



Dr.T.THIMMAIAH INSTITUTE OF TECHNOLOGY
Oorgaum, Kolar Gold Fields, Karnataka – 563120
(Affiliated to VTU, Belgaum, Approved by AICTE - New Delhi)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

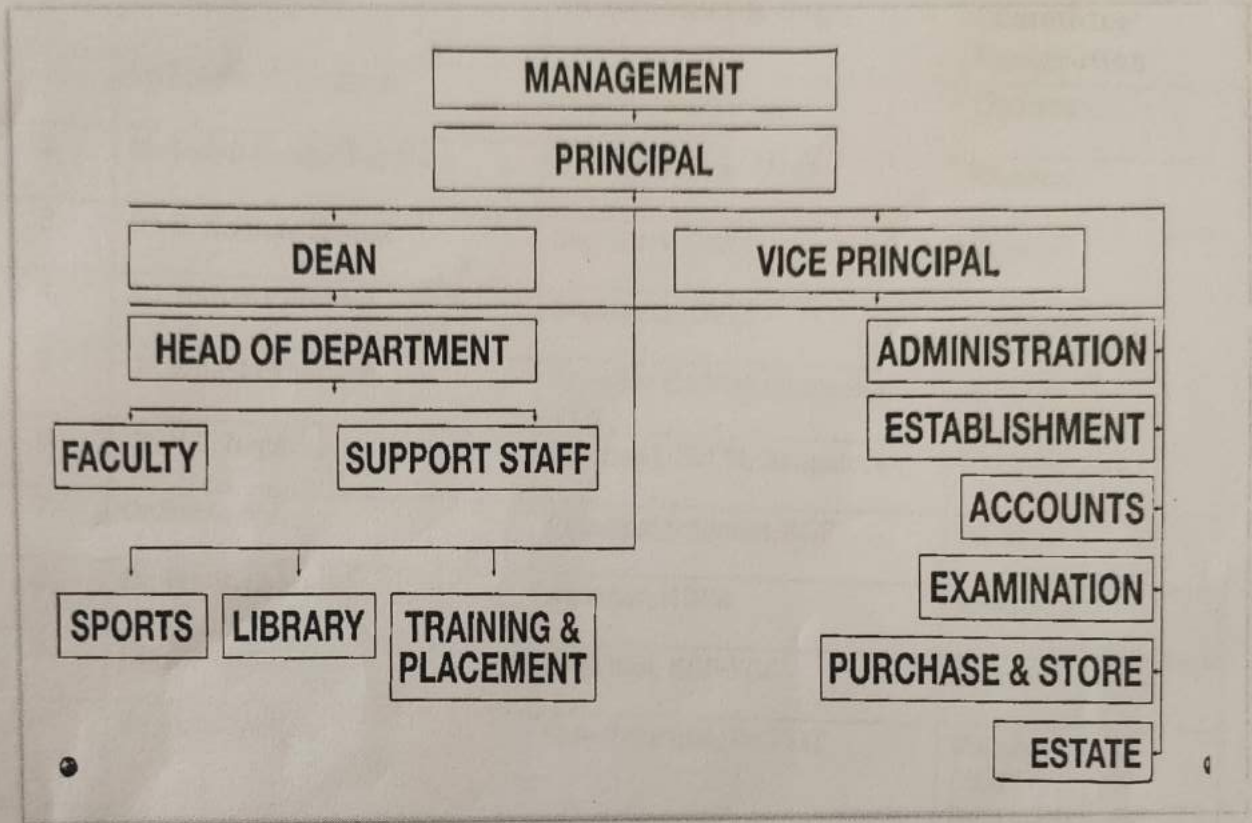
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ORGANISATION CHART



[Signature] 02/12/2024
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Oorgaum, K. G. F- 563120



