

Rhs
 DIRECTOR
 Brilliant Grammar School
 Educational Society's Group
 of Institutions-Integrated Campus (7C)
 Abdulsapur (V), Abdulsapur (M),
 R.R. Dist-561505.

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 of Institutions-Integrated Campus (7C)
 Abdulsapur (V), Abdulsapur (M),
 R.R. Dist-561505.



College Code: 7Q

BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY'S
GROUP OF INSTITUTIONS-INTEGRATED CAMPUS

(Approved by A.I.C.T.E & P.C.I, New Delhi, Affiliated to JNTUH, Hyderabad)

Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in, principal.7q@gmail.com Cell:9442263457

Strategic Development and Deployment

Quality Policy

"BRIG-IC" is engaged in offering quality technical education and training to prepare responsible technocrats for effective nation building reads the institute's quality policy. The quality policy strives to satisfy customers. It consistently works to achieve high levels of instruction, training, and human resource development by encouraging its teachers and staff to collaborate and continuously update their knowledge and abilities to meet the demands of industry.

The institute fly believes that among all other resources, the human resource is the most important component in achieving the goals outlined in the Vision and Mission statements. To become a world-class institute in the current environment of liberalization and intense competition, one must provide the end-user with the finest service possible. The quality policy was created with this concept in mind. The quality policy directs and closely monitors all of the actions. Each semester/year, a critical analysis and examination of the many performance indicators, including pass rates, input ranks, placements, student accomplishments in extracurricular activities, and faculty accomplishments, will take place.

Review

The effectiveness of the procedures is assessed at different levels by evaluating the performance of the students by the teachers, the performance of the teachers by the HOD, and the performance of the HOD by the Principal. The different monitoring processes that IQAC coordinates also aid in the review processes.

Perspective plans of the Institution

The institutions want to adopt new courses, upgrade its infrastructure, modernize its current facilities, and conduct research and development. The principal and department heads organize academic activities, consultations, Understanding, innovations in the teaching and learning process, etc.


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The institute working really hard to

- NAAC accreditation.
- Autonomous status.
- More number of MOUs with Industries Improving the industry institute relationship.

Quality Improvement Strategies

- Research & Development
- Human Resource Management
- Teaching & Learning
- Community Engagement
- Industry Interaction

Teaching & Learning

- All courses have organized course materials and lab instructions.
- Creation of educational support materials.
- Class stricture for remedial courses.
- Delivery of Add-on-courses.
- Conduct of campus connects programmer and pro-placement training classes.
- Academic audit.
- Resources that are continuously being improved.
- Modern educational r Information Centre roes are available in the department libraries and the Central & Information Center.
- Network-equipped class rooms with a focus on ergonomics offering of online class rooms.

Research & Development

- Budgeting for internal research and development
- Incentives and rewards for car and publication
- Students rive financial aid for building functional models
- Formulation of Research committee

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Community Engagement

- i. Blood Donation Camps
- ii. NSS activities
- iii. Free medical camps
- iv. Plantation

Human Resource Management & Transparent policy document

- Transparent and methodical selecting process.
- Imparting pertinent instruction.
- Creating and communicating college policies assistance with academic progress.
- Systematic performance evaluation process and advice for those involved.
- Systematic policies for promotions.
- Democratic governance and participative management.

Industry interaction

- MoUs
- Organization of industrial tours
- Deputing faculty and staff for industrial training
- Quest lectures by the experts from industry

Bridge between the Top Management and Stake holders

Through numerous committees Cells Cubs Associations, Alumni and Parents, the Principal starts conversations and discussions with a variety of stakeholders. The Principal then relays to management the put opinions and sentiments of the stakeholders for efficient decision-making. The principal communicates with parents, community academic peers, employers, alumni, businesses, and students.

Feedback from students

Student's feedback is collected during the semester for each course using a structured format that includes the key elements of the teaching-learning process. To ensure a free and fair answer, this feedback is gathered by a faculty member who does not teach the specific class.

The responses are subject to data processing, and the HoDs and the Principal analyze the findings before communicating the feedback to the affected faculty members for any necessary corrective action and improvement.

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By doing a relevant questionnaire students opinions on value-added programmer (such as guest Lectures, seminars, employability camps, etc.)are gathered at the end of the program me. Based on their Responses, stable improvements are made in the organization of such events.

Feedback from Alumni:

The duty of gathering input from alumni is handled by the Placement & Training Cell in coordination with the academic leaders from each department one or two faculty members have joined group WhatsApp and group email accounts that the departments have formed.

This model makes it easier for the department to communicate with the alumni on a regular understand their development, and get the central input they require. The annual alumni gathering and activities linked to the alumni association are coordinated by the placement and training officer once the course is complete. Graduates are asked how well they met the program's objectives.

Employer's feedback.

The responsible Training and Placement Cell maintains constant communication with the businesses where students are placed.

The feedback is acquired through telephone conversations, in-person meetings with senior HR executives and other members of the organization, as well as the gathering of information through the distribution of a prepared questionnaire. The alumni also receive feedback from their employers, which they then send to the departments.

Community feedback

The college's NSS Unit has been actively involved in providing services, such as running educational campaign first aid, general safety, and environmental protection.

Other efforts include education youngsters in rural the principles of computers, literacy camps, and blood donation drives. The students gather feedback from users of the services regarding the


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autos they received, suggestions Improvement, and room for development This put aids is raising the level of service in upcoming camps.

How are the feedbacks used for significant changes in the curriculum?

The services provided to the local community can be enhanced and expanded with the help of community feedback. The school is able to ruse the level of student competency and increase the quality of instruction and skill ruction thanks to feedback from academic colleagues and the business community The son's head communication with management rather frequently The situation's leader evaluates the management as he receives comments on the teaching quality, curriculum, extracurricular activities, and infrastructure needs from parents, alumni, industry, teachers, students, and the general public.

The information obtained from various sources is shared with the participating members during the Board of Governors meeting. The institution's current fanciless and activities are examined following extensive are examined and deliberation, and decisions are then made regarding their implementation after considering the available resources and modules Circulars will be used to inform internal college stakeholders of the decisions made and the operations of the institute, and the college website and newsletter will be used to inform external stakeholders.

The input from the nudes is useful in identifying the strengths and, if any, weaknesses in the teaching Inning process and in developing corrective actions, such as scheduling guest lecturers, extra sessions, and industrial trips. Feedback from former employees and employers aids in understanding current industry demands and best practices that may be imparted to students to help them become more employable.

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Management Council

Governing Body List

S.NO	Name	Designation
1.	K Narayan Reddy	Chairman
2.	Mrs. C Madhavi	President
3.	K Kondal Reddy	Member
4.	K Chandrakala	Member
5.	Dr. N. V. Ramana	University Nominee
6.	Dr.Kasi Reddy Kondal Reddy	Member
7	A Dayanand Reddy	Member
8	Dr.Shaik Rusthum	Member
9	Dr.M Narendera Kumar	Member
10	Dr Chamakuri Kantlam	Member Principal (Pharmacy)
11	Dr. Peniel Pauldoss	Principal, BRIG-IC

Committee meeting information, Resolutions passed with respect to development plans

The members of Governing Body discussed the above issues and suggested to resolve the following are

1 Governing Body Council members reviewed the deliberations made on various issues in the previous meeting and actions for improving the functioning of the college.

2 Discussion regarding Tune tables and class work allocation planning of Gust lectures, Workshops and seminars for the academic year in different emerging technologies was discussed.

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3. Governing Body Council members discussed progress of NAAC going for accreditation process.

4 In view of NAAC accreditation process in next month improvement of infrastructural facility and beatification of campus was discussed by the governing body members.

5. It was discussed about improvement of existing lab resources for all branches. In this regard it was proposed for monetization of labs with emerging technologies.

6 Review of existing research related practices were done and suggestion was given for industry interaction activities Internships and encouraging students to go for real time academic projects.

Strategic Plan of BRIG-IC

2018-2023	2024-2028
NAAC	NAAC
Centre of Excellence for RPA from Honeywell	Centre of Excellence for RPA from Honeywell
IPR Cell	IPR Cell
R &D Centers	R &D Centers
ERP	ERP
NSS	NSS
Student Motivational/Empowerment Cell	Student Motivational/Empowerment Cell
All Class Rooms/Labs with LCD	All Class Rooms/Labs with LCD
Upgrading Internet Bandwidth	Upgrading Internet Bandwidth
Rainwater Harvesting	Rainwater Harvesting
Bio Gas Plant	Bio Gas Plant
	Task Programme
	FDP and Conferences to be conducted
	Regarding NEP

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Code of Conduct and Service Rules December 2023

Rev.No	Revision Date	Details of Revision	Proposed	Approved by	Signature
1	25.9.2020	Covid Privileges Included	DIRECTOR	Secretary	
2	05.09.2019	2016 Rules Reviewed	DIRECTOR	Secretary	

Secretary


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Code of Conduct and Service Rules

December 2023

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NATIONAL EDUCATIONAL POLICY (NEP)

The National Education Policy of India 2020 (NEP 2020), which was started by the Union Cabinet of India on 29 July 2020, outlines the vision of new education system of India

The new NEP is based on four pillars which are Access, Equity, Quality, and Accountability.

The vision of the policy is to build an education system rooted in Indian ethos that contributes directly to transforming India by providing high-quality education to all, thereby making India a global knowledge superpower.

India is about to make significant changes to its education system in order to become a global power. The recent changes were implemented to end 34 years of educational policies. The new system, which is still being implemented, emphasizes online learning, more school hours, and a move away from rote learning.

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1. ABOUT THE COLLEGE

Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus spread over 10 acres of since landscape is an ideal place for with comfortable labs, class rum library information Centre is uniquely designed and built to endow the students a hassle free event to pursue their intellectual development. This campus is an ultimate destination for the who wish to acquire world class education in truly Indian environment.

Detailed address and management members are furnished below.

Website address : www.bgiic.ac.in,
E-mail : principal@bgiic.ac.in,principal.7q@gmail.com
Phone Number : 9442263457

K Narayan Reddy	Chairman, Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus
Mrs. .C Madhavi	President, Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus
Mr. K.Ragotham Reddy	Director (Administration) Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus

1.2 (a) Vision of the Institution:

To create world class facilities and ambience for advance level of teaching and practical training for attracting best students from the country and abroad greater emphasis on research and collaborative works with industries and other institutes.

To provide pro-eminent educational experiences which stimulate accountability to satisfy the needs of century and prepare our students for leadership in their profession and society.

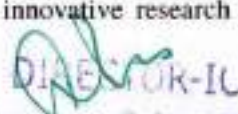
(b) Mission of the Institution:

To provide best in class facilities of teaching and practical training to the UG Students.

By developing technical manpower through interactive communication, training, short-term courses, seminars, group discussions, mock-interviews, etc.

In Collaboration with industries, academic institutions for providing real life projects.

To Inculcate professional behavior, strong ethical values, innovative research capabilities and leadership abilities.


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1.3 Quality Policy

We at Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus Endeavour to uphold excellence in all aspects by adopting the best practices in effort and effect.

S.NO.	Name	Designation	Contact No.
1	Dr .S.PENIEL PAUL DOSS	Director	9442263457
2	Dr. CH.KANTLAM	Principal (Pharmacy)	9989535880
3	K Narayan Reddy	Chairman	9848019835
4	Mr. K. Ragotham Reddy	Director (Administration)	9441953530
5	Mr.RADHA KRISHNA A.N	In-Charge of Exam Branch	9676240401
6	Mr.K.NEELA KANTA REDDY	I/C Transport	9052253338

1.4 Code of Conduct Committee

Code of Committee for the academic year 2023-24 is mentioned below as per secretary Circular No. BRIG-IC/ADM/E1/07 dated 8th SEP 2023.

S.NO.	Name	Designation
1.	Dr .S.PENIEL PAUL DOSS, Director	Chairman
2.	Mr. K. Ragotham Reddy, Director (Administration)	Coordinator
3.	Dr.CH.KANTLAM , Principal (Pharmacy)	Principal (Pharmacy)
4.	S.JAMALA REDDY,HOD (MECH)	Member
5.	SK.ABDUL MAQSEED,HOD (ECE)	Member
6.	K.LALAAIAH,HOD (EEE)	Member
7.	B.UPNDER,HOD (CSE)	Member
8.	D.CHIRANJEEVI,HOD (CIVIL)	Member
9.	P.VENKAT REDDY,HOD (H&S)	Member
10.	P.BRAHMESWARI,HOD (PHARMACY)	Member
11.	M.NEERAJ-187Q1A0423 (ECE)	Member
12.	M.HARI PRASAD REDDY-187Q1A0576 (CSE)	Member
13.	TOUSHIF AHAMMED-187Q1R0067 (B.PHARMACY)	Member

1.5 Courses Offered at BRIG-IC

UG COURSES	PG COURSES
B. Tech.CSE	M.Pharmacy-Pharmaceutics
B. Tech. CSE-AI&DS	
B. Tech. CSE-AI&ML	
B. Tech. CSE-DS	
B. Tech. CSE-NT	
B. Tech. ECE	
B. Tech. EEE	
B. Tech. MECH	
B. Tech. CIVIL	
B. Pharmacy	


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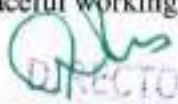
website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

2. CONDUCT RULES

These conduct rules apply to all employees, whether permanent or probationary, in the service of Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus, Abdullapurmet. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of these conduct rules/leave rules.

