



HOLY MARY INSTITUTE OF TECHNOLOGY & SCIENCE

(UGC AUTONOMOUS)

Bogaram (V), Keesara (M), Medchal (Dist), Hyderabad, Telangana State

RTI CELL

The following persons shall act as Public Information Officers in the college in terms of the RTI Act, 2005.

Coordinator: Mr.S.Radha Krishna Reddy, Assoc. Professor in EEE, phone:9959149491

Member: Dr. Pratyush Kumar Patnaik, Assoc. Professor & HOD in S&H,ph:9885915141

Information under section 4(1)(b) of the RTI Act:

Particulars of organization, functions and duties

Holy Mary Institute of Technology & Science (HITS) was founded through Holy Trinity Educational Society in 2001 by eminent philanthropist and educationalists Dr. A. Vara Prasad Reddy, Chairman and Dr. A.Vijaya Sarada Reddy, Secretary. Since the inception, HITS aims to create value-based technical excellence, which ultimately leads to the development of the rural/urban areas where the college is situated.

Holy Mary Institute of Technology & Science (HITS), Bogaram (V), Keesara (M), Medchal-Malkajgiri Dt., Telangana was established in the year 2001 by Holy Trinity Educational Society. The College is located in a 100 acres integrated campus housing Pharmacy College, Management College and one B.Ed. College also. The College has been allotted 11.20 acres land. The built up area is 4,50,000 sq. ft. The infrastructure includes class rooms, laboratories, workshops, central library, departmental libraries, sports facilities, seminar room, auditorium, open air auditorium, one boys hostel, etc.

The College is affiliated to JNTU, Hyderabad. The College is accredited with 'A' grade (CGPA – 3.12) by NAAC for five years from 27.11.2017 to 26.11.2022. The College is included in the list of Colleges under Section 2(f) & 12B of the UGC Act, 1956 and the college confirmed by UGC Autonomous Status for the period of 10 years.

The College is offering 8 UG (B.Tech) courses in Civil Engineering, Mechanical Engineering, Electrical Engineering, Computer Science Engineering, Electronics & Communication Engineering, CSE (Artificial Intelligence and Machine Learning), CSE (Data Science) and CSE (IoT). 8 PG courses are offered – M.Tech in Highway Engineering, CSE, Embedded Systems, VLSI Design, Electrical Power Systems, Power Electronics, CAD-CAM and MBA. There are 4 Diploma courses in Civil Engineering, Mechanical Engineering, Electronics & Communications Engineering and Electrical & Electronics Engineering.

The College has been recognized as Business Incubator (BI) / Host Institute (HI) for implementation of the scheme “Support for Entrepreneurial and Managerial development of SMEs through Incubator” by Ministry of Micro, Small & Medium Enterprises, Govt. of India, New Delhi on 14-03-2018.

Vision

To be a premier institute for the study of engineering, technology and management by maintaining high academic standards which promote the analytical thinking and independent judgment among the prime stakeholders enabling them to function responsibly in the globalized society.

Mission

- To impart quality professional education that meets the needs of present and emerging technological world.
- To strive for student achievement and success, preparing them for life and leadership with ethics.
- To provide a scholarly and vibrant learning environment that enables faculty, staff and students achieve personal and professional growth.
- To contribute to advancement of knowledge, in both fundamental and applied areas of engineering, technology & management.
- To undertake research and development works by forging alliances with research institutes, government organizations, industries and alumni and become a center of excellence for quality professional educations and research.

Goals-short term:

- Quality Assurance and Insurance through UGC Autonomous by A.Y.2019-20.
- Achieve Academic Excellence by 100% pass in the University Examinations.
- Encourage student's active participation in co-curricular, extra-curricular and sports activities.
- Help students to excel in communication, inter-personal and entrepreneur skills.
- Providing environment and opportunities for student's multi skills development through value added industry oriented programmes.
- Organize programs on personality development and entrepreneurship to foster qualities of leadership and entrepreneurship.
- Arrange 100% placement for students eligible in highly reputed organizations/MNCs.
- Enable scholarly vibrant environment for learning, teaching, research and development for students and staff for their personal and professional growth.