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GOVERNING COUNCIL MEMBERS

Sl.no.	Member name	Designation & Dept.	Committee Designation
1.	Dr.T.Venkat Vardhan	President, GVET	Chairman
2.	Mr.Raoul Kengal Vardhan	Vice-President, GVET	Member
3.	Dr. C. Krishna Kumar	Secretary, GVET	Member
4.	Sri. Harisha Prabhu	Treasurer, GVET	Member
5.	Dr. Rajashekharaiiah	Founder Ex-Vice Chancellor, VTU	Member
6.	Dr. H.C. Nagaraj	Principal, NITTE Bangalore	VTU Nominee
7.	Dr.Rajan Babu	Principal,Scientist-KGF	Invitee
8.	Dr. H S Venkatesh	Director, NIRM	Invitee
9.	Prof. Nagaraj	Principal, KGF-FGC	Member
10.	Dr. H. G. Shenoy	Vice-Principal, Dr.TTIT	Member (Staff Representative)
11.	Prof. Ruckmani Divakaran	Dean & HOD ECE Dept. Dr.TTIT	Member (Staff Representative)
12.	Dr. P.D. Sudersanan	HOD, Mechanical Dept. Dr.TTIT	Member (Staff Representative)
13.	Sri. Balu CY	Head Corporate Affairs, Dr.TTIT	Member (Staff Representative)
14.	Dr. Syed Ariff	Principal Dr.TTIT	Member Secretary


02/12/2021
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College Level Cells and Committees – Additional List

Chairman of the College level Committee and Clubs: Dr Syed Ariff, Principal

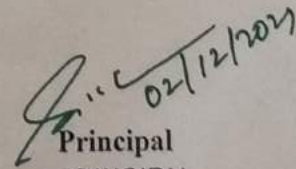
Sl. No	College Level Cells and Committees	Name of the Convenor	Name of the Co-convenor
1	Discipline Committee	Dr Sreedhar Kumar	Prof. Santhosh Kumari
2	E – Cell	Prof. VijayaBharathi	Prof. Rajesh Kumar Kaushal
3	Entrepreneurship development Cell	Prof. Veena B	Prof. Revathi
4	ERP Committee	Prof Ruckmani Divakaran	Prof. Shalini
5	Hostel Committee	Prof Paul Prasanna Kumar	Prof Praveen K
6	Innovation Cell	Dr Shenoy	Prof Syed Thouseed
7	Minority cell	Dr Bhuvanendhiran	Prof SyedThouseed
8	Skill Development Cell	Prof. Balu	Ms. Divya
9	Women Empowerment Cell	Prof. Maneela	Prof Sudha

College level Clubs

Sl. No	Clubs	Name of the Convenor	Name of the Co - Convenor
1	Music Club	Prof. Ronald	Prof. Jillian
2	Photography Club	Prof. Ronald	Prof. Dileep
3	Kannada Club	Mr. Rudre Gowda	Prof. Srinivas Babu
4	Art / Painting / Sketching Club	Prof. Saralashanthi	Prof. Rajeshwari

Convenors and Co convenors to discuss with the Chairman and decide the following

1. Formation of the committee / club members (Minimum 2 members)
2. Objectives of the Committee / Club
3. Rules and regulations of the Committee / Club
4. Functions Committee / Club
5. Frequency of the meeting with MoM


Principal
PRINCIPAL

Dr. T. Thimmaiah Institute of Technology
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Chairman of the College level Committee, Cells and Clubs: Dr Syed Ariff, Principal