2.1 Conduct Rules: Every employee shall be governed by the following code of conduct rules:

- a) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or Institution/College Management or members of the staff.
- b) All teaching/non-teaching staff should be present at the commencement of the Institution every day before 9:15 AM.
- c) Late attendance of half an hour for two days in one month shall entail forfeiture of a day's salary/wages.
- d) An employee who observed to be continues late for one or two weeks is liable to take Disciplinary action.
- e) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- f) No employees are permitted to accept gifts in cash or kind from visitors, parent of the students, contractors, businessmen or any other party connected with the activities of the institution.
- g) No employee shall tamper or cause to be tampered with the records or registers or notices of the institution. Over writing and signing over the cross (X) mark will also considered as tampering of Record.
- h) An employee shall not communicate directly or indirectly an official document or information to any other outside. Other Institution person.
- i) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.


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- j) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- k) No employee shall make a collection of money from the students/parents in any manner except the fees to be paid in the Administrative Office.
- l) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- m) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- o) No employee, while marked present in the Institute, shall absent / abscond himself, except with prior permission of the principal / HOD from the class or duty.

2.2 Misconduct:

The following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without intimation or without permission.
2. Leaving the Institution during working hours without permission or absence without permission from the place of work.
3. Neglect or Laziness, inefficiency or careless towards the duty or allocated work.
4. Obtaining leave or attempting to obtain leave on false presence, reasons.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance / noise on the college premises etc.
7. Regular Late attendance or absence regularly from duty without intimation or without Permission of the Principal / HOD/ Section i/c.
8. Using institutional facilities unauthorized for personal gain.
9. Sleeping while on duty.
10. Engaging in private work or trade within the College Premises or engaging in the same or a different profession.
11. Failure to observe safety instructions or Failure to make use of safety devices provided by the management or failure to take preventive measure.


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12. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
13. Failure to report any ragging cases seen by the employee in or outside the college premises.
14. 14 Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
15. Unauthorized use of the name, address, telephone or any other description of the institution.
16. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
17. Tampering with the records or attendance registers of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or Institution or attempting to do so.
18. Disclosing any information to an unauthorized person, without written permission of the College Authority.
19. Brining liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/college premises.
20. Soliciting, demanding, collecting or canvassing of money for his / her services from students or parents.
21. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises by abusing, threatening to assault other employee/s, other riotous or disorderly behavior.
22. Preaching, carrying on or canvassing for religious or political activity in premises, in any manner whatsoever, without the prior permission of the College Authority.
23. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay – in strike.
24. Gearing or surrounding or forcibly detaining the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.
25. Willful damage to work-in-progress or to the property of the institution.
26. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
27. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside of the premises
28. Misbehaving with students/parents/guardian


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29. Willfully and deliberately not taking classes as per the schedule/time table.

30. Not wearing Identity card / dress code during college working hours.

2.3 Imposition of Penalties:

2.3.1 Minor Punishments:

- i) Censure (excusing the employee and keeping a record of excused)
- ii) Warning an employee in written with acknowledgement.
- iii) Recovery of cost of damage from default employee.
- iv) Withholding an annual increment or with holding promotion to the next higher grade.

2.3.2 Major Punishments:

- i) Reduction to a lower post or Lower grade or to a lower pay scale.
- ii) Compulsory retirement or compulsory resignation.
- iii) Removal from service (which does not disqualify the employee from being considered for future employment in other institutions).
- iv) Dismissal from service (which debars the employee from future employment in any capacity in other institutions).

Note: Keeping an employee under suspension during enquiry period is not a punishment.

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3. APPOINTMENTS & SERVICE MATTERS

3.1 Classification of Employee: Employees can be classified as:

3.1.1. A Permanent Employee: Means one who has been appointed in a substantive capacity on a permanent post and treated as permanent after the successful completion of the probationary period of two years without absent.

3.1.2 A Probationary Employee: Means one who is on probation period of two years for all Academic Staff.

3.1.3 Contract Employee: Means an employee who has been employed for a particular job under the terms of contract of employment / appointment which automatically ceases after the expiry of period or completion of job.

3.1.4. A Casual Employee: Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

3.1.5. Intermittent Service: All faculty & Staff working in day time with an interval of Minimum 30 minute's duration are called Academic or Intermittent Service and they will avail weekly rest on Sunday.

Example: All Teaching & Non-Teaching Staff.

3.1.6 Continues Service: A Staff member who will work continually in shifts without interval is called as Continuous service staff and they will avail rest on different days in a week. They will available in institution duty in shift for 24 hours in a day.

Example: Hostel Wardens & House Keeping Supervisor etc.,

3.2. Appointments:

3.2.1 Source of Manpower: For recruitment purpose, the following methods may be followed.

i) Inviting Applications through Open advertisement in leading Newspaper.

ii) Selected through Walk-in-Interview by open advertisement.

iii) Referrals in case of emergency.


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- 3.2.2. **Appointing Authority:** is the Management / The Secretary or his authorized officer who have the powers for appointment of a particular category of employee.
- i) A test / interview of proficiency in the job he seeks in the manner considered if necessary, for the purpose.
 - ii) The applicant should present a demo on the technical or on the subject of the concerned field before Selection Committee.
 - iii) Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rule of the College Governing his/her employment.
 - iv) Appointments shall be subject to prior submission of original certificates of proof of academic qualifications, D.O. Birth, etc., as may be necessary for verification at the time of joining.
 - v) The services of any employee on probation may be terminated without assigning any reason whatsoever.
 - vi) An employee may resign for his services in the college even after his confirmation by giving one month notice in advance or by paying an amount equal to one month salary in lieu of notice period provided there are no dues outstanding against the employee.
 - vii) HOD's / Section In-charges will circulate the service & Conduct Rules to staff after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

3.3.1 Performance / Self Appraisal / Review Process: Performance Self Appraisals shall be done for all the teaching staff members of the Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

3.3.2 Grant of Increment: Increment of any members of staff, Teaching or non-teaching will depend upon the performance of his working ability satisfaction he gives to the management in discharge of his duties which include Teaching Feedback, regular in attendance, self appraisal and his contribution to growth of the dept. or organization etc.,

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3.3.3 Promotion

- i) The faculty up gradation shall be considered strictly as per AICTE norms.
- ii) Up gradation of other staff will not necessarily depend solely on seniority. The following factors will also be taken into account:
 - a) Past Performance record
 - b) Potential for higher responsibilities
 - c) Punctuality and good conduct in the institution premises
 - d) Requirement of those particular categories of staff member.

3.3.4 Demotion: A demotion is defined as a re-assignment from one position to another position at a lower pay grade or lower salary range. A demotion can also be defined as a re-assignment of duties to a lower level of pay or responsibility even if there is no change in the employee's job or title or position. Demotions may occur if work is eliminated or abolished or re-organized or as a disciplinary action or if a staff member is unable to perform the work satisfactory.

3.3.5 Resignations, Retirements and Terminations:

A) Resignations:

- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one-month salary in lieu of notice period to the institution before leaving.
- b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him for any such reason.

B) Retirement: All employees (except Principal) would superannuate normally on attaining the age of 70 (seventy) years. However, in exceptional cases, the service can be extended and hired by the appointing authority and or as per norms of the AICTE.

3.3.6 Termination of Service

- o The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.

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- The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of organization in-obedience or addiction to drugs or alcoholism or dishonesty or neglect of duty or moral turpitude or erosion of conduct etc., which are considered detrimental to the institution.

3.4 General:

3.4.1 Income-Tax: - The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time.

3.4.2. Employee Records: The Establishment Department in Administrative office, maintains for each employee a personnel file called "Service Record" that contains vital employment information. To ensure that, personnel records are up to date, it is the employee's responsibility to notify the Admin office in writing, if any changes, of home address marital status, telephone number, e mail etc.


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4. LEAVE RULES

- 4.1 Introduction:** Leave Rules shall mean Casual Leave, special CL, Medical Leave, Maternity Leave, Paternity Leave, Earned Leave, Leave on Loss of Pay, These Leave Rules will come into force with effect from the date of circulation of these rules. These Rules shall apply only to all the permanent & probationary employees of the Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus, Abdullapurmet but not to contract or casual employee.
- 4.2 Leave Procedure:**
- i) Leave shall be granted in advance accordance with the format prescribed for that leave.
 - ii) Leave cannot be claimed by any employee as a matter of right.
 - iii) For purpose of Leave, Leave year shall be reckoned for calendar year i.e. from January 01 to December 31 of every year.
 - iv) Leave application shall be submitted in the prescribed form to the Head of the Department who will forward to the Principal and all HODs will submit the leave applications to the Principal/dean/ Director for sanction in advance every day in the morning.
 - v) The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
 - vi) A record of all sanctioned leave shall be maintained in the Establishment section of Admin office.
 - vii) An employee who is placed under suspension during the enquiry shall not be granted leave.
 - viii) Employee on probation period of two years will be granted casual leave @ 1 day (One day) for One Month's work.
 - ix) No leave will be sanctioned on telephone except in case of CL's in emergency circumstances/sudden illness etc. All leaves shall however be regularized in writing immediately on joining the duty.
 - x) Continued absence of more than six days, or repeated irregularity without intimation render an employee liable to disciplinary action.

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4.3 Eligibility of Leave: Eligibility of leave and norms for grant of leave are given below.

4.3.1. Leave Description

S.NO.	Nature of Leave	Quantum of Leave / Year	With pay/ Without pay	Remarks.
1.	CL (For continuous Service) During Probation of 2 years	12 days	With pay	Max 3 days at a time (Subject to availability of CL's)
2.	CL (For Continuous Service) after 2 years/Probation	15 days	With pay	3 days at a time (Subject to availability of CL's)
3.	Earned Leaves	21 days (3 weeks)	With pay	7+7 days, two times in summer recess and 7 days in without recess. (without disturbing the dept., function)
4.	Medical Leave (in Probation)	4 days	Half Pay	To be sanctioned with Admitted Medical & ... Certificate & Medical recommendations. In case mon the 4/6 days, this can ... commuted to 2/3 full longs Leave.
5.	Medical Leave (After Probation)	6 days	Half pay	
6.	Maternity Leave (for Female Employee)	Two Weeks (12 working days)	With pay	To be sanctioned with Medics certificate that the employee belongs to 1 st & 2 nd issue.
7.	Maternity Leave for Female Employee	90 Days or depends on recommendations of Regd. Doctor	Without pay (Lops)	
8.	SCL for self-marriage(during probation of 2 yrs.)	One week or 6 working days	With Pay	Wedding card required fee..... sanction
9.	SCL for self-marriage (after 2 yrs.)	Two weeks or 12 working days	With pay	
10.	SCL (for funeral activities)	5 working days (in case death of family member employee)	With pay	To be availed only within 1 days from the date of death


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4.3.2 COVID – 19 Privileges

The following leaves are permitted to avail by a staff member who have affected by the COVID-19 during pandemic situation:

- (a) The staff member affected with COVID-19 is permitted to avail one week special casual leave with payment during isolation period.
- (b) The teaching faculty affected with COVID-19 is permitted to take online classes during pandemic situation.

4.3.3. Availment of Leaves:

1. Casual leave may be prefixed or suffixed to weekly holidays / Festivals.
2. Combining the CL with Earned Leave/Sick Leave/ Maternity Leave if required is solely the discretion of the Management depending on the requirement of service in the dept.
3. Casual leave may be availed not more than 3 days at a time.
4. Casual Leave or any other leave not availed during a leave Year will be lapsed.
5. The LOP or absent is prefixed and suffixed to a holiday, the holiday period will be treated as LOP or Absent.
6. Under extra ordinary circumstances Leave on loss of pay in a Leave Year may be granted at the sole discretion of the management and the purpose / nature of the exigency shall be clearly recorded.
7. Any Leave on Loss of Pay if not sanctioned by the management, such period of absence will not be counted as service for any purpose.


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5. DUTIES & JOB RESPONSIBILITIES

5.1 Holidays & Festivals:

1) The working days of the Institutions shall be from Monday to Saturday. The Institutions shall observe a minimum of 90 working days per semester which means at least 180 working days during an academic year However, special classes additional working days may be arranged, as and when need arises

ii) Festival holidays of the Institutions shall be as per holiday's schedule of JNTUH calendar

5.2 "Duties of Officers & Staff"

5.2.1. Duties and Responsibilities of Administrative Officer

- i. He has to coordinate all the activities of the college in consultation with Principal / Director.
2. All the non-teaching staff of Administrative Office is under his control.
 - i. He should allot the duties to all the Administrative staff in consultation with the Principal/Director and monitor their day to day work.
 - ii. Should recommend the leaves and vacation for administrative and ministerial staff.
3. Monitoring the leave records of the staff.
4. He should interact with the parents, students, department staff and their administrative
5. Problem & He should take care of the assets of the Institute. He should see that the assets are properly safe guarded.
6. Monitoring the issue of stationary and maintenance of concerned records. 11 He shall be the custodian of the original certificates of all staff members.
7. He shall plan and procure the requirements for the college and departments in consultation with department heads and Principal Director


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8. Shall monitor the payment of all bills like electricity water, telephone etc and also monitor PF, ESI, PT and other mandatory payments as guided by the Principal/Director
9. He shall supervise the issue of certificates to students like bona fide, T C bus passes etc.,
10. Supervise and monitor the student admissions in all categories.
11. Obtaining the approvals of the student admissions from Convener of admissions TSCHE Osmania University.
12. Shall monitor the general correspondence with University and other regulatory authorities.
13. Shall monitor the submission of required information to AICTE every year.
14. Shall more the information to be submitted to AFRC.
15. 20. Shall maintain the Service registers for all the employees.

