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DEPLOYMENT OF STRATEGIC PLANNING

Bharat Institute of Technology (BIT), has emerged to create a common platform for teachers, students, research scholars, academic experts, drug regulators and industry to interact ans share their knowledge, regulatory guidelines with participants and delegates fostering an environment where participants and delegates can enrich their knowledge, be inspired to think interms of research and be encouraged to innovate. Yearly, the institution hosts awareness programmes, faculty development programmes, Advanced scientific seminars, National Pharmacy week, and ideations by the institutions innovation cell and incubation centre.

It was an honour for the Chinta Reddy Madhusudan Reddy Edu. Society, BIT-Pharmacy to organize a national level virtual and offline seminar/Conferences consecutively from 2010 that provides an oppurtunity for various colleges students and faculty to project their scientific work and skills on the national level platform through Google meet, Youtube, Instagram and Facebook was found to be beneficial for the students and faculty members to share their research and knowledge and interact with different academicians, industry scientists and regulators across india and international.

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ngalpally (V), Ibrahimpatnam
& R. Dist. Pin: 501516



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Perspective Plan 2019-2024

OBJECTIVE	ACTION PLAN	
Quality Education and lifelong learning	 Identify and develop a new teaching methodology Incorporate new experiments Participate in educational and mentoring activities (i.e. provide ongoing training, research) To implement an appropriate curriculum delivery by recruiting qualified and competent faculty in support of the program. Research collaborations, Strengthen library & learning resources 	
Research & Development, Innovation, and Incubation	 Develop a plan to cultivate improved and novel research methods for existing ones. To apply for Government funding agencies. To improve quality of publications or research findings and to try for patents filing. To strengthen Institute Innovation cell (IIC and Institute and Industry cell. To arrange MOUs, guest lectures, industriatraining, human resource exchange, scientifications, To establish an incubation Centre 	



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Social Responsibility and Extension Activities in a neighbourhood community and Cheeryal village	To promote the concept of rational use of medicine in Mangalpally village To conduct professional development programs for health care professionals To provide drug information to health care professionals To assist health care professionals in the quality use of medicines
Explore options for Finance and Infrastructure resources	To seek research funding from government organizations. To improve student admissions To enhance the infrastructure.
Improve students placements	To interact with industries and improve the number of placements. To conduct career guidance programs to make the students ready for facing the Interviews.

Activity successfully conducted based on Perspective/Strategic plan and Deployment Quality Education and lifelong learning

- Recruiting qualified, experienced and competent faculty in support of the program.
- ICT tools are identified, developed and employed to improve the teaching-learning process.
- Mentoring process is established.
- Institute Innovation cell is established and various innovation activities are conducted.
- Lifelong learning is initiated through conducting seminars, guest lectures, workshops, extracurricular activities
- Research collaborations with reputed organizations.
- Strengthened library, learning resources & E- digital library facility.
- Incorporated new experiments.

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SERVICE RULES, CODE OF CONDUCT, AND DISCIPLINE FOR STAFF, STUDENTS, AND ADMINISTRATION

These rules are called " BIT Employees Service and Conduct Rules".

Cadres of Staff

The staff comprises the following categories.

A. Teaching Staff:

S.No	Designation	
1	Principal	
2	HODs	
2	Professors	
4	Associate Professors	
5	Assistant Professors	
6	Librarian	
7	Physical Director	

B. Supporting Staff (Technical):

S.No	Designation	
1	System Administrators	
2	Lab Assistants	
3	Lab Technicians	
4	Drivers	



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C. Supporting Staff (Non-Technical):

S.No	Designation	
1	Administrative Officer	
2	Senior Assistant	
3	Record Assistant	
4	PA/Steno	
5	Junior Assistant	
6	Attenders	
7	Aayahs	
8	Gardeners	

QUALIFICATIONS AND EXPERIENCE:

The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the PCI AICTE/ Affiliating University/State Government.

1. Pay, Allowances, Increments:

- Scales of pay, allowances and other financial benefits for various categories of staff shall be as decided by the Governing Body, keeping in view the scales suggested by AICTE/PCI/Affiliating University/Government.
- Annual increments shall be sanctioned by the Principal on satisfactory performance of the employee based on the recommendations of Head of the Department or In-charge of section In the case of Principal, Chairman/Secretary is the sanctioning authority.
- iii. The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

2. Recruitment and Selection

- The recruitment and selection of faculty members is need-based. HOD projects the requirement based on workload.
- The rules prescribed for selection of employees from time to time by AICTE/PCI/University/Government of TS shall be followed.
- ii. Staff selection committee shall be constituted.
- iii. A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.



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- iv. The Management/Governing body may in special circumstances appoint persons by
- v. The candidates for Assistant professor and Associate professor are selection committee followed by one-on-one interview by the Principal/ Secretary.
- vi. Candidates for non-teaching posts are selected based on practical test conducted by the Principal.
- vii. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.

3. Appointing Authority:

All the appointments are made by the Principal with the approval of the Secretary based on the recommendations of various committees appointed from time to time for such purposes.

4. Reporting:

On receiving the offer letter from the institution, the staff member has to give in principle his/her consent to join the institution on or before the last date notified for reporting. At the time of reporting for duty, the staff member has to submit an undertaking, stating that he/she would serve the institute for a minimum period of two years and abide by its conduct rules. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience and last pay drawn;

5. Probation:

- All appointees in the institution will initially be on probation for the first one year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise.
- No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- iii. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- iv. The services of candidate appointed on temporary/contract basis, can be terminated at any time without any notice and without assigning any reason thereof.

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6. Resignation, Relieve, Termination:

Resignation and Relieve:

All the employees of the institution who are desirous of resigning voluntarily should

give proper notice as mentioned below:

S.No	Category	Notice Period
1	HODs and Professors	One month notice or salary in lieu of notice at the discretion of Principal
2	Teaching Staff	One month notice or salary in lieu of notice at the discretion of Principal
3	Technical Staff	One month notice or salary in lieu of notice at the discretion of Principal
4	Administrative Staff	One month notice or salary in lieu of notice at the discretion of Principal

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the college.

7. Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

8. Motivational incentives

Employees Provident fund (EPF)



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The eligible members of the staff are enrolled under EPF scheme and the contribution as fixed by the GOI is deducted from their salary. This amount together with the management contribution will be deposited in the bank account of the Government department concerned within the stipulated time.

Incentives and Awards

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student, no. of top ranks at university level secured by students in their respective subjects. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments, interest free loans for computers etc. There is an institutional incentive for bright and meritorious students by way of fee waivers, merit scholarships, attendance awards, year and programme wise institution rankers and university rankers in any subject and/or year.

9. Leave Rules and Policies:

GENERAL

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- ii. .An employee shall not take up any service or accept any employment, while on leave.
- iii. Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for CLs, intimation by telephone, SMS or E-Mail is to be given to the Head of th department / Institution, if prior sanction cannot be obtained for justifying reasons.
- iv. . Leave accounts of all staff members are maintained in the Office of the Principal.
- v. Sanctioning Authority: Principal of the college is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads / in charges for administrative convenience. Secretary (Chairman) of the college is the competent authority to sanction leave of the Principal.



