IARE

Institute of Aeronautical Engineering

An **Autonomous** Institute
NAAC Accreditation with **'A'** Grade
Accredited by **NBA**
Permanent Affiliation Status from **JNTUH**

An Institution offering B.Tech and M.Tech courses in
CSE | IT | ECE | EEE | Aero | Mechanical | Civil

STUDENT HAND BOOK

2017 - 2018

Enter to Learn
Learn to Achieve

PERSONAL MEMORANDUM

Affix
Latest Color Photo

Name of the Student	
Student ID / Employee ID	
Branch / Department	
Father's Name	
Phone Number (Student)	
Phone Number (Parent)	
Permanent Address	**Pin code:** .....
Temporary Address	**Pin code:** .....
E-mail ID	
Blood Group	
Personal Data	

SIGNATURE

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1. GENESIS

Institute of Aeronautical Engineering **(IARE)**, Hyderabad was established in 2000, by a devoted group of eminent professionals and industrialists, having a long and outstanding experience in educational system with a mission 'Education for Liberation'. It is the first institute to start the B.Tech program in Aeronautical Engineering in the state of Telangana and has gradually transformed itself into a truly premier integrated interdisciplinary technological institute.

The campus, spread across a sprawling area of 19 acres with a built-up area of 3,10,000 sq. ft., hosts the best infrastructure, thus making the life both an educative and enjoyable one for the student. The institute provides a holistic education in an ambiance that makes no compromises on discipline, dedication and commitment.

Profile of the Institute:

Estd. Year	:	2000
Managed by	:	Maruthi Educational Society, Hyderabad
Approved by	:	AICTE, New Delhi. Approval No: 1-3325710912/2017/EOA
Accreditation	:	**NBA** accreditation for **all seven** B.Tech programs
		NAAC accreditation with '**A**' Grade
Autonomy	:	Autonomous status from University Grants Commission (UGC)
Affiliated to	:	Jawaharlal Nehru Technological University, Hyderabad
Campus	:	Dundigal, Hyderabad – 500043, Telangana
Distance	:	Secunderabad - 20 km; JNTUH, Kukatpally - 12 km
Phone	:	(08418) 257181, 257202
Mobile	:	9985821446, 8121515272
Email / Web	:	info@iare.ac.in / www.iare.ac.in

2. HIGHLIGHTS

- Fully Flexible Choice Based Credit System (CBCS)
- Provision for Full Semester Internship (project work) in Industry
- Choice to add/drop courses to match the pace of fast and slow learners
- Transfer and/or waiver of credits for the students who may spend one semester and/or two summer terms in any academic institution of repute in India or abroad
- Student centric approach in teaching and extra tutorial sessions for weak students
- Guest lectures by industry experts and top rated academicians
- Earned the distinction of maintaining an excellent record of over 75% students being placed in esteemed MNCs.
- Funding for Innovative student Projects
- Weekend take-from-home online proficiency tests
- Experienced, Qualified and Dedicated faculties; PhD awarded: **58**, PhD submitted: **14** and pursing PhD: **64**.
- Extensive placement training from second year B.Tech onwards
- **18 centers of excellence**
- Published about 800+ research papers in national and international conferences/journals.
- Received 208+ lakhs of grants from various Government agencies such as Department of Science & Technology (**DST**), All India Council for Technical Education (AICTE), ISRO, ministry of Earth Sciences etc., for conducting research activities.

3. RANKINGS AND ACCOLADES

4. COURSES AND INTAKE

The Institute was established in 2000 with an initial intake of 60 students in the branch of Aeronautical Engineering. Currently the students' intake is 1284 with 7 UG programs, 6 PG programs and MBA.

LATEST APPROVED INTAKE AND COURSES

S. No	Course(s)	Intake
UG Courses		
1	Aeronautical Engineering	120
2	Computer Science and Engineering	240
3	Information Technology	120
4	Electronics and Communication Engineering	240
5	Electrical and Electronics Engineering	120
6	Mechanical Engineering	120
7	Civil Engineering	120
PG Courses		
8	Aerospace Engineering	30
9	Computer Science and Engineering	30
10	CAD/CAM	18
11	Embedded Systems	18
12	Power Electronics and Electrical Drives	24
13	Structural Engineering	24
Other PG Courses		
14	Master of Business Administration (MBA)	60
Total Intake		**1284**

5. ADMISSIONS

Admissions to the Institute are made along with the other engineering colleges in the state through a common entrance test conducted by the Govt. of Telangana.

The Eligibility Criteria for Admission to B.Tech Courses:

- The minimum qualification for admission to first year of the B.Tech course is a pass in the Intermediate (10 + 2) conducted by the Board of Intermediate Education, Govt. of Telangana or any other examination recognized as equivalent thereto with Mathematics, Physics and Chemistry as optional subjects.
- 70% of the seats are allotted based on the merit in the Engineering and Medical Common Entrance Test (EAMCET) conducted by Govt. of Telangana.
- 30% of the seats are earmarked for Management / NRI candidates.
- In addition to the above, Diploma holders are admitted in second year of B.Tech to the extent of 20% of intake based on the merit in the Engineering Common Entrance Test (ECET), under lateral entry scheme conducted by Govt. of Telangana.

The Eligibility Criteria for Admission to M.Tech Courses:

- **M.Tech – Aerospace Engineering:** B.E / B.Tech in Aeronautical Engineering / Mechanical Engineering with valid GATE score / based on the rank obtained in the test conducted by JNTU.
- **M.Tech – Computer Science and Engineering:** B.E / B.Tech in Computer Science and Engineering with valid GATE score / based on the rank obtained in the test conducted by JNTU.
- **M.Tech - Embedded Systems:** B.E / B.Tech in Electronics and Communications Engineering / Electrical and Electronics Engineering / Computer Science and Engineering / Information Technology / Electronics and Instrumentation Engineering with valid GATE score / based on the rank obtained in the test conducted by JNTU.
- **M.Tech – Power Electronics and Electric Drives:** B.E / B.Tech in Electrical and Electronics Engineering with valid GATE score / based on the rank obtained in the test conducted by JNTU.
- **M.Tech – CAD/CAM:** B.E / B.Tech in Mechanical Engineering with valid GATE score / based on the rank obtained in the test conducted by JNTU.
- **M.Tech - Structural Engineering:** B.E / B.Tech in Civil Engineering / Construction Engineering with valid GATE score / based on the rank obtained in the test conducted by JNTU.

The Eligibility Criteria for Admission to MBA Course:

The minimum qualification for admission to first year MBA is a pass in undergraduate course (10+2+3).

- 70% of the seats are allotted based on the merit in the Integrated Common Entrance Test (ICET) conducted by Govt. of Telangana.
- 30% of the seats are earmarked for Management / NRI candidates.

6 INSTITUTE TIMINGS

COLLEGE STARTS AT 9:30 A.M. AND ENDS AT 4:00 P.M.

Each day is bifurcated into seven interactive sessions of 50 minute duration each. Practical learning sessions are allotted three consecutive sessions wherein students perform experiments in laboratories.

Lunch break for B.Tech (CSE | IT | ECE | EEE) is from **12:00** Noon to **12:40 PM**.

Lunch break for B.Tech (AE | ME | CE | FRESHMAN), M.Tech and MBA is from **12:50 PM** to **01:30 PM**

7. REGISTRATION

Each student has to compulsorily register for course work at the beginning of each semester as per the schedule mentioned in the Academic Calendar. It is compulsory for the student to register for courses in time.

8. PAYMENT OF INSTITUTE TUITION FEE

Last date for payment of institute annual tuition fee is from 01 June to 12 June for each year of study. The last date for payment of tuition fee with fine of Rs. 100/- per day is applicable to the next 6 days and thereafter Rs. 500/- per day upto a day before the date of course registration as specified in the Academic Calendar.

9. DRESS CODE

Workshop / Engineering Physics and Engineering Chemistry Laboratories:

Boys: Neat dress with shirt tucked in, blue / white apron and formal shoes
Girls: Chudidhars, blue apron

Engineering Drawing Laboratories:

Boys: Neat dress with shirt tucked in, blue apron and formal shoes
Girls: Chudidhars, blue apron

Mechanical Engineering / Aeronautical Engineering / Civil Engineering Laboratories:

Boys: Neat dress with shirt tucked in, blue apron and formal shoes
Girls: Chudidhars, blue apron

Electronics and Communication Engineering / Electrical and Electronics Engineering Laboratories:

Boys: Neat dress with shirt tucked in, blue apron and formal shoes
Girls: Chudidhars, Blue Apron

Computer Engineering Laboratories:

Boys: Neat dress with shirt tucked in and formal shoes
Girls: Chudidhars

10. SEMESTER STRUCTURE

The Institute shall follow semester pattern. An academic year shall consist of a first semester and a second semester and the summer term follows in sequence. Each semester shall be of 21 week duration and this period includes time for course work, examination preparation, and conduct of examinations. Each semester shall have a minimum of 75-80 teaching days. The academic calendar shown in the following Tables are declared at the start of the semester. The first and second semesters shall have the duration to accommodate a minimum of 17 instructional weeks per semester.

11. ACADEMIC CALENDAR STRUCTURE

FIRST SEMESTER (21 weeks)	I Spell Instruction Period	8 weeks	19 weeks
	I CIA Examinations	5 days	
	II Spell Instruction Period	8 weeks	
	II CIA Examinations	5 days	
	Preparation Holidays	1 week	
	Semester End Examinations (SEE)	10 days	
	Practical Examinations	1 week	
Semester Break and Supplementary Exams			2 weeks
SECOND SEMESTER (21 weeks)	I Spell Instruction Period	8 weeks	19 weeks
	I CIA Examinations	5 days	
	II Spell Instruction Period	8 weeks	
	II CIA Examinations	5 days	
	Preparation Holidays	1 week	
	Semester End Examinations (SEE)	10 days	
	Practical Examinations	1 week	
Summer Vacation, Summer Semester and Remedial Exams			8 weeks

12. METHODOLOGY FOR MONITORING AND EVALUATING THE PROGRESS

The conduct and performance of the students are closely monitored in terms of the Attendance, Continuous Assessment Test, Mid Semester Tests and Tutorials. Every month the attendance particulars are presented by every course instructor to the Head of the Department who informs students about the percentage of attendance about shortage, if any, and cautions them to not to miss classes any more. Each student is assigned to a faculty member (called mentor) who continually monitors his / her performance and guides him / her with a view to provide them the overall growth and development. An excellent rapport is maintained with parents who are informed of their wards' progress on a regular basis.

13. ATTENDANCE REQUIREMENTS TO APPEAR FOR THE END - SEMESTER EXAMINATION

13.1 It is desirable for a candidate to maintain 100% attendance in each course. In every course (theory/laboratory), student has to maintain a minimum of 75% attendance including the days of attendance in sports, games, NCC and NSS activities to be eligible for appearing in Semester End Examination of the course.

13.2 For cases of medical issues, deficiency of attendance in each course to the extent of 10% may be condoned by the College Academic Committee (CAC) on the recommendation of head of the department if the attendance is between 75% to 65% in every course, subjected to the submission of medical certificates, medical case file and other needful documents to the concerned departments.

13.3 The basis for the calculation of the attendance shall be the period prescribed by the institute by its calendar of events. For late admission, attendance is reckoned from the date of admission to the program. However, in case of a student having less than 65% attendance in any course, s/he shall be detained in the course and in no case such process will be relaxed.

13.4 A candidate shall put in a minimum required attendance for at least three (3) theory courses to get promoted to next higher class / semester. Otherwise, s/he shall be declared detained and will have to repeat the semester.

13.5 Students whose shortage of attendance is not condoned in any subject are not eligible to write their semester end examination of those courses and their registration shall stand cancelled.

13.6 A prescribed fee shall be payable towards condonation of shortage of attendance.

13.7 A student shall not be promoted to the next semester unless he satisfies the attendance requirement of the present semester, as applicable. They may seek readmission into that semester when offered next. If any candidate does not fulfill the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

13.8 Any student against whom any disciplinary action by the institute is pending shall not be permitted to attend any SEE in that semester.