Goals-Long Term:

- To reach the status as provider of Quality Education and excellent Research Center on par with IISc and IITs.
- To evolve as an autonomous (Deemed University) institution offering viable programme of relevance for upliftment of rural students and populace.
- To undertake National and Internationality acknowledged research and development works in all disciplines by forging alliances with research organizations, government entities, industries and alumni.

Powers and duties of the officers and employees:

Principal

The Principal is the academic and administrative leader of the college. He/she will plan and supervise the execution of annual academic plans, co-curricular and extra-curricular activities, in consultation with the staff of the college. He/she will strive for the overall development of the college.

I. Administrative functions:

- Sanction Casual Leave to Teaching Staff and Non-Teaching Staff.
- Sanction increments to the teaching and nonteaching staff.
- Constitutes different committees for smooth functioning of the college.

II. Financial Functions (Powers):

- DDO – Drawing and Disbursement of Salary to the staff.
- Temporary Advance from GPF: Sanction GPF to Teaching Staff and Non-Teaching Staff.
- Reimbursement of tuition fee.
- To conduct Annual review of stocks and other assets of the institution as on 31st March every year.
- Medical Reimbursement: To sanction medical reimbursement to Teaching, non-teaching and retired employees.
- Distribution of Budget allotments to various departments of the college.
- Utilization of current Special fee/ PD Funds
- Monthly reconciliation of all Plan and Non plan expenditure with Treasury figures.

III. Academic Functions (Powers):-

- Supervision over students and maintenance of discipline in the college.
- Issue of TC and Conduct Certificate to the outgoing students.

In-charge of the Department:

- In-charge of the Department is responsible for smooth conducting of all the activities in the concerned department and functions
- To plan & finalize the departmental activities in consultation with other faculty members.
- To allocate the courses to be taught to different teachers in the department.
- To allot individual time-tables.

Lecturer

- The Lecturer has the primary duty to disseminate knowledge in his /her subject to all the students.
- At the beginning of the Semester, the in-charge of the department convenes a meeting and allocates the courses/ part of courses to the members of the department to conduct classes in that semester.
- Taking into consideration the number of working days and periods available for each subject, semester plan should be prepared by each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year.
- The lecturer should follow the semester plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes.

- The lecturer-in-charge of the department should review the progress of coverage of syllabus from time to time and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.
- The lecturer concerned should also plan the seminars, tutorials and assignments and such other academic activities. Along with lecturer method, the lecturer should also motivate the students and enlighten the process of learning by adopting student centric methods of instruction like group discussion, question answer session etc.
- To achieve the best results, it is necessary for the lecturer to give regular assignments to the students.
- The lecturer should necessarily take the help of audio – visual methods of teaching by using projector-class rooms and virtual classes etc.
- He/she should also organize screening of educational films wherever /whenever possible.
- The lecturer should maintain the teaching dairy in the given format. This should be submitted to the Principal, through In-charge of the department.
- The lecturer should conduct periodic tests in the subject and motivate the slow learners to bring them on par with other students in the class.
- A record of marks obtained at the internal examinations should be maintained in the department.
- The Lecturer should participate in Students Counseling Programmes organized by the Principal. He/She should give necessary counseling to the students allotted to him / her as mentees.
- Guidance should be given on opportunities as a Counselor; the lecturer should act as a liaison between college administration and his mentees. He/She should enlighten the mentees about the facilities available in library games etc., and orient them to the traditions, rules and regulations of the college.
- The lecturer working in Science subject see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be perfect co-ordination of theory and practical classes. In practice classes, the lecturer should bestow personal attention on every student and verify his/her work.
- The lecturer should cooperate and participate in all co-curricular and extra-curricular activities in the college.
- He/She should accept the membership of the Committees to which he/she is nominated by the Principal and discharge the duties with commitment.
- The lecturer should attend to all examination duties without fail.
- The lecturer should assist the Principal in the maintenance of the discipline in the college.
- As per the orders of the Government and the concerned University from time to time, the lecturer have to adhere to the workload prescribed.