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vi. All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an Academic year will be considered in the performance appraisal at the end of the year.

10. CASUAL LEAVE (CL)

- All the regular employees of the college are entitled to fifteen in a calendar year.

 days of casual leave
- The total number of CL's used in one spell shall not exceed 06 days and the total period including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- iii. The total number of CLs used shall not exceed 4 at the end of I Quarter, 8 at the end of II quarter, and 12 at the end of III quarter.
- iv. Unused CLs at the end of a calendar year are NOT carried forward to the next year.
- v. Casual leave cannot be combined with any other type of leave.
- vi. Casual leave for half a day may also be granted for fore noon or after noon.

HALF-PAY LEAVE (HPSL)

_All employees are entitled to 10 days of half pay leave on medical grounds.

- i. HPL may be commuted on medical grounds subject to the following conditions:
- Employees are eligible to commute HPL to a maximum extent of half of the HPL accrued.
- When commuted leave is granted / used twice the amount of such leave shall be debited against the
- iv. HPL accrued (due).
- v. HPL for more than 2 days will be granted against production of medical certificate from a registered medical practitioner.

SPECIAL LEAVES

- All regular faculty members are eligible for leave up to 8 days in a calendar year for performing university examination duties as observer / evaluator/ examiner.
- All regular faculty members are eligible for leave up to 06 days in a calendar year for participation and /or presentation of paper in National / International seminars/ Conferences / Symposium / Workshops.
- iii. All the regular staff members of the college, who have put in not less than one year of service in the college and who marry while service in the college are eligible for 05 days' leave, including the day of marriage. This leave can be used with public holidays prefixed and / or suffixed.

Sabbatical Leaves

Maximum 10 days of sabbatical Leaves may be availed by the teaching staff in one academic year.

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Eligibility for sabbatical leaves is as follows

Professor	Associate Professor with PhD	Assistant Professor with PhD	Assistant Professor
From day 1 of joining	After 1 year from the	After 2 years from the	After 2 years from the
	date of joining	date of joining	date of joining

It may be availed for attending seminars/Workshops/Conferences/ Symposiums organised by university campus colleges, IITs or equivalent or Govt./Private sector undertakings only.

If the sabbatical Leave is availed for pursuing PhD, such faculty should serve the organisation for atleast two years after the award of PhD.

COMPENSATORY CASUAL LEAVE (CCL)

_All the regular staff members who work on public holidays are eligible for one day's compensatory leave for each day of work. This leave must be used within 3 months of the date of work / eligibility.

i. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

STUDY LEAVE

Study leave with/without pay may be granted to deserving employees for pursuing higher studies at the discretion of the management. The terms of the leave will be worked out on case to case basis.

MATERNITY LEAVE

A regular eligible female employee is entitled to maternity leave up to six weeks with pay and an additional 6 weeks on half - pay. This leave is granted only once during the service at the college. The employee taking this leave has to give an undertaking (on Rs.100/- stamp paper) at the time of applying for the leave that she would work for a minimum period of 02 years after return from leave. Maternity leave not exceeding two weeks may be granted in case of miscarriage or confinement including induced abortion.

Maternity leave applications must be accompanied by medical certificates.

VACATION LEAVE

All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to six week's vacation leave. This six week period split up as follows:



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04 weeks during summer

01 week each during Dusserah and Sankranthi festivals.

Where the period of service in the college is less than one year but 06 months or more, vacation leave may be granted on pro-rata basis. The faculty members whose service in the college is less than 06 months are not eligible for vacation leave.

For the purpose of computing the service period the cutoff date would be the first day of vacation period notified by the Principal at the end of the academic year.

Un used vacation leaves are not carried forward to the nextacademic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions

of the Head of the Institution, the unused vacation leave is converted as EL in the ratio of 07 (VL): 05 (EL).

EARNED LEAVE (EL)

- i. All the non teaching staff members (non vacation staff) are eligible for accrued Earned leaves of 15 days in a calendar year @ 1.25 leaves per each completed month of service. Gardeners are eligible for 5 days' Earned leave in a calendar year. The leaves will not be credited at the beginning of the year.
- ii. Un used EL's would be carried forward to the next calendar year.
- iii. EL's will not be granted on more than three occasions in a calendar year.
- iv. EL's will not be granted for less than 05 days.
- v. In certain cases unused vacation leaves of vacation staff may be converted to EL's as provided for in, clause VIII above.

All human situations have their inconveniences. We feel those of the present but neither see nor feel those of the future; and hence we often make troublesome changes without amendment, and frequently for the worse". - Benjamin Franklin

10 Codes of Conduct and Discipline:

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:



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DO's:

- i. Maintain absolute integrity and devotion to duty
- ii. Attend the college regularly and punctually
- iii. Engage classes, both theory and practical; punctually and effectively
- iv. Correct the assignments and lab. records systematically
- v. Be meticulous in submitting the question papers and marks of the internal tests
- vi. Conduct guest/expert lectures with academic/industry professionals
- vii. Valuation of internal and external examinations
- viii. Attend internal and external invigilation and observer duties
- ix. Attend guest lectures, FDPs, Workshops, Seminars, Industrial Visits and Tours
- x. Downloading e-material from digital library, authorized online journals and legitimate sites
 - Preparing soft/hard copy of course files, delivery sheets and web materials
- xi. Monitoring and Counseling of student academic performance and Mentoring
- xii. Be honest, impartial in dealings and courteous with others
- xiii. Abide by the rules and regulations of the institution
- xiv. Promote decency, decorum, dignity and discipline among staff and students.
- xv. Institute devices and mechanisms to improve academic standards.
- Acquire and develop professional/interpersonal competence to enhance skills of students
- Building team work, team efficiency and reinforcement of skills/knowledge in students
- xviii. Administrative compliance
- xix. Authoring/Coauthoring of text books with other college rofessionals
- xx. Publication of papers in Seminars/Conferences/Conventions/ Journals/Magazines
- xxi. Publication and attending FDPs/Workshops/Conferences/ Symposiums/
- xxii. Chairing Sessions and Delivering Keynote Address in any FDP/WS/ Seminar/Conference
- xxiii. Professional, rational and intellectual behavior like an academician.

Don'ts

- i. Gross negligence of duties and responsibilities
- ii. Propagation of religious, communal, anti-social, terrorist activities in the campus.
- iii. Discriminate by caste, creed, religion, language, domicile, social and cultural background
- iv. Encouraging any form of 'malpractice/unfair practices' in connection with exams
- v. Leaving the campus without proper prior permission of the Head of the Institution.
- vi. Absconding from the institution
- vii. Undertake private assignments whether remunerative or not
- viii. Enter into any monetary transactions with any stakeholder of the institution
- ix. Cause damage to institution or stakeholders property in any form.
- x. Encourage or involve in immoral practices with stakeholders
- xi. Organize, attend, involve in any duty outside the college without proper approval
- xii. Passing comments on religious, regional, personal, racial and cultural sentiments

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Taking Membership of a political party or taking part in politics

xiv. Any act which is detrimental to the interest of the institution.

11. Disciplinary action:

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Principal.

An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management, and the University as the case may be.