14. INFRASTRUCTURE

All the required drawing halls, colossal corridors, spacious class rooms, laboratories, library, computer centre, seminar halls, E-class rooms and faculty rooms are housed in a total building space of 3,10,000 sq. ft. The Institute has an air conditioned auditorium with 860 seating capacity and air conditioned E-class rooms with 120 seating capacity along with LED projectors. All the class rooms are equipped with LED projectors to ensure an effective teaching learning process.

The Institute is architecturally well designed and functionally has spacious classrooms. The laboratories and workshops are fully equipped. Besides, 120 KVA uninterruptible power supply system with 480 KVA diesel green generator sets are exclusively catering to the needs of the computer centre.

15. COMPUTER CENTRE

There are 42 air-conditioned computer laboratories across the campus housing over 1500 computers for use by students and staff. High-end, sophisticated computing facilities are available to meet academic and project requirements, and to encourage research activities. Further, the computers providing an excellent computational environment comprise multiple operating systems-Microsoft Windows, Linux and UNIX, and can be accessed from any of the nodes attached to the servers across the campus through UTP and fiber optic backbone.

All computers are Internet connected through 30 Mbps broadband connectivity from Vainavai and Pioneer online and BSNL.

- **Software Facility at the Computer Centre:**

  Microsoft Academic Alliance Software (MSDN), Red Hat Enterprise Linux, WINDOWS Advanced Server, IBM Rational Rose UML 60 user Software, IBM Rational Tester, Oracle 10 G 500 user Database Software, Macromedia Flash, Visual Studio, C, C++, Cobal, Java Language Compliers, MS OFFICE MS Office, MS Office Visio Professional 2003, .NET Professional, Professional CADENS, VLSI Tools, Norton Semantic Endpoint Protection Anti Virus, ANSYS Academic Teaching Introductory V12.x (Ansys Multi physics, Fluent Full capability solver, Ansys CFX full capability solver, AnsysAutodyn, Ansys Workbench, Ansys Meshing tools (including ICENCFD, MCAD Geometry Interface) PRO/ENGINEER University Lab Bundle, MATLAB 100 Users (Control Systems Toolbox, Signal Processing Toolbox, DSP Syatems Toolbox, Communication Systems Toolbox, SIMULINK, Simpower Systems, Neural Networks, Image Processing, Wavelet etc.).

- **Power Backup at Computer Center:**

  Uninterruptible Power System (UPS): 120 KVA with 60 minutes backup supported by 480 KVA Diesel Green Generator Set.

16. LIBRARY: A hub of knowledge

The duplex modern library is fully computerized with bar-coding and Wi-Fi facility. Completely automated library management system makes it possible to borrow books at any time. In addition to these resources, faculty members dynamically upload all their lectures, question banks, lab manuals and research notes on the institute Intellect CMS login. These are available to the students with the simple keying in of a password. The library large enough to accommodate more than 36740 volumes of books, the news papers, back volumes of the periodicals, reference books, current periodicals, more than 7638 online journals of **IEEE (163), ASME (29)**, **ASCE (36), ELSEVIER (275**), **Springer (149)**, **J-Gate (6349), McGraw-Hill (637**) and 1526 Indian journals and magazines in print.

Modern digital library also supports the learning system with 140 computers to access E-journals, E-books, E-learning, multimedia center and photocopying for the convenience of the users. **ASTM** Digital Library, **N-LIST** E resources (through INFLIBNET), 1200 **NPTEL** (National Program on Technology Enhanced Learning) video lectures, **MIT** open courseware and membership of **DELNET** (Inter library loan) are accessible for resource sharing.

WORKING HOURS

All working days: **9:30 AM to 6:00 PM**
The issue counters function between **9:30 AM and 06:00 PM** on all working days.

17. PLACEMENT AND TRAINING

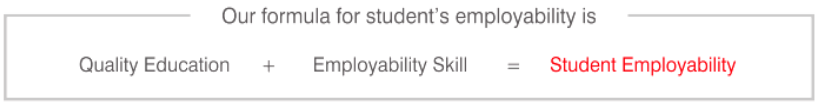
IARE has been consistently improving its placement record with more than 75% of eligible students being placed in various reputed organizations. The Placement and Training (PAT) Centre plays a pivotal role in building the career of aspiring engineers enabling them to hone their skills in order to reach their desired goals. Our industry-institute interactions have been instrumental in getting some of the renowned MNCs to the institute and conduct on campus recruitments.

IARE maintains good relations with corporate houses and other prestigious institutions being a perfect host for educationists and entrepreneurs. Our placement team works round the year to ensure successful and respectable placements with esteemed organizations.

PAT centre believes in combining the three facets that together spell success - Ability, Motivation and Attitude. The PAT cell is functioning actively with a full time Placement and Training Officer, Assistant Placement & Training Officer and three supporting staff. It liaisons with industries of repute and arranges campus interviews for the students of pre final / final year. Through this cell, the students are informed of various job opportunities and are guided to prepare for interviews.

To strengthen one's forte in today's ever challenging technical world, engineers require exemplary technical expertise combined with effective inter personal skills.

Increasingly recognized by recruiters for its abundant talent pool and excellent facilities, IARE's placement process aims to match the requirements of recruiters and the aspirations of the students.



The objectives of PAT Centre are:

- To place final year students in respectable organizations through campus recruitment.
- To provide industrial training to students during their course of study.
- To organize lectures, seminars, group discussions, mock interviews etc. for career guidance, Entrepreneurship and personality development.

- To provide information and assistance to students regarding opportunities for self-employment and job opportunities in India and abroad.
- To provide opportunities for higher studies in India and abroad.

Responsibilities of PAT Officer:

- To facilitate, co-ordinate and administer training programs for UG and PG students.
- To prepare annual calendar for training, up gradation of skills for UG and PG students.
- Enhancing placement segment by arranging FDPs, Seminars, workshops and Internship programmes.
- Creating a stand-alone facility for placements, specialized in making MOU with industries.
- Creating SOP and policies for placement and training.
- Networking with major employees in companies and relationship building.
- Creating database for companies and students.
- Coordinate with other engineering colleges and educational institutions for resource sharing in the field of training.
- Assist, guide and support HR Practices and participate in CII, NHRD and HMA Conferences / Seminars to promote HR Practices.
- To be a wonderful counselor and coordinator.

The department provides facilities for the visiting companies to conduct pre-placements talks, written tests, group discussions and interviews. LED projectors for pre-placement talks and internet facilities for online tests will be arranged on prior intimation.

During the academic year 2016 – 2017, 281 students got placed in Multi National Companies

S No	Name of the company	No of students selected	Date visited	Salary offered per annum
1	Tech Mahindra, Hyderabad	82	08 Sep, 2016	3,25,000/-
2	Mphasis, Bangalore	25	06 Oct, 2016	2,50,000/-
3	Mphasis (Aero Space), Bangalore	10	27 Jan, 2017	3,25,000/-
4	NTT Data, Bangalore	10	01 Oct, 2016	3,00,000/-
5	TEK Systems, Hyderabad	01	27 Aug, 2016	6,00,000/-
6	CDK Global, Hyderabad	02	29 Sep, 2016	4,50,000/-
7	Apps Associates, Hydearbad	01	03 Sep, 2016	3,60,000/-
8	Zenopsys, Bangalore	04	08 Oct, 2016	2,40,000/-
9	Tata Technologies, Hyderabad	01	14 Oct, 2016	4,50,000/-
10	Xpanxion, Hyderabad	01	22 Oct, 2016	3,00,000/-
11	Rane Group, Hyderabad	03	04 Nov, 2016	3,50,000/-
12	NCR Corporation, Hyderabad	06	17 Jan, 2017	5,50,000/-
13	Cyient, Hyderabad	08	11 Jan, 2017	2,75,000/-
14	Amara Raja, Hyderabad	02	06 Jan, 2017	2,40,000/-
15	Excers, Hyderabad	03	05 Nov, 2016	4,25,000/-
16	Biztime, Hyderabad	06	06 Nov, 2016	2,00,000/-
17	IBS, Hyderabad	01	06 Dec, 2016	3,36,000/-

18	Byjus, Bangalore	06	09 Dec, 2016	6,00,000/-
19	Mediamint, Hyderabad	01	21 Dec, 2016	2,50,000/-
20	IGS, Hyderabad	40	21 Jan 2017	2,40,000/-
21	Aricent Technologies, Bangalore	01	09 Jan, 2017	3,50,000
22	Vitech, Hyderabad	07	08 Feb, 2017	2,71,000
23	Purple Talk, Hyderabad	01	06 Feb, 2017	2,50,000
24	EOS Globe Pvt Ltd, Chennai	20	28 Feb, 2017	1,80,000
25	Aptroid, Hyderabad	02	06 Mar, 2017	2,40,000
26	Windcare India Pvt Ltd, Coimbatore	16	16 Mar, 2017	2,20,000
27	Eidiko Systems, Hyderabad	05	23 Mar, 2017	1,50,000
28	CSC, Hyderabad	03	23 Mar, 2017	3,24,000
29	MindTree, Bangalore	03	24 Oct, 2016	3,25,000
30	Pramati, Hyderabad	08	08 Apr, 2017	3,60,000
31	Mroads, Hyderabad	01	12 Mar, 2017	4,20,000
32	Tata Advanced System, Hyderabad	01	15 May, 2017	3,90,000
	TOTAL	**281**		

GUIDELINES TO STUDENTS FROM THE PAT CENTRE

- Students should strive to excel in academics to avail placement opportunities by all companies (60% aggregate is mandatory and 70% is desirable).
- Students have to make continuous efforts to improve their aptitude, English language, programming (coding) and soft skills to enhance the chances of their selection in campus recruitments.
- All final year and pre-final year students have to submit promptly any records of improvements in their marks through revaluation to the Training & Placement officer.
- When the students are in the campus, information regarding Placement and Training is displayed on the PAT notice board. Students should look at this notice board for such information.
- When the students are NOT in the campus, i.e., during vacation etc., all correspondence from the PAT officer will be made through e-mail / SMS or may be displayed on the institute website Bulletin Board (Placements).
- Students must register online by submitting all the necessary information along with a nominal fee fixed by the Institute. Any change in the e-mail id or mobile number has to be promptly submitted to the Placement and Training Officer.
- When attending campus recruitments, students must be neatly dressed and well groomed. Boys must come in shoes with shirt tucked-in and should preferably wear a tie. They shall invariably avoid wearing T-shirts.
- When attending campus recruitments, students must carry the following without fail:
    - Institute Identity card
    - Sufficient number of passport size photographs
    - Copies of all certificates and marks lists
    - Well formatted curriculum vitae
    - Hall ticket, if issued to them

INTENSIVE TRAINING AND PLACEMENT PROGRAMME

The institute, based on past experience and feedback from employers and alumni, is making every attempt in the best interest of the students to train them well and enhance their employability so that they succeed in the campus placements.

The students receive continuous training from IV semester B.Tech onwards to VII semester B.Tech in communication skills, soft skills, quantitative aptitude, logical and analytical reasoning, personality development skills, technical and programming skills along with tips to face campus recruitment.

- Students who are confident of meeting the minimum requirements of the companies regarding the consistent academic record from X to (VI B.Tech) are strongly advised to get enrolled into the programme. Others can also get enrolled, if they so desire.
- Training fee as stipulated by the PAT officer has to be paid by the student who wants to get enrolled for this training programme.
- Students who have not registered their names in this program will not be allowed to take part in any off / on campus recruitment drives arranged by the institute.
- Every registered student is required to attend training classes organized in the institute by internal / external faculty members. Such classes / tests may be conducted beyond the institute hours on working days and also on holidays. Therefore, the candidates must be willing to strengthen themselves to get the desired benefits.
- The students will not be eligible to participate in the campus placement, unless they satisfy the minimum requirements of the companies and maintain at least 75% attendance in this training programme.
- This is not a job guarantee program. The institute is not responsible for selection / rejection of any student(s) by any company(ies).

