 AM	Return to VMTW Campus	---
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---

23 Jul 2018:		
TIME	ACTIVITY	
09:00AM	Assembly & Meditation	Seminar Hall
09:30AM	Expert Lecture: Human Values (Prof. M.L.SAI KUMAR)	Seminar Hall
11:00AM	Break	---
11:10AM	Group Discussions / Role Play/ JAM	B-Block
12:15PM	Lunch Break	---
01:00PM	Foundation Course – English	Seminar Hall
02.00PM	Creative Arts	A& B Blocks
	Painting	B Block
	Singing	B Block
	Dance	Seminar Hall
	Outdoor Games	Play Ground
	Indoor Games	B Block
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---
24 Jul 2018:		
TIME	ACTIVITY	
09:00AM	Assembly & Meditation	Seminar Hall
09:30AM	Career Counseling Lecture (Dr.Talla Venkat Reddy)	Seminar Hall
11:00AM	Break	---
11:10AM	Yoga	Seminar Hall
12:15PM	Lunch Break	---
01:00PM	Elocution & Essay Writing	B-Block
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---
25 Jul 2018:		
TIME	ACTIVITY	
09:00AM	Assembly & Meditation	Seminar Hall
09:30AM	Group Discussion / Debate	B-Block
11:00AM	Break	---
11:10AM	Group Discussion / Debate	B-Block
12:15PM	Lunch Break	---
01:00PM	Computer Familiarity	CSE Dept. Labs
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---

26 Jul 2018:		
TIME	ACTIVITY	
09:00AM	Assembly & Meditation	Seminar Hall
09:30AM	Diagnose the English skills (Group Discussion)	B-Block
11:00AM	Break	
11:10AM	Diagnose the English skills (Group Discussion)	B-Block
12:15PM	Lunch Break	---
01:00PM	Foundation Course on Mathematics	B-Block
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---
27 Jul 2018:		
TIME	ACTIVITY	
09:00AM	Assembly & Meditation	Seminar Hall
09:30AM	Address by HoD's and Dept Visit	Seminar Hall
11:00AM	Break	---
11:10AM	Address by HoD's and Dept Visit	Seminar Hall
12:15PM	Lunch Break	---
01:00PM	Foundations Course on Chemistry	B-Block
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---
28 Jul 2018:		
TIME	ACTIVITY	
09:00AM	Assembly & Meditation	Seminar Hall
09:30AM	Human Values (Prof. M.L. Sai Kumar)	Seminar Hall
11:00AM	Break	---
11:10AM	Mentors Meeting	B-Block
12:15PM	Lunch Break	---
1.00 PM	NSS (Plantation)	---
02:00PM	High Tea	Seminar Hall
2.15 PM	Concluding Ceremony	Seminar Hall
03:40PM	Day scholars Boarding the Buses/ Hostellers to Hostel	---

ACADEMIC CLASSES:

The regular subject academic classes begin from 30th July 2018.

I Year Course Structure for R18 Regulations (ECE)

B.Tech. I Year Syllabus

JNTU HYDERABAD

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**B.Tech. 1st Year Syllabus (w.e.f AY 2018-19)****Common for ECE & EIE****I YEAR I SEMESTER**

S. No.	Course Code	Course Title	L	T	P	Credits
1	MA101BS	Mathematics - I	3	1	0	4
2	AP102BS	Applied Physics	3	1	0	4
3	CS103ES	Programming for Problem Solving	3	1	0	4
4	ME104ES	Engineering Graphics	1	0	4	3
5	AP105BS	Applied Physics Lab	0	0	3	1.5
6	CS106ES	Programming for Problem Solving Lab	0	0	3	1.5
7	*MC109ES	Environmental Science	3	0	0	0
		Induction Programme				
		Total Credits	13	3	10	18

I YEAR II SEMESTER

S. No.	Course Code	Course Title	L	T	P	Credits
1	MA201BS	Mathematics - II	3	1	0	4
2	CH202BS	Chemistry	3	1	0	4
3	EE203ES	Basic Electrical Engineering	3	0	0	3
4	ME205ES	Engineering Workshop	1	0	3	2.5
5	EN205HS	English	2	0	0	2
6	CH206BS	Engineering Chemistry Lab	0	0	3	1.5
7	EN207HS	English Language and Communication Skills Lab	0	0	2	1
8	EE208ES	Basic Electrical Engineering Lab	0	0	2	1
		Total Credits	12	2	10	19