As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

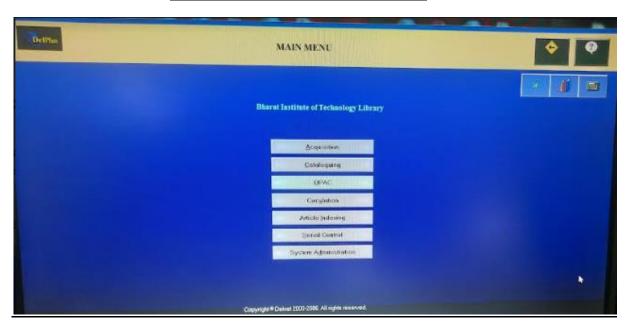
- i. Censure
- ii. Withholding increments/promotion
- iii.Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
- iv. Suspension
- v. Removal from service

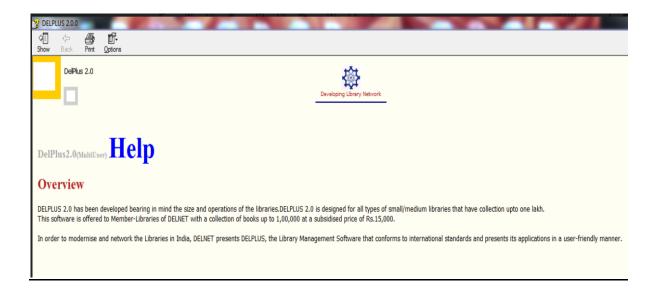
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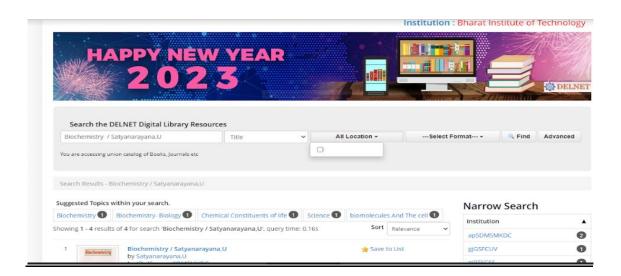
SCREENSHOTS OF E-GOVERNANCE





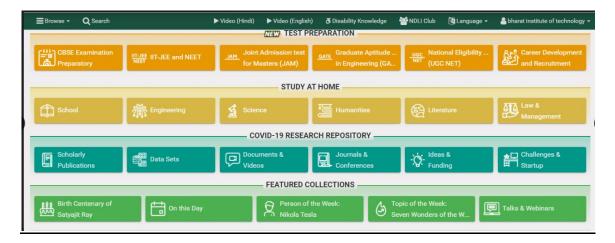












SCREENSHOTS OF LIBRARY



xams Registrations

Profile Registrations

Oforms, Seating and

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LabExternal Marks Entry Reports

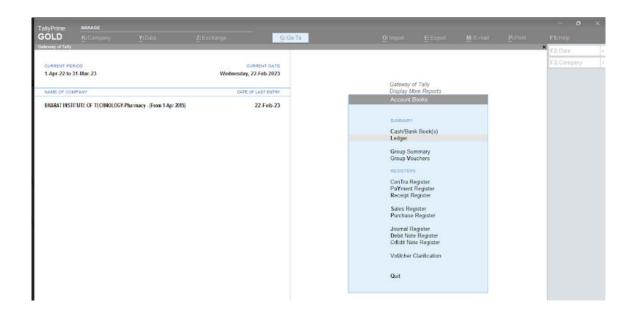
Admin options



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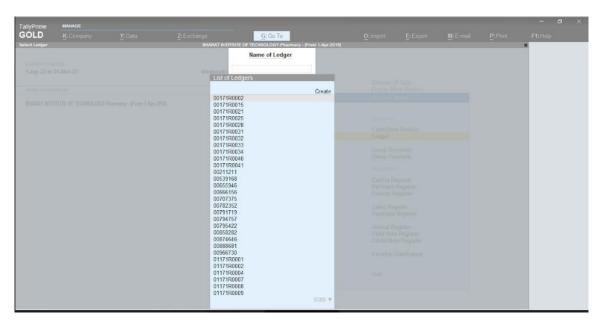


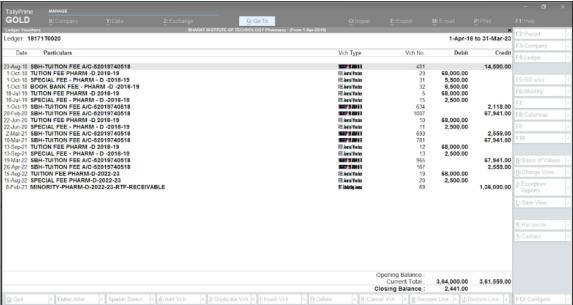
SCREENSHOTS OF EXAMINATIONS





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SCREENSHOTS OF FINANCES & ACCOUNTS

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12-06-2019

E-Governance Policy

To be recognized nationally and internationally, every educational institution must have a good E-Governance Policy, a good Governance Document, and good Government initiatives. BIT has established an excellent E-Governance Document and has been implementing several good E-Governance initiatives to maintain andmake its mark as one of the countrys Institutes of Excellence among the Higher education institutions. For the system to run smoothly, governance must be made inclusive, participatory, accountable and transparent.

Objectives:

- 1. Incorporate e-governance in to several departments of the organization.
- 2. To enhance the effectiveness of the operations.
- 3. To encourage transparency and accountability.
- 4. To minimise the use of paper in office administration.
- 5. To fecilitate internal and external communication among the various departments of the institute connected through internet.
- 6. To ensure easy accessible information

Policy:

E-Governance policy is implemented in the following areas

- 1. Planning and development
- 2. Administration
- 3. Finance and Accounts
- 4. Student Admission and Support
- 5. Examination

E-Governance must be followed inorder to create an honest and effective governance system within the institution

Website: The website must be functioning and reflect the operations of the institution, Offers an easy access to information on all activities, changes, and other important information to the visitors. For updating information, maintaining and working of website, the institution needs a service provider and a system administrator.

Accounts: Tally Gold software is used by BIT (Pharmacy) to keep track of finances and accounting. Appropriate security measures should be adopted to ensure transaction

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confidentiality. Existing workers must be trained, and exixting software must be updated on a regular basis. For financial management, the office will continue to use Tally Gold software.

Library: For the benefit of students, the institution has a large library with more e-learning facilities. Teachers and students are also involved. BIT (Pharmacy) uses Delplus, Digital Library, DELNET to gain easy access to library services. In the same vein, newer e-subscriptions to learning materials and journals are required based on the Library Committee's recommendations.

Examinations: BIT is an affiliated college to JNTUH. Hence all the examinations are conducted as per the notifications given by JNTUH. Admissions, attendance, exam registrations, hall tickets, and marks uploading will be completed via JNTUH website. The college Exam Incharge issponsible for managing the entire examination process under the supervision of the Principal, and while handling examinations, secrecy and confidentiality is maintained and work will be completed with great care and attention.

