



**CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY**
An Autonomous Institute | Affiliated to Osmania University
Kokapet Village, Gandipet Mandal, Hyderabad, Telangana-500075, www.cbit.ac.in

Approved by Recognized Research Centers Programs Accredited by Grade A++ in All India Ranking 151-200 Band ISO Certifications: Quality Audit 9001 : 2015, Green Audit 14001 : 2015, Energy Audit 50001 : 2018

COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

45
years

No.CBIT/169/Admn./2023

Dt.04.09.2024

CIRCULAR

Sub: CBIT - Admission of 1st Semester Students of BE / B. Tech. during the academic year 2024-2025
Prevention of Ragging and Punishment for indulging in Ragging - Formation of Committees -
Revised - Reg.

As the first semester of B.E. / B. Tech. will be commencing from Dt. 04.09.2023, the following Committees are formed for the academic year 2024-2025, to take necessary steps for preventing ragging and for maintaining discipline in the Campus.

I. ANTI-RAGGING COMMITTEE :

This Committee looks into the registered cases of Ragging at the Institute level and awards punishment to the defaulters after a thorough enquiry, as per the Guidelines of UGC and AICTE. Depending on the seriousness of the case, the Committee decides on the need for further help from Police or Legal forces.

II. ANTI-RAGGING SQUAD :

The members of this Squad must be alert and active at all times, meet the requirements of any emergency situations, when informed by the Anti-ragging Cell or noticed by themselves. Further, they are to make surprise visits in the campus, hostels and surroundings vulnerable places for ragging. They are empowered to curb the menace on the spot with an information to the Principal and the Directorate of Student Affairs.

III. ANTI-RAGGING DUTIES :

The Heads of Departments are directed to take leading role to prevent ragging in the CBIT campus, Gandipet, Mehdipatnam, Langarhouse, Khanapur Bus Stands, Boys Hostel and Girls Hostel. The Heads of Departments are further directed to attend the anti ragging duties in the college during 4.10 PM to 6.00 PM as per the following schedule from the 1st day of class work for 1st Year Students. The faculty will also be drafted for attending the said duties in the college from 4.10 PM to 6.00 PM every day.

1.	Prof. K.Vasanth, Head, ECE	-	1 st , 3 rd Monday
2.	Prof. K. Jagannadha Rao, Head, Civil Engg.	-	2 nd & 4 th Monday
3.	Prof.M.Venugopalachary, I/C Head, IT	-	1 st , 3 rd Tuesday
4.	Prof M.Balasubba Reddy, Head, EEE	-	2 nd , 4 th Tuesday
5.	Prof. K. Ramesh, Head, Chemistry	-	1 st , 3 rd Wednesday
6.	Prof. B. Sreenivasa Reddy, Head, Physics	-	2 nd , 4 th Wednesday
7.	Prof. S.China Ramu, Head, CSE	-	1 st , 3 rd Thursday

8.	Prof. Swatmaram, Head, Mathematics	-	2 nd , 4 th Thursday
9.	Prof. P.Prabhakar Reddy, Head, MED	-	1 st , 3 rd Friday
10.	Prof.M.Mukaunda Vani,Head, Chem. Engg.	-	2 nd , 3 rd Saturday
11.	Prof. Ashutosh Panday, Head, Bio-Tech.	-	2 nd , 4 th Wednesday
12.	Prof.Y.Ramadevi, Head,AI&ML	-	2 nd & 4 th Monday
13.	Prof.Sangeetha Gupta, Head,CET	-	1 st , 3 rd Friday
14.	Prof.K.Radhika, Head, AI&DS	-	2 nd & 4 th Tuesday
15.	Dr.B.Indira, Head, MCA.	-	5 th Wednesday, 4 th Saturday
16.	Dr.S.Saraswathi, Head, SMS	-	5 th Monday, Friday
17.	Dr.Shagufta Praween	-	5 th Tuesday & Thursday

All the Heads of the Departments are advised to draft the Staff from their respective Departments with an intimation to the Principal's Office for attending the Anti-Ragging duty with effect from 1st day of 1st year class work i.e., on 04.09.2024 from 4.10 PM to 6.00 PM as shown below. The Heads of the Departments are also advised to instruct their Staff, who are attending Anti-Ragging duty, to report by 4.20 PM and sign in the Register kept in the Principal's Office at 5.45PM.

1.	Bio-Technology Department	1 staff member daily from Monday to Friday
2.	Chemical Engg. Dept.	1 staff member daily from Monday to Friday
3.	Chemistry Department	1 staff Member on Tuesday & Thursday
4.	Civil Engg. Department	2 staff members / daily from Monday to Friday
5.	CSE Department	2 staff members / daily from Monday to Friday
6.	EEE Department	2 staff members / daily from Monday to Friday
7.	ECE Department	2 staff members / daily from Monday to Friday
8.	IT Department	1 staff members / daily from Monday to Friday
9.	MCA Department	1 staff member on Tuesday, Wednesday
10.	Mathematics Department	1 staff member / daily from Monday to Friday
11.	Mech. Engg. Department	2 staff members / daily from Monday to Friday
12.	English Department	1 staff member on Monday, Wednesday & Friday.
13.	Physics Department	1 staff member on Monday, Wednesday & Friday
14.	SMS Department	1 staff member on Tuesday, Thursday
15.	AI&DS Department	1 staff member on Monday, Tuesday
16.	AI&ML Department	1 staff member on Wednesday, Friday
17.	CET Department	1 staff member on Wednesday, Friday

IV. ANTI-RAGGING CELL (Help Desk) :

This Cell can be contacted or informed through messages 24/7 to register or report the cases of ragging.

1.	Prof. B. Sreenivasa Reddy, Head, Physics and I Year Co-ordinating Head	Mobile : 9849272455
2.	Prof. M. Ganeshwar Rao, Mathematics and Chief Warden, CBIT Hostels	Mobile : 9490316979
3.	Principal's Office	Mobile : 8466997201
4.	Office of the Advisor-SA&P	Mobile : 6300685276

V. DISCIPLINARY COMMITTEE :

A Disciplinary Committee is constituted with the following:

Principal will be the Chairman and the Advisor-Student Affairs & Progression is the Convenor. All Directors, Joint Directors, Heads of the Departments, Heads of Sections, Librarian, CoE, Asst. PD and all the Professors of the Institute are the members of the Disciplinary Committee from now onwards.

The Disciplinary Committee has to look into the general conduct of students in the campus and their compliance with "Code of Conduct". Hence their duties will be within the Jurisdiction of the Code of Conduct. It is the responsibility of this Committee to monitor the discipline of Students within the Campus, CBIT Hostels and even outside, if such a situation arises. Further, the Committee has to report the violation cases to the Principal and on his advice either can take a direct action on the spot or refer for further enquiry depending upon the seriousness of the situation.


PRINCIPAL



To
All the Advisors, Directors, Associate / Assistant Directors, Heads of the Departments, In-charges of Heads, Librarian, CoE, Head-HR, Asst. PD & PRO, for information and advised to arrange for circulation among all the staff and students under their control for necessary action at their end.