5.2.2 DUTIES OF ACCOUNTS AND AUDIT SECTIONS:

1. Preparation of Budget Estimates and Reserved Estimates.
- 2 Maintenance of contingent register.
- 3 Maintenance Cash books.
4. Payment of Salaries.
5. Re-conciliation of expenditure and receipts every month with banks.
6. Fee Collection watch register.
7. Safe Custody of Security Bonds, Tile Deeds Lease Deeds EMDs, D.Ds. Cheques.
8. Collection of all fees from the students and Remittance into related accounts.

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9. Remittance of fee payable to University Affiliation, Registration and fee remittable towards

"Other Services"

10 Shall return the deposits to the students at time leaving the institution

5.2.3 Duties of HOD's


- To cure smooth functioning of his department
- Conduct of class work and adjustment of all in case leaves
- To arrange required equipment and other Instruction materials in the Laboratories
 - To assign the Lab In-charges in the department Arranging guest lecturers Seminars Adjunct faculty
 - To see the completion of syllabus as per the university Academic calendar
- Maintenance of staff & student's attendance records in the Department
 - To guide teaching faculty and nonteaching staff in the department.
 - Conducting internal and external lab exams.
 - To analyze the results of students and take improvement measures.

5.2.4 Teaching Faculty / Lab in charges

- To conduct lectures and Lab Experiments' as per the time tables.
- Maintain the class attendance Registers.
- Maintenance of lab equipment and stock registers.
- Prepare and issue lab manuals for experiments / practical's to the Students.
- To guide the students in organizing seminars.
- To guide students in mini / main project work.
- Student counseling and contacting the Parents as class In charge.
- To ensure the completion of syllabus in time.
- To attend any other duty assigned by the HOD/Principal time to time.

5.2.5 Non-teaching / Supporting Staff

- To assist the Faculty and HOD of the concerned department
- Guiding the students in the laboratory in conducting the practical's/experiments.
- To handle and maintain the stock registers in the labs.


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- To assist the Lab in charges in the Lab's
- To maintain the Lab equipment in good condition.
- To issue & maintain the Lab manual in the lab's.

5.2.6. In charge Examination Cell

- Constant pursue with examination portal of JNTUH
- Smooth conduct of internal / external examination & submission of sealed answer scripts to University and govt exams whenever scheduled.
- To drive the Examination schedules of External labs & midterms.
- Analyzing of Results of Semester exams.
- Collecting Exam stationery in time.
- Maintaining academic schedules connected with Examinations.
- Maintaining invigilators record and students attendance.

5.2.7. Library In charge

- Procurement and stocking of all text books & reference books.
- Documentation and Monitoring of library and Information Centre.
- Issue and receiving of books to from the students.
- To maintain the Journals and Periodicals.
- Display of all important notifications and Job Opportunities in Notice Board.
- Maintaining of previous question papers of JNTUH.
- Maintaining of record of CD' s/ Cassettes/Soft Copies.

5.2.8 Training & Placement Officer

- To conduct on campus interviews in college premises/off campus interviews.
- To develop continuous rapport with industries/Companies for Interaction of the students.
- Provide short term training courses to the students.
- To pursue the higher educational opportunities to students.
- To arrange a seminars/Counseling on educational opportunities.
- To motivate / Guide the students to improve their soft skills to attend Interviews.
- To monitor the Govt. support ... activities JKC and TASK activities etc.
- Collecting and maintaining student data base and organize alumni.

5.2.9 Duties of Class In charges or Class Teachers:

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1. To guide the students about rules of attendance (general), Industrial Visits, Sports, etc.,
2. Advise the students who are irregular to the classes to be careful and in from the same to their parent so verphoneor by post.
3. They should see that whether the attendance is entered in online regularly or not att he end of day
4. The attendance of the students who have less than 75% must be sent to the parents by post. It must be sent by registered post, if the attendance is less than 65%.
5. Internal marks of all the students should be sent to the parents.
6. The class teachers are required to prepare the minute so meeting held with CR sands a memust be submitted to HOD within twodays of the meeting. If any important pointing he minutes is required to discuss with the Principal or Management it is to be brought to the notice of Principal through HOD.
7. Answer student queri3es and grievances.
8. Meeting the parents of students, especially defaulters.
9. To inform the HOD about making alternate arrangement for lectures and practical when a faculty is absent.
10. To coordinate with the Attendance Committee of the department to update attendance
11. To collect information regarding slow learners from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
12. Identify good students and motivate them to excel.
13. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
14. Any other duty as assigned by the HOD/Director/ Principal
15. Addressing the personal and emotional problems of the students through interaction with mentors.

5.2.10. Academic and R&D activities of the Department.


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1. To arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent academicians who could be invited to deliver guest lectures.
2. To organize conferences/ seminars/ workshops / FDPS Periodically
3. To monitor students' development and problems through Feedback and counseling.
4. To motivate and encourage the faculty to take up.

5.2.11 R&D and Academic Projects

1. Publication of News Letters.
2. Organizing & Coordinating consultancy service
3. Testing/repair services of instruments and equipment
4. Industry institution interaction
5. Dissemination of knowledge through guest lectures
6. Preparation of project proposals for funding
7. To provide the required information to the Principal/Director from time to time
8. To nominate the senior most faculty as in-charge head in his/ her absence
9. Any other duty as assigned by the Principal/Director.

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Abdullapur (V), Abdullapurmet (M), R.R Dt, Hyderabad - 501505

website: www.bgiec.ac.in, E-mail : principal@bgiec.ac.in,principal.7q@gmail.com Cell:9442263457

6. EVALUATION OF FACULTY FEED - BACK

6.1 Performance/Teaching: Feed-back on Faculty teaching is assessed in the following three stages and the faculty with the poor feedback will be given opportunity for improvement of teaching ability before teaching discipliner action.

6.2 Monthly Feedback from the Students: Subject-wise students 'feed-back' on the teaching of Faculty members will be assessed in 1st week of every month during the instructions period directly in the class review meeting in presence of HOD & Class Representatives of Each class. Improvement areas required, if any, will be notified to the faculty concerned.

6.3 Confidential Feedback: One time confidential feedback from the students on faculty will be collected from the students of regular Attendance in the middle of each semester only by the Principal/Vice Principal Faculty with less percentage of Feedback will be notified to take improvement steps.

6.4. HOD Feed Back: All Faculty members will submit their self appraisal reports to the Principal at the end of the Academic year through their HOD's concerned. The HOD will write these confidential reports of the department faculty members while forwarding self appraisal reports.

6.5 In additional to the above: A staff appraisal report, Publication / Participation of the faculty, contribution to the Institution / Department is also part of the feedback.

All these Feed backs mentioned at 6.1 to 6.4 shall be considered during the next annual increment / Promotion to the faculty.

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7. INCENTIVES FOR HIGHER

QUALIFICATIONS/PUBLICATIONS

7.1 Higher qualifications: To encourage the BRIG-IC Staff member, a Staff member is eligible for award of one additional increment as incentive for acquiring higher qualifications, i.e., M.Phil./M.E/M.Tech/Ph.D, etc provided;

(i) That higher qualification is in his relevant field of Engineering or Science and useful for the academic class work to teach the students of the Institution.

(ii) That the Staff members have acquired that additional qualification only after joining in this Institution.

7.2 Sponsoring on duty for conferences: Whenever an BRIG-IC Staff member is Presenting / participating in a conference / Workshops and attending the NET/SET with a prior permission from Principal, he/she is permitted to go on duty for that conferences/workshop, provided, no disturbance to the Class work/exams is ensured and the staff member should produce the evidences for presentations / Participation for the Conference/ Workshop.

7.3. On duty to Ph.D/M. Tech/M.Phil Project Viva:In case the Staff member of BRIG-IC is Attending for his thesis/Project Viva-voce exam of Ph.D. or M.Tech or M. Phil in his relevant field, he/ she will be sponsored on duty on the day or viva-voce examination.

7.4. Credentials Due to Publications: In case the BRIG-IC Faculty Members has presented/published a technical papers in National or International Conference/Journals and if the topic is published in Journals, this will be considered as additional credentials, while awarding of next increment, provided that date of conference/publication is only after joining in this institutions.

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8. DISCIPLINARY ACTION & REVIEW RULES

8.1 Discipline Authority:(D.A.) means the authority competent to impose any of the penalties specified Disciplinary Authority for various grades of employees shall be as follows:

- i. For HOD's – Chairman / Secretary of the GOVERNING BODY.
- ii. For all other employees (except class 4) – Principal / VP.
- iii. For class IV employees Principal / AO.

8.2. Procedure for Disciplinary Action

(i) In case the Misbehavior of minor nature D.A. find the direct evidence, the D.A. can impose penalties. (No order of punishment shall be issued without the employee's having been given and opportunity for explanation).

(ii) If the Misbehavior of major nature, employee concerned shall be issued a charge sheet /memo / notice stating his/ her misconduct & calling for an explanation within a period specified.

(iii) If the employee concerned chooses not to reply / furnishes and explanation and the reply is not to the disciplinary authority satisfaction, the Disciplinary Authority may order for an enquiry by the disciplinary committee and appoint an enquiry officer.

(iv) If Disciplinary authority will nominate an enquiry committee, the employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so.

(v) The employee shall be permitted to give his explanation & produce his/her oral / documentary evidence and shall be permitted to cross-examine a witness deposing in support of the charges.

(vi) On the conclusion of the enquiry, the enquiry committee shall record his finding and whether all or any of the charges leveled against the employee are proved together with reasons and will submit the enquiry report to the disciplinary authority.

(vii) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting a representation from the delinquent employees.


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ix) Considering on receipt of the representation made by the employee, the disciplinary authority shall determine the penalty, to be imposed on the employee and same shall be communicated to him in writing.

x) If on the concluding of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received.

8.3. Review Rules:

i) A delinquent employee on whom the punishment is recommended and if the employee feels that decision not fair, he should be given an opportunity to give on appeal or representation to the next higher authority/ management to review punishment

ii) Not with standing the above provision it shall not be necessary to follow the procedure mentioned above in case where an employee was suspended and removed on the ground of misconduct / criminal charge in the court of Law

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COMMITTEE CHAIRMAN LIST 2023-2024		
1	GOVERNING BODY COMMITTEE	Dr. PENIEL PAUL DOSS
2	RESEARCH AND DEVELOPMENT CELL	Dr. D.PAVAN KUMAR (CSE)
3	FINANCE AND PURCHASE COMMITTEE	D.SRINIVAS REDDY (ECE)
4	STUDENT TRAINING AND PLACEMENT CELL	TIRUGULLA NEELIMA (CSE)
5	STUDENTS AFFAIRS, WELFARE & ALUMINI CELL	POTLACHERVU SRIDHAR (MECH)
6	DISCIPLINARY COMMITTEE	K. NAGASHWAR RAO(H&S)
7	WOMEN WELFARE COMMITTEE	KANDHATI SUSHMA (H&S)
8	LIBRARY COMMITTEE	VANNADA RAJESHWAR (MECH)
9	CANTEEN COMMITTEE	M. MOGULAPPA (MECH)
10	GRIEVANCE REDRESSAL COMMITTEE	LALAJAH KURMETI (EEE)
11	ANTI RAGGING COMMITTEE	P.VENKATREDDY (H&S)
12	ANTI SEXUAL HARASSMENT COMMITTEE	NAVANEETHA REDDY (H&S)
13	RIGHT TO INFORMATION CELL	P. BHASKAR RAO (ECE)
14	COLLEGE ACADEMIC COMMITTEE	SHIVAKOTI REDDY (CIVIL)
15	TRANSPORT COMMITTEE	P.SRIDHAR (MECH)
16	SPORTS & GAMES COMMITTEE	V. VENKANNA (ECE)
17	NSS CELL	S. JAMALREDDY (MECHANICAL)
18	HOSTEL COMMITTEE	D. RAMESH (EEE)
19	SOCIAL WELFARE COMMITTEE	MADHAVI LATHA(EEE)
20	INDUSTRY INSTITUTE INERACTION CELL	B. UPENDHER (CSE)
21	IPR CELL	A.RAGHAVENDRA RAO (CSE)
22	PUBLIC RELATIONS (PRESS, MEDIA, & PUBLICATIONS COMMITTEE)	B.NARASIMHA (MECHANICAL)
23	EXAMINATION /TIME TABLE COMMITTEE	A.SURESH (H&S)
24	EDC CELL	D.SRINIVAS REDDY (ECE)
25	WEBSITE /ICT/SELF LEARNING COMMITTEE	B.DURGA BHAVANI (CSE)
26	IQAC COMMITTEE	A.N RADHA KRISHNA
27	PROFESSIONAL SOCIETIES COMMITTEE	Dr. MADHU (H&S)
28	RENEWBLE ENERGY COMMITTEE	LSRINU (EEE)
29	MAINTANANCE COMMITTEE	K.RAJASHEKAR (ECE)
30	ANTI-DRUG COMMITTEE	P. BRAHMESWARI (B PHAR)

(Signature)
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Research & Development Cell

Functions of R&D Cell

- Identification of thrust areas of research in each department.
- Advise and encourage the faculty to carry out research in-house and in collaboration with other organizations.
- Visit various departments and meet the faculty to encourage and motivate them to undertake research projects and to scrutinize the proposals before submitting to funding agencies.
- Identification of physical and human resources to carryout research.
- Identify the budgetary requirements and resources for funding the research.
- Review the progress of research and offer necessary guidance whenever required.
- Monitor and propose the funding from college budget for promotion of research activities.
- Identify different organizations/ industries to undertake collaborative research on current topics of mutual interest.