Training Programs

II B.Tech I Semester	Fount Foundation and Soft Skills
II B.Tech II Semester	Athenic Software and Oracle Academy Java SE 6 Certification
III B.Tech I Semester	Aptitude Adaptation and Oracle Academy Database Expert
III B.Tech II Semester	Enrich English and Microsoft.NET Certification
IV B.Tech I and Semester	Inclusive Interaction and Tech Target

PRAGNYA TESTS: A UNIQUE TOOL TO TEST YOUR CALIBER

Pragnya Tests is a unique knowledge assessment tool with an immediate rating meter that helps you present yourself well in the job market. This tool believes in the concept of "Practice makes a man perfect". It is a very useful parameter to test your caliber and exhibit your skills. Currently, it has 72 skill set tests and allows you to take an overall test on the skill set of your choice. Pragnya Test score will be reflected in your web page of Intellect CMS Login, thus helping you get through good job openings.

PROFICIENCY TESTS: THE WEEK END INTERNET BASED TAKE FROM HOME APTITUDE

Proficiency Tests are taken from home online. These are weekend tests conducted on Sundays from 9 AM to 9 PM. Proficiency tests assess the student's knowledge acquired on Aptitude, English, C and Java programming. Students taking 50% of tests with 60% of marks are waved from the payment of PAT training fee.

18. GENERAL DISCIPLINARY RULES

18.1. To maintain dignity, decency, order, calmness both in the campus and outside the campus.

18.2. To mark attendance in biometric system immediately after entering and before leaving the campus.

18.3. To be regular and punctual to the classes, and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So, the students should update his/her mobile no. and parent/guardian mobile number, if changed.

18.4. To obey the instructions of the teacher in the class rooms.

18.5. To maintain perfect order and strict silence inside the lecture hall / drawing hall / laboratories.

18.6. To be attentive in the class and to bring calculators, charts and data hand books every day.

18.7. To note that carrying of the cell phones is strictly prohibited in the campus.

18.8. To wear identity card inside the campus.

18.9. To inculcate the habit of looking at notice boards of the institute / department every day.

18.10. To attend all counseling sessions convened by their mentors and to feel free to explain their academic/ personal/ career difficulties and seek solutions.

18.11. To note that in all discipline matters, the decision taken by the Principal is final and will be a binding on all the students involved.

18.12. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month.

18.13. To furnish, in their own interest, the change in the address of father/guardian, if any, to the office / department as soon as they return from summer vacation.

18.14. To maintain silence in the library.

18.15. To submit to the disciplinary jurisdiction of the authorities, and obey the rules and regulations made by the institution from time to time.

18.16. Not to form any formal and informal groups on the basis of caste, community and religion.

18.17. Not to be in the canteen or at any public place during working hours of the institute.

18.18. To note that teasing women and committing nuisance on the campus, on institute grounds and at programmes are strictly prohibited.

18.19. To note that any violence on the campus, destruction of institute property, manhandling of teachers or administrative staff or any other person in the institute campus or the authorities of the institute, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as expulsion or rustication for specific period etc.

18.20. To note that ragging in any form, within or outside any educational institution is strictly prohibited (refer Prohibition of Ragging in Educational Institutions Act 26 of 1997). Any student convicted of the offence of ragging will be punished with imprisonment as laid down in the said Act.

18.21. To note that defacing of the campus buildings and walls by sticking bills posters etc., or by writing is prohibited.

18.22. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall, and impersonation are punishable offences.

18.23. Class representatives must attend the meetings convened by the Principal and inform the decisions taken in the CRs' meetings to their respective classmates.

18.24. The students and parents must regularly browse the institute website **www.iare.ac.in** to know the academic information such as student's attendance, midterm/end exam marks, examination schedules, examination results etc.

19. RULES & REGULATIONS FOR STUDENTS IN THE LABORATORY

19.1. Students should wear prescribed dress and formal shoes.

19.2. Students should have lab work sheets and record (as suggested by the staff member) for each lab.

19.3. Students should bring their own calculators, pencil, eraser, etc., for practical classes.

19.4. Students should note the observations, complete all calculations and get it verified by the staff member. Any incomplete work should be completed and verified by the staff member well before the next practical class.

19.5. Students should complete the experiments given by the staff in the lab and write it in the worksheets submit them in the lab itself.

19.6. Student should maintain absolute silence in the laboratory.

19.7. Violation of the above rules may attract disciplinary action.

20. RULES & REGULATIONS FOR STUDENTS AT THE COMPUTER CENTER

20.1. Students have to ensure that when they enter the computer lab, they should be neatly dressed as per the prescribed dress code.

20.2. Each student will be allotted a system identified by a number label pasted on the monitor / system and the student is not supposed to work on any other system other than the allotted system.

20.3. Student should complete the lab work containing flowchart / algorithms, tested program code and sample results and submit it in the lab without fail. Students will not be permitted to the laboratory without lab worksheets.

20.4. It is the responsibility of the student for any loss of equipment such as mouse, keyboard etc., or physical damage to that system.

20.5. The damages such as deleting software, deleting icons on the desktop and changing the wall paper, will be considered seriously, and the student is liable for severe punishment.

20.6. If there is a physical damage, the department will look after the issue and the student will be penalized accordingly.

20.7. No student is allowed to access other software available on the hard disk of the system and should do specific work only.

20.8. Every student is responsible for the cleanliness in the lab. They should keep the chairs and systems in a specified order, and they should also switch off the monitors, while leaving the lab.

20.9. No student is allowed to bring any material (CDs, text books etc.) other than work sheets into the lab.

20.10. Student should maintain silence in the lab.

21. RULES & REGULATIONS REGARDING CIA / SEE EXAMINATIONS

21.1. Student should maintain silence in the examination hall.

21.2. Students should carry identity card for midterm exam, and hall ticket & identity card for end examinations.

21.3. There is no grace period for entering into the exam hall after the commencement of exam both end examinations and the midterm examinations.

21.4. Students should fill in all the particulars on the main answer books. Students are required to write their permanent registered numbers in the space provided on the main answer sheet only and nowhere else.

21.5. Students are strictly prohibited from writing their registered numbers on the drawing sheets, failing which their answer sheets shall not be valued.

21.6. **Carrying mobile phones during examinations is strictly prohibited. Any mobile phone found in possession of the student will be confiscated and a malpractice case will be booked.**

21.7. Any malpractice noticed in the exam halls will be viewed seriously. The performance of the students will be cancelled and they will be awarded zero marks in all the subjects. Students are strongly advised not to resort to malpractice in their own interest.

21.8. Students should not roam in the corridors of the examination halls before the commencement and after the completion of exam.

21.9. Students are required to go through the instructions on the Main Answer Book.

22. FACULTY

IARE has 298 faculties to impart quality education and training to the students. The Institute has a talent pool of faculty with a rich blend of experience in teaching and research. Most of them have a proven record of admirable accomplishments. The faculty includes those who had experience at IISc, IITs, NITs and the universities to provide academic leadership in the Institute. The faculty members are encouraged to upgrade their qualification by providing them leave and financial assistance.

	Doctoral Degree	Faculty Pursuing Ph.D	Masters Degree	Total
Faculty	**58**	**64**	**188**	**310**

Incentives to Faculty

The faculty members are encouraged to participate in seminars, workshops and publish papers in reputed National / International journals to enhance their knowledge and research competence.

S. No	Field of Activity	Amount (Rs)
1	For each Engineering course Book / Monogram published with reputed publisher	5,000
3	For each Patent	1,00,000
4	For organizing each National Workshop / Seminar / Refresher course (Organizing coordinator and team)	10,000
5	For each paper published in peer reviewed National / International Journal with impact factor and indexed in SCOPUS / SCI / WoS.	20,000

Presentation of papers in conferences:

S. No	Type of Conference	Nature of Support	Frequency
1	For presenting papers in International Conferences organized by NITs / IITs within India.	TA, DA and 100% Registration fee	Maximum of Two in an academic year
2	For presenting papers in International Conferences organized outside India.	100% Registration fee and Travel grant of Rs. 30,000	Once in Two years

23. ACADEMIC CALENDAR

ACADEMIC CALENDAR FOR III AND IV SEMESTER 2017 – 2018

Month	Week	Mon	Tue	Wed	Thur	Fri	Sat	Sun	No. of Academic days	Holidays / Events
JULY	0						1	2	0	
	0	3	4	5	6	7	8	9	0	
	0	10	11	12	13	14	15	16	0	
	1	17	18	19	20	21	22	23	6	**17- Start of III Semester**
	2	24	25	26	27	28	29	30	6	
	3	31							1	
AUG	3		1	2	3	4	5	6	5	
	4	7	8	9	10	11	12	13	6	
	5	14	15	16	17	18	19	20	4	14- Sri Krishnashtami, 15- Independence Day
	6	21	22	23	24	25	26	27	5	25 - Vinayaka Chavithi
	7	28	29	30	31				4	
SEP	7					1	2	3	1	02 - Eid-Ul-Zuha (Bakrid)
	8	4	5	6	7	8	9	10	6	
	9	11	12	13	14	15	16	17	1	12/09/17 to 16/09/17 CIA - I
	10	18	19	20	21	22	23	24	5	20- Bathukamma
	11	25	26	27	28	29	30		0	25/09/17 to 30/09/17 Dussehra Holidays
OCT	11							1	0	01 - Moharam
	12	2	3	4	5	6	7	8	5	02 - Gandhi Jayanthi
	13	9	10	11	12	13	14	15	6	
	14	16	17	18	19	20	21	22	5	18 - Deepavali
	15	23	24	25	26	27	28	29	6	
	16	30	31						2	
NOV	16			1	2	3	4	5	3	04 - Karthika Pournami / Gurunanak Jayanthi
	17	6	7	8	9	10	11	12	6	
	18	13	14	15	16	17	18	19	6	**18 - End of III Semester**
	19	20	21	22	23	24	25	26	0	20/11/17 to 24/11/17 CIA – II
	20	27	28	29	30				0	25/11/17 to 01/12/17 Preparation Holidays
DEC	20					1	2	3	0	01- Milad-un-nabi
	21	4	5	6	7	8	9	10	0	02/12/17 to 11/12/17 SEE
	22	11	12	13	14	15	16	17	0	12/12/2017 to 21/12/2017 Practical Examinations / Semester Break
	23	18	19	20	21	22	23	24	2	**22 - Start of IV Semester**
	24	25	26	27	28	29	30	31	4	25 - Christmas, 26 - Boxers Day 29 - Declaration of III Semester SEE results
JAN	25	1	2	3	4	5	6	7	5	1- New Year
	26	8	9	10	11	12	13	14	5	13 - Bhogi, 14 - Pongal
	27	15	16	17	18	19	20	21	5	15 - Kanuma
	28	22	23	24	25	26	27	28	0	22/01/18 to 27/01/18 III Semester Supplementary 26 - Republic Day
	29	29	30	31					3	