Sl. No	Activities	Head	Convener
1	IQAC	Dr. Palani Swamy	Dr. Manjunath C
2	Anti-Sexual Harassment Committee/ CICC	Prof. Ruckmani Divakaran	Mrs. Vijaya Bharathi M
3	Waste Management, Rain harvesting, Food safety and Green campus (Plastic free)	Mr. Srinivas (Mech)	Mrs. Sylviya
4	Social Media cell	Mr. Ronald Lawrence	Mrs. Manjushree K Chavan
5	Examinations reform committee	Dr. Manas Mukhopadhyay	Dr. Ramesh
6	Faculty Development committee	Dr. Manas Mukhopadhyay	Mr. Raja
7	Students welfare committee	Mr. Manjunath (Civil)	Mr. Praveen
8	SWAYAM committee	Dr. Narasimha	Mrs. Sylviya
9	Grievance Redressal Cell	Dr. P D Sudersanan	Mr. Rajesh Kumar Kaushal
10	Library committee	Dr. Syed Ariff	Mr. Rudre Gowda
11	Cultural Activities & Cultural clubs	Dr. Bhuvanendhiran T	Mr. Manjunath S
12	UHV Cell	Dr. Syed Ariff	Dr. Palani Swamy
13	Professional bodies committees	Dr. Sridhar Kumar	Mrs. Shalini S



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Sl. No	Activities	Head	Convener
14	Industry Institute cell	Mr. Manjunath Babu N S	Mr. Jesudas J
15	Department Students forum	Dr. Narasimha C	Mr. Shashi Kiran S
16	Students Technical club	Mr. Mohan Kumar	Mrs. Jillian Rufus
17	Intellectual Property rights cell	Dr. Sridhar Kumar	Mrs. Shalini S
18	Editorial committee	Prof. Ruckmani Divakaran	Mr. Intakhabuddin
19	Unnat Bharath Abhiyan/ saansad Adarsh Gram Yojana (SAGY)	Dr. Lakshmi pathy	Mr. Somashekar
20	Sports committee	Mr. Srinivas Babu	Mr. A V S Reddy
21	Innovation cell	Dr. H G Shenoy	Mr. Daphny
22	Atal Innovative ranking committee	Dr. P D Sudersanan	Mr. Daphny
23	AICTE Activity point committee	Dr. Lakshmi pathy	Mr. Dayanand
24	NIRF committee	Dr. P D Sudersanan	Mr. Daphny
25	Student Induction programme committee	Ms. Veena	Mrs. Vinodhini
26	SC/ST Cell	Mrs. Jenitha A	Mr. Balasubramanian
27	Anti-Ragging Committee Meeting	Prof. Ruckmani Divakaran	Mr. Paul Prasanna Kumar
28	COVID Counselling	Dr. H G Shenoy	Mrs. Vijaya Geetha R
29	NEP committee	Dr. Vijaya Raghavan	Dr. Narasimha Dr. Bhuvanendhiran



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30	R&D Committee	Dr. Manas Mukhopadhyay	Mrs. Maneela
31	Discipline Committee	Dr Sreedhar Kumar	Prof. Santhosh Kumari
Sl. No	Activities	Head	Convener
32	E – Cell	Prof. Vijaya Bharathi. M	Prof. Rajesh Kumar Kaushal
33	Entrepreneurship development Cell	Prof. Veena B	Mr. Sampath
34	ERP Committee	Prof Ruckmani Divakaran	Prof. Shalini. B
35	Hostel Committee	Prof Paul Prasanna Kumar	Prof Praveen K
36	Minority cell	Dr Bhuvanendhiran	Prof Premalatha
37	Skill Development Cell	Prof. Balu	Ms. Divya
38	Women Empowerment Cell	Prof. Maneela	Prof. Archana
39	Music Club	Prof. Ronald	Prof. Jillian
40	Photography Club	Prof. Ronald	Mr. Mahendran
41	Kannada Club	Mr. Rudre Gowda	Prof. Srinivas Babu
42	Art / Painting / Sketching Club	Prof. Saralashanthi	Prof. Rajeshwari


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GOLDEN VALLEY EDUCATIONAL TRUST
**Dr. T. THIMMAIAH
INSTITUTE OF TECHNOLOGY**
Oorgaum, KGF - 563 120.