*MC – Satisfied/Unsatisfied

I Year Course Structure for R18 Regulations (EEE & CSE)

B.Tech. I Year Syllabus

JNTU HYDERABAD

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD**B.Tech. 1st Year Syllabus (w.e.f AY 2018-19)****Common for EEE, CSE & IT****I YEAR I SEMESTER**

S. No.	Course Code	Course Title	L	T	P	Credits
1	MA101BS	Mathematics - I	3	1	0	4
2	CH102BS	Chemistry	3	1	0	4
3	EE103ES	Basic Electrical Engineering	3	0	0	3
4	ME105ES	Engineering Workshop	1	0	3	2.5
5	EN105HS	English	2	0	0	2
6	CH106BS	Engineering Chemistry Lab	0	0	3	1.5
7	EN107HS	English Language and Communication Skills Lab	0	0	2	1
8	EE108ES	Basic Electrical Engineering Lab	0	0	2	1
9	*MC109ES	Environmental Science	3	0	0	0
		Induction Programme				
		Total Credits	15	2	10	19

I YEAR II SEMESTER

S. No.	Course Code	Course Title	L	T	P	Credits
1	MA201BS	Mathematics - II	3	1	0	4
2	AP202BS	Applied Physics	3	1	0	4
3	CS203ES	Programming for Problem Solving	3	1	0	4
4	ME204ES	Engineering Graphics	1	0	4	3
5	AP205BS	Applied Physics Lab	0	0	3	1.5
6	CS206ES	Programming for Problem Solving Lab	0	0	3	1.5
		Total Credits	10	3	10	18

*MC – Satisfied/Unsatisfied

JNTUH Annual Academic Calendar for I Year Course

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD
ACADEMIC CALENDAR (2018-19)**

I SEM

S. No	EVENT	DATE	Duration
1	Induction programme	16 th to 28 th July 2018	2 weeks
2	Commencement of Instruction	30 th July 2018	--
3	First Mid Term Examinations	24 th to 26 th Sept. 2018	--
4	Submission of First Mid Term Exam Marks to University on or before	4 Oct. 2018	--
5	Parent-Teacher Meeting	13 th Oct. 2018	--
6	Dussehra recess	15 th to 20 th Oct. 2018	1 week
7	Last date of Instruction	28 th Nov. 2018	16 weeks
8	Second Mid Term Examinations	29 th Nov. to 1 st Dec. 2018	--
9	Preparation Holidays and Practical Examinations	3 rd to 8 th Dec. 2018	1 week
10	Submission of Second Mid Term Exam Marks to University on or before	8 th Dec. 2018	--
11	End Semester / Supplementary Examinations	10 th to 22 nd Dec. 2018	2 weeks
12	Semester Break	24 th to 29 th Dec. 2018	1 week

II SEM

S. No	EVENT	DATE	Duration
1	Commencement of Instruction	31 st Dec. 2018	--
2	First Mid Term Examinations	25 th to 27 th Feb. 2019	--
3	Submission of First Mid Term Exam Marks to University on or before	07-Mar-19	--
4	Parent-Teacher Meeting	9 th March 2019	--
5	Last date of Instruction	20 th April 2019	16 weeks
6	Second Mid Term Examinations	22 nd to 24 th April 2019	--
7	Preparation Holidays and Practical Examinations	25 th April to 1 st May 2019	1 week
8	Submission of Second Mid Term Exam Marks to University on or before	1 st May 2019	--
9	End Semester / Supplementary Examinations	2 nd to 16 th May 2019	2 weeks .
10	Summer Vacation	17 th May to 6 th July 2019	7 weeks