FEB	29				1	2	3	4	3	
	30	5	6	7	8	9	10	11	6	06 - Declaration of III Semester Supplementary results
	31	12	13	14	15	16	17	18	5	13 - Maha Shivarathri
	32	19	20	21	22	23	24	25	6	
	33	26	27	28					0	26/02/18 to 03/03/18 CIA - I
MAR	33				1	2	3	4	0	02- Holi
	34	5	6	7	8	9	10	11	6	
	35	12	13	14	15	16	17	18	6	18 - Ugadhi
	36	19	20	21	22	23	24	25	6	25 - Sri Rama Navami
	37	26	27	28	29	30	31		5	30 - Good Friday
APRIL	37							1	0	
	38	2	3	4	5	6	7	8	5	05 - Babu Jagjivan Ram Jayanthi
	39	9	10	11	12	13	14	15	5	14 - Ambedkar Jayanthi
	40	16	17	18	19	20	21	22	6	
	41	23	24	25	26	27	28	29	6	**28 - End of IV Semester**
	42	30							0	30/04/18 to 04/05/18 CIA-II
MAY	42		1	2	3	4	5	6	0	
	43	7	8	9	10	11	12	13	0	05/05/18 to 11/05/18 Preparation Holidays
	44	14	15	16	17	18	19	20	0	12/05/18 to 21/05/18 SEE
	45	21	22	23	24	25	26	27	0	22/05/18 to 26/05/18 Practical Examinations
	46	28	29	30	31				4	**28 - Start of Summer term courses**
JUNE	46					1	2	3	2	
	47	4	5	6	7	8	9	10	6	04 - Declaration of IV semester SEE Results
	48	11	12	13	14	15	16	17	2	13/06/2018 to 16/06/2018 CIA – I 15 - Ramzan
	49	18	19	20	21	22	23	24	6	
	50	25	26	27	28	29	30		6	
JULY	50							1	0	
	51	2	3	4	5	6	7	8	3	**04 - End of Summer term courses** 05/07/18 to 07/07/18 CIA - II
	52	9	10	11	12	13	14	15	0	09/07/18 to 14/07/18 SEE Summer Semester 15 - Bonalu
	53	16	17	18	19	20	21	22		**16 - Start of V Semester**
	54	23	24	25	26	27	28	29		
	55	30	31							

Note : Total No. of working days : **89** days for Odd semester, **89** days for Even semester and **29** days for Summer semester

Color Code Used:	
	Starting and Ending of Working day
	Holidays
	Internal Exams (CIA)
	End Exams (SEE)
	Events and Fests

24. EVENTS & FESTS – 2017 – 2018

The fests and events organized by IARE each year are listed below. These fests facilitate holistic development, promote team culture and help free the mind & spirit.

ODD SEMESTER:

Date	Name of the Event
15 July, 2017	Graduation Day
17 July, 2017	Orientation Day
21 September, 2017	Fresher's Day
22 September, 2017	CONSORTIUM
23 September, 2017	CONCOCT
21 October, 2017	EVOKE - Alumni Meet

EVEN SEMESTER:

Date	Name of the Event
18 February, 2018	Parent – Teacher Meet
26 March, 2018 to 04 April, 2018	SPEED - The Sports Week
02 April, 2018	Project Expo
06 April, 2018	SAMSKRUTHI - Traditional Day
07 April, 2018	SPANDANA - Annual Day
23 April, 2018	METE Expo (Modeling and Experimental Tools in Engineering)

25. LIST OF HOLIDAYS

The list of holidays in addition to Sundays expressly defined as Public Holidays in Institute of Aeronautical Engineering during the year 2017.

S. No	Occasion / Festival	2017			2018	
		Date	Day		Date	Day
1	New Year	January 01	Sunday		January 01	Monday
2	Bhogi	January 13	Friday		January 13	Saturday
3	Sankranthi	January 14	Saturday		January 14	Sunday
4	Kanumu	January 14	Sunday		January 15	Monday
5	Republic Day	January 26	Thursday		January 26	Friday
6	Maha Sivaratri	February 24	Friday		February 13	Tuesday
	Holi	March 12	Sunday		March 02	Friday
7	Ugadi	March 29	Wednesday		March 18	Sunday
8	Babu Jagjivan Ram's Birthday	April 05	Wednesday		April 05	Thursday
9	Sri Rama Navami	April 05	Wednesday		April 25	Wednesday
10	Dr. B R Ambedkar's Birth Day	April 14	Friday		April 14	Saturday
11	Good Friday	April 14	Friday		March 30	Friday
12	Ramzan (ID-UL-Fitr)*	June 26	Monday		June 15	Friday
13	Next Day of Ramzan*	June 27	Tuesday		June 16	Saturday
14	Bonalu	July 10	Monday		July 15	Sunday
15	Sri Krishnashtami	August 14	Monday		September 03	Monday
16	Independence Day	August 15	Tuesday		August 15	Wednesday
17	Vinayaka Chavithi	August 25	Friday		September 13	Thursday
18	Bakrid (Eid-UL-Zuha)*	September 02	Saturday		August 22	Wednesday
19	Bathukamma Starting Day	September 20	Wednesday		October 9	Tuesday
20	Durga Ashtami	September 28	Thursday		October 17	Wednesday
	Dussehra	September 30	Saturday		October 19	Friday
	Dussehra Vacation	September 25 – 30	Monday to Saturday		October 15 – 20	Monday to Saturday
21	Moharam*	October 01	Sunday		September 21	Friday
22	Gandhi Jayanthi	October 02	Monday		October 02	Tuesday
23	Deepavali	October 18	Wednesday		November 06	Tuesday
24	Karthika Pournami / Gurunanak Jayanthi	November 04	Saturday		November 23	Friday
25	EID Miladun Nabi*	December 01	Friday		November 20	Tuesday
26	Christmas	December 25	Monday		December 25	Tuesday
27	Boxing Day	December 26	Tuesday		December 26	Wednesday

If there is any change of date in case of Idu'l Fitr, Idu'l Zuha, Muharram and EID Miladun Nabi as per the moon sight or any other holiday declared now, it shall be announced through SMS / College Circular.

26. EVENTS DIARY – JULY 2017 TO AUGUST 2018

Calendar 2017 - 2018				
July 2017				**August 2017**
17- Start of III Semester	**17**	**Mon**		
	18	**Tue**	**1**	
	19	**Wed**	**2**	
	20	**Thur**	**3**	
	21	**Fri**	**4**	
	22	**Sat**	**5**	
	23	**Sun**	**6**	
	24	**Mon**	**7**	
	25	**Tue**	**8**	
	26	**Wed**	**9**	
	27	**Thur**	**10**	
	28	**Fri**	**11**	
	29	**Sat**	**12**	
	30	**Sun**	**13**	
	31	**Mon**	**14**	Sri Krishnashtami
		Tue	**15**	Independence Day
		Wed	**16**	
		Thur	**17**	
		Fri	**18**	
		Sat	**19**	
		Sun	**20**	
		Mon	**21**	
		Tue	**22**	
		Wed	**23**	
		Thur	**24**	
		Fri	**25**	Vinayaka Chavithi
		Sat	**26**	
		Sun	**27**	
		Mon	**28**	
		Tue	**29**	
		Wed	**30**	
		Thur	**31**	

Calendar 2017 - 2018				
Sep 2017				**Oct 2017**
	1	**Fri**		
Eid-Ul-Zuha (Bakrid)	**2**	**Sat**		
	3	**Sun**	**1**	Moharam
	4	**Mon**	**2**	Gandhi Jayanthi
	5	**Tue**	**3**	
	6	**Wed**	**4**	
	7	**Thur**	**5**	
	8	**Fri**	**6**	
	9	**Sat**	**7**	
	10	**Sun**	**8**	
	11	**Mon**	**9**	
CIA - I	**12**	**Tue**	**10**	
	13	**Wed**	**11**	
	14	**Thur**	**12**	
	15	**Fri**	**13**	
	16	**Sat**	**14**	
	17	**Sun**	**15**	
	18	**Mon**	**16**	
	19	**Tue**	**17**	
Bathukamma	**20**	**Wed**	**18**	Deepavali
Freshers Day	**21**	**Thur**	**19**	
CONSORTIUM	**22**	**Fri**	**20**	
CONCOCT	**23**	**Sat**	**21**	Alumini Meet
	24	**Sun**	**22**	
Dussehra holidays	**25**	**Mon**	**23**	
	26	**Tue**	**24**	
	27	**Wed**	**25**	
	28	**Thur**	**26**	
	29	**Fri**	**27**	
	30	**Sat**	**28**	
		Sun	**29**	
		Mon	**30**	
		Tue	**31**	

Calendar 2017 - 2018				
Nov 2017				**Dec 2017**
	1	**Wed**		
	2	**Thur**		
	3	**Fri**	**1**	Preparation holidays Milad-un-nabi
Karthika pournami/ Gurunanak jayanthi	**4**	**Sat**	**2**	SEE
	5	**Sun**	**3**	
	6	**Mon**	**4**	
	7	**Tue**	**5**	
	8	**Wed**	**6**	
	9	**Thur**	**7**	
	10	**Fri**	**8**	
	11	**Sat**	**9**	
	12	**Sun**	**10**	
	13	**Mon**	**11**	
	14	**Tue**	**12**	Practical Examinations / Semester Break
	15	**Wed**	**13**	
	16	**Thur**	**14**	
	17	**Fri**	**15**	
End of III Semester	**18**	**Sat**	**16**	
	19	**Sun**	**17**	
CIA – II	**20**	**Mon**	**18**	
	21	**Tue**	**19**	
	22	**Wed**	**20**	
	23	**Thur**	**21**	
	24	**Fri**	**22**	Start of IV Semester
Preparation holidays	**25**	**Sat**	**23**	
	26	**Sun**	**24**	
	27	**Mon**	**25**	Christmas
	28	**Tue**	**26**	Boxers Day
	29	**Wed**	**27**	
	30	**Thur**	**28**	
		Fri	**29**	III Semester SEE results
		Sat	**30**	
		Sun	**31**	

Calendar 2017 - 2018				
Jan 2018				**Feb 2018**
New Year	**1**	**Mon**		
	2	**Tue**		
	3	**Wed**		
	4	**Thur**	**1**	
	5	**Fri**	**2**	
	6	**Sat**	**3**	
	7	**Sun**	**4**	
	8	**Mon**	**5**	
	9	**Tue**	**6**	III Semester Supplementary results
	10	**Wed**	**7**	
	11	**Thur**	**8**	
	12	**Fri**	**9**	
Bhogi	**13**	**Sat**	**10**	
Pongal	**14**	**Sun**	**11**	
Kanuma	**15**	**Mon**	**12**	
	16	**Tue**	**13**	Maha Shivarathri
	17	**Wed**	**14**	
	18	**Thur**	**15**	
	19	**Fri**	**16**	
	20	**Sat**	**17**	
	21	**Sun**	**18**	Parent – Teacher Meet
III Semester Supplementary	**22**	**Mon**	**19**	
	23	**Tue**	**20**	
	24	**Wed**	**21**	
	25	**Thur**	**22**	
	26	**Fri**	**23**	
	27	**Sat**	**24**	
	28	**Sun**	**25**	
	29	**Mon**	**26**	CIA - I
	30	**Tue**	**27**	
	31	**Wed**	**28**	

Calendar 2017 - 2018				
Mar 2018				**April 2018**
CIA - I	**1**	**Thur**		
	2	**Fri**		
	3	**Sat**		
	4	**Sun**	**1**	Speed- The Sports Week
	5	**Mon**	**2**	
	6	**Tue**	**3**	
	7	**Wed**	**4**	
	8	**Thur**	**5**	Babu Jagjivan Ram Jayanthi
	9	**Fri**	**6**	SAMSKRUTHI - Traditional Day
	10	**Sat**	**7**	SPANDANA - Annual Day
	11	**Sun**	**8**	
	12	**Mon**	**9**	
	13	**Tue**	**10**	
	14	**Wed**	**11**	
	15	**Thur**	**12**	
	16	**Fri**	**13**	
	17	**Sat**	**14**	Ambedkar Jayanthi
Ugadhi	**18**	**Sun**	**15**	
	19	**Mon**	**16**	
	20	**Tue**	**17**	
	21	**Wed**	**18**	
	22	**Thur**	**19**	
	23	**Fri**	**20**	
	24	**Sat**	**21**	
Sri Rama Navami	**25**	**Sun**	**22**	
Speed- The Sports Week	**26**	**Mon**	**23**	METE Expo
	27	**Tue**	**24**	
	28	**Wed**	**25**	
	29	**Thur**	**26**	
Good Friday	**30**	**Fri**	**27**	
Sports week	**31**	**Sat**	**28**	End of IV Semester
		Sun	**29**	
		Mon	**30**	CIA-II