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Date: 03.07.2023

CIRCULAR

The Research and Development meeting for the Academic Year 2023-2024 is scheduled to be held on 06.07.2023 in the Seminar Hall at 11.30 AM. All the members of research committee are requested to attend the Meeting.

To discuss

1. All the departments are motivated to get more consultancy projects.
2. The faculty members are encouraged to publish their research work in reputed journals.
3. Faculty members are encouraged to attend the FDP and Conferences by Providing the financial support.
4. More number of faculty members is invited to do PhD programme.
5. The Research committee continues to promote and motivate all departments of the Institution to apply for a Research Centre.

During The Meeting the Following Members Will Attend :

S.No	NAME	DESIGNATION	SIGNATURE
1	Mr. D. PAVAN KUMAR	Chairman	
2	Dr. CHAMAKURI KANTLAM(B.PHARMACY)	Convener	
3	Dr.R.TIRUMALAI RAJA (CIVIL)	Member	
4	Dr.SRINIVASULU	Member	
5	Dr. MADHUAVATHU NAGA NAIK	Member	
6	Mr. A N.RADHA KRISHNA	Member	

Copy to:

Committee Members

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DATE: 06.07.2023

MINUTES OF THE MEETING

The research committee chairman along with its members assembled at Seminar Hall by 11.30 AM dated 06.07.2023 to discuss the research relative activities of the college.

Agenda

1. The entire department is motivated to get more consultancy projects.
2. The faculty members are encouraged to publish their research work in reputed journals.
3. Faculty members are encouraged to attend the FDP and Conferences by Providing the financial support.
4. More number of faculty members are invited to do PhD program me
5. The Research committee continues to promote and motivate all departments of the Institution to apply for a Research Centre.

The Following Members Were Present:

S.No	NAME	DESIGNATION	SIGNATURE
1	Mr. D. PAVAN KUMAR	Chairman	
2	Dr. CHAMAKURI KANTLAM(B.PHARMACY)	Convener	
3	Dr.R.TIRUMALAI RAJA (CIVIL)	Member	
4	Dr.SRINIVASULU	Member	
5	Dr. MADHUAVATHU NAGA NAIK	Member	
6	Mr. A N.RADHA KRISHNA	Member	

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Right to Information (RTI)

The statutory declaration of Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus Website. It covers all the rules and regulations which are implemented by Govt. of Telangana, India. Our college is a "College of co-education", which is registered under the society act by Govt. of Telangana and affiliated to JNTU, Hyderabad. The College has a Governing Body that is approved by the authority appointed by Govt. of Telangana. It runs as per rules and regulations made by the Govt. from time to time.

The College comes under the "Private –Self Financing" category and therefore financial transactions are audited by the private auditors. The College has different Bodies to maintain all types of disciplines on the campus. All the cells or committees of the institution are under Statutory Bodies and comes under section 4(1)(b) of the RTI Act 2005. The applications under the RTI Act along with a postal order/demand draft for Rs.10.00 obtained in favor of the Director, Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus may be sent to the Public Information Officer (PIO) or handed over in his office.

All information about the college under Section 4(1)(b) of RTI Act 2005 is open for the public and it can be obtained by a citizen of India.Names, Designations, and Other Particulars of public information officers.

Note: The Public Information Officer deals only with the matters pertaining to the right to information Act.

S.No	Name	Designation	Contact Details
1	Dr. PENIEL PAUL DOSS	Director	9442263457
2	Dr. CHAMAKURI KANTLAM(B.PHARMACY)	Principal(Pharmacy)	9989535880


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SOCIAL WELFARE COMMITTEE

Functions of the Committee:

1. Maintain database of students belongs to SC/ST/BC community.
2. To make the students aware of the various schemas/Assistances/Scholarships/Available for students
3. Committee continuously monitors the effective implementation of the Social Welfare policies intended for SC/ST/BCs Welfare by Govt.of Telangana.

Responsibilities of the Committee:

- To request to all department Faculty members to get the list of SC/ST/BC Students
- Monitoring of Scholarships to SC/ST/BC Students and endowment benefits to the students In our college as per state government rules
- Monitoring the reservation Policies and welfare schemes intended for SC/ST/BC Welfare by Government of Telangana.
- To get the list of SC/ST/BC students list from the scholarship section of the college.
- Enquiring about the benefits of the SC/ST/BC students and listing out of the Complaints if any.
- Monitoring of Scholarships to SC/ST/BC Students and endowment benefits to the students in our college as per state government rules.
- Monitoring the faculty members are explain various that the students will receive from the Government in accordance with the Reservation policies, financial and academic facilities to be received from the state government.

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Date: 05.08.2023

CIRCULAR

The Social Welfare Committee for the Academic Year 2023-2024 is scheduled to be held on 7.08.2023 in the Seminar Hall at 12.30 PM. All the members of Social Welfare committee are requested to attend the Meeting.

Agenda :

- Review of previous meeting
- List out the new join SC,ST/BC students
- Motivate the students to attend the various programmes welfare schemes.
- Guidelines about various scholarships schemes to new students

During The Meeting the Following Members Will Attend :

S.No	NAME	DESIGNATION	SIGNATURE
1	MadhaviLatha	Chairman	
2	R. Vinod Kumar	Convener	
3	G. Madhukumar	Member	
4	P. Sridevi	Member	
5	K.Raghavender	Member	
6	J.Venkanna	Member	
7	B. Naveen	Member	

Copy to:

Committee Members


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DATE: 7.08.2023

MINUTES OF THE MEETING

The Social Welfare Committee chairman along with its members assembled at Seminar Hall by 12.30 PM dated 7.08.2023 to discuss Social Welfare activities in the college.

Agenda

- Review of previous meeting
- List out the new join SC,ST/BC students
- Motivate the students to attend the various programmes welfare schemes.
- Guidelines about various scholarships schemes to new students

The Following Members Were Present :

S.No	NAME	DESIGNATION	SIGNATURE
1	MadhaviLatha	Chairman	
2	R. Vinod Kumar	Convener	
3	G. Madhukumar	Member	
4	P. Sridevi	Member	
5	K.Raghavender	Member	
6	J.Venkanna	Member	
7	B. Naveen	Member	

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SPORTS & GAMES COMMITTEE

Functions & Responsibilities:

- To prepare sports calendar and an action plan to implement the same.
- To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
- To take up the responsibility of preparing the budget estimate, requirement of infrastructure equipment, maintaining the equipment and play fields.
- To assist and encourage the students to participate actively in organizing and conducting indoor and outdoor games across various disciplines.
- To make sure smooth conduct of sports events within the college.
- To prepare the details of attendance exemption to be given to the students representing college in various sports and games.
- To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.

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Date: 09.08.2023

CIRCULAR

The Sports & games committee for the Academic Year 2023-2024 is scheduled to be held on 11.08.2023 in the Seminar Hall at 1.30 PM. All the members of Sports & games committee are requested to attend the Meeting.

To discuss

- Conducting of sports day in college
- Students are encouraged to participate in various tournaments.
- Budget for sports days
- Rules and regulation for sport activates

During The Meeting the Following Members Will Attend:

S.No	NAME	DESIGNATION	SIGNATURE
1.	Mr.V. Venkanna	Chairman	
2.	Mr.GuruswamyBabu	Convener	
3.	Mr. J. Venukumar	Member	
4.	Mr.NomulaBhageeradh	Member	
5.	Mr.J.Venkanna	Member	
6.	M.K. Shankaraiah	Member	
7.	Mr. K. Mahesh	Member	

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Committee Members

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DATE: 11.08.2023

MINUTES OF THE MEETING

The Sports & games committee chairman along with its members assembled at Seminar Hall by 1.30 PM. dated 11.08.2023 to discuss Sports, games in the college.

Agenda

- Discuss and finalize the date for sports day in college
- Students are encouraged to participate in various tournaments.
- Discuss and finalize the Budget for sports days
- Rules and regulation for sport activates

The Following Members Were Present:

S.No	NAME	DESIGNATION	SIGNATURE
1	Mr.V. Venkanna	Chairman	
2	Mr.GuruswamyBabu	Convener	
3	Mr. J. Venukumar	Member	
4	Mr.NomulaBhageeradh	Member	
5	Mr.J.Venkanna	Member	
6	M.K. Shankaraiah	Member	
7	Mr. K. Mahesh	Member	

Principal
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STUDENTS AFFAIRS, WELFARE&ALUMNI CELL

- To prepare plan and execute programs for holistic development of the students.
- To monitor day to day essential support required for academic and co-curricular activities of students.
- To arrange for special care for the weaker and needy sections of students.
- To enable students to participate effectively in the management of hostels and also in organization of the students' related activities.
- To advice student council as and when required.
- To keep in touch with the guardians as and when required.
- To arrange for maintenance of student's discipline in the university.
- To arrange for congenial living environment in the campus inclosing hostels for the students.

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Abdullapur (V), Abdullapurmet (M), R.R. Dist-501505



College Code: 7Q

**BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY'S
GROUP OF INSTITUTIONS-INTEGRATED CAMPUS**

(Approved by A.I.C.T.E & P.C.I, New Delhi, Affiliated to JNTUH, Hyderabad)

Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 22.07.2023

CIRCULAR

The Students Affairs Welfare & Alumni Cell for the Academic Year 2023-2024 is scheduled to be held on 24.07.2023 in the Seminar hall at 11.00 AM. All the members of Students Affairs, Welfare & Alumni committee are requested to attend the Meeting.

The following points discussed:

- The committee coordinator explains about Identification of social service activities.
- Planning for the events in consultation with HODs.
- Conduct the alumni meetings to discuss about various development programmes.
- Identification of faculty coordinators and student volunteers for different activities.

During the Meeting The Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	POTLACHERVU SRIDHAR (MECH)	Chairman	
2	P.VEENA KUMARI (AI&DS)	Convener	
3	P.BHASKER RAO (ECE)	Member	
4	RAJESH SHANKU (B.PHARMACY)	Member	
5	PABBU BHANU PRAKASH (ENGLISH)	Member	
6	S.JAMALA REDDY (MECH)	Member	
7	K.KOTESWARARAO (CSE)	Member	

Copy to:

Committee Members

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College Code: 7Q

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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 24.07.2023

MINUTES OF THE MEETING

The Students Affairs Welfare & Alumni Cell chairman along with its members assembled at Seminar 10 AM dated 24.07.2023 to discuss the Students Affairs Welfare & Alumni Cell activities of the college

Agenda

- Identification of faculty coordinators and student volunteers for different activities
- Identification of social service activities
- Conduct the alumni meetings to discuss about various development programmes.
- Planning for the events in consultation with HODs

During the Meeting The Following Members Will Attend:

Sl.no	NAME	DESIGNATION	SIGNATURE
1	POTLACHERVU SRIDHAR (MECH)	Chairman	
2	P.VEENA KUMARI (AI&DS)	Convener	
3	P.BHASKER RAO (ECE)	Member	
4	RAJESH SHANKU (B.PHARMACY)	Member	
5	PABBU BHANU PRAKASH (ENGLISH)	Member	
6	S.JAMALA REDDY (MECH)	Member	
7	K.KOTESWARARAO (CSE)	Member	

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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

Training and Placement Cell

Functions of the T&P Cell:

- Interaction between industry and institute.
- Campus Recruitment Training to students.
- Arranging Campus Interviews to students.
- Guest lecturers by eminent industry experts.
- Entrepreneurship Development Program me.
- Counselling and Personality Development.
- Conducting Mock Interviews and Group discussions.
- To motivate students to develop technical knowledge and soft skills in terms of career planning, goal setting.
- To motivate students aspire for higher studies and guiding them to take competitive exams such as CAT, GATE, TOEFL, GRE, IES,UPSC,TNPSC etc.
- Aiming to Place the maximum number of students through campus & off-campus interviews conducted by the top companies.


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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 18.07.2023

CIRCULAR

The Training & placement Cell for the Academic Year 2023-2024 is scheduled to be held on 20.07.2023 in the Seminar Hall at 10.30 AM. All the members of Training & placement committee are requested to attend the Meeting.

To discuss

1. Campus Recruitment Training to students.
2. Conduct the TASK Programmes.
3. Arranging Campus Interviews to students.
4. Entrepreneurship Development program me.
5. Competitive exams such as CAT, GATE, TOEFL, GRE, IES, UPSC, TNPSC.