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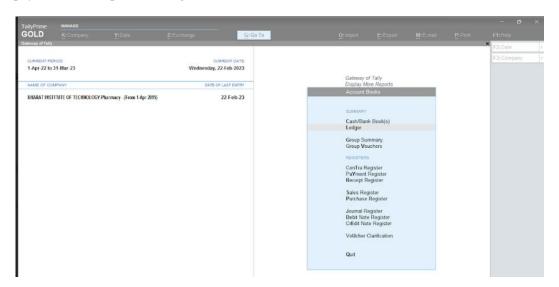
ERP DOCUMENT

IMPLEMENTATION OF E-GOVERNANCE IN AREAS OF OPERATION

S. No	Areas of e-Governance	Software	Page no.
1.	Finance and Accounts	Tally Prime Gold	1-2
2.	Student Support	Delplus, DELNET, NDL	2-5
3.	Examination Work	JNTU Website	6

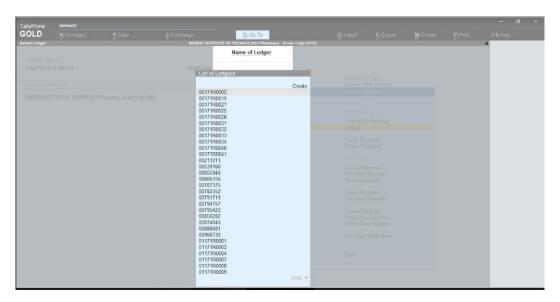
1. FINANCE AND ACCOUNTS

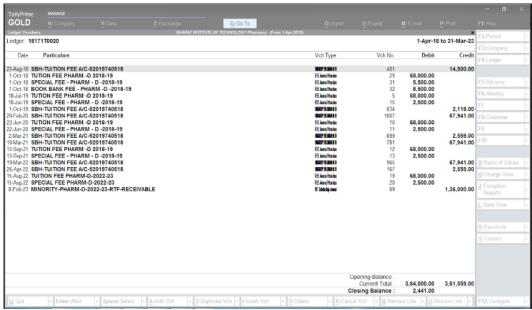
Tally Prime Gold is used for finance and accounts. It is used for final accounts purposes, payments, Receipts and Ledgers.





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2. STUDENT SUPPORT

LIBRARY:

Delplus & DELNET are fully featured, scalable library management system used to maintain the record of the library. It stores the data regarding issues and returns of books borrowed by students and faculty members with the respective submission dates, searching titles, journals, and other library reports.

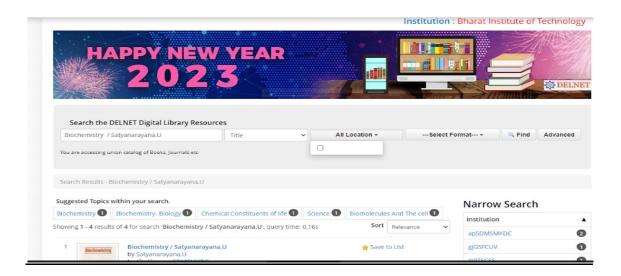






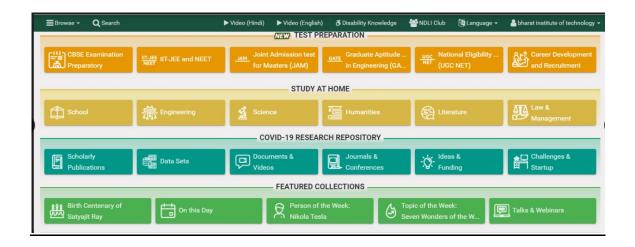












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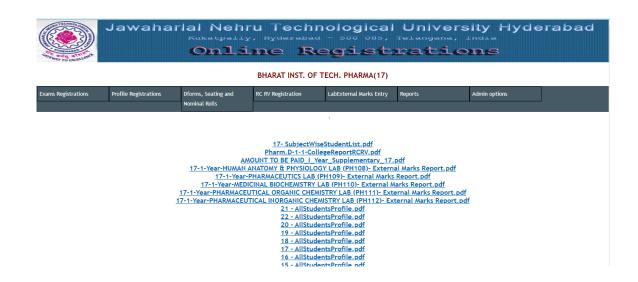
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3. EXAMINATION WORK

All the examinations are conducted as per the notifications given by JNTUH. Admissions, attendance, exam registrations, hall tickets, and marks uploading will be completed via JNTUH website. The college Exam Incharge issponsible for managing the entire examination process under the supervision of the Principal, and while handling examinations, secrecy and confidentiality is maintained and work will be completed with great care and attention.







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List of Welfare Measures for Teaching and Non Teaching Staff AY 2020-21



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List of Welfare Measures for Teaching and Non Teaching staff

S. No	Title
1	Contributory PF Coverage
2	ESIC
3	Transport Facilities
4	Yoga Sessions
5	Canteen facility

1. Contributory PF Coverage

A. List of staff availing PF Benefits

S.No	Staff
1	Mr. Balakrishna
2	Mrs. Lavanya
3	Mr. Ramakrishna

2. <u>ESIC</u>

S.No	Staff
1	Mr. Dasharath
2	Mr. Narasimha
3	Mrs. Kavitha
4	Mrs. Sujatha

3 Transport Facilities

Free transport is provided to the faculty

S.No	Faculty Name
1	Dr.G. Srikanth
2	Dr.Shibnath Kamila
3	Dr.Arifa Begum
4	Dr.Namratha
5	Dr. J. Bhaskar
6	KabitaBanik
7	Ms. Twyla
8	Ms. Rachel Nevedita
9	Dr. Sridevi
10	Dr. Kalyani
11	Mrs. Jyothi Sahu
12	Ms. Haritha P
13	Ms. A. Haritha
14	Mrs. Usha
15	Dr. Marina

4 Yoga Sessions

Yoga sessions are conducted for physical and mental wellbeing of faculty and students





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5. Canteen facility:

Tidy and Hygienic canteen facilities are available for all the teaching and Non teaching staff.

Miscellaneous:

Research freedom is been given to everyone for research of industrial interest.

On duty leave for attending Seminars and Workshops.

Parent organization also takes care of teaching and nonteaching staff in case of emergency.

Organizations of programmes for Financial safety, Emotional and Social wellbeing





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TEACHERS PROVIDED WITH FINANCIAL SUPPORT TO ATTEND CONFERENCES/WORKSHOPS



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List of faculty got financial support to attend the conferences/seminars in the F.Y. 2020-21

S.	Name of	Name of conference/	Name of the	Amount of
No	teacher	workshop attended for which financial support provided	professional body for which membership fee is provided	support
		A clinical drug reference		
1	Mrs. P. Haritha	tool for Pharm.D	Lexicomp	500/-
		Principles in Cell	Mizoram	
2	Mrs. P. Haritha	Signalling	University	400/-
3	Dr. Arifa Begum	Talk show on depression	Jai Narain Vyas University, Jodhpur	500/-
	D. G. N.	Ethnomedicobotany control Covid-19: The nature	Drug Information center, MM School of	200/
4	Dr. S. Namrata	provides remedy within	Pharmacy	300/-
5	Ms. Twyla	Design Thinking	TASK	400/-
		Exploring myriads of		
		pharma in pharmaceutics	L.M. College of	
		and pharmaceutical	Pharmacy,	
6	Dr. Arifa Begum	technology	Ahmedabad.	500



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Certificates & Receipts







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National Service Scheme



Kamla Nehru College for Women Jai Narain Vyas University, Jodhpur

Talk Show
On
DEPRESSION

Certificate of Participation

This is to certify that Mr./Ms./	Dr Arifa Begum SK
from Bharat In	stitute of Technology
participated in Talk Show on Depressi	on. The event was organized by National
Service Scheme, Kamla Nehru College	for Women, Jai Narain Vyas University on
October 10, 2020.	
His/Her participation is highly appreci	ated.