Physical Director

- He/ she ensure the regular functioning of the department by organizing games and sports in college.
- He/she shall be available in the college till sunset on all working days and organize the practice of all games available in the college in consultation with the games committee of the college and the Principal.
- He/she is the convener of the games committee of the college and organizes meetings of the committee at the beginning of year to plan the Physical Education programmes for the year.
- He/she should coach the students, with the correct techniques of various games and sports, Top players shall be kept as captains of the team/college.
- He/she is responsible for including general discipline among the players in particular and students of the college in general.
- He/she should encourage the students to develop sportsman sprit.
- He/she will prepare the list of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The list is to be placed before the games committee for approval.
- For making Purchases of games and sports Physical Director should follow the purchase procedures prescribed by the Government from time to time. He/she should verify the samples before placing the orders for the supply of material.
- The Physical Director should follow
- The physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable materials should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.
- He/she should help the annual stock verification of the department conducted by the committee constituted for the purpose by the Principal.
- He/She will be Head of the Department of Physical Education in the college and is responsible for maintaining the stock and accounts of the Department.
- Physical director should conduct annual games and sports of the college during the 2nd half of the Academic year.
- He should organize the annual games and sports day much before the commencement of annual examinations.
- Physical director is accountable the principles of the college.
- To improve General Knowledge on Sports and Games, a Sports Quiz may be conducted in the college and prizes be awarded at the Annual Day function.
- Annual Stock Verification must be completed before 31st March of every Academic Year.

Librarian

- The Librarian will ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.
- The Librarian will take necessary steps for the purchase of books as per the order of the Principal. Books can be purchases directly from the publisher and their sole distributors by taking usual discount or from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer.
- The Librarian should maintain an Accession Register.
- The Librarian should adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated.

- The Librarian should maintain a catalogue of the books available in the library: The library fee collected under specific fee fund funds can be utilized for the purpose with the prior approval of thy Commissioner/ Director of Collegiate Education.
- The Librarian should frame the rules and get the approval of the Principal regarding the issue of books time limit for return of books and number of books to be issued to the students and the staff.
- The Librarian should cooperate with the annual stock verification committee appointed by the Principal.
- As per the report of the annual stock verification committee, , the librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the principal, who will take appropriate action as per existing rules.
- The librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues accession registers issue registers stock registers etc.
- The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the all staff and students return to the them, before the stock verification commences.
- Fine (to be decided by the Librarian)is to be collected from the students for late return of copies.
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- cost of books lost by students or staff is to be recovered from them Disposal of old magazines is to be done by the Librarian in accordance with the existing rules.
- The Librarian is accountable to the Principal of the college.
- The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.

Office Staff

- To take care of all the issues of college administration such as admissions, accounts, management, system maintenance, examination related activities etc.
- Decisions in various matters are taken by the appropriate authorities of the college such as the Principal as per the procedures laid down under various rules and regulations.



HOLY TRINITY EDUCATIONAL SOCIETY
HOLY MARY INSTITUTE OF TECHNOLOGY & SCIENCE
(COLLEGE OF PHARMACY)

Approved by PCI, AICTE, New Delhi and Affiliated to JNTU, Hyderabad.

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Coordinator: Dr B. Bhargav, Professor & HOD in Pharmacy
Member: 1. Dr. Aivelu Samala, Professor in Pharmacy

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Particulars of organization, functions and duties

Holy Mary Institute of Technology & Science – College of Pharmacy was founded through Holy Trinity Educational Society in 2001 by eminent philanthropist and educationalists Dr. A. Vara Prasad Reddy, Chairman and Dr. A. Vijaya Sarada Reddy, Secretary. Since the inception, HITS aims to create value-based technical excellence, which ultimately leads to the development of the rural/urban areas where the college is situated.

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The College is approved by PCI, New Delhi, affiliated to JNTU, Hyderabad.

The College is offering 1 UG B.Pharmacy course and 6 PG courses are offered – M Pharmacy (Pharmaceutics), M Pharmacy (Pharmacology), M Pharmacy (Pharmaceutical Analysis), M Pharmacy (Pharmaceutical Regulatory Affairs), Pharm D And Pharm D PB.

Vision

To be a premier institute for the study of Pharmacy by maintaining high academic standards which promote the analytical thinking and independent judgment among the prime stakeholders enabling them to function responsibly in the globalized society.

Mission

- To impart quality professional education that meets the needs of present and emerging technological world.
- To strive for student achievement and success, preparing them for life and leadership with ethics.

- To provide a scholarly and vibrant learning environment that enables faculty, staff and students achieve personal and professional growth.
- To contribute to advancement of knowledge, in both fundamental and applied areas of engineering, technology & management.
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Telangana State-501 501.