During The Meeting the Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	TIRUGULLA NEELIMA (CSE)	Chairman	T. Neelima
2	A. BALAJI (ECE)	Convener	Balaji
3	S JYOTHIRMAYI (H&S)	Member	S. Jyothirmayi
4	B. LEELA RADHIKA	Member	B. Leela Radhika
5	YELLAVULA MAHESH (B.PHARMACY)	Member	Y. Mahesh
6	B. NAVEEN KUMAR (CIVIL)	Member	B. Naveen Kumar
7	FARHEEN BEGUM (B.PHARMACY)	Member	Farheen Begum

Circular to:

Committee members

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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 20.07.2023

MINUTES OF THE MEETING

The Training & placement Cell chairman along with its members assembled at Seminar Hall by 10 AM dated 20.07.2023 to discuss the Training & placement relative activities of the college.

Agenda

1. Discuss to Arranging Campus Interviews to students
2. Conduct the TASK Programmes.
3. Discuss about students crack the competitive exams such as CAT, GATE, TOEFL, GRE, IES,UPSC,TNPSC
4. Discuss about Campus Recruitment Training to students

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	TIRUGULLA NEELIMA (CSE)	Chairman	
2	A.BALAJI (ECE)	Convener	
3	S JYOTHIRMAYI (H&S)	Member	
4	B. LEELA RADHIKA (EEE)	Member	
5	YELLAVULA MAHESH (B.PHARMACY)	Member	
6	B. NAVEEN KUMAR (CIVIL)	Member	
7	FARHEEN BEGUM (B.PHARMACY)	Member	

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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in, principal.7q@gmail.com Cell:9442263457

TRANSPORT COMMITTEE

Functions:

- To interact with TSRTC and Private Bus operators and ensure smooth functioning of transport facility.
- Provides bus schedules and takes all the necessary logistics of transport.
- Arranges special buses for students writing exams at other centers.
- Arranging buses for local industrial visits.
- Collection of transport fee from students.
- Ensures all the buses arrive in time.
- To ensure travel by authorized persons only in the private buses and TSRTC.
- Provide Facilities and Maintenance of buses.

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website: www.bgie.ac.in, E-mail : principal@bgie.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 15.07.2023

CIRCULAR

The Transport Committee for the Academic Year 2023-2024 is scheduled to be held on 17.07.2023 in the Seminar Hall at 10.30 AM. All the members of Transport Committee are requested to attend the Meeting.

To discuss

- Interact with TSRTC.
- Ensures all the buses arrive in time.
- To discuss Arranging buses for local industrial visits
- To discuss with management to increase the but routs

During The Meeting The Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	P.SRIDHAR	Chairman	
2	KOTESHWARA RAO KODALI	Convener	
3	TIRUGULLA NEELIMA	Member	
4	K.SUSHMA	Member	
5	K.ARUNA SRI	Member	
6	B.NARSIMHA	Member	
7	M.SANDEEP	Member	

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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 17.07.2023


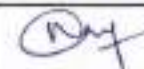
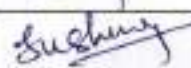
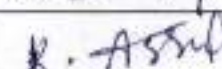

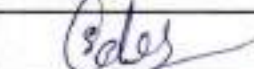
MINUTES OF THE MEETING

The Transport Committee chairman along with its members assembled at Seminar Hall by 10.30 AM dated 17.07.2023 to discuss Transport facilities in the college.

Agenda

- Discus Arranging buses for local industrial visits based on request of HOD through principal approval
- To discuss with management to increase the but routs
- Interact with TSRTC to provide more buss and special bus on college name
- Fixed the starting point timings to Ensures all the buses arrive in time.

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	P.SRIDHAR	Chairman	P. 
2	KOTESHWARA RAO KODALI	Convener	K K Rao
3	TIRUGULLA NEELIMA	Member	
4	K.SUSHMA	Member	
5	K.ARUNASRI	Member	
6	B.NARSIMHA	Member	
7	M.SANDEEP	Member	


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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

Website /ICT/Self (or) e-learning Committee

Information and Communication Technology (ICT) in education is very helpful in improving the quality of education and obtaining expert knowledge from any corner of the World. A society can become a knowledge society if the ICT tools and the eLearning Technologies are effectively utilized. E-learning and technology oriented learning is also facilitated to the students through language lab, e-library and smart class rooms. Power point presentations are an integral part of the teaching methodology in most of the courses. They ensure not only effective knowledge transfer but also facilitate follow up interactive sessions with the students. The institution encourages the staff members not only to upgrade their academic profile but also their pedagogical strategies by offering advanced and latest ICT facilities.

Functions & Responsibilities:

The college Website Committee is responsible for maintaining the college's website.

- The committee ensure that content is up-to-date and accurate.
- Collaborate with the campus web team to maintain current web standards, styles, protocols, etc. and build links to high level content.
- Collect and discuss feedback from college members.
- Generate and communicate ongoing task list.
- Implement new features, and determine what should be included in the website.
- Training programmers and hands on experience for using Computers and Internet.
- Providing exposure on ICT in the present day context.
- Knowledge of using Website and contacting people through e-Mail.
- On-Line Information about Government Websites and Government Schemes.

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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 16.06.2023

CIRCULAR

The Website /ICT/Self (or) e-learning Committee the Academic Year 2023-2024 is scheduled to be held on 19.06.2023 in the Seminar Hall at 11.30 AM. All the members of Website /ICT/Self (or) e-learning Committee are requested to attend the Meeting.

To discuss about:

- o About updating of web site.
- o Discuss about e learning
- o Including the events and motivate the students to visit the web site

During The Meeting The Following Members Will Attend :

S.no	NAME	DESIGNATION	SIGNATURE
1	G.Bhargavi	Chairman	Bhargavi
2	K.Venkatesh	Convener	Venky
3	P.Sridhar	Member	Sridhar
4	Mogullappa	Member	Mogullappa
5	K.Koteswar	Member	Koteswar
6	P.Bhaskar rao	Member	Bhaskar
7	Y.Uma	Member	Uma

Copy to:
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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 19.06.2023

MINUTES OF THE MEETING

The Website /ICT/Self (or) e-learning Committee along with its members assembled at Seminar Hall by 11.30 AM, dated 19.06.2023 to discuss the Website /ICT/Self (or) e-learning Committee of the college.

This the agenda was taken up for discussion.

- Discuss the require points for updating of web site.
- Discuss and encourage the students and faculty register NPTEL programs for e learning.
- Including the events and motivate the students to visit the web site

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	G.Bhargavi	Chairman	Bhargavi
2	K.Venkatesh	Convener	Venf
3	P.Sridhar	Member	Sridhar
4	Mogullappa	Member	Mogullappa
5	K.Koteswar rao	Member	Koteswar
6	P.Bhaskar Rao	Member	Bhaskar
7	Y.Uma	Member	Uma

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SOCIAL WELFARE COMMITTEE

Functions of the Committee:

1. Committee continuously monitors the effective implementation of the Social Welfare policies intended for SC/ST/BCs Welfare by Government of Telangana.
2. Maintain database of students belongs to SC/ST/BC community.
3. To make the students aware of the various schemas/Assistances/Scholarships/Available for students.

Responsibilities of the Committee:

- To request to all department Faculty members to get the list of SC/ST/BC Students
- Monitoring of Scholarships to SC/ST/BC Students and endowment benefits to the students In our college as per state government rules
- Monitoring the reservation Policies and welfare schemes intended for SC/ST/BC Welfare by Government of Telangana.
- To get the list of SC/ST/BC students list from the scholarship section of the college.
- Enquiring about the benefits of the SC/ST/BC students and listing out of the Complaints if any.
- Monitoring of Scholarships to SC/ST/BC Students and endowment benefits to the students in our college as per state government rules.
- Monitoring the faculty members are explain various that the students will receive from the Government in accordance with the Reservation policies, financial and academic facilities to be received from the state government.


Principal
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Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 24.08.2023

CIRCULAR

The Social Welfare Committee for the Academic Year 2023-2024 is scheduled to be held on 26.08.2023 in the Seminar Hall at 12.30 PM. All the members of Social Welfare committee are requested to attend the Meeting.

To discuss


- Guidelines about various scholarships schemes to new students
- Review of previous meeting.
- List out the new join SC, ST/BC students.

During The Meeting the Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	MadhaviLatha	Chairman	
2	R.Vinod Kumar	Convener	
3	G.Madhu Kumar	Member	
4	P.Sridhar	Member	
5	K.Raghavender	Member	
6	J.Venkanna	Member	
7	B. Naveen Kumar	Member	

Copy to:

Committee Members


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Cell: 9442263457



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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 26.08.2023

MINUTES OF THE MEETING

The Social Welfare Committee chairman along with its members assembled at Seminar Hall by 12.30 PM. dated 26.08.2023 to discuss Social Welfare activities in the college.

Agenda

- Review of previous meeting.
- List out the new join SC, ST/BC students.
- Guidelines about various scholarships schemes to new students.

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	Madhavi Latha	Chairman	
2	R.Vinod Kumar	Convener	
3	G.Madhu Kumar	Member	
4	K.Sai Sri	Member	
5	K.Raghavender	Member	
6	J.Venkanna	Member	
7	B. Naveen Kumar	Member	

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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

Functions of Entrepreneurship Development Cell

- To organize faculty development programmers, entrepreneurship development programmers, and awareness camps on the area for the benefit of people in sales and trading (S&T).
- To create and implement entrepreneurship development curricula at several levels, including degree and diploma programmers at the parent university and other institutions in the area.
- To carry out research and surveys to find business prospects (particularly in S&T areas and service sector)
- To advise and support aspiring entrepreneurs on a variety of topics, including writing project reports, getting project approvals, loans and facilities from support system organizations, leaning about technology, etc.
- To plan seminars, TV & radio talks, guest lectures, and other events to advance and expand S&T based entrepreneurship.
- To schedule industry visits for potential business owners,
- To provide appropriate assistance and escort services to the trainees in getting their projects approved and carried out.
- To serve as a regional information hub for information on markets, technology, business possibilities procedures, etc. by building and maintaining pertinent data bases.
- To offer entrepreneurs facilities such as testing, calibration, quality assurance, design, tool rooms, pilot, plants, and other things in addition to knowledge of intellectual property rights, patent searches, etc.
- To offer counsel to failing businesses and help the owners recover them.
- To run training programmers for skill development that lead to wage or self-employment.

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website: www.bgisc.ac.in, E-mail : principal@bgisc.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 08.08.2023

CIRCULAR

The EDC Cell for the Academic Year 2023-2024 is scheduled to be held on 10.08.2023 in the Seminar Hall at 10.30 AM. All the members of research committee are requested to attend the Meeting.

To discuss

- To discuss EDC cell activities
- Interaction with companies
- MOU Collaborations with companies

During The Meeting The Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	D.SRINIVAS REDDY (ECE)	Chairman	D Sru
2	B.SHILAJA (B.PHAMARCY)	Convener	B Shilaja
3	B.UPENDER	Member	B Upender
4	V RAJESHWAR (MECH)	Member	V Rajeshwar
5	K.SUSHMA(H&S)	Member	K Sushma
6	D.RAMESH (EEE)	Member	D Ramesh
7	B.UPNDER (CSE)	Member	B Upender

Copy to:

Committee Members


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Brilliant Grammar School Educational
Society's Group of Institutions (G.I.),
Abdullapur (V), Abdullapurmet (M), R.R. Dist-501505



College Code: 7Q

BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY'S
GROUP OF INSTITUTIONS-INTEGRATED CAMPUS

(Approved by A.I.C.T.E & P.C.I, New Delhi, Affiliated to JNTUH, Hyderabad)

Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgiec.ac.in, E-mail : principal@bgiec.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 10.08.2023

MINUTES OF THE MEETING

The EDC Cell chairman along with its members assembled at Smart Hall by 10.30 AM dated 10.08.2023 to discuss the EDC activities of the college.

Agenda

- Meeting started with welcome greetings.
- Decided to interact with Entrepreneurs.
- The committee resolved to conduct a workshop on "Money Management & Wealth Creation".
- The committee decided to encourage students to do internships in Start-up's.
- MOU Collaborations with companies

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	D.SRINIVAS REDDY (ECE)	Chairman	
2	B.SHILAJA (B.PHAMARCY)	Convener	
3	P.BHANU PRAKASH (H&S)	Member	
4	B.UPENDER	Member	
5	K.SUSHMA(H&S)	Member	
6	D.RAMESH (EEE)	Member	
7	B.UPNDER (CSE)	Member	

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Abdullapur (V), Abdullapurmet (M), R.R. Dist-501505



College Code: 7Q

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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

MAINTENANCE COMMITTEE

- The maintenance committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure and other related facilities.
- The committee ensures that annual building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one.
- Routine check-up of assets of smooth functioning or academics.
- Equipment Maintenance Electricity, Water supply, generators. AC, building and furniture.

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Date: 21-08-2023

MINUTES OF TME MEETING

Discussed about Following Agendas points in the meeting committee hall at 12:00 pm

- 1) All UPS need to be checked
- 2) Generator Back-up maintenance.
- 3) Solar Panel Maintenance.
- 4) Maintain the Green and Clean campus.