**DIRECTOR
ACADEMIC & PLANNING, JNTUH**

**VIGNAN'S INSTITUTE OF MANAGEMENT & TECHNOLOGY FOR WOMEN
DEPARTMENT OF BASIC SCIENCES & HUMANTIES
DEPARTMENT CALENDAR**

I B. Tech I Semester 2018 – 2019

S.No	Event	Date From	Date To
1	Induction Programme	16-07-2018	28-07-2018
2	Commencement of Class work	30-07-2018	
3	Spell for UNIT – I Instructions for I year	30-07-2018	14-08-2018
4	HRC Meetings-1	16-08-2018	
5	CRC Meetings-1	17-08-2018	
6	Spell for UNIT – II Instructions for I year	18-08-2018	31-08-2018
7	Assignment -1/ Unit test-1 on I Unit	28-08-2018	31-08-2018
8	Fresher's Day	25-08-2018	
9	HRC Meetings-2	04-09-2018	
10	CRC Meetings-2	04-09-2018	
11	Spell for UNIT – III Instructions for I year	05-09-2018	19-09-2018
12	CRC Meetings-3	19-09-2018	
13	HRC Meetings-3	21-10-2018	
14	University I-Mid-Exams for I Year	24-09-2018	26-09-2018
15	Lab Internal-1 for I Year	27-09-2018	29-09-2018
16	Spell for Unit-IV Instructions for I year	01-10-2018	24-10-2018
17	Dushera recess	15-10-2018	20-10-2018
18	Guest lecture	25-10-2018	
19	CRC Meetings-3	26-10-2018	
20	HRC Meetings-3	27-10-2018	
21	Assignment-II / Unit test - II	29-10-2018	31-10-2018
22	Spell for UNIT – V Instructions for I year	01-11-2018	15-11-2018
23	CRC Meetings-4	16-11-2018	
24	HRC Meetings-4	17-11-2018	
25	Industrial visit for I year Students.	19-11-2018	
26	Pre-final exams	21-11-2018	24-11-2018
27	CRC Meetings-5	24-11-2018	
28	HRC Meetings-5	24-11-2018	
29	Lab Internal-2 for I Year	26-11-2018	28-11-2018
30	University II-Mid-Exams for - I Year	29-11-2018	01-12-2018
31	Practical Examinations	03-12-2018	05-12-2018
32	End Semester Examination	10-12-2018	22-12-2018
33	Semester break	24-12-2018	29-12-2018
34	Commencement of next semester	31-12-2018	

RAGGING

Students should not involve in ragging. Ragging is uncivilized besides being an offence.

- ❖ Ragging is prohibited as per Act 26 of A.P. Legislative Assembly-1997.
- ❖ Ragging entails heavy fine and/or imprisonment.
- ❖ Ragging invokes suspension and dismissal from the college
- ❖ Outsiders are prohibited from entering the college and hostel without permission.
- ❖ Girl students must be in their hostel rooms by 6:00pm.
- ❖ Suspended students are debarred from entering the campus except when required to attend enquiry and to submit explanation.
- ❖ Whenever any student complains of ragging, that complaint shall be enquired into or an enquiry will be made into the same forthwith and if the complaint is found true, the student or students complained against shall be suspended for a period as may be deemed necessary.
- ❖ Students have to give an undertaking to the college that she will not indulge in ragging.
- ❖ Student's parent/guardian will also give an undertaking that he / she will see to it that to the best of his / her son / daughter / ward will not indulge in ragging and also comply with all the guidelines, rules and regulations concerning prevention of ragging.
- ❖ All students should carry identity cards with them both inside and outside the college.
- ❖ Two tiered Anti Ragging Committee has been constituted with a) HODs as members and Principal as Chairman (High Power Committee) and b) Faculty, Staff and senior students as members.

PROHIBITION OF RAGGING

- ❖ Ragging within or outside any Educational Institution is prohibited.
- ❖ Ragging means doing an act which causes or is likely to cause insult or annoyance or fear or apprehension or threat or intimidation or outrange of modesty or injury to a student.

S.No.	Nature of Ragging	Punishment
1	Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine up to Rs.1,000/-
2	Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 Year or fine up to Rs.2000/- or both.
3	Wrongly restraining or confining or causing hurt	Imprisonment up to 2 years or fine up to Rs.5000/- or both.
4	Causing grievous hurt kidnapping or raping or committing unnatural offence	Imprisonment up to 5 years and fine up to Rs.10,000/-
5	Causing death or abetting suicide	Imprisonment up to 10 years and fine up to Rs.50,000/-

Notes:

- A student convicted of any of the above offences will be dismissed from the college.
- A student imprisoned for more than six months for any of the above offences will not be admitted in any other college.
- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide (ACT 26).