Dr. Rajshree Ranawat
Programme Officer Unit III
KN College for Women
Jai Narain Vyas University, Jodhpur

Prof. (Dr.) K. R. Patel NSS Coordinator Jai Narain Vyas University, Jodhpur

Kleah

Prof. (Dr.) Sangeeta Loonker
Director
KN College for Women

KN College for Women
Jai Narain Vyas University, Jodhpur





This is to certify that

Prof./Dr./Mr./Ms. ARIFA BEGUM SK

Has Participated as Delegate at

AICTE and DST-GUJCOST Sponsored International E-Conference

"PHARMTECH 2020 - Exploring myriads of Pharma in Pharmaceutics and Pharmaceutical Technology"

Organized by

L.M. College of Pharmacy, Ahmedabad during 28th to 30th October 2020.

Dr. Mahesh T. Chhabria Convener

Certificate No: LMCP/2020/076

Yamini Lhah Dr. Yamini D. Shah Organizing Secretary







<u> ଆହାହାହାହାହାହାହାହାହାହାହାହାହାହାହାହାହାହା</u>



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6.3.3.Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year in the F.Y. 2020-21

S. No	Title of the professional development program organised for teaching staff	Title of the administrative training program organised for nonteaching staff	No. of particip ants	Duration
1	Awareness Program on Outcome Based Education (OBE)	-	21	20-06-2020 to 20- 06-2020
2	Soft skills: Mentoring skill and Emotional intelligence in Education	-	25	05-10-2020 to 10- 10-2020
3	-	Maintainence of SOPs and Instrumentation	6	14-02-2020 to 14- 02-2020
4	_	Principles of Bhagawat Gita: Key for successful administration	5	17-03-2021 to 17- 03-2021



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01/06/2020

CIRCULAR

Sub: Guest Lecture for teaching staff

This is to inform all teaching staff that the Guest lecture entitled "Awareness Program on Outcome Based Education (OBE) shall be conducted on 6th June, 2020 by distinguished resource speaker. All the teahing staff must attend the webinar without fail.

Vision

To build the nations one among the best centers of excellence engaged in providing overall pharmaceutical education including training and research. Bharat Institute of Technology (Pharmacy) firmly believes that right knowledge and ethical responsibility drives individual's commitment for the service of mankind.

Mission

M1: To bring to students India's best education, as a combination of teaching theory and practical application of knowledge and research in pharmaceutical sciences in order to train them to many positions of leadership and responsibility in the pharmaceutical industry, academics and health care sector.

M2: To impart education, in a conducive ambience, as comprehensive as possible, with the support of modern technologies and pedagogic tools, and thereby develop in students the abilities and passion to work wisely, creatively and effectively for the betterment of the society.

M3: To impart a value based education, where the mind, body and the soul are holistically developed, major purpose of life is seen by mankind and meeting the great challenges of the future.

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26/09/2020

CIRCULAR Sub: FDP for teaching staff

This is to inform all teaching staff that the Guest lecture entitled "Soft skills: Mentoring skill and Emotional intelligence in Education" shall be conducted on 5-10th October, 2020 by distinguished resource speaker. All the teahing staff must attend the one week FDP without fail.

Vision

To build the nations one among the best centers of excellence engaged in providing overall pharmaceutical education including training and research. Bharat Institute of Technology (Pharmacy) firmly believes that right knowledge and ethical responsibility drives individual's commitment for the service of mankind.

Mission

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M2: To impart education, in a conducive ambience, as comprehensive as possible, with the support of modern technologies and pedagogic tools, and thereby develop in students the abilities and passion to work wisely, creatively and effectively for the betterment of the society.

M3: To impart a value based education, where the mind, body and the soul are holistically developed, major purpose of life is seen by mankind and meeting the great challenges of the future.

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Bharat Institute of Technology

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Certificate No: SKE051020_14



Certificate

OF PARTICPATTION





One Week FDP on

Soft skills: Mentoring Skills and Emotional Intelligence in Education

DR. ARIFA BEGUM S. K.

Bharat Institute of Technology, Hyderabad, Telangana has participated and completed successfully the faculty development program on Soft Skills: Mentoring Skill and Emotional Intelligence in Education, conducted at Bharat Institute of Engineering and Technology, Hyderabad in collaboration with Center for Research and Education in Social Integration and Human Resource Development and Telangana State council for Higher Education from 5th - 10th October 2020.

CONVENOR

CONVENOR BIET CHAIRMAN CRESIHRD CHAIRMAN TSCHE

THE STATE OF THE S

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08/02/2021

CIRCULAR

Sub: Lecture for Nonteaching staff

This is to inform all teaching staff that the lecture entitled "Maintainence of SOPs and Instrumentation shall be conducted on 14th February, 2021 by distinguished resource speaker. All the Non-teahing staff must attend without fail.

Vision

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Mission

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M3: To impart a value based education, where the mind, body and the soul are holistically developed, major purpose of life is seen by mankind and meeting the great challenges of the future.

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10/03/2021

CIRCULAR

Sub: Lecture for Nonteaching staff

This is to inform all teaching staff that the lecture entitled "Principles of Bhagawat Gita: Key for successful administration" shall be conducted on 17th March, 2021 by distinguished resource speaker. All the Non-teahing staff must attend without fail.

Vision

To build the nations one among the best centers of excellence engaged in providing overall pharmaceutical education including training and research. Bharat Institute of Technology (Pharmacy) firmly believes that right knowledge and ethical responsibility drives individual's commitment for the service of mankind.

Mission

M1: To bring to students India's best education, as a combination of teaching theory and practical application of knowledge and research in pharmaceutical sciences in order to train them to many positions of leadership and responsibility in the pharmaceutical industry, academics and health care sector.

M2: To impart education, in a conducive ambience, as comprehensive as possible, with the support of modern technologies and pedagogic tools, and thereby develop in students the abilities and passion to work wisely, creatively and effectively for the betterment of the society.

M3: To impart a value based education, where the mind, body and the soul are holistically developed, major purpose of life is seen by mankind and meeting the great challenges of the future.