Calendar 2017 - 2018				
May 2018				**June 2018**
CIA-II	**1**	**Tue**		
	2	**Wed**		
	3	**Thur**		
	4	**Fri**	**1**	
Preparation Holidays	**5**	**Sat**	**2**	
	6	**Sun**	**3**	
	7	**Mon**	**4**	IV semester SEE Results
	8	**Tue**	**5**	
	9	**Wed**	**6**	
	10	**Thur**	**7**	
	11	**Fri**	**8**	
SEE	**12**	**Sat**	**9**	
	13	**Sun**	**10**	
	14	**Mon**	**11**	
	15	**Tue**	**12**	
	16	**Wed**	**13**	CIA – I
	17	**Thur**	**14**	
	18	**Fri**	**15**	
	19	**Sat**	**16**	
	20	**Sun**	**17**	
	21	**Mon**	**18**	
Practical Examinations	**22**	**Tue**	**19**	
	23	**Wed**	**20**	
	24	**Thur**	**21**	
	25	**Fri**	**22**	
	26	**Sat**	**23**	
	27	**Sun**	**24**	
Start of Summer term courses	**28**	**Mon**	**25**	
	29	**Tue**	**26**	
	30	**Wed**	**27**	
	31	**Thur**	**28**	
		Fri	**29**	
		Sat	**30**	

Calendar 2017 - 2018				
July 2018				**Aug 2018**
	1	**Sun**		
	2	**Mon**		
	3	**Tue**		
End of Summer Term Courses	**4**	**Wed**	**1**	
CIA - II	**5**	**Thur**	**2**	
	6	**Fri**	**3**	
	7	**Sat**	**4**	
	8	**Sun**	**5**	
SEE	**9**	**Mon**	**6**	
	10	**Tue**	**7**	
	11	**Wed**	**8**	
	12	**Thur**	**9**	
	13	**Fri**	**10**	
	14	**Sat**	**11**	
Bonalu	**15**	**Sun**	**12**	
Start of V Semester	**16**	**Mon**	**13**	
	17	**Tue**	**14**	
	18	**Wed**	**15**	Independence Day
	19	**Thur**	**16**	
	20	**Fri**	**17**	
	21	**Sat**	**18**	
	22	**Sun**	**19**	
	23	**Mon**	**20**	
	24	**Tue**	**21**	
	25	**Wed**	**22**	
	26	**Thur**	**23**	
	27	**Fri**	**24**	
	28	**Sat**	**25**	
	29	**Sun**	**26**	
	30	**Mon**	**27**	
	31	**Tue**	**28**	
		Wed	**29**	
		Thur	**30**	
		Fri	**31**	

27. INSTRUCTIONS TO THE FACULTY

In order to conduct the academic program smoothly, effectively and efficiently all the faculty members are required to comply with the following instructions:

27.1. a) To mark the arrival time / leaving time in both IARE and JNTUH biometric attendance systems.

b) To sign the attendance register available in HODs cabin before 9:30 AM.

27.2. To inform the HOD about the attendance of the students in special classes such as GATE, remedial classes, etc., to enable HOD to monitor the situation.

27.3. To keep the faculty rooms neat and clean.

27.4. To submit two copies of expected schedule plan in course file of their subject to the HOD before commencement of the class work. One copy will be returned to them after approval. The expected schedule plan may also be informed to the students. To prepare the schedule plan based on the schedule plan of the previous year.

27.5. To maintain error free attendance registers and upload the students' attendance in Intellect Campus Management System immediately within 10 minutes after completion of their class work.

27.6. To update Activity Diary and Course File immediately within 10 minutes after completion of their class work available through IP address http://119.235.53.59/results/iare-login.

27.7. To prepare and submit to the HOD concerned, the Course File consisting of syllabus, expected schedule for instructions, lecture notes, course handouts, PPTs, assignment questions, unit wise objective and descriptive question banks, lab manuals, model question papers before the commencement of class work.

27.8. To engage the classes regularly as per the time table and go to the classes punctually. To offer projects on latest topics preferably involving application of software packages.

27.9. To reach the class / lab at least 5 minutes early.

27.10. In case the scheduled faculty of the immediate period is not found the ongoing faculty should send the class representative to the faculty concerned / HOD, so that the required arrangements and action can be initiated.

27.11. To be present in the laboratory classes and practice classes during the respective class timings without fail.

27.12. To be prompt in evaluating the records online and award marks for day-to-day performance of the students in practical classes handled by them.

27.13. Not to delegate the work allotted to them to any other faculty members without the permission of HOD.

27.14. To prepare and issue lab schedule and list of experiments well in advance to the HOD and students, and strictly adhere to them.

27.15. Lab in–charges to submit the requirements (stationery/apparatus/equipments) to the HOD at the beginning of the semester.

27.16. In case of lab work, 'N' the no. of students must be equally allocated to 'M' the no. of faculty. The faculty member is responsible for the allocated students to check and correct their work sheets, experiment execution/completion, and viva-voce; to update the students' day-to-day evaluation of 20 marks; and to make the students excel in the lab work.

27.17. To collect the completed work sheets of the students at the end of the semester for the final evaluation, and for the signature of the HOD on the certificate. The responsibility to return the records to the students concerned lies with the respective faculty member only.

27.18. To offer counseling to the students allocated to them and motivate the students to concentrate on studies and career development and to record the minutes of each counseling meeting.

27.19. To record in the permission register online from CMS portal (after seeking the permission from HOD to leave the campus during the working hours on official purpose only) the time at which they leave the institute and the time when they come back.

27.20. To make alternative arrangements for their class work, whenever they apply for leave. If the class work adjustment is not possible, a class can be let off only during the last period(s) after necessary sliding with the permission of HOD. The cancellation of class work shall be informed to the students only just before sending them home.

27.21. To avail a leave, the faculty should obtain a prior permission for HOD and approval from the Principal at least a day in advance (before 6 PM).

27.22. To attend at least one seminar / workshop / FDP of at least one week, during the academic year and should submit a report with immediate effect.

27.23. In the case of II, III, IV B.Tech and PG programs, the HODs of respective departments and in the case of I B.Tech classes the following members are requested to monitor the implementation of the above measures.

Dr. L V Narasimha Prasad, Principal, and **Dr. M Anitha,** HOD, Freshmen Engineering.

27.24. To read only the circulars signed by either the Principal or HODs in the class rooms and not allow the students to make any announcements or to canvass in the class rooms.

27.25. Usage of mobile phones is restricted for faculty in the classrooms/labs/corridors/campus premises.

28. INSTRUCTIONS TO THE HODs

28.1. To write the name of the institute, wherever it is written, as

INSTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal, Hyderabad - 500 043

28.2. To review the attendance percentage of the students periodically.

i. In case of the first year students, the HODs shall ascertain whether the candidates have reported for the class work and are attending classes regularly or not, through Intellect Campus Management System. After one month from the commencement of the class work, the parents are to be informed, about the students who have less than 75% attendance.

ii. In case of II, III & IV B.Tech, and MBA, the attendance has to be reviewed twice, once after 10 days and next after one month from the commencement of class work. The parents shall be informed about their wards' irregularity, in case of the students who have less than 75% of attendance in the first 10 days, less than 50% of attendance in the first month.

iii. At the end of first midterm exam, the attendance percentage and the performance in the midterm exams are to be informed to the parents of every student.

iv. To record any correspondence made with the parents of every student.

28.3. To ensure that the work is equally divided among the entire faculty drafted for practical classes in the lab classes, the students are to be assigned equally attached to each faculty group wise. The faculty member is responsible for conducting the lab, valuation of work sheets and record. As an exception, only in CSE & IT department labs the valuation part is kept with the senior faculty among the group of faculty handling a particular batch / class. http://119.235.53.59/results/iare-login/

28.4. To monitor the coverage of syllabus by examining the Activity dairy and Course File entered on Online IP address **http://119.235.53.59/results/iare-login or www.iare.ac.in** of the faculty every month, and also to affix their signature in the attendance register.

28.5. To monitor the reporting and leaving time of faculty and staff through their biometric thumb impressions and signatures in the attendance registers. The report of late arrival and early departure of faculty and staff is to be submitted to the Principal along with permission letters.

28.6. To maintain the permissions register in the department for faculty and staff. The lunch break duration is 40 minutes. Faculty and staff can avail themselves any of the 40 min slot from 12.00 PM to 1.30 PM.

Faculty and staff who wish to go to bank or ATM for any work including lunch shall obtain permission from HOD through permission letters and record their movements in the permission register. The HODs are to obtain permission from the Principal.

28.7. To ensure, while forwarding the leave application to the Principal that leave is applied as per the service rules. Faculty and staff can avail leave only with the prior permission of the HOD.

28.8. To circulate the guidelines pertaining to the participation of faculty in seminar/workshops etc. Before forwarding the proposals of faculty, the HODs shall ensure that the proposals of faculty, the HODs shall ensure that the proposals are in keeping with the guidelines.

28.9. To ensure that faculty and staff wear the identity card without fail. This helps in distinguishing faculty and staff from the students easily. The faculty shall also avoid coming to the institute wearing t-Shirts and other casual dresses.

28.10. To go to the class rooms for surprise checks and see that no student is in possession of cell phones as it is strictly banned in the campus. If any student is found with mobile phone, mobile phone shall be confiscated and the same may be informed to the Principal.

28.11. To encourage the students to come to the institute in decent dress.

29. INSTRUCTIONS TO THE CLASS TEACHERS

29.1. Conduct the first meeting within a week from the date of commencement of the semester and then conduct subsequent meetings once in a fortnight.

29.2. Review the attendance of all the students of the class once in a fortnight and send the particulars of attendance to the parents by mail or SMS.

29.3. Advise all the students to be regular to the classes and send the attendance particulars of irregular students to their parents every week.

29.4. After completion of the first CIA exams, the progress report of the students containing the details like attendance up to the first internal and also the performance of each student shall be sent to the parents by post and also by email/SMS.

29.5. Invite the parents of the students identified as slow learners/ indifferent learners/ academically weaker students and discuss with them the measures to be taken to improve them.

29.6. Review the syllabus coverage in all subjects and give feedback to the faculty concerned / HOD based on the opinions of the committee members.

29.7. The class teacher is required to prepare the minutes of every meeting and submit the same to the HOD within the two days of the meeting. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Principal through the HOD.

30. GENERAL INSTRUCTIONS TO THE FACULTY MEMBERS REGARDING EXAMINATION DUTIES

30.1. Faculty members drafted for invigilation duty shall report at the exam section at least 30 minutes before the commencement of the exam and should mark their attendance in the biometric systems of examination control office in the forenoon as well as afternoon. In case faculty members are going on leave, they shall make alternative arrangement with the approval of their HOD and the same shall be informed to the exam branch section well in advance.

30.2. As soon as they report at the exam section, they shall synchronize their watches to the time indicated by clock of the exam section, or note the time difference between the two, and shall follow their watches for implementing the time schedule in the exam hall regarding the issuing of question papers, collection of answer scripts, allowing the candidates to enter or leave the exam hall, announcing the remaining duration of the exam, etc. This is particularly important to maintain uniform and consistent time pattern in all the exam halls whenever there is power failure and the siren is not working, or even when power is there but the office assistant has erred in giving time bells.

30.3. Before proceeding to the exam hall, invigilators shall verify the material handed over to them such as main answer books, question papers in case of midterm examinations, seating arrangement sheet etc., and bring to the notice of the exam branch the discrepancies, if any, immediately. Single answer book containing 16 pages for midterm exams & 32 pages for end exams shall be supplied to the candidates. No additional answer books shall be supplied.

30.4. After receiving the stationery, the invigilators are asked to go to the allotted exam halls only, and are instructed not to go anywhere else.

30.5. Students are allowed into halls 15 minutes before the commencement of examinations. No grace period for entering the examination hall during both the midterm and end exams.