COMMITTEES

ANTI RAGGING COMMITTEE

Sl. No.	Name of the Committee Member	Designation	Position of the Committee	Contact No.
1	Dr.P.SudhakaraRao	Principal	Chairman	8008366772
2	Dr. A.Narmda	HoD, ECE	Member	9705637494
3	Mr.L.Kiran	HoD, EEE	Member	9989423199
4	Dr. A.GauthamiLatha	HoD, CSE	Member	9490228309
5	Mr.T.Srinivasulu	HoD, BS&H	Convener	9848717550
6	Circle Inspector of Police	Police Dept.	Member	9490617137
7	Mrs.K. Vinoda	Warden	Member	9866300389
8	Mrs. T.V.NagarajaKumari	Librarian	Member	9949137779
9	G.VEDASRI	II B. Tech, CSE	Student Member	9550748643
10	D.AKSHITHA	II B.Tech, CSE	Student Member	9346003346
11	P.SHIVALISAGAR	II B.Tech, CSE	Student Member	9160536087
12	J.VYSHNAVI	II B.Tech, CSE	Student Member	7995511217
13	P.SATVIKA	II B.Tech, ECE	Student Member	9912473402
14	G.PRANITHA	II B.Tech, ECE	Student Member	9948751864
15	K.AKANKSHA REDDY	II B.Tech, ECE	Student Member	9177779715
16	VIGNESHWARI	II B.Tech, ECE	Student Member	9848710067
17	MUDIYA FAREEN	II B.Tech, EEE	Student Member	8247361928
18	B. Prachi Sharma	III B. Tech, CSE	Student Member	9705319696
19	S. Supriya	III B. Tech, CSE	Student Member	9177774101
20	K Pavithra	III B. Tech, CSE	Student Member	9849501557
21	B. Shravanthi	III B. Tech, CSE	Student Member	9440481817
22	Bhavani	III B. Tech, ECE	Student Member	8464023790
23	Shivani	III B. Tech, ECE	Student Member	9652118511
24	Sharanya	III B. Tech, ECE	Student Member	8466905834
25	Srividya	III B. Tech, ECE	Student Member	7382800256
26	D. Srirekha	IV B. Tech, CSE	Student Member	9550348010
27	B. Preethi	IV B. Tech, CSE	Student Member	7893753015
28	M. Vidya Sri	IV B. Tech, CSE	Student Member	8688966881
29	B. Rashmitha	IV B. Tech, CSE	Student Member	9063174430
30	K. Prathyusha	IV B. Tech, ECE	Student Member	9515889300
31	K. Sonia	IV B. Tech, ECE	Student Member	7569106108
32	G. Nikitha	IV B. Tech, ECE	Student Member	9666585605
33	V. Mahathi	IV B. Tech, ECE	Student Member	8886242202

ANTI RAGGING SQUAD				
SN	Squad Member	Designation	Place/Floor	Contact No.
1	K. Shyam Sunder	Asst. Professor, BS&H	Mess	9848903721
2	G. Prasad	Asst. Professor, BS&H	B' Block	9397163541
3	K. Santhosh	Asst. Professor, BS&H	B' Block	9912877262
4	K. Sateesh	Asst. Professor, BS&H	B' Block	9247356351
5	K. Bal Reddy	Asst. Professor, BS&H	B' Block	9550167375
6	D. Kavitha	Asst. Professor, BS&H	B' Block	9951024265
7	T. Kalachary	Asst. Librarian, BS&H	Mess	9440021209
8	MP Edward Kumar	Lab Assistant, EEE	Ground Floor	8106999372
9	V. Sudhir Kumar	Asst. Professor, EEE	Ground Floor	9014519452
10	B.Madhavi	Asst. Professor, ECE	First Floor	9949141725
11	G. Narendra	Asst. Professor, ECE	First Floor	9394454459
12	D. Swaroopa	Asst. Professor, CSE	Second Floor	8897723997
13	P. Harikrishna	Asst. Professor, ECE	Second Floor	9346691468
14	A. Kranthi Kumar	Asst. Professor, ECE	Second Floor	8019755570
15	G. Upender	Asst. Professor, ECE	Second Floor	9985585663
16	E. Lingamurthy	Asst. Professor, CSE	Third Floor	9849698293
17	IVS Prapurna	Asst. Professor, CSE	Third Floor	9441427945
18	A. Amara Jyothi	Asst. Professor, CSE	Third Floor	9885267996
19	CH.VEENA	Asst. Professor, CSE	Third Floor	9885652504
20	L. Pradeep	Asst. Professor, CSE	Third Floor	9848122200
21	K. Bharath Reddy	Asst. Professor, CSE	Third Floor	9603452732
22	J.Vineela	Asst. Professor, BS&H	Mess	7093230181
23	B. Venkatesham	Lab Assistant, BS&H	Mess	9666069989
24	B. KoteswarRao	Physical Director	Mess	9848302690
25	T. Srajan Kumar	Asst. Professor, CSE	Bus (Route No.1)	9032150341
26	K.Vinutha	Asst. Professor, BS&H	Bus (Route No.2)	8106876564
27	D Ramani	Office Assistant	Bus (Route No.3)	9640961234
28	D.Anusha	Asst. Professor, CSE	Bus (Route No.4)	9573369079
29	D.SuzunShalini	Asst. Professor, BS&H	Bus (Route No.5)	7893489969

The above faculty is also instructed to observe any ragging in concerned buses.