The following members were Present

S.No	Name	Designation	signature
1	V.Venkanna	Chairman	
2	P.Naresh Kumar	Convener	
3	G.Srivani	Member	
4	K.Madhavilatha	Member	
5	M. Navanitha Reddy	Member	
6	V.Rajeshwar	Member	
7	D.Ramesh	Member	

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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 19.08.2023

CIRCULAR

All the members of the Maintenance committee are requested to attend the committee meeting in committee hall at 12:00 pm on 21-08-2023 to discuss about College Maintenance.

Points Discussed:

- 1) All UPS need to be checked
- 2) Generator Back-up maintenance.
- 3) Solar Panel Maintenance.
- 4) Maintain the Green and Clean campus.

During The Meeting The Following Members Will Attend:

S.No	Name	Designation	signature
1	V.Venkanna	Chairman	
2	P.Naresh Kumar	Convener	
3	G.Srivani	Member	
4	K.Madhavilatha	Member	
5	M. Navanitha Reddy	Member	
6	V.Rajeshwar	Member	
7	D.Ramesh	Member	

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Committee members

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PUBLIC RELATIONS (PRESS, MEDIA & PUBLICATIONS COMMITTEE)

Functions & Responsibilities:

- The role of Media and PR committee is to foster community relations with external
- Stake holders through several media relation activities.
- It accomplishes this through its regular corporate news letters.
- Engagement with the print media and by facilitating institute's online presence across various platforms.
- The Media and PR committee manages internal communication by reporting events happenings and achievements to the administration. Faculty and student community.
- Provides information related to Institute.
- Invites press and media for the events.
- Plans to provide the Institute related information by advertisements.


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website: www.bgie.ac.in, E-mail : principal@bgie.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 30.08.2023

CIRCULAR

A Public Relations Committee meeting is scheduled on 01.09.2023 to discuss about media coverage and public relations for orientation for first year students to be held on 04.09.2023. All HOD, AO, Principal, H&S Staff, second year student coordinators are requested to attend the meeting at 2:00 PM in Principal's office

During The Meeting The Following Members Will Attend:

S.No	Name	Designation	signature
1	B.NARASIMHA (MECHANICAL)	Chairman	
2	Y.UMA(CSE)	Convener	
3	Sheik Asma(H&S)	Member	
4	P.SIRISHA(CSE)	Member	
5	N.SWATHI(CSE)	Member	
6	N.Shiva Prasad(EEE)	Member	
7	M.Vinay Kumar(MECH)	Member	

Copy to:
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Date: 01.09.2023

MINUTES OF MEETINGS

A Public Relations Committee meeting was conducted on 01.09.2023 discuss about media and public relation.

The following points were discussed in the meeting timenings 2:00PM.

For conduction of orientation day on 04.09.2023.

1. Printing of orientation day, Banner and flexi.
2. Transport need to be provided for parents & students.
3. Hospitalities for parents and students.
4. Social media coverage.
5. Photo and video coverage for the event.
6. Regarding contacting for local newspaper coverage.

The above points were discussed in the meeting regarding the conduction of orientation day.

H&S HOD instructed the coordinator for smooth conduction of the events

The following members attended the meeting:

S.No	Name	Designation	signature
1	B.NARASIMHA (MECHANICAL)	Chairman	
2	Y.UMA(CSE)	Convener	
3	Shaik Asma(H&S)	Member	
4	P.SIRISHA(CSE)	Member	
5	N.SWATHI(CSE)	Member	
6	N.Shiva Prasad(EEE)	Member	
7	M.Vinay Kumar (MECH)	Member	

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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in, principal.7q@gmail.com Cell:9442263457

INDUSTRY INSTITUTE INTERACTION CELL

FUNCTIONS

- Arranges industrial visits, internships and industrial tours
- Involves industrial experts to be on college Governing body, Training and Placement committee, etc.
- fructifying the tie-ups into MOUs with industry for the purpose of training, placements, internships, for utilizing the services for entrepreneurship development programs
- Organizes student and Faculty Training at the Industry
- Tie-up with the Industry to implement Virtual development center
- Plans and implements the Entrepreneur development programs within campus.

Handwritten signature in green ink
Principal
Brilliant Grammar School Educational
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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 22.07.2023

CIRCULAR

The Industry Institute Interaction Cell for the Academic Year 2023-2024 is scheduled to be held on 24.07.2023 in the Seminar Hall at 10.30 AM. All the members of Industry Institute Interaction committee are requested to attend the Meeting.

To discuss

- Industry Tours for students.
- MOU's with industries.
- Entrepreneur development programs within campus.

During The Meeting the Following Members Will Attend :

s.no	NAME	DESIGNATION	SIGNATURE
1	B. Upendher	Chairman	
2	P.VennaKumari	Convener	
3	Shaik Asma(H&S)	Member	
4	S Vinod	Member	
5	V Santhosh Kumar	Member	
6	K Shankaraiah	Member	
7	M Shiva Koti Reddy	Member	

Copy To:

Committee Members

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website: www.bgiec.ac.in, E-mail : principal@bgiec.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 24.07.2023

MINUTES OF THE MEETING

The Industry Institute Interaction Cell chairman along with its members assembled at Seminar Hall by 10.30 AM dated 24.07.2023 discuss Industry Institute Interaction in the college.

Agenda

- Discuss about Industry Tours for students.
- Discuss about MOU's with industries.
- Discuss about guest lecturers with industry persons for Entrepreneur development programs within campus.

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	B. Upendher	Chairman	
2	P.VennaKumari	Convener	
3	D Ramesh	Member	
4	S Vinod	Member	
5	V Santhosh Kumar	Member	
6	K Shankaraiah	Member	
7	M Shiva Koti Reddy	Member	

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NSS CELL

NSS Symbol

The symbol of the National Service Scheme is based on the 'Rath' wheel of the Konark Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time and space.

The design of the symbol, a simplified form of the Sun-chariot wheel primarily depicts movement. The wheel signifies the progressive cycle of life. It stands for continuity as well as change and implies the continuous striving of NSS for social transformation and upliftment.



Few specific objectives are:

- To understand the community in which they work.
- To understand themselves in relation to their community.
- To identify the needs and problems of the community and involve them in problem solving process.
- To develop among themselves a sense of social and civic responsibility.
- To utilize their knowledge in finding practical solution to individual and community problems.


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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 30.08.2023

MINUTES OF THE MEETING

The NSS Cell chairman along with its members assembled at Seminar hall by 3:30PM dated 30.08.2023 to discuss the NSS Cell activities of the college

Agenda

- o Discussed about NSS activates.
- o Discussed and send budget approval to finance committee.
- o Conduct The Awareness Programmes

The Following Members Were Present:

S.no	Name of the Faculty	Designation	Signature
1	S. JAMAL A REDDY (MECHANICAL)	Chairman	
2	M SRINU (CSE)	Convener	
3	K.RAKESH(CIVIL)	Member	
4	PREMLAL BADAVATH (MECHANICAL)	Member	
5	MALELLA ANAD(H&S)	Member	
6	B.UPNDER (CSE)	Member	
7	KOTESHWARA RAO KODALI(CSE)	Member	


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- To develop competence required for group living and sharing of responsibilities.
- To gain skills in mobilizing community participation.
- To acquire leadership qualities and democratic attitude.
- To develop capacity to meet emergencies and natural disasters.
- To practice National Integration and social harmony.

NSS Day:

NSS was formally launched on 24th September, 1969, the birth centenary year of the Father of the nation. Therefore, 24 September is celebrated every year as NSS Day with appropriate programmes and activities.

List of members in NSS Cell :

S.No	NAME	DESIGNATION	SIGNATURE
1	S. JAMAL A REDDY (MECHANICAL)	Chairman	
2	M SRINU (CSE)	Convener	
3	K.RAKESH(CIVIL)	Member	
4	PREMLAL BADAVATH (MECHANICAL)	Member	
5	MALELLA ANAD(H&S)	Member	
6	B.UPNDER (CSE)	Member	
7	KOTESHWARA RAO KODALI(CSE)	Member	

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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 28.08.2023

CIRCULAR

The NSS Cell for the Academic Year 2023-2024 is scheduled to be held on 30.08.2023 in the Seminar hall at 3:30 pm all the members of NSS Cell are requested to attend the Meeting

To discuss

- o To discuss new academic NSS activates.
- o Budget for NSS activates.
- o Conduct The Awareness Programmes

During the Meeting the Following Members Will Attend:

S.no	Name of the Faculty	Designation	Signature
1	S. JAMAL A REDDY (MECHANICAL)	Chairman	
2	M SRINU (CSE)	Convener	
3	K.RAKESH(CIVIL)	Member	
4	PREMLAL BADAVATH (MECHANICAL)	Member	
5	MALELLA ANAD(H&S)	Member	
6	B.UPNDER (CSE)	Member	
7	KOTESHWARA RAO KODALI(CSE)	Member	

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Committee Members

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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in, principal.7q@gmail.com Cell:9442263457

LIBRARY COMMITTEE

The main objective of this committee is to ensure that all the resources are provided by the Library and all the students are well informed about the resources available.

Responsibilities:

- ❖ To assist the Librarian in formulating a Library policy.
- ❖ Procuring books, Technical Journals, Technical Magazines, applying for access to E-Journals, Providing good reference books and adequate reading spaces
- ❖ To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- ❖ To look after general maintenance of the library in terms of reading material and infrastructure.
- ❖ To effectively involve in fostering the reading habit of staff and students

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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 17.07.2023

CIRCULAR

The following members of Library Committee members are requested to attend meeting at Principal chamber to discuss about Library Innovation on 19.07.2023.

The Library Committee issues to be discussed in meeting are:

1. Discussion regarding previous meeting resolutions,
2. To add more Titles and Library Books
3. Purchasing of Library books and National print Journals
4. E-Journals Subscription or Renewal
5. Recommend the purchase of Items like books racks and tables

During The Meeting the Following Members Will Attend:

S.No	Name	Designation	signature
1	Mr.V. Rajesh war	Chairman	
2	Mrs.G. Renuka	Convener	
3	Mrs.K.Shanthi	Member	
4	Mrs.M.Nikhitha	Member	
5	Mrs.Ch. Lavanya	Member	
6	Mr.D.Srinivas Reddy	Member	
7	Mrs.B.DurgaBhavani	Member	
8	Mr.Jamal Reddy	Member	
9	Mr.K.Mahesh	Member	
10	Mr.Yadaiah	Member	

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Committee members


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**BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY'S
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Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 19.07.2023

MINUTES OF THE MEETING

The library committee meeting is conducted in board room with all committee members for the academic year 2023-24 on 19-07-2023, Discussions among-members, the following resolutions are passed each Item of the agenda.

Agenda

- Approval for new books and journals
- All committee members are agreed to Subscription and Renewal of E-journals
- In the view of External Examinations, the committee has decided to Extension of Library timings from Moring 9.00AM and evening 5.30 PM
- Any other matters with the permission of Chairperson.

The following members were Present:

S.No	Name	Designation	signature
1	Mr.V. Rajesh war	Chairman	
2	Mrs.G. Renuka	Convener	
3	Mrs.K.Shanthi	Member	
4	Mrs.M.Nikhitha	Member	
5	Mrs.Ch. Lavanya	Member	
6	Mr.D.Srinivas Reddy	Member	
7	Mrs.B.DurgaBhavani	Member	
8	Mr.Jamal Reddy	Member	
9	Mr.K.Mahesh	Member	
10	Mr.Yadaiah	Member	


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WOMEN WELL FARE COMMITTEE

Functionalities

- To inculcate Human values and ethical practices to girls through co-curricular, extracurricular activities and make them strong.
- Create and sustain a community of learning in which girls acquire knowledge and learn to apply it professionally.
- To create a friendly environment, integrated with education, in establishing centers of excellence and sharing knowledge in all areas.
- To provide solutions to their problems related to academics and general and make them dynamic.
- To develop them physically and mentally on par with changing trends in society through their hidden talents.
- To improve their integrated development through inspiration for women empowerment.

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DATE: 24.08.2023

MINUTES OF THE MEETING

The members-Of Women Welfare Committee discussed the above issues and suggested to resolve following Issues

1. Discussed about conduction of programmer's for girl's student regarding health And hygiene
2. Organizing of seminars or workshops related to women development, awareness of women's rights women welfare laws, personality development sessions were discussed and tentative dates were Proposed women related Issues at workplace were discussed and solutions for their problems were resolved.
3. Women welfare committee members of all three years girls' student were selected for a program Conducted by" SHE TEAMS"
4. Organizing of such she ream sessions was proposed to be conducted in college.
5. Discuss about leaves and on duty for maternity and research.

The following members were Present:

S.No	Name	Designation	signature
1.	KandhatiSushma	Chairman	
2.	Aruna Sri	Convener	
3.	K VenkataLaxmi	Member	
4.	B.Kalpana	Member	
5.	P Brahmeshwari	Member	
6.	P Naga Jyothi	Member	
7.	M.Srivani	Member	

DIRECTOR-IC

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Abdullapur (V), Abdullapurmet (M), R.R. Dist-501505



College Code: 7Q

BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY'S
GROUP OF INSTITUTIONS-INTEGRATED CAMPUS

(Approved by A.I.C.T.E & P.C.I, New Delhi, Affiliated to JNTUH, Hyderabad)

Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgic.ac.in, E-mail : principal@bgic.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 22.08.2023

CIRCULAR

All the members of Women Welfare Committee of the College are requested to attend the meeting on 24.08.2023 at 10.00 am In Conference hall to discuss the following matters.