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6.3.4(1) Participation certificates of teachers attended FDPs during A.Y 2020-21

S.	Name of teacher who	Title of the program	Duration (from –
N	attended		to) (DD-MM-
0			YYYY)
		Orientation Training Programme	19-04-2021 - 23-
1	Mrs.Haritha Pasupulati	for Mentors	04-2021
		FDP-Nanotechnology in	15-06-2020 - 20-
2	Mrs.Haritha Pasupulati	Healthcare	06-2020
		FDP-The role of Pharmacist in	29-06-2020 - 04-
3	Dr. Arifa Begum sk	Healthcare	07-2020
		FDP-soft skills: Mentoring skill	
		and Emotional intelligence in	05-10-2020 - 10-
4	Dr. Arifa Begum sk	Education	10-2020
5		FDP-Arificial Intelligence in	02-11-2020 - 06-
	Dr. Arifa Begum sk	Pharmaceutical Sciences	11-2020
6		FDP-Adoption of Virtual	
		Reality Technologies for Drug	
		Discovery: The Centerpiece of	26-07-2020 - 30-
	Dr. Arifa Begum sk	Academic and Industry Labs	07-2020
7			07-09-2020 - 11-
	Ms. Kabita Banik	FDP-Leadership and Excellence	09-2020
8		FDP- In Silico tools for	
		biopharmaceutics and virtual	17-07-2020 - 19-
	Mrs.Haritha Pasupulati	pharmacokinetics	07-2020
9	_	eFSDP: Recent updates in	25-06-2020 - 30-
	Dr. Namratha Sunkara	pharmacy practice	06-2020
		Perceive the Oppurtunity from	
10	Dr. Namratha Sunkara	Adversity	03-06-2020
		Developing	
		Consciousness(Transdental	22-09-2020 - 26-
11	Dr. Namratha Sunkara	Medicine)	09-2020



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Certificates







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CERTICATE OF APPRECIATION

This is to certify that Mrs. Haritha Pasupulati from Bharat Institute of Technology has successfully completed "Awareness Programme on Outcome Based Education (OBE)" on 20-6-2020, Organized by the Internal Quality Assurance Cell (IQAC), Bharat Institute of Engineering and Technology (BIET), Hyderabad, Telangana.

Certificate Id: UCXFLU-CE000554

Dr. R.Madana Mohana IQAC Coordinator, BIET

Dr. V.Rambabu







ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

Nelson Mandela Marg, Vasant Kunj, New Delhi - 110 070

AICTE Training And Learning (ATAL) Academy

Certificate

This is certified that Arifa Begum SK, Associate Professor of Bharat Institute of Technology participated & completed successfully AICTE Training And Learning (ATAL) Academy Online FDP on "Artificial intelligence in Pharmaceutical sciences" from 2020-11-2 to 2020-11-6 at Institute of Pharmaceutical technology Sri Padmayati Mahila visvavidyalayam.



Director ATAL Academies





Coordinator



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Shri Vishnu College of Pharmacy

(Autonomous)
Estd.: 1997; Affiliated to A.U., Visakhapatnam, Approved by AICTE & PCI



Certificate of Participation



from 29th June to 4th July, 2020.

Dr. Pravin D. Chaudhar President Mille

Dr. Raman Danı Convener Secretary, APTI Mishaleso.

Dr. M. Sri Raghu Bapiraju Program Coordinator Asst. Professor, SVCP Contratas Jabla

Mr. Venkata S Jakka Organizing Secretary Asst. Professor, SVCP

Dr. K. Prasad Convener Principal, SVCP



Certificate No: SKE051020_14



OF PARTICPATTION





One Week FDP on

Soft skills: Mentoring Skills and Emotional Intelligence in Education

DR. ARIFA BEGUM S. K

Bharat Institute of Technology, Hyderabad, Telangana has participated and completed successfully the faculty development program on Soft Skills: Mentoring Skill and Emotional Intelligence in Education, conducted at Bharat Institute of Engineering and Technology, Hyderabad in collaboration with Center for Research and Education in Social Integration and Human Resource Development and Telangana State council for Higher Education from 5th - 10th October 2020.

CONVENO

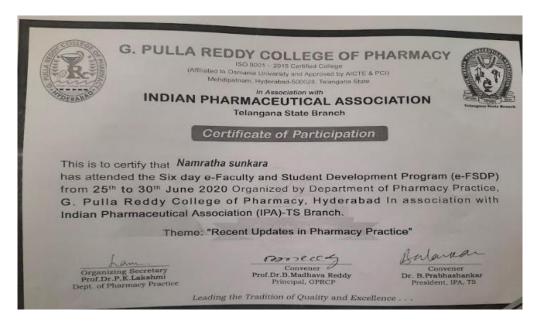
CONVENOR BIET CHAIRMAN

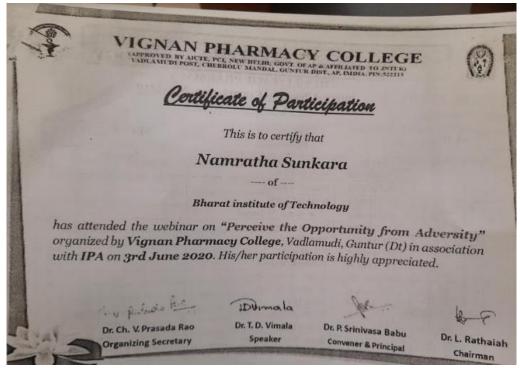
CHAIRMAN CRESIHRD CHAIRMAN

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6.5.1. IQAC Initiatives and practices institutionalized

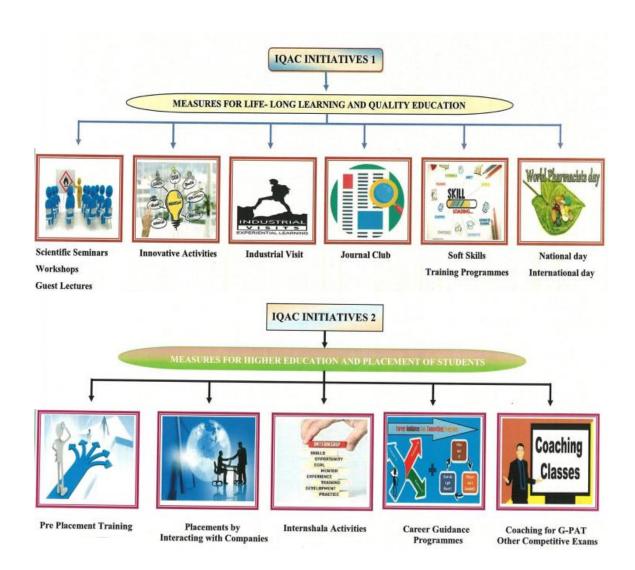
INTERNAL QUALITY ASSURANCE CELL



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Seminar-Career Guidance





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Womens day celebrations



AIDS day





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Blood Donation Camp





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CCMB VISIT



World Pharmacists day



Pneumonia day







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Yoga day



Convocation day









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IQAC

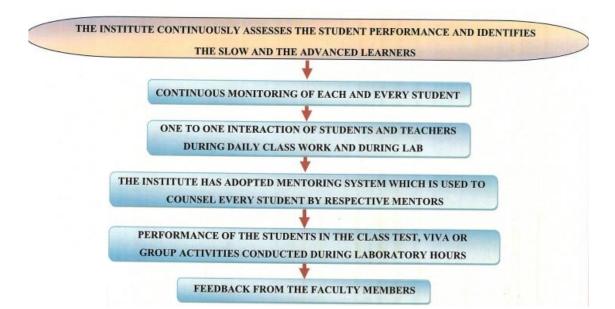
Teaching learning reforms & learning outcomes