30.6. Invigilators shall verify the identity of the candidates by checking the hall ticket containing photo and also the institute identity card.

30.7. Candidates shall not be allowed to carry note books, text books, cell phones or any other unsolicited material that is likely to be used by them for malpractice. Candidates shall also not be allowed to use any data books/code books/charts etc., of their own. The required material will be supplied by the exam section. If there is any shortage of material, then the exam section will issue necessary instruction to the invigilators in this regard.

30.8. Invigilators shall not allow the candidates with cell phones to the exam halls and also shall not keep the cell phones of the candidates with them even for safe custody.

30.9. Invigilators are prohibited from carrying mobile phones to the exam halls.

30.10. Invigilators shall ensure that

a. Candidates have entered their registered (Regd.) numbers and the code numbers of the question papers correctly in the answer books and they are not altered subsequently.

b. Any correction in the regd. number in the case of midterm exams is attested by the invigilator.

c. Any correction in the regd. number in the case of end exams is to be attested by the Controller of Examinations/Chief Superintendent (CS).

d. The student should not write their regd. no./hall ticket no., anywhere except in the space provided for on the main answer book.

30.11. The students may be instructed not to write anything other than their regd. no. in their question papers

30.12. No candidate shall be allowed to enter the exam hall under any circumstances after the commencement of the midterm/semester end exam.

30.13. Invigilator has to obtain signatures of the candidate on the attendance sheet and ensure that in the attendance sheet, the candidate has correctly written the answer book serial number issued to him.

30.14. The attendance statement shall be prepared immediately after the expiry of 15 min., after the commencement of midterm/end exam and while filling the attendance statement invigilators shall furnish all the details. Use separate absentee statements for each year, branch and scheme and the details may be obtained from seating arrangement plan.

30.15. Invigilators shall handover the attendance statement, the unused main answer books and unused question papers to the person who come to the exam hall to collect them.

30.16. During the midterm exams, if a candidate raises any doubt regarding the question paper, the invigilator, shall report the matter to the exam branch through the assistant/water boy and shall advise the candidate to attempt other questions in the mean while. Exam section shall obtain the necessary clarifications from the manuscript of the paper setter available with exam section/paper setter/HOD concerned and request the paper setter/exam in-charge to announce the clarifications in all the halls.

30.17. During the end exams, no candidate shall be entertained by the invigilators regarding clarifications on question paper. When they seek any clarification, they shall be instructed to bring the matter to the notice of the faculty/HOD concerned after the examination is over.

30.18. When an invigilator suspects malpractice by any candidate, the material in the possession of the candidate and the answer script shall be confiscated, and the matter should be reported to the Controller of Examinations (COE)/exam branch/Principal. The invigilator shall obtain a statement from candidate and submit the same along with his /her own report on the incident to the COE/ Principal. If the candidate refuses to give a statement, the candidate is allowed to leave the exam hall only after the permission by the COE/Principal/exam branch.

30.19. Candidates are not normally allowed to the rest rooms during the exam. However, in case of urgency, a water boy may be asked to accompany the candidate.

30.20. Invigilators themselves shall not leave the exam hall during exam.

30.21. To avoid temptation on the part of the candidates for mutual consultations, Invigilators shall not remain at one place and shall make as many rounds in the exam hall as possible.

30.22. Invigilators shall not bring newspapers, magazines or text books and cell phone to the exam hall and shall not enter into consultations/conversations with co invigilators during the exam.

30.23. Invigilators shall be prompt in supplying graph sheets, codebooks, etc., to the candidates.

30.24. After entering the exam hall and receiving the question paper, no candidate shall be allowed to leave the exam hall till the expiry of the allotted time/last half-an-hour of the exam.

30.25. Candidates shall be allowed to carry the question paper with them only when they are leaving the exam hall in the last half-an-hour. If they are leaving earlier (but not before the expiry of half the allotted time) they shall be asked to leave the question paper with the invigilator after writing their Regd. no. on it, and to collect the same at the exam section after the exam is over.

30.26. Invigilators shall remind the candidates about the remaining time of the exam at every half-an-hour.

30.27. Candidates shall be asked to keep their main answer book and graph/drawing sheets in proper order and to tie up the sheets 5 minutes before the end of the exam.

30.28. Invigilators shall affix their signatures in the space provided only on the first page of the main answer book/books (in case two main answer books are used separately for Part-A and Part-B) in both midterm and End exams, certifying the correct entry of,

i. Registered number

ii. Question paper code number (in case of end exam only)

iii. Part of the Paper (i.e. Part-A or Part-B)

30.29. Invigilator shall collect the answer scripts from all the candidates present in the hall immediately after the final bell is rung and shall arrange them in proper order that tallies with the attendance statement prepared by the invigilator.

30.30. Invigilators shall bring the bundle of answer scripts, unused graph sheets, etc., and the question papers left behind by the candidates leaving the hall early, and hand them over in the exam section within 10 minutes of the end of the exam.

30.31. Invigilators shall leave the exam branch only when they are cleared by the exam section.

30.32. Faculty members not related with exam work, in any case shall not enter the exam halls.

30.33. If data books/graph sheets/drawing sheets are not brought to the exam hall in time, the same may be informed to the Chief Superintendent/Exam branch immediately.

30.34. Invigilators are not to utilize the services of the water boys for works, other than the work related to the examination, during the exam hours.

30.35. If there is any specific complaint against the water boys, invigilators are requested to bring it to the notice of Chief Superintendent/Principal immediately.

30.36. Faculty members shall realize that the examination work is a part and parcel of their academic work and they shall attend to it with utmost sincerity.

31. GENERAL INSTRUCTIONS TO THE EXAMINERS REGARDING THE END PRACTICAL EXAMINATIONS

Note: In the following instructions wherever the word external examiner appears, it must be treated as the second examiner in the case of all practical and as external examiner in the case of project viva.

31.1. Internal examiners shall draw the required stationery from the Exam branch well in advance.

31.2. Internal examiners shall be present in the respective laboratories at least 15 minutes before the commencement of the exam.

31.3. No candidate shall be allowed to take the practical exam without the producing the hall ticket or permission slip from the Controller of Examinations (COE)/Principal.

31.4. No candidate shall be allowed to enter the lab and to take the exam after the commencement of the exam.

31.5. As soon as they enter the lab, all the candidates shall be asked to submit the record of practical work done by them during the semester. It shall be returned to the candidate after punching a hole through it when they are leaving the lab after finishing the practical exam.

31.6. When a candidate requests for a change of experiment, it is the prerogative of the external/internal examiner to permit the change or not.

31.7. Attendance statement shall be prepared and enclosed with award list as well as and the remuneration bills.

31.8. Marks statement shall be prepared in single copy only. Under no circumstances, the marks are to be disclosed.

31.9. Internal examiner shall obtain the counter signature of COE on all copies of attendance statement

31.10. Wherever the name of the lab is written either in the award list or in the attendance statement etc., it must be identical to the name given in the scheme in the syllabus book.

31.11. Internal Examiner shall help the External Examiner in filling up the T.A & Remuneration Bill, after ascertaining the admissible rates from the exam section.

31.12. The internal shall obtain the signature of the external and also affix his signature on all forms at the required places.

31.13. The award list and one copy of the attendance statement shall be placed in an envelope addressed to Controller of Examination Institute of Aeronautical Engineering, Hyderabad, Regulations (refer schedule), and dates of exam shall be written on the top edge of the cover. The from address of internal shall also be written.

31.14. All Marks shall be entered on the answer scripts and shall be signed by both internal and external examiners respectively. The valued answer scripts along with work sheets and any other related material shall be placed in a big size cover. Material related to practical exams shall not be torn and disposed. The details of exam shall be written on this cover also viz. name of the lab, year,

semester and branch, regulations (refer schedule), date of exam, names of internal and external examiners and number of scripts.

31.15. The examiners shall write "Four Year B.Tech Degree Exams of (say January – 2017)" against the item Name of Examination, "Institute of Aeronautical Engineering, Hyderabad", against the item center of examination in all reports, statements, remuneration bills etc.

31.16. Viva shall be conducted by the external with the help of the internal. Others shall not interfere.

31.17. The following material shall be handed over to the Junior Assistant, Exam Section as soon as the examination is over.

a. The envelope of marks award list should be properly sealed with gum and signed by the internal/external across the flap and also by the external.

b. The big cover of practical answer booklets should be properly sealed with gum and signed by the internal across the flap and also by the external.

c. The T.A. & Remuneration Bill of external (in the case of project viva only).

31.18. The internal examiner shall return the unused stationery to the Exam branch, who will in turn arrange to return the same to exam section.

32. INSTITUTE COMMITTEES

The following committees are formed for attaining the best overall performance of the Institute in academic, co-curricular and extra-curricular activities:

DISCIPLINARY COMMITTEE:

S No	Name	Designation	Department	Responsibility
1	Prof. P Sridhar	Professor and Head	EEE	Dean, Disc.
2	Dr. D Govardhan	Professor and Head	AE	Convener
3	Dr. J S V Gopala Sharma	Professor	MBA	Member
4	Mr. N Rajasekar	Assistant Professor	CSE	Member
5	Ms. P Ila Chandana Kumari	Assistant Professor	IT	Member
6	Mr. B Kiran Kumar	Assistant Professor	ECE	Member
7	Mr. G Sarath Raju	Assistant Professor	ME	Member
8	Mr. R Suresh Kumar	Assistant Professor	CE	Member
9	Mr. J Suresh Goud	Assistant Professor	Freshman	Member

The committee focuses on indiscipline issues of the students and resolves issues related to indiscipline by suitable awareness drives, students counseling, monitoring and control. The members also study the case of indiscipline and send the final report to the principal for necessary action.

ANTI-RAGGING COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Dr. L V Narasimha Prasad	Principal	ECE	Chairman
2	Dr. D Govardhan	Professor and Head	AE	Convener
3	Dr. K Rajendra Prasad	Professor and Head	CSE	Member
4	Dr. K Srinivasa Reddy	Professor and Head	IT	Member
5	Dr. M Ramesh Babu	Professor and Head	ECE	Member
6	Dr. G Venkata Ramana	Professor and Head	CE	Member
7	Dr. M Anitha	Professor and Head	Freshman	Member
8	Dr. P Mallikarjun Sharma	Professor	EEE	Member
9	Dr. K G K Murti	Professor	ME	Member
10	Dr. J S V Gopala Sharma	Professor	MBA	Member

The committee focuses on anti-ragging issues of the students and resolves issues related to anti-ragging by suitable awareness drives, students counseling, monitoring and control.

PLACEMENT AND TRAINING (PAT) COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Mr. A Praveen	Assistant Professor	IT	Convener
2	Ms. T Vishnu Vardhan Reddy	Assistant Professor	IT	Co-Convener
3	Mr. N Anil Kumar	Assistant Professor	AE	Member
4	Ms. V Divyavani	Assistant Professor	CSE	Member
5	Mr. N Bhaswanth	Assistant Professor	IT	Member
6	Mr. S Lakshmanachari	Assistant Professor	ECE	Member
7	Mr. P Shivakumar	Assistant Professor	EEE	Member
8	Ms. E Sanjana	Assistant Professor	ME	Member
9	Mr. G Rama Krishna	Assistant Professor	CE	Member
10	Ms. P Bindu Madhavi	Assistant Professor	MBA	Member

The members make all the efforts to bring the agencies for placement and, arrange for campus placement interviews, make all arrangements for pre- placement talks, hospitality of interviewers / company ambassadors and will also make arrangements for strong industry-institution interaction, by arranging lectures / seminars / training programmes of experts from industries / Govt. Public Sector / Defense etc. for preparing students for placement. They also find out the organizations for deputing the students for field training. The arrangements for their comfortable stay etc., are be made by the committee.

INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Mr. V S Raghav Sharma	Administrative Officer	Administration	Convener
2	Mr. M Chandra Sekhar Reddy	Estate Officer - Civil	Administration	Member
3	Mr. J Mahesh	Supervisor	Administration	Member
4	Mr. B Shekar	Electrician	Administration	Member
5	Mr. K Veera Swamy	Generator	Administration	Member
6	Mr. P Ramesh	Water Supply and Hygiene	Administration	Member
7	Mr. K Vijaya Sekhar Reddy	System Administrator	MBA	Member
8	Mr. G Yadagiri (Jr.)	Online Services - Exams	Administration	Member

The members meet, discuss the new infrastructure to be created, and suggest renovation and modification in infrastructure, if and when required. They study the proposal and work out all the necessary details in consultation with the Principal and Hon. Jt. Secretary and submit it to the Principal for necessary further action.

The committee ensures that for the reports received regarding CE, Mechanical, Electrical, Computer, Computer Networking, EPABX, Elevator, Generator, Refrigeration & Air-conditioning, Plumbing & Sanitary, Carpentry, etc., repairing/maintenance rework/modification/new infrastructure development be executed promptly to the satisfaction of the concerned HOD of the department. The committee also regularly inspects and looks into the maintenance of the IARE Auditorium, canteen, central water tank and surroundings, in order to keep infrastructure well maintained.

CAMPUS CLEANING COMMITTEE (CAMPUS + CLASS ROOMS / LABS AND LIBRARY)

S No	Name	Designation	Department	Responsibility
1	Mr. Chandra Sekhar Reddy	Estate Manager	Administration	Dean, Admin.
2	Mr. J Mahesh Yadav	Supervisor	Administration	Convener
3	Mr. P Ramesh	Campus Management Incharge	Administration	Member
4	Mr. Santhosh	Physical Director	Administration	Member
5	Mr. Srisilam Goud	Lab Technician	ME	Member
6	Ms. Srinivas Reddy	Librarian	Library	Member

The Convener sees that the campus remains clean and neat and instructs / guides the gardeners and others for maintaining the campus environment.

OFFICE AUTOMATION, ONLINE SERVICES AND WEBSITE COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Mr. E Krishna Rao Patro	Assistant Professor	CSE	Convener
2	Mr. M Radha Krishna Murthy	Website I/C	Administration	Co-Convener
3	Ms. B Padmaja	Associate Professor	CSE	Member
4	Mr. Ch Jaya Prakash Rao	Assistant Professor	EEE	Member
5	Mr. J Suresh Goud	Assistant Professor	Freshman	Member
6	Mr. K Vijaya Sekhar Reddy	System Administrator	MBA	Member

The committee reviews all the administration work including credit system work and tries to computerize the same at maximum level. The concerned staff should be given training of operating his accounts / work. The committee also keeps the IARE website up-to-date by contacting the concerned HOD and Administrative Officer (for administrative data and information).

RESEARCH & DEVELOPMENT COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Dr. R V Krishnaiah	Professor	ECE	Convener
2	Dr. M Madhubala	Professor	CSE	Co-Convener
3	Dr. Pramod Kumar Dash	Professor	AE	Member
4	Dr. K Srinivasa Reddy	Professor	IT	Member
5	Dr. G Ramu	Professor	CSE	Member
6	Dr. Vastal	Professor	EEE	Member
7	Dr. CH V K N S N Moorthy	Professor	ME	Member
8	Dr. J S R Prasad	Professor	CE	Member
9	Dr. M Anitha	Professor	Freshman	Member

The committee encourages the faculty members of the respective department for R & D work. The research articles should be sent to local / state / national / international journals. The proposals should be submitted to AICTE, DST, UGC and other funding agency, and to the undersigned through the convener of the above committee.

INTERNAL QUALITY ASSURANCE CELL (IQAC) UNDER CAS

S No	Name	Designation	Department	Responsibility
1	Dr. P G Krishna Mohan	Professor	ECE	Convener
2	Mr. G Chandra Sekhar	Professor	CSE	Member
3	Dr. M Madhu Bala	Professor	CSE	Member
4	Dr. I Surya Prabha	Professor	IT	Member
5	Dr. Pramod Kumar Dash	Professor	AE	Member

6	Prof. P Sridhar	Professor	EEE	Member
7	Dr. K G K Murthi	Professor	ME	Member
8	Dr. Kavita Singh	Professor	CE	Member
9	Dr. A Jayanth Kumar	Professor	Freshman	Member
10	Dr. J S V Gopala Sharma	Professor	MBA	Member

The committee helps in preparing the documents for the promotion under Career Advancement Scheme (CAS). All the Conveners are requested to call the meeting of the concerned members. The General Secretary of IARE is contacted for the help of the students' representatives (volunteers). If any faculty member is interested to work in any of the above committees, s/he is most welcome to join the team. Convener, if required, may co-opt/take help of any of the teaching/non-teaching staff members for fruitful smooth functioning of the committee as and when required.

HARASSMENT ON WOMEN COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Dr. L V Narasimha Prasad	Principal	ECE	Chairman
2	Ms. Lekha Chandran	Assistant Professor	EEE	Convener
3	Ms. G Sravanthi	Assistant Professor	AE	Convener
4	Ms. Y Mohana Roopa	Associate Professor	CSE	Member
5	Ms. G Laxmi Narayanamma	Assistant Professor	IT	Member
6	Ms. C Deepthi	Assistant Professor	ECE	Member
7	Ms. N Santhisree	Assistant Professor	ME	Member
8	Ms. L Indira	Assistant Professor	Freshman	Member
9	Ms. Azara	Assistant Professor	MBA	Member
10	Ms. N Vijaya Lakshmi	Accountant	Administration	Member

The committee focuses on women development and counseling. Periodic meetings are held, and complaints regarding women harassment are discussed and resolved in consultation with college administration and management.

COLLEGIATE WOMEN'S DEVELOPMENT COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Dr. L V Narasimha Prasad	Principal	ECE	Chairman
2	Dr. M Madhubala	Professor	CSE	Convener
3	Dr. M Anitha	Professor	Freshman	Member
4	Ms. B Dhanalaxmi	Assistant Professor	IT	Member
5	Ms. K Babitha	Assistant Professor	AE	Member
6	Ms. J Sravana	Assistant Professor	ECE	Member
7	Ms. S Swathi	Assistant Professor	EEE	Member

The committee focuses on the holistic development of women and plans, execute, and monitor all the activities in regard to women development. It works for equal representation of women in all developmental activities of the college.

GRIEVANCES AND REDRESSAL COMMITTEE (FACULTY AND STAFF)

S No	Name	Designation	Department	Responsibility
1	Dr. K G K Murti	Professor	MECH	Chairman
2	Dr. I Surya Prabha	Professor	IT	Convenor
3	Prof. GVR Seshagiri Rao	Associate Professor	ME	Member
4	Ms. G Swathi	Assistant Professor	AE	Member
5	Ms. G Geetha	Assistant Professor	CSE	Member
6	Ms. B Pravallika	Assistant Professor	IT	Member
7	Ms. L Shruthi	Assistant Professor	ECE	Member
8	Mr. Ch Jayaprakasa Rao	Assistant Professor	EEE	Member
9	Ms. B Navya	Assistant Professor	CE	Member
10	Ms. B Anand Lakhmi	Assistant Professor	Freshman	Member
11	Ms. P Bindu Madhavi	Assistant Professor	MBA	Member
12	Ms. Zeba Farooq	AAO (Estd.)	Admin	Member

The committee focuses on the holistic staff development, executes and monitors all the activities in regard to the staff development. It conducts training, seminars/workshop & supports activities related to continuing education.

GRIEVANCES AND REDRESSAL COMMITTEE (STUDENTS)

S No	Name	Designation	Department	Responsibility
1	Dr. K Srinivasa Reddy	Professor	IT	Chairman
2	Dr. I Surya Prabha	Professor	IT	Convener
3	Dr. A Jayanth Kumar	Professor	Freshman	Member
4	Mr. U S P Rao	Associate Professor	ME	Member
5	Mr. G Ram Vishal	Assistant Professor	AE	Member
6	Mr. P Ravinder	Assistant Professor	CSE	Member
7	Ms. B Pravallika	Assistant Professor	IT	Member
8	Ms. J Sravana	Assistant Professor	ECE	Member
9	Mr. K Devender Reddy	Assistant Professor	EEE	Member
10	Ms. I Sireesha	Assistant Professor	MBA	Member

Grievances Redressal Committee is formed in order to keep the healthy working atmosphere and to uphold the dignity of the institute by ensuring strife free atmosphere in the institute to promote cordial student to student relationship, student to teacher relationship relations etc. This cell also helps students and parents to record their complaints and solve their problems related to academics, resources and personal grievances.

Suggestion / complaint Boxes have been installed at different places in the campus, in which the students who want to remain anonymous, can put in writing their grievances and their suggestions for improving the academic/administration in the institute.

Students and parents can lodge a complaint. Students can also lodge ragging complaints. The person concerned can personally approach or write / e-mail to any member of the cell. They can send email on **grievances.student@iare.ac.in,** or write an application and submit it to cell convener.

SPORTS AND GAMES COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Mr. G Nagendra Kumar	Assistant Professor	Freshman	Convener
2	Ms. Y Subba Rayudu	Assistant Professor	CSE	Member
3	Mr. N Bhashwanth	Assistant Professor	IT	Member
4	Mr. S Rambabu	Assistant Professor	ECE	Member
5	Mr. P Mabuhussain	Assistant Professor	EEE	Member
6	Mr. M Sunil Kumar	Assistant Professor	ME	Member
7	Mr. B Raju	Assistant Professor	Freshman	Member

The convener may also co-opt one student member each from I, II, III & IV B. Tech, and MBA classes and one girl student. This committee prepares sports calendar and an action plan to implement the same. It suggests the methods which encourage students and faculty to utilize sports and games facilities available in the college. It also conducts meetings, whenever required, and discusses relevant issues in consultation with the principal seeking his approval.

CULTURAL COMMITTEE

S No	Name	Designation	Department	Responsibility
1	Dr. I Surya Prabha	Professor	IT	Convener
2	Mr. G Chandra Sekhar	Professor	CSE	Co-Convener
3	Dr. N Rajasekhar	Professor	CSE	Member
4	Prof. P Sridhar	Professor	EEE	Member
5	Dr. Kavita Singh	Professor	CE	Member
6	Ms. C Deepthi	Assistant Professor	ECE	Member
7	Mr. G Sarath Raju	Assistant Professor	ME	Member
8	Ms. S Charvani	Assistant Professor	Freshman	Member
9	Ms. Azara	Assistant Professor	MBA	Member

The cultural committee promotes and arranges extracurricular activities to bring out the talents of students in performing arts. It is responsible for all intra and inter collegiate cultural events in the institute as per the tentative dates included in the academic calendar. The Convener of the committee shall conduct meeting to discuss and delegate tasks.

33. FACILITIES

TRANSPORT

IAR has a fleet of 32 luxury buses providing transport facilities to the students and faculty from all parts of the Hyderabad and Secunderabad making commute easy and enjoyable.

CAFETERIA

The institute has an ideal cafeteria that takes utmost care in providing hygienic and wholesome food at subsidized rates. The cafeteria offers a wide range of cuisines like South Indian, North Indian and Chinese. Besides, it also has fruit juice and fast food stalls. Students also enjoy the provision of popular food outlets like 'Wings & Fries', 'Coffee Day' and 'Nestle'. The authorities take personal care in maintaining the quality of food served in the canteen.

HDFC BANK ATM

The banking facility in the institute facilitates payment of salaries of all the employees, disbursement of scholarships to the students, and other financial transactions of staff and students. The bank has more than 500 account holders availing the facilities.

HEALTH SERVICES

The IARE health centre provides healthcare facilities to the students whenever required. Registered doctors are called in case of emergency and a part time nurse is employed to render health services. All treatments, consultation & medicines including lab investigations are done free of cost for all students, staff & staff dependents.