Agenda

The Women Welfare Committee issues to be discussed in meeting are:-

1. Discuss to conduct personality development program for women.
2. Discuss about resolving women related Issues at work place institution
3. Discuss about 'SHE TEAMS' activities with nominated girl's student.
4. Discuss about leaves and on duty for maternity and research.

During The Meeting The Following Members Will Attend:

S.No	Name	Designation	signature
1	KandhatiSushma	Chairman	
2	Aruna Sri	Convener	
3	K VenkataLaxmi	Member	
4	B.Kalpana	Member	
5	P Brahmeshwari	Member	
6	P Naga Jyothi	Member	
7	M.Srivani	Member	

Copy to:

Committee members

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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

CANTEEN COMMITTEE

Functions:

- To create awareness about the hygiene in and around the canteen.
- Make awareness to the canteen management about the supply of food materials to the students.
- Monitoring the operations of the canteen and implementing and reviewing the canteen premises.
- To ensure the canteen provide a range of whole some food for the students at reasonable price.
- To maintain and control the quality of the food supply in the canteen.
- Make awareness to the students regarding health and hygiene.
- Maintaining the grievance about the canteen.

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Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgis.ac.in, E-mail : principal@bgis.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 17.07.2023

CIRCULAR

The Canteen Committee for the Academic Year 2023-2024 is scheduled to be held on 19.07.2023 in the Seminar Hall at 11.30 AM. All the members of Canteen committee are requested to attend the Meeting.

To discuss

1. Food quality standards in the Canteen.
2. Hygiene in the Canteen.
3. Issues and suggestions of the faculty members regarding the Canteen.
4. Problems and requirements of the Canteen care taker.
5. Sufficient for several place setting at a meal and proper water container.

During The Meeting The Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	Mogulappa	Chairman	
2	A Sai Sri	Convener	
3	Y Rajeshwari	Member	
4	KakojuRajashekar	Member	
5	Koteswara Rao Kodali	Member	
6	V.Venkanna	Member	
7	P.BhanuPrakasa	Member	

Copy to:

Committee Members

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Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgitc.ac.in, E-mail : principal@bgitc.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 19.07.2023

MINUTES OF THE MEETING

The Canteen Committee chairman along with its members assembled at Seminar Hall by 11.30 AM. dated 19.07.2023 to discuss the Canteen relative activities of the college.

Agenda

1. Food quality standards in the Canteen.
2. Hygiene in the Canteen.
3. Issues and suggestions of the faculty members regarding the Canteen.
4. Problems and requirements of the Canteen care taker.
5. Sufficient for several place setting at a meal and proper water container.

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	Mogulappa	Chairman	
2	A Sai Sri	Convener	
3	Y Rajeshwari	Member	
4	KakojuRajashekar	Member	
5	Koteshwara Rao Kodali	Member	
6	V.Venkanna	Member	
7	P.BhanuPrakasa	Member	

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BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY'S
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Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgis.ac.in, E-mail : principal@bgis.ac.in, principal.7q@gmail.com Cell:9442263457

DISCIPLINARY COMMITTEE

Functions of Disciplinary Committee:

- Continuous Monitoring of possibility of occurrence of events of Indiscipline by students
 - Continuously monitor the College campus for any possibility of occurrence of indiscipline events from students
 - The committee takes necessary steps to strengthen the environment, if needed
 - To monitor and maintain discipline in the campus
 - To keep harmony and peace among the student community
 - Disciplinary actions as deemed necessary on various disciplinary issues
- Disciplinary committee will ensure compliance of code Discipline conduct for students and will suggest suitable action in case of it's violation.


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website: www.bgiec.ac.in, E-mail : principal@bgiec.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 21.06.2023

CIRCULAR

The following members of Disciplinary Committee are requested to attend meeting at Principal chamber immediately to discuss about disciplinary issues on 24.06.2023.

Agenda

1. Regarding of Dress code of students and wearing ID cards
2. Roaming in Canteen during Class Hours
3. Necessary disciplinary measures in Hostel and Mess
4. Necessary Disciplinary measures in College Buses
5. Necessary action taken for any disputes among students
6. It is reviewed and resolved the previous issues.
7. Necessary disciplinary measures in classrooms

During The Meeting The Following Members Will Attend:

S.No	Name	Designation	signature
1	KarnamNageshwar Rao	Chairman	
2	V Santhosh Kumar	Convener	
3	Bhagya Lakshmi Jella	Member	
4	P.Bhaskar Rao	Member	
5	GulnaazAnjum	Member	
6	M.Bharath Kumar	Member	
7	M.Srivani	Member	

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Date: 24.06.2023

MINUTES OF THE MEETING

The members of Disciplinary Committee discussed the above Issues and suggested to resolve the following issues

1. Regarding of Dress code of students and wearing ID cards
2. Roaming In Canteen during Class Hours
3. Necessary Disciplinary measures in Hostel and Mess
4. Necessary Disciplinary measures in College Buses
5. Necessary action taken for any disputes among students
6. It is reviewed and resolved the previous issues
7. Necessary disciplinary measures in classrooms

The following members were present :

S.No	Name	Designation	signature
1	KarnamNageshwar Rao	Chairman	
2	V Santhosh Kumar	Convener	
3	Bhagya Lakshmi Jella	Member	
4	P.Bhaskar Rao	Member	
5	GulnaazAnjum	Member	
6	M.Bharath Kumar	Member	
7	M.Srivani	Member	

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Abdullapur (V), Abdullapurmet (M), R.R Dt, Hyderabad - 501505

website: www.bgis.ac.in, E-mail : principal@bgis.ac.in,principal.7q@gmail.com Cell:9442263457

Energy Conservation Cell

Utilizing less energy is a choice and a practice known as energy conservation. Energy saving measures include turning off the lights when leaving a room, disconnecting appliances when not in use, and choosing to walk rather than drive.

Gaining more control over their energy cost and lowering the pressure on the planet's natural resources are the two main motivations for energy conservation.

All citizens have a moral obligation to utilize energy wisely in their daily lives, to prevent any waste, and to raise awareness of the value of energy conservation for a sustainable present and future. Our college's Energy Conservation Cell seeks to raise awareness of the prudent and economical use of energy while minimizing energy waste for a better future

Objectives of Energy Conservation Cell

- The Cell's mission is to develop methods and develop solutions that enable more efficient and non-intrusive usage of energy.
- The Cell wants to investigate more effective ways to employ renewable and clean energy sources.
- To educate children about environmental preservation and energy conservation.
- To cultivate in pupils an attitude that would make them ambassadors for spreading awareness of energy conservation.

- Solar power
- Bio gas plant

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Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgile.ac.in, E-mail : principal@bgile.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 24.07.2023

CIRCULAR

The Energy Conservation Cell for the Academic Year 2023-2024 is scheduled to be held on 27.07.2023 in the Seminar Hall at 11.30 AM. All the members of Energy Conservation Cellarer requested to attend the Meeting.

To discuss

- Awareness to student power uses
- Maintenance of solar panels
- Bio gas plant

During The Meeting The Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	ABDUL MAQSEED.SK	Chairman	
2	K.LALAI AH	Convener	
3	V.PRASHANTH	Member	
4	M.NAVANITHA	Member	
5	J.SANDHYA RANI	Member	

Copy to:

Committee Members

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Dist-501505



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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in,principal.7q@gmail.com Cell:9442263457

DATE: 27.07.2023

MINUTES OF THE MEETING

The Energy Conservation Cell chairman along with its members assembled at Seminar Hall by 11.30 AM, dated 27.07.2023 to discuss the Energy Conservation activities of the college.

Agenda

- Awareness about energy conservation to students and faculties
- Turning off the lights and fans when you leave the room for students
- Inform to maintenance committee to Maintenance of solar panels
- Bio gas plant in campus .
- Unplugging appliances when they are not in use and walking instead of driving.

The Following Members Were Present :

S.no	NAME	DESIGNATION	SIGNATURE
1	ABDUL MAQSEED.SK	Chairman	
2	K.LALALAH	Convener	
3	V.PRASHANTH	Member	
4	M.NAVANITHA	Member	
5	J.SANDHYA RANI	Member	

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Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505

website: www.bgie.ac.in, E-mail : principal@bgie.ac.in,principal.7q@gmail.com Cell:9442263457

EXAMINATION/TIMETABLE COMMITTEE

Roles and responsibilities of timetable committee

- Consultation with principal and head of the departments for preparation of the timetable for each semester and for each class.
- To conduct timetable committee meeting with timetable committee departmental in charges.
- To prepare individual class timetable and individual faculty timetables (work load) so that if any class works adjustments within the faculty can be done smoothly.
- To update timetable time to time
- To inform teachers well in advanced regarding changes in time table.
- To report to principal & HOD regarding any discrepancy in time table.
- To be authorized by the head of the department and principal.
- Conducting of exams as per JNTUH time table.
- Maintenance of student result record.
- Result analysis.

Signature
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website: www.bgiec.ac.in, E-mail : principal@bgiec.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 28.08.2023

CIRCULAR

The Examination/Timetable Committee for the Academic Year 2023.2024 is scheduled to be held on 31.08.2023 in the Seminar Hall at 10.30 AM.All the members of Examination/Timetable Committee are requested to attend the Meeting

To discuss

- About new semester time tables
- Work load of the faculty
- Rules for internal exams

During The Meeting the Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	Mr.A.Suresh	Chairman	A. Suresh
2	Mr.GMadhu Kumar	Convener	M. G. Madhu Kumar
3	Mr.V.Rajeshwar	Member	V. Rajeshwar
4	Mrs.Ch.Himabindu	Member	Ch. Himabindu
5	Mr.B.Upender	Member	B. Upender
6	Mr. A N Radha Krishna	Member	A. N. Radha Krishna
7	Mrs.VJyothirmai	Member	V. Jyothirmai
8	Mr.I.Srinu	Member	I. Srinu

Copy to:

Committee Members

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Date: 31.08.2023

MINUTES OF THE MEETING

The Examination/Timetable Committee chairman along with its members assembled at Seminar Hall by date 10.30 AM d 29.03.2022 to discuss Examination/Timetable in the college.

Agenda

- Discuss And Finalize The new semester time tables
- Checking the Work load of the faculty
- Rules for internal exams question paper
- Coordinating the timetable and making it availability to the faculty on the prescribed day before each semester

The Following Members Were Present:

S.no	NAME	DESIGNATION	SIGNATURE
1	Mr.A.Suresh	Chairman	A. Suresh
2	Mr.GMadhu Kumar	Convener	Madhu
3	Mr.V.Rajeshwar	Member	Raj
4	Mrs.Ch.Himabindu	Member	Himabindu
5	Mr.B.Upender	Member	Upender
6	Mr. A N Radha Krishna	Member	Radha
7	Mrs.VJyothirmai	Member	Jyothirmai
8	Mr.I.Srinu	Member	Srinu


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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in,principal.7q@gmail.com Cell:9442263457

ANTI-DRUG COMMITTEE

Functions & Responsibilities:

- To ensure a drug free campus.
- To impose total ban on consumption or possession of drugs/alcohol in the college premises by students.
- Possession or consumption of drugs/alcohol in the hostel is also liable to punishment according to anti-drug act.
- To monitor and conduct regular checks in college campus, hostels and canteen regarding usage of drugs/alcohol.
- •in case any student is found to consume/possess drugs/alcohol he/she is subjected to anti-drug.
- Committee-vigilance and is punishable accordingly.
- To educate the students about ill-effects of alcohol/drug consumption.
- Conduct awareness programs and educate students about drug/alcohol addiction/consumption and counsel them.
- To motivate students to become volunteers of anti drug activities in their lifes.

Brilliant Grammar School Educational
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website: www.brig.ac.in, E-mail: principal@brig.ac.in, principal.7q@gmail.com Cell:9442263457

Date: 10.08.2023

CIRCULAR

A Meeting has been scheduled for antidrug committee to discuss about student welfare measures. The committee members are requested to attend the meeting on 12-8-2023 at 10.00am. The meeting will be presided by the principal.