DROP BOX FOR COMPLAINTS ON RAGGING:

The Institute has provided drop box for receiving complaints and subsequent Grievances Readdresses on anti-ragging. If any student is unable to contact any one of the anti-ragging committee members, she can drop the complaints on ragging in the Drop Box provided for the purpose. If any letter of any grievances is found in the drop box, the same will be addressed immediately.

GUIDELINES, RULES AND REGULATIONS OF THE CAMPUS**1. Ragging and Indiscipline:**

Ragging is strictly banned / prohibited on campus. Any student found guilty would be dealt with severe punishments. All senior students of the college have been warned about ragging by taking a written undertaking. Students who misbehave with staff or other students will also be dealt with seriously. Students involving in indecent acts like smoking, consuming liquor and involving in fights may be suspended up to one semester /academic year. Staff members travelling in college busses will be attentive to make sure that no ragging takes place in the college busses buses.

2. College Timings:

The College commences at 08:45 a.m. and closes by 03:30 p.m. with 45 minutes lunch break. The lunch time starts at 11.35 AM for the First year students and 12.15 for the senior students. Students should reach the college in time and must be present in the class by 08:55 AM. Students are not permitted to loiter outside classes when the class/ Lab work is in progress. The lunch time for the 1styr students will be altered to 12.15 P.M. on a suitable date during the semester.

3. Dress Code:

The students should note that they are pursuing a professional degree course in a reputed institution where several guests from very reputed companies visit the campus for placements or delivering guest lectures, etc. Hence it is student's responsibility to be formally dressed whenever they come to the college. After consulting students from all classes along with staff members, the following dress code is arrived at:

- Chudidhar with Dupatta hanging about 1ft from the neck, pinned on both sides.
- Hair should be plaited or tied.
- Lab coats and shoes shall be worn during work shop / laboratory classes.

Students found not adhering to the dress code will be fined or sent back home for the day with information to parents. Repeated violations may lead to suspension of the student from attending classes. The students are to comply with the dress code of the college and must maintain professional decorum at all times.

4. Wearing ID Cards:

Wearing ID cards is mandatory for all the students as long as they are in the college premises. They are not allowed to attend the classes and labs or write the tests/ examinations without the identity cards. Not wearing ID cards while in the college campus will attract fine.

5. Gate Passes for early leaving college:

Student, who wishes to leave the campus during the working hours, shall take gate pass from their respective HoD but through their counselor. Students found bunking classes or leaving the college without prior permission will not be permitted to attend the classes on the following day, till proper explanation is given by the student or the parent / guardian to the concerned Head of the Department. Students who frequently bunk classes will not be allowed to attend classes till their parents or guardians meet the HoD in person.

6. Punctuality:

Students should be punctual to their classes. In case of coming late to the class, the student may be permitted to attend the class with the permission of their respective Departmental Head, but the attendance will be marked absent, as the attendance is taken at the beginning of the class. If the student is a regularly comes late, appropriate disciplinary action will be taken.

7. Leave / Sick Leave:

If the student is absent on medical grounds, student/ parents / guardians should intimate their concerned HOD and submit the medical certificate on the first day of attending college after being sick. It is very important to note that, this does not entitle student for

getting attendance for the period of absence. Disciplinary action will be initiated if any student is absent without any intimation to the Class teacher/ HOD for more than three days.

8. Discipline in Buses:

The students must commute only in the allocated buses. In case of emergency they will be permitted to change route, with the prior permission of the concerned authority/ bus in-charge. If the behavior of any student is objectionable to the staff/ other students, disciplinary action will be taken. No student is permitted to travel without bus ID. One Senior Faculty Member will be nominated as Bus In-charge.

9. Absenteeism:

No student should be absent from the class without prior permission of the HOD. If a student is absent for three consecutive working days without reason/prior permission, disciplinary action will be taken. The Student must submit leave application in advance to the HOD, if she wants to go on planned leave. It is important to note submitting leave application is only administrative procedure of this college and does not entitle her for any addition / compensation of attendance due to the submission.

10. Usage of Mobile Phones

The students are reminded that the University has banned use of cell phones with camera within campuses of all the colleges. They are hereby informed that students found using camera cell phones may be suspended from attending the classes. Students carrying non-camera cell phones should make sure that their phones are switched off whenever they are attending classes of any nature.