- 1. Identification of slow learners and advanced learners
- 2. Research &innovations



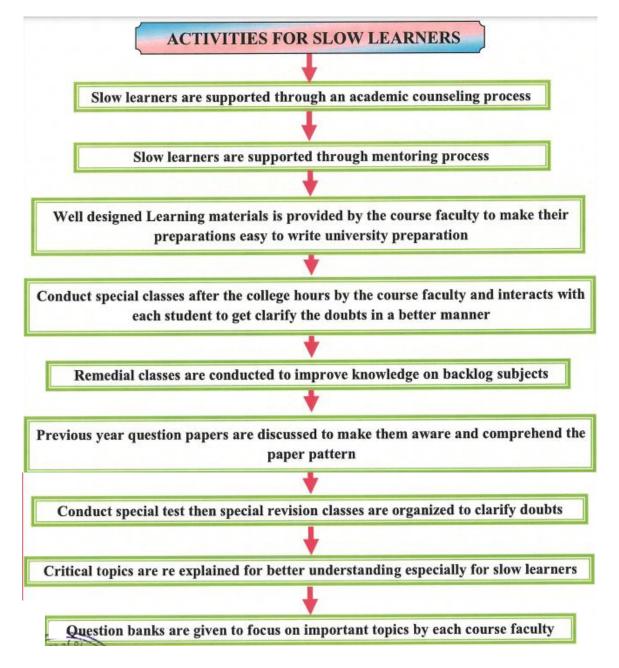


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Students are encouraged with cash prizes given by the institution for first three toppers from each program by the management They are encouraged to publish research papers in National and International journals Bright and Diligent students are motivated and inspired to get university ranks Students are encouraged to take up competitive exams like GPAT GRE, TOEFL, IELTS, NIPER, PGCET etc

Students are encouraged to present posters and oral presentations in Seminars and Conferences

Students are encouraged to organize different curricular and co-curricular activities

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6.5.3 – IQAC Minutes

Date: 23/08/2020

IQAC Meeting will be held on 24/08/2020 at 3.00 PM at seminar hall, college campus, Mangalpally, Ibrahimpatnam to transact the following agenda.

Co-Ordinator, IQAC

PRINCIPAL PRINCIPAL Bharat Institute of Technology Mangalpally (V), Ibrahimpatnam M B Dist Pin: 501510 principal bit@biet.ac.in, 9640909041

Meeting Agenda:

- 1. To review academic and other important activities and events
- 2. To discuss about R&D activities
- 3. To review status of NAAC work
- 4. Suggestions & Remarks



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Minutes of Meeting

NATURE OF THE MEETING	IQAC
VENUE	Seminar Hall
FREQUENCY	Quarterly
CONVENED ON DATE	24/08/2020, 3.00PM
MEMBERS ATTENDED	Copy attached
COPIES CIRCULATED TO	All members of IQAC

The Convenor welcomed all the members of IQAC, BIT. The IQAC coordinator kept all the points of discussion to all members.

AGENDA POINTS	DETAILS OF DISCUSSION			
To discuss about Academic Matters	The principal discussed the following matters, 1. HODs have to submit weekly report on labs conducted, information on substitution classes and any other issues. 2. Class time tables were reviewed. 3. B.Pharmacy final year project status is reviewed. 4. Add on programmes are reviewed. 5. PO attainment of outgoing batches is reviewed.			
To discuss about R&D activities	The members discussed about various R&D activities as follows. 1. HODs of various departments have to collect monthly publications and Scopus indexed journals published by faculty and submit to the R&D Committee. 2. All Faculty especially PhD faculty should publish minimum one scopus/web of science indexed publications per year 3. Establishment of R&D centre			
To discuss about status of NAAC work	Principal instructed all the criteria Incharges to submit the data in a given timeline.			
Suggestions & Remarks	Improve Journal club presentations and activities. Establishment of R&D centre Sports and cultural activities			



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Date: 23/12/2020

IQAC Meeting will be held on 23/12/2020 at 2.45 PM at Room 101, college campus, Mangalpally, Ibrahimpatnam to transact the following agenda.

Co-Ordinator, IQAC



Meeting Agenda:

- 1. To review academic and other important activities and events
- 2. To discuss about R&D activities
- 3. To review status of NAAC work
- 4. To review status of NBA work
- 5. To discuss on Induction and Orientation programme
- 6. Suggestions & Remarks



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Minutes of Meeting

NATURE OF THE MEETING	IQAC		
VENUE	Room 101		
FREQUENCY	Quarterly		
CONVENED ON DATE	23/12/2020, 2.45PM		
MEMBERS ATTENDED	Copy attached		
COPIES CIRCULATED TO	All members of IQAC		

The Convenor welcomed all the members of IQAC, BIT. The IQAC coordinator kept all the points of discussion to all members.

AGENDA POINTS	DETAILS OF DISCUSSION
To discuss about	The principal discussed the following matters,
Academic	1. HODs have to submit weekly report on labs conducted, information
Matters	on substitution classes and any other issues.
	Class time tables were reviewed.
	B.Pharmacy final year project status is reviewed.
	Add on programmes are reviewed.
	PO attainment of outgoing batches is reviewed.
To discuss about R&D activities	All PhD faculty should apply for grant in various Govt./Non Govt. agencies 2. All Faculty especially PhD faculty should publish minimum one scopus/web of science indexed publications per year 3. Emphasis on Collaborations
To discuss about status of NAAC work	Principal instructed all the criteria Incharges to submit the data in a given timeline.
To discuss about status of NBA work	Principal instructed all the criteria Incharges to submit the data in a given timeline.
To discuss on Induction and Orientation programme	Principal gave valuable instructions and made various committees to organise the programme in a smooth pace .
Suggestions & Remarks	 Conduction of Yoga sessions Writing Reviews on new targets



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6.5.3 - Quality assurance initiatives of the institution

6.5.3(1) ISO certification

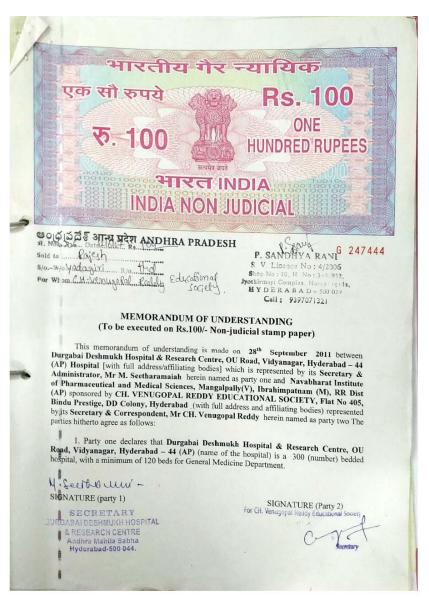




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6.5.3(3) <u>Institutional MOUs</u>





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-2-

- 2. Party one agrees to provide to party two the minimum space necessary of 1200 square feet in the hospital building to establish Pharmacy Practice department for the conduct of Pharm.D
- 3. Party one agrees to provide preceptors required to train the Pharm.D students.
- 4. Party one agrees that, it will not enter into similar agreement with any other Pharmacy institution/s or department/s offering or intend to offer Pharm.D programs.
- 5. The prospective students will be allowed to undergo training in the following specialty departments
 - ☐ Medicine
 - ☐ Surgery
 - ☐ Pediatrics
 - ☐ Gynecology and Obstetrics