Agenda:

- Counsel student about ill effects of drug I alcohol.
- To conduct regular checks in hostel, food court and campus for drug/ alcohol usage/ possession by College students.
- To monitor hostel students' timings/ possession of' drugs/alcohol in their rooms
- If students are found guilty, they are subjected to anti-drug committee strict orders/decision.
- To conduct/organize awareness camp once in a semester about ill effect of drug/alcohol. To ensures BRIG is drug free campus.
- To motivate students to become volunteers of anti drug activities in their lifes

During the meeting the following members will attend:

S.No	Name	Designation	signature
1	P.BRAHMESWARI	Chairman	
2	S JYOTHIRMAI	Convener	
3	K LALAI AH	Member	
4	K.SHIVA SHANKAR	Member	
5	A RAGHAVENDAR RAO	Member	
6	A.SURESH	Member	
7	SK. ASMA	Member	

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Committee members:

DIRECTOR

Brilliant Grammar School Educational
Society's Group of Institutions (7Q)
Abdullapur (V), Abdullapurmet (M), R.R. Dist-501505



Date: 12-08-2023

MINUTES OF THE MEETING

Anti-drug committee meeting is conducted on 12-8-2023 to ensure drug free campus. 10:00AM

Agenda

- To conduct regular checks in hostel, food court and campus for drug/ alcohol usage/ possession by college students.
 - To ensure BRIG-IC is drug free campus.
 - To monitor hostel students' timings/possession of drugs/alcohol in their rooms.
 - Counsel students about ill effects of drugs/alcohol
 - To conduct/organize an awareness camp once in a semester about ill effect of drugs/alcohol
 - If students are found guilty, they are subjected to anti-drug committee strict orders/decision
- To motivate students to become volunteers of anti drug activities in their lifes

The following members attended :

S.No	Name	Designation	signature
1	P.BRAHMESWARI	Chairman	
2	S JYOTHIRMAI	Convener	
3	K LALAI AH	Member	
4	CH PREMLAL	Member	
5	A RAGHAVENDAR RAO	Member	
6	A.SURESH	Member	
7	SK. ASMA	Member	

Brilliant Grammar School Educational
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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in, principal.7q@gmail.com Cell:9442263457

FINANCE AND PURCHASE COMMITTEE

Functions of the Purchase Committee:

1. To prepare guideline and devise general system for procurements of materials, equipment's and items for the institution.
2. To coordinate all the purchases of various departments and ensure the procurement of required items as per schedule.
3. To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
4. To scrutinize requisitions for equipment of various departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the institute and the requirements specified by the government, university, Aicte etc.
5. Any other works related to procurement of the items.
6. To get a minimum of two quotations from the approved vendors.

Members list:

S.no	NAME	DESIGNATION	SIGNATURE
1	D.Srinivas Reddy	Chairman	
2	Shashi Vardhan	Convener	
3	Dharavath Ramesh	Member	
4	G Madhu Kumar	Member	
5	K.Koteswar Rao	Member	
6	A Sreedhar	Member	
7	J. Venkanna	Member	

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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 03.07.2023

CIRCULAR

The Finance and Purchase Committee for the Academic Year 2023-2024 is scheduled to be held on 05.07.2023 in the Seminar Hall at 10.30 AM. All the members of Finance and Purchase committee are requested to attend the Meeting.

To discuss

- Identification of social service activities.
- Identification of faculty coordinators and student volunteers for different activities.
- Planning for the events in consultation with HODs

During The Meeting The Following Members Will Attend:

S.no	NAME	DESIGNATION	SIGNATURE
1	D.Srinivas Reddy	Chairman	
2	Shashi Vardhan	Convener	
3	Dharavath Ramesh	Member	
4	G Madhu Kumar	Member	
5	K.Koteswar Rao	Member	
6	A Sreedhar	Member	
7	J. Venkanna	Member	

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Committee Members

DIRECTOR-IC

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Brilliant Grammar School Educational
Society's Group of Institutions (7Q)
Abdullapur (V), Abdullapurmet (M), R.R Dt, Hyderabad



College Code: 7Q

BRILLIANT GRAMMAR SCHOOL EDUCATIONAL SOCIETY'S
GROUP OF INSTITUTIONS-INTEGRATED CAMPUS
(Approved by A.I.C.T.E & P.C.I, New Delhi, Affiliated to JNTUH, Hyderabad)
Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505
website: www.brig.ac.in, E-mail: principal@brig.ac.in, principal.7q@gmail.com Cell:9442263457

DATE: 05.07.2023

MINUTES OF THE MEETING

The Finance and Purchase Committee chairman along with its members assembled at Seminar Hall by 10.30 AM. dated 05.07.2023 to discuss the Finance and Purchase relative activities of the college.

Agenda

- Identification of social service activities.
- Identification of faculty coordinators and student volunteers for different activities.
- Planning for the events in consultation with HOD.
- **The Following Members Were Present :**

Sl.No	NAME	DESIGNATION	SIGNATURE
1	D.Srinivas Reddy	Chairman	
2	Shashi Vardhan	Convener	
3	Dharavath Ramesh	Member	
4	G Madhu Kumar	Member	
5	K.Koteshwar Rao	Member	
6	A Sreedhar	Member	
7	J. Venkanna	Member	

Copy to:

Committee Members

DIRECTOR-IC

Brilliant Grammar School Educational Society's Group of Institutions-Integrated Campus
Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505



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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

Professional Societies Committee


The goal of the PSCC cell is to help students achieve their academic, professional, and personal goals through a variety of programmes and events planned by the organization. to ensure that the programmer is well run and that students are regularly present and actively participating.

Functions

- Building suitable facilities for professional organizations
- Holding activities for staff and students • Setting up and maintaining the events under cell.
- Working together with the departments to give developing student chapters extra attention.
- Writing the annual report of the cell's achievements.
- Finding resource people and using their skills to train the pupils in various tasks.

Objectives

- Raising the bar for engineering education and educating students about new opportunities
- Encouraging and inspiring extracurricular coursework, workshops, projects, and seminars
- Technical programs, special lectures, workshops, and seminars to prepare and coordinate symposia and displays for educational purposes.
- To give students a shared forum for exchanging viewpoints on technical subjects that interest them, as well as to facilitate technical visits, project work, employment, and contact with businesses and academic institutions.
- Encourage students to work together and be independent.
- Enticing and inspiring pupils to take part in co-curricular and extracurricular activities
- Encourage staff and students to join a variety of professional societies


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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 02.09.2023

CIRCULAR

The Professional Societies Committee for the Academic Year 2023-2024 is scheduled to be held on 04.09.2023 in the Smart Hal at 2.30 p.m. All the members of professional Societies Committee are requested to attend the Meeting.

To discuss

- About projects
- Seminars and workshops for students
- Encourage staff and students to join a variety of professional societies
- Monetary transactions ,daily management servicing and compliance with loss

During The Meeting the Following Members Will Attend :

Sl.no	NAME	DESIGNATION	SIGNATURE
1	Dr. Madhu	Chairman	
2	K.Mahesh	Convener	
3	G.Babu	Member	
4	K.Anusha	Member	
5	I.Srinu	Member	
6	S Rajesh	Member	
7	M.Vinaykumar	Member	

Copy to:

Committee Members

DIRECTOR-IC
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Brilliant Grammar School Educational Society's Group of Institutions (7Q)
Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad



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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in, principal.7q@gmail.com Cell:9442263457

DATE: 04.09.2023

MINUTES OF THE MEETING

The Professional Societies Committee chairman along with its members assembled at Seminar Hall by 2:30 PM dated 04.09.2023 to discuss the Professional Societies Committee activities of the college.

Agenda

1. Coordinate with R&D cell and encourage the students to do real time projects and attending seminars and workshops in college and outside the college
2. Encourage staff and students to join a variety of professional societies
3. Monetary transactions ,daily management servicing and compliance with loss

The Following Members Were Present:

Sl.no	NAME	DESIGNATION	SIGNATURE
1	Dr. Madhu	Chairman	
2	K.Mahesh	Convener	
3	G.Babu	Member	
4	K.Anusha	Member	
5	I.Srinu	Member	
6	S Rajesh	Member	
7	M.Vinaykumar	Member	



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Brilliant Grammar School Educational
Society's Group of Institutions (7Q)
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website: www.bgis.ac.in, E-mail : principal@bgis.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 17.08.2023

COLLEGE ACADEMIC COMMITTEE

CIRCULAR

This is to inform that the members of the College Academic Committee for the Academic Year 2023-2024 that the meeting is scheduled in Room date on 19.08.2023 at time to discuss following points.

Agenda:

1. Discuss about college Academic committee coordinator nomination.
2. Discuss about college Academic Calendar.
3. Result Analysis improvement measures.
4. Discuss about NAAC affiliation and Planning for Other Activities in our college.

The Following Members are informed to attend the meeting:

S.NO	NAME OF THE FACULTY	Designation	Signature
1.	Mr.Shivakoti Reddy	Chairman	
2.	Mr.M.Srinu	Convener	
3.	Mr. K.Usha	Member	
4.	Mr. Ch. Suchitra	Member	
5.	Mr. .Dr.D.Pavan Kumar	Member	
6.	Mr.Dr.Chamakuri Kantlam	Member	
7.	Mr.B.Naveen Kumar	Member	
8.	Mr.M.Bharath Kumar	Member	
9.	Mr. M.mogulappa,	Member	
10.	Mr.U. Renuka	Member	

1. Copy To:
2. the principal
3. Director Academic
4. Director Administration
5. All HODs
6. IQAC
7. Academic Committee Members

DIRECTOR-IC

Brilliant Grammar School Educational
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website: www.bgiec.ac.in, E-mail : principal@bgiec.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 19.08.2023

COLLEGE ACADEMIC COMMITTEE

MINUTES OF MEETING

A Meeting was held in Broad Room for the Academic Year 2023-2024 On date 19.08.2023 to Discuss the Following Points.

1. Planning for Co -circular activities internships and conferences were Discussed.
2. Review of Professional membership was done.
3. Review of First semester Academic performance was Discussed with Coordinator.
4. discussion regarding NAAC affiliation.

The Following Members are attended the meeting :

S.NO	NAME OF THE FACULTY	Designation	Signature
1.	Mr.Shivakoti Reddy	Chairman	
2.	Mr.M.Srinu	Convener	
3.	Mr. K.Usha	Member	
4.	Mr. Ch. Suchitra	Member	
5.	Mr. .Dr.D.Pavan Kumar	Member	
6.	Mr.Dr.Chamakuri Kantlam	Member	
7.	Mr.B.Naveen Kumar	Member	
8.	Mr.M.Bharath Kumar	Member	
9.	Mr. M.mogulappa,	Member	
10.	Mr.U. Renuka	Member	

College Academic Committee-Coordinator

Director

Brilliant Grammar School Educational
Society's Group of Institutions (7Q)
Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad



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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in,principal.7q@gmail.com Cell:9442263457

HOSTEL COMMITTEE

FUNCTIONS:

- ❖ Taking active interest in the general welfare of the students residing in the hostel and assisting the Wardens in maintaining the living standards
- ❖ Helping the Wardens in the timely allotment of rooms
- ❖ Reporting any unauthorized use or misuse of hostel or guest rooms to the higher authority
- ❖ Bringing to notice any untoward incidents occurring in the Hostel premises
- ❖ Ensuring discipline in the hostel.
- ❖ Redressing the grievances related to the functioning of the hostel
- ❖ Nominating Student-Representatives for the mess menu committee, hostel maintenance committee, and Cleanliness Committee.
- ❖ Paying regular visits to hostel for better interaction with the students
- ❖ Solving day to day problems of students
- ❖ Supervising the working of hostel staff
- ❖ Reporting to the higher authority regarding the effective functioning of Hostel


DIRECTOR-IC
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website: www.bgiic.ac.in, E-mail : principal@bgiic.ac.in,principal.7q@gmail.com Cell:9442263457

Date: 17.08.2023

CIRCULAR

The Hostel committee for the Academic Year 2023-2024 is scheduled to be held on 19.08.2023 in the Smart Hal at 10.30 AM. All the members of Hostel committee are requested to attend the Meeting.

To discuss

- Review of previous meeting
- Discussion allotment of hostel room for new comers
- Sanitization of room by fallowing COVID norms
- Other issues related to hostel facilities and maintenance

During The Meeting the Following Members Will Attend

sl.no	NAME	DESIGNATION	SIGNATUER
1	D. RAMESH	Chairman	
2	MOGULAPPA	Convener	
3	G. HARIKA	Member	
4	RAMALINGAM	Member	
5	P.NARESH KUMAR	Member	
6	G. RENUKA	Member	
7	V. PRASHANTH REDDY	Member	

Copy to:

Committee Members

Director

DIRECTOR-IC
Brilliant Grammar School Education
Society's Group of Institutions (G.O.I.)
Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505



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website: www.bgic.ac.in, E-mail : principal@bgic.ac.in, principal.7q@gmail.com Cell:9442263457

DATE: 19.08.2023

MINUTES OF THE MEETING

The Hostel committee chairman along with its members assembled at Smart Hall by 10.30 AM dated 19.08.2023 for the Academic Year 2023-2024 to discuss Hostel maintenance in the college.

Agenda

- Review of previous meeting
- Discussion allotment of hostel room for new comers
- Sanitization of room by following COVID norms
- Other issues related to hostel facilities and maintenance
- Discuss and framing the rules and regulation in hostel to make free raging hostel campus

The Following Members Were Present

sl.no	NAME	DESIGNATION	SIGNATUER
1	D. RAMESH	Chairman	
2	MOGULAPPA	Convener	
3	G. HARIKA	Member	
4	RAMALINGAM	Member	
5	P.NARESH KUMAR	Member	
6	G. RENUKA	Member	
7	V. PRASHANTH REDDY	Member	

College Academic Committee-Coordinator

Director

DIRECTOR-IL
Brilliant Grammar School Educational
Society's Group of Institutions ()
Abdullapur (V), Abdullapurmet (M), R.R Dt. Hyderabad - 501505