11. Electronic Items for Music and Entertainment:

No musical gadgets are allowed in the college campus. If any student is found using such items, the items would be confiscated and severe disciplinary action will be initiated.

12. Notices/Notice Boards:

Students are expected to see the College notice boards, department notice boards and Lab notice boards regularly. The Main notice board is placed near the Administration Building. Not noticing instructions displayed on the notice boards will not be an excuse for not following instructions.

13. Interaction with seniors:

To curb the practice of ragging on the pretext of interaction, the junior students are instructed not to meet the seniors and engage in any sort of conversation. The students are instructed not to spend their time with the seniors even if they are known or related to them.

14. Intimation of Change of Address:

It is the responsibility of the students to intimate the change of Address / Phone number immediately when applicable, to the office through their Class Mentor or HOD.

15. Website:

Students are expected to see the College website www.vmtw.in regularly for updates on assignments, test dates, assignment marks, Mid Examination Schedules and marks, Attendance, Assignment Questions and End Examination results etc., in the student login. The website has

16. Lab Records Submission:

The students shall submit their Lab records and Assignments given by the concerned faculty and get them corrected and graded in time. In case the student does not submit the completed record of the previously attended lab experiment, the student will be permitted to attend the lab and obviously the student will be marked absent for the lab-hours.

BIOMETRIC & ATTENDANCE

- The University has introduced biometric system for all students from this academic year. All students shall present their biometrics on the biometric system every day when they arrive to the college. This is monitored directly by university. The procedure about operation of the biometric system will be demonstrated to the students.
- Attendance is taken for all students in all class-hours. The concerned class lecturer will post the attendance soon after the class in college on-line attendance system. The aggregate % calculated by the on-line system will be sent to JNTUH once every 15 days. The university will if the student is eligible for appearing for JNTUH examinations.
- When the student is absent from the class-hours due to her participation in co-curricular or extracurricular activities within or outside college, the student must fill appropriate form and obtain permission from HoD through the counselor for getting her attendance marked "Present". The claim on attendance subsequent to the participation without prior permission will not be accepted. The Xerox copy of proof of participation must be submitted to HoD, after participation but within two weeks for retaining the claimed attendance. If the proof of participation is not submitted within scheduled time, the student will lose attendance for the period even though permission was given by her HoD.
- As per the current JNTUH rules, a student will be eligible for appearing in the University examinations only if she obtains a minimum of 75% of attendance in aggregate of all the subjects.
- The student will lose the fee reimbursement, when she has not maintained 75% attendance on any given day.

- The student will not be promoted to the next semester unless she satisfies the JNTUH attendance requirement of the current semester. In case a student is not promoted to the next semester due to shortage of attendance, she may only seek re-admission for the same semester when offered during next academic year.
- Students whose shortage of attendance is not condoned in semester are not eligible to take their end examinations of that class and their registration shall stand cancelled.
- The student who had not secured 75% attendance but secured 65% or more may be permitted to attend the university exams only if her attendance is condoned by the academic counsel as per JNTUH rules, by submitting documentary evidence such as medical treatment.

MISCELLANEOUS

Students

- ❖ are expected to be punctual and regular to the lab classes and follow the lab dress code.
- ❖ are expected to carry out all the experiments prescribed by the University.
- ❖ will not be permitted to attend the end practical examinations unless they carry out the minimum number of experiments prescribed by the University.
- ❖ should attend the lab fully prepared, with clear concept of the theory underlying the experiment and other experimental details with a pre-plan on how to carry out the experiment, after consulting the lab manual.
- ❖ Shall maintain Observation notebooks and show to the faculty in charge of the lab and get it signed by the teacher at the end of the experiment.
- ❖ Shall use only the books approved by the departments / college for the experiments record.
- ❖ Should not move from one experiment table to another.
- ❖ Should handover the equipment to the technician in the lab in good condition before leaving the lab.

- ❖ Should maintain utmost cleanliness in the lab.
- ❖ Shall report any Breakages / Damages of equipment immediately to the lab-in-charge.
- ❖ Must clear all dues to the lab before taking end practical examinations.
- ❖ Shall note that Laboratory session marks will be awarded on the basis of continuous evaluation.
- ❖ Should clear the work bench soon after the experiment is over.
- ❖ Should not be strewn waste material on the floor of the laboratory. Instead use the waste material baskets kept for the purpose.
- ❖ Shall carryout out Experiments by following all the instructions meticulously and observing all the precautions to avoid personal injuries and damage to equipment.