HOSTEL

IARE has a home away from home for those students who come from various other states and city outskirts providing them the best amenities to make them feel at home. The students develop a sense of responsibility and learn to manage their life independently while staying in hostels. They also develop qualities such as solidarity and comradeship having gained rich experience living in the hostels.

Salient features

- Spacious well ventilated rooms accommodating two in each room
- Separate hostels for boys and girls
- Well-furnished dining rooms accommodating more than 350 students at a time
- Hygienic food made under the strict supervision of hostel authorities
- RO purified water facility
- Outdoor and indoor games facility
- Wi-Fi facility available round the clock
- Fully secured and comfortable housing facility to all the inmates
- Ragging–free environment
- Reading rooms
- Free transportation to the institute
- Personal care and regular counseling
- Health care and regular visits of registered physicians

34. AWARDS

The Management grants Cash Prizes for the first three toppers of each branch students in case the intake is 120 and five beyond.

Note: For the purpose of awards and medals, aggregate of the marks i.e., the semester end examination marks and the continuous internal assessment marks put together in all the courses on first attempt are considered. Betterment marks are not considered.

35. CONTACT NUMBERS

S No	Name	Mobile No.
PRINCIPAL		
1	**Dr. L. V. Narasimha Prasad**	9490182900
ADMINISTRATION		
2	**Dr. I Surya Prabha** Vice Principal	9985821467
3	**Prof. CH Jaya Prakasa Rao** Assistant Vice Principal	8121515272
4	**Dr. Y Mohana Roopa** Registrar – Academic	9573988829
5	**Mr. V S Raghava Sharma** Registrar – Administration	9985821446
6	**Dr. P G Krishna Mohan** Dean – Internal Quality Assurance Cell	9989144889
7	**Dr. D Shobha Rani** Dean – Academic Audit and Quality Control	9550080044
8	**Prof. G Chandra Sekhar** Dean – Academic	9703618749
9	**Dr. M MadhuBala** Dean – Research and Development	9885543778
10	**Dr. P Munaswamy** Dean – Electrical Sciences (ECE and EEE)	9493042585
11	**Dr. R Gangadhar Reddy** Dean – Consultancy, Business Incubation and Entrepreneurship	9492993588
12	**Dr. P Srinivasa Rao** Dean – ACM (Aero, Mech and Civil)	9494818999
13	**Dr. N Rajasekhar** Dean – PG Studies	9959694059
14	**Dr. J Sirisha Devi** Dean – UG Studies	7093086402
15	**Dr. G Ramu** Dean – ICT and Professional Training (METE and ATT)	9703962233
HEAD OF THE DEPARTMENTS		
16	**Dr. D Govardhan** Head, Aeronautical Engineering	9985399964
17	**Dr. K Rajendra Prasad** Head, Computer Science and Engineering (Sections: A & B)	9618614555
18	**Dr. M MadhuBala** Head, Computer Science and Engineering (Sections: C & D)	9885543778
19	**Dr. K Srinivasa Reddy** Head, Information Technology	9849024285

S No	Name	Mobile No.
20	**Prof. V R Seshagiri Rao** Head, Electronics and Communication Engineering (Sections: A & B)	9985821457
21	**Dr. M Ramesh Babu** Head, Electronics and Communication Engineering (Sections: C & D)	8008663897
22	**Dr. P Sridhar** Head, Electrical and Electronics Engineering	8886023000
23	**Prof. V V S H Prasad** Head, Mechanical Engineering	9985821449
24	**Dr. Venkata Ramana Gedela** Head, Civil Engineering	7981341012
25	**Dr. M Anitha** Head, Freshman Engineering	7799448538
26	**Prof. J Suresh Goud** Coordinator Freshman Engineering – Circuit Branches	9966239198
27	**Prof. B Raju** Coordinator Freshman Engineering – Non Circuit Branches	9866398700
28	**Prof. K Lakshmi Revathi** Head, Master of Business Administration	9550041819
29	**Mr. A Praveen** Placement and Training Officer	9985821454
EXAMINATIONS		
30	**Dr. L. V. Narasimha Prasad** Principal and Chief Controller of Examinations	9490182900
31	**Ms. I Shireesha** Additional Controller of Examinations – I	8790060284
32	**Mr. A Krishna Chaitanya** Additional Controller of Examinations – II	9949122135
33	**Mr. Mr. E Krishna Rao Patro** Additional Controller of Examinations – III	9701037695
OTHER SERVICES		
34	**Ms. Lekha Chandran** I/C Women Harassment	8500123723
35	**Mr. D Abdulla** I/C Computer Centre and Wi-Fi Services	9703351237
36	**Mr. B Srinivas Reddy** Librarian	9985098483
37	**Mr. P Rajesh** Public Relations Officer (PRO)	9581241234
38	**Ms. Zeba Farooq** AAO – Establishment	9985821452
39	**Ms. S Kumar** AAO – Scholarship	9985821465
40	**Mr. D Narayana Rao** AAO – Accountants	9985821456
41	**Ms. K Bhagyalaxmi** AAO – Student Affairs	9951232519
42	**Mr. B Venkateswar Rao** I/C Transport (Route Nos. 1 to 14)	8179515282
43	**Mr. S Laxman Kumar** I/C Transport (Route Nos. 15 to 28)	9912613999
44	**Mr. Vijaya Sekhar Reddy** System Administrator	9440011892

36. EMERGENCY PHONE NUMBERS

Police	Police... 100 Fire... 101 Police Station (Dundigal)… + (91) – 8418 - 255633 Police Control Room... 040 - 23232222
SHE Team	**“**SHE” Team… 100 Cyberabad Police She teams Whatsapp number: 94906 17444 Barosa & She Teams: 040 2785 2355
Ambulance	Free Service... 108 Apollo Emergency... 1066 / 23548888 Malla Reddy Narayana Multi Speciality Hospital… 040 2378 3000 BBR Super Specialty Hospitals … + (91) – 40 - 33086065
Blood Bank	Blood Bank Narayanguda...27567892 Matadin Geol Blood Bank...23226624 Medwin Blood Bank...23202902 / 4616 Chiranjeevi Eye & Blood Bank…. 040 2355 5005
Eye Banks	Eye Bank Association... 23545454 L V Prasad Eye Bank... 30612514 / 23608262 Sarojini Devi Eye Bank... 23317274 TL Kapadiya Eye Bank... 23317274
Medical Services (24hrs)	Mahavir Hospital...23393134 Niloufer Hospital...23394265 Gandhi Hospital …. + (91) – 40 - 27505566 Osmania General Hospital... 24600121
24 Hours Pharmacy	Apollo Pharmacy...23231380 Health Pharmacy...23310618 Medwin Pharmacy...23202902 New City Hospital Pharmacy...55260004
Tourism	Telangana Tourism…Toll Free: 1800 – 425 - 46464 Andhra Pradesh Tourism… Toll Free: 1800 – 42 - 545454 Tourist Information...1363 Access Number Hyderabad & Secunderabad...1901-334033 Other places in India...0901-334033

37. CALENDAR 2017

2017 Calendar

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

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			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
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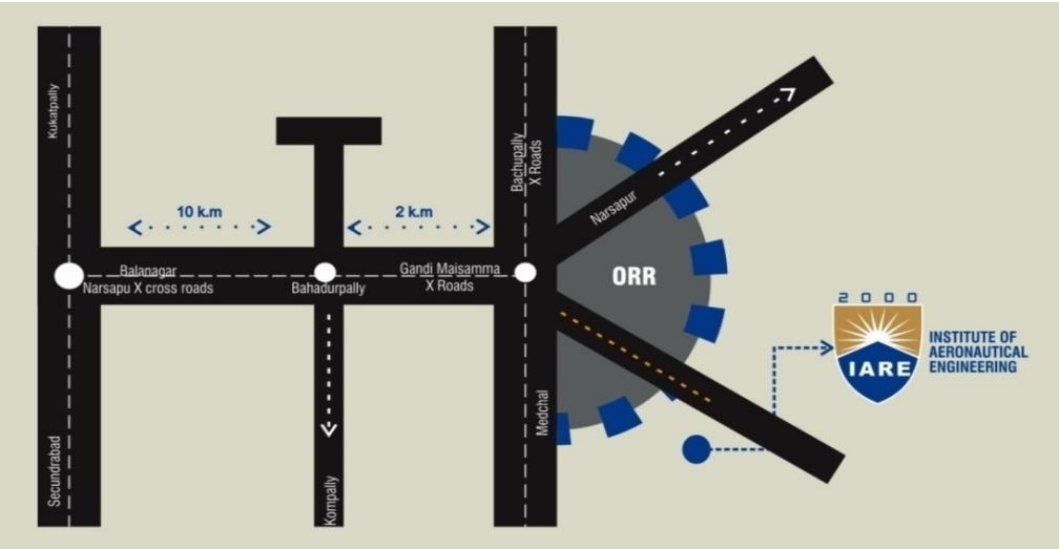
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

38. ROAD MAP TO THE INSTITUTE



39. VISION AND MISSION OF DEPARTMENTS

DEPARTMENT OF AERONAUTICAL ENGINEERING

VISION

To build a strong community of dedicated graduates with expertise in the field of aeronautical science and engineering suitable for industrial needs having a sense of responsibility, ethics and ready to participate in aerospace activities of national and global interest.

MISSION

To actively participate in the technological, economic and social development of the nation through academic and professional contributions to aerospace and aviation areas, fostering academic excellence and scholarly learning among the students of aeronautical engineering.

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

VISION

The vision of the department is to produce competent graduates suitable for industries and organizations at global level including research and development with social responsibility.

MISSION

To provide an open environment to foster professional and personal growth with a strong theoretical and practical background with an emphasis on hardware and software development making the graduates industry ready with social ethics.

Further, to provide training and to partner with global entities in education and research.

DEPARTMENT OF INFORMATION TECHNOLOGY

VISION

The department envisions to become a center of excellence in information technology with a strong teaching and research environment that produces competent graduates and to inculcate traits to make them not only good professionals but also kind, committed and socially oriented human beings.

MISSION

To promote a teaching and learning process that includes latest advancements in information technology, that provides strong practical base for the graduates to make them excellent human capital for sustainable competitive edge and social relevance by inculcating the philosophy of continuous learning and innovation in the core areas.

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING

VISION

To produce professionally competent electronics and communication engineers capable of effectively and efficiently addressing the technical challenges with social responsibility.

MISSION

The mission of the department is to provide an academic environment that will ensure high quality education, training and research by keeping them abreast of latest developments in the field of electronics and communication engineering aimed at promoting employability, leadership qualities with humanity, ethics, research aptitude and team spirit.

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

VISION

To produce comprehensively trained, socially responsible, innovative and high quality electrical engineers and researchers who can contribute to the national and global development.

MISSION

The mission of Electrical and Electronics Engineering Department is to provide academic environment with a strong theoretical foundation, practical engineering skills, experience in interpersonal communication and teamwork along with emphasis on ethics, professional conduct and critical thinking. Further, the graduates will be trained to have successful engagement in research and development and entrepreneurship.

DEPARTMENT OF MECHANICAL ENGINEERING

VISION

The Department of Mechanical Engineering envisions value based education, research and development in the areas of manufacturing and computer aided engineering as an advanced center for mechanical engineering, producing graduates of world-class competence to face the challenges of global market with confidence, creating effective interface with various organizations.

MISSION

The mission of the Mechanical Engineering Department is to prepare effective and responsible engineers for global requirements by providing quality education & to improve pedagogical methods employed in delivering the academic programs to the needs of the industry and changing world by conducting basic and applied research and to generate intellectual property.

DEPARTMENT OF CIVIL ENGINEERING

VISION

To produce eminent, competitive and dedicated civil engineers by imparting latest technical skills and ethical values to empower the students to play a key role in the planning and execution of infrastructural & developmental activities of the nation.

MISSION

To provide exceptional education in civil engineering through quality teaching, state-of-the-art facilities and dynamic guidance to produce civil engineering graduates, who are professionally excellent to face complex technical challenges with creativity, leadership, ethics and social consciousness.