 - ☐ Psychiatry
 ☐ Skin and VD
 - ☐ Orthopedics
- 6. Party two will provide the academic staff and necessary infrastructure for Pharm. D course as per the PCI norms and takes the overall responsibility for smooth conduct of the programs.
- 7. This agreement is to be in effect at least for ten years from the time of its endorsement by both the parties.
- 8. The officials representing Durgabai Deshmukh Hospital & Research Centre, OU Road, Vidyanagar, Hyderabad - 44 (AP) hospital and Navabharat Institute of Pharmaceutical and Medical Sciences, Mangalpally(V), Ibrahimpatnam (M), RR Dist (AP) sponsored by CH. VENUGOPAL REDDY EDUCATIONAL SOCIETY, Flat No 405, Bindu Prestige, DD Colony, Hyderabad are signing this MOU to achieve the beneficial objectives of Pharm.D programs.

M. See Marin ow SIGNATURE (party 1)

SECRETARY PALDESHMUKH HOSPITAL Hyderabad-500 044.

SIGNATURE (Party 2)



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DURGABAI DESHMUKH MAHILA SABHA (Andhra Mahila Sabha)

DURGABAI DESHMUKH HOSPITAL & RESEARCH CENTRE

FOUNDER PRESIDENT : LATE Dr .(Smt.) DURGABAI DESHMUKH

Smt.N.Usha Reddy President Smt.Usha Kanda Vice-President (Hyderabad) Smt.Prema Dhatri Rao Vice-President (Chennai) Sri S.V.Rao

Chairman

Dr.(Smt.) M.Lalitha Kameswari General Secretary Sri T.K.Ranganathan Addl. Secretary (Chennai) Sri U.Prabhakar Rao Secretary Dr.Y.S.N.Murthy Medical Director

Date: 25.1.2019

CONSENT LETTER

The Durgabai Deshmukh Hospital & Research Centre have entered into MOU with Bharat School of Pharmacy for clinical exposure & Knowledge through practical experience and lectures for the Pharm.D students and Pharm.D Post Baccalaureate students from 23rd October, 2011 starting from the academic year 2012-13 onwards.

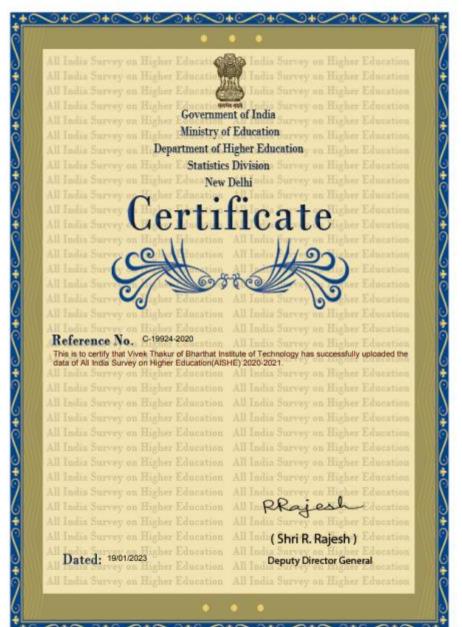
SECRETARY
Durgabai Deshmukh Hospital
& Research Centre
Andhra Mahila Sabha
Hyderabad-500.044

University Road, Vidyanagar, Hyderabad - 500 044. Telephone : 040-27681100, 040-27681101, 27681500 Fax. No: 040-27667889, Email :durgabaihospital@gmail.com.



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6.5.3(4) All India Survey on Higher Education(AISHE) 2020-2021.

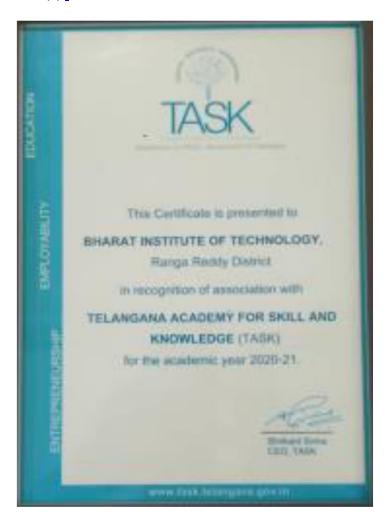


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6.5.3(5) TASK.



6.5.3(5) IIC.





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6.5.3(6) HI/BI.

31/23, 10:08 AM	View Proposal 1	or Host Institute (HI) / Business In	cubator (BI)	
	Reference No. :	- HIBITS004320		
1. Details of Institution/	Agency			
Institute Name	BHARAT INSTITUTE OF TECHNOLOGY	Name of the Dean / Principal / Head of the Institute	Dr. MOHAMED MUTAHAR RK	
Address of Institution	Mangalpally (V), Ibrahimpatnam (M), RR Dist. Hyderabad. Telangana- 501510.			
State Name	TELANGANA	District Name	RANGA REDDY	
Pin code	501510	Mobile No. +91	9640909041	
Tel No. with STD code	08414252648	Email Id	principal[dot]bit[at]biet[dot]ac[dot]in	
2. Category of the Host Institute	Technical College			
3. About the Institution				
Date of establishment	01/04/1999	Number of teaching staff	59	
Total no. of student	577	Number of academic courses offered	4	
Details of registration/a	ffiliation/accreditation			
i) University affiliation	View/Download	ii) AICTE approval	View/Download	
iii) NABL/ other accreditation	View/Download	iv) Any other	View/Download	
Last two years audited annual accounts with auditor's report	View/Download	Number of students enrolled during last two years	374	
4. Details of existing/pro	oposed Business Incubator:			
Already having Busines	ss Incubator Center	No		
Name of person in charge of BI	Dr. Mohamed Mutahar RK	Designation of person in charge of BI	Principal	
Email ID	principal[dot]bit[at]biet[dot]ac[dot]in	Mobile No. +91	9640909041	
Area of BI in Sq. ft. (Total area)	100000	Area of BI in Sq. ft. (buildup area)	500000	
Details of ongoing innovative activities being undertaking by the Institution.	les			

6.5.3(7) UGC.

Jawaharlal Nehru Technological University, Hyderabad

Name and address of the college	Status	Year of Estb.	Nature of Affiliation	Teaching Upto	Govt or Non Govt	Aided or Unaided
Balaji Institute of Technology and Science	2(f)	2001	Temporary	Master's	Non Government	Unaided
Laknepally (V) Narsampet (M) Warangal District - 506 331						
Telangana						
Bharat Institute of Engineering and Technology	2(f)	2001	Temporary	Master's	Non Government	Unaided
Mangalpally (V) Ibrahimpatnam (M) Ranga Reddy Dist 501 510						
Telangana	//	0.11		10		
Bharat Institute of Technology	2(f)	1999	Temporary	Master's	Non Government	Unaided
Mangalpally (V), Ibrahimpatnam (M) Ranga Reddy District - 501 510 Telangana						
Telangana						





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