Undertaking from Students and Parents:

Students and their parents / guardians should normally execute an undertaking in the prescribed format that they shall abide by all the rules and regulations of the college. Even before executing an undertaking, a student who has taken admission in this Institute shall be deemed to have agreed to the rules and regulations of the Institute as given in this handbook and also that may be framed from time to time.

Letters to Parents:

Parents will be communicated about the performance of their daughter / ward in attendance as well as examinations results through letters from time to time. The parents are also contacted by HOD/ Class teacher / counselor as and when required. The parents are expected to keep in touch with the Class teacher / counselor / HOD and monitor the academic progress of their ward. In case of poor academic performance and/or attendance, the student and the parent/guardian should promptly respond to and comply with the reports and suggestions for improvement as and when informed.

HOSTEL RULES AND REGULATIONS

Preamble: The reputation of an institute depends solely on the performance of its students, not on buildings, equipments, structures etc. although they are the pre-requisite aids. The students of an Institute are known not only by their performance in their academics but also by their conduct which is an integral part of their personality. In order to make the College feel proud of its students, the following code of conduct is expected of the students.

Hostel accommodation is allotted purely at the discretion of the Chief Warden / Management/ Principal and on conditions that the student agrees to abide by all the following rules and regulations of the hostel. Further these rules may be amended from time to time which would be communicated to the hostel inmates by placing the circular/s on the Hostel notice board/s.

1. A student seeking admission to the hostel shall have to submit another affidavit along with her application for hostel accommodation that she is aware of the ragging law in this regard and agrees to abide by the punishment meted out if she is found guilty of ragging and/or abetting ragging. (AICTE Requirement).
2. Applications of the request for hostel accommodation from the Married students are not approved.
3. Smoking, gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the institute.
4. The hostellers are not permitted to stay out of the hostel beyond 7.00 pm in summer and 6.00 pm in winters.

5. Parents / guardians with ID Cards issued for the purpose by VMTW, are only allowed to meet the hostellers except. Other visitors are not allowed to the hostel to meet any of the hostellers.
6. The hostellers must remember that, the hostel is the home away home. Hostellers should behave themselves well on the campus as well as outside in such a way that dignity of the hostel is maintained.
7. Noise level, volume of radio, etc. must be kept low at all times to allow others, the opportunity to study or sleep in comfort.
8. Mobile phones shall be deposited with warden. Mobile phones may be given to the hostellers only during prescribed hours and the details of which is communicated to hostellers from time to time. However the final year students (hostellers) are permitted to keep their cell phones with them. The final year students shall not use cell phones beyond 9.30 P.M. in the hostel/ college premises.
9. The college authorities are not responsible for the hostellers belongings (Valuables things like Ornaments, Mobile, Money, debit cards, etc.). The hostellers shall take their own arrangements for the safety of their belongings. The hostellers themselves are personally responsible to safeguard their belongings. They are advised not to keep large amounts of cash or valuables like gold ring, costly wristwatch etc., in their rooms. They should also take care of their Purse, Calculators, Cell Phones, Lap tops, Computers, Books, etc.
10. Security of ATM/Debit cards: All hostellers must take care of their ATM/Debit cards. They must not disclose their PIN to anybody including their best friends.
11. In case of theft or loss of any item the hostel, the management will not be responsible for such loss. The hostellers are advised to keep their rooms, boxes,

suitcases, cupboards, etc., securely locked with good quality locks.

12. Resident member may be shifted from one room to another without assigning any reason by the Warden.
 13. Hostellers must occupy the rooms allotted to them and should not change/exchange rooms without prior permission from the Warden/Hostel Authorities. Violations of this rule will result in the Expulsion of the hosteller concerned from the hostel.
 14. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from her/group. Repeated acts of causing to the hostel property will result in expulsion from the hostel.
 15. Water has become a precious commodity. Water shall not be wasted. Hosteller shall have self discipline in this respect and also monitor others if they are wasting water and take corrective steps.
 16. The rooms should be kept always neat and clean. Lights and fans to be switched off when no one is in the room or after use.
 17. The hostellers are neither allowed to keep private electrical equipment nor would tamper with electrical fittings provided in rooms. Unauthorized possession of such equipment will lead to confiscation of the goods and fined for flouting the hostel rules. However they may use table-lamp, Laptop charger and mobile-charger.
 18. Hostel rooms are equipped with furniture & fittings. Hostellers are responsible to handover the items in their original serviceable condition to hostel authorities while leaving the rooms. The cost of furniture and fittings will be recovered from them in case of any damage or loss along with the fine of Rs.1000/-.
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19. Hostel rooms and walls must be kept clean. Writing on the walls, pasting photographs, drawing pictures or defaming the wall in any way is prohibited. At the end of the semester, all the rooms will be checked and if any defamation is found, the cost of repairing the walls along with the fine of Rs.1000/- will be recovered from the occupants.
20. No hosteller is permitted to take food in the room except for those reported sick with prior permission of hostel warden. Indoor cooking including making of tea/coffee/noodles in the rooms is strictly prohibited. The hostellers shall not waste food, electricity & water. Wastage of food and electricity are a national loss.
21. Hostellers falling sick or feel symptoms of sickness should report to hostel warden for evacuation to hospital. **College vehicle will be normally provided subject to availability.** In case of non availability, the warden would arrange for a private vehicle after consulting hosteller and the hiring charges and other related expenditure shall be borne by the hosteller/ parent/ guardian.
22. Day scholars shall not be entertained or allowed to the hostel by the hostellers.
23. Parents and Guardians may visit their wards only on weekends along with the Passes issued to them. No person is permitted into hostel without the college issued ID card.
24. No hosteller shall leave the hostel without prior permission from the hostel warden.
25. The Institute/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against her. The hostel rooms are subject to inspection by the Institute/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room.

26. The HoDs in consultation with the hostellers and keeping in view of the academic calendar will prepare the list of days for the hostellers to go to their native places. The hostellers are not allowed to go to native place on other days. However when the hosteller's parent / guardian makes a special request citing valid reason with HoD, on giving written permission from HoD, warden will permit the hosteller to go to their native place.
27. Hosteller who has taken the out passes should be back to the hostel as per the details mentioned in the pass. Failure to return is treated as violation and all such hostellers will be fined as per the issued circular.
28. Only 2 out short passes (short pass) will be given in a calendar month. Hostellers should take written permission from Principal for requesting the third out pass.
29. No hosteller shall remain absent from the hostel during **night between 6.00 pm/ 7.00 pm to 5.00 am** unless she has obtained night out pass from the hostel warden. Night out permission to hostellers will be given on week-ends only if the request of the hostellers has prior approval of the parents.
30. Hostellers are not allowed to go out of the campus during classes. However if the hosteller has academic related work or otherwise, then the hosteller shall approach their HoD for obtaining permission with a written request. Based on the permission given by HoD, this hostel warden after consulting the hosteller's parents / guardian would provide appropriate gate pass to the hosteller.
31. Parents/Guardians/ can meet their ward in hostel with the permission of the hostel warden before 7.00 pm. No Parent/Guardian/Visitor is allowed to stay in their room. Male visitors are not allowed to visit hostellers (including blood relations) in their living rooms at any time.
32. Taking part directly/indirectly in any movement or agitation or strike of hostellers in the institute for any reason whatsoever will attract punishment, rustication or expulsion, which in the opinion of the management/director is subversive to the discipline of the institute.

DUTIES OF SECURITY STAFF FOR TAKING NOTE OF BY STUDENTS AND PARENTS

1. Security personal will check in & out vehicles after enrolling in the gate register. The security verifies if they have prior appointment with the college official to whom the visitor wants to meet. They would also verify the parents ID cards issues by the college authorities.
2. The details of the students of out pass permission have to be entered in the gate register after careful observation. No hostel student is permitted to go out of the gate without out pass.
3. No boys will be permitted into the campus at any circumstances except student's brother but holding ID card issued by the college in his name.
4. The entry time of the buses in the morning is to be registered and informed in the office every day.
5. The vehicles of the staff are allowed into the campus but outsiders vehicles are to be parked at the gate even after the permission. Two wheelers of the students are not allowed.
6. No hostel students are to be in the college premises after 8 pm (Except near mess). If anybody is found them are need to be sent back to the hostel.
7. Patrolling is strictly implemented thrice the night daily in the college and hostel premises (11pm, 1am & 3am).
8. The students have to deposit her ID card in case if the student is late to the college. The same will have to collect from their respective HoD.
9. Outside food items are strictly prohibited into college premises.
10. Gate is kept closed always.
11. If the security personal gets any kind of doubt on the hostel students, they will contact the phone numbers of the hostel warden i.e. 9866300389, 9989510169 or intercom numbers and confirm the entry by the warden before letting the student into premises.