DOC. CODE : HRM7DSC1
REV. NO: 0
REV. DATE: 20.12.2019

HR & ADMINISTRATIVE MANUAL

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6.1 Recruitment Policy - Faculty

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

Faculty members may be appointed on a regular position, on contract, or as a visiting faculty. Retired professors of the age of more than 60 and less than 70 years may be appointed as Honorary Professors. All recruitments are as per AICTE & University norms.

Faculty Position	Minimum Qualification	Experience
Professors	Ph.D in appropriate branch with first class or equivalent in preceding degree, with excellent academic record throughout.	Minimum 10 years of teaching experience out of which at least 4 yrs should be at Associate professor. He should possess high research, training and consulting credentials.
Associate Professors	Ph.D in appropriate branch with first class or equivalent in preceding degree, with excellent academic record throughout	Minimum 6 years of teaching experience out of which at least 3 yrs should be at Assistant professor and ability to interact with a diverse student body.
Assistant Professors	Master's Degree in appropriate branch with first class or equivalent in preceding degree, with excellent academic record throughout	Minimum 3 years of teaching experience. A fresh Ph.D may be considered for the position on contract basis.

P.S: Any amendments to the AICTE norms will supersede the above requirements.

6.1.1 Process

- The concerned HOD to seek Head count approval for the position from the Approving Authority and initiate the process of recruitment.
- Selection Committee shall source the profiles for the required position, through various sources viz., Employee references, Job portals, consultants, Newspaper advertisements etc.,
- Advertisement will be made in the leading News Papers, indicating the positions along with detailed job description.
- Applications received through all sources shall be scrutinized and eligible candidates are intimated for personal interview with Selection Committee.
- The composition of Selection Committee will be as follows:
 1. Chairman or Managing Trustee or Governing Council Member.
 2. Principal
 3. Vice-Principal
 4. Dean
 5. Subject Matter Expert.
 6. HOD concerned.
 7. AICTE and University Representative

Appointing Authority : Chairman

Applicants appearing for interview will be required to bring a set of certified copies of testimonials in support of their academic qualifications.

- Presentation will be made by the shortlisted candidates in their respective research areas of Interest to Faculty Selection Committee. Faculty Selection Committee will provide feedback in the prescribed format as per Annexure.
- Minutes of the decisions of the selection panel will be prepared and will be signed by all members of the Faculty Selection Committee.
- Recommendation will be obtained from the 2 references mentioned by the candidates in his /her application form before issuing the offer letter.
- Recommendation by the Faculty Selection Committee will be placed before the Governing Council / Chairman, for approval. Appointment letters will be issued in duplicate to the selected candidates. The candidates will sign and return the duplicate copy indicating their acceptance of the offer of appointment and the date of joining.

Designation	Pay Scale	AGP
Principal	37400-67000+10000 (Spl. Allowance)	10000
Professor	37400-67000	10000
Associate Professor	37400-67000	9000
Assistant Professor	15600-39100	6000

A candidate appointed by direct recruitment shall assume charge of the post for which he/she was appointed within the period specified in the appointment order.

A candidate promoted under career advancement scheme or any other scheme shall have their appointment effective from the date they are eligible.

The Institute shall be an equal-opportunity employer, with affirmative action towards socio-economically weaker section of societies. The Governing Council can decide on pay scale and AGP based on the merits and qualification of the candidate at its discretion.

6.2 Faculty Appointments

1. Regular Appointments
Faculty members appointed as Professors, Associate Professors, and Assistant Professor shall meet the above criteria of academic qualification and experience. Regular Appointments will be eligible for the salary components as per AICTE and University norms.
2. Contract Appointments
Besides appointments in regular scale, faculty members may be appointed on fixed term contract basis for a maximum period of two/three years and shall meet the above criteria of academic qualification and experience. These appointments will carry consolidated salary.
3. Honorary Professor
The Governing Council may appoint any outstanding scholar or eminent person whose association with the Institution would help furtherance of the academic activities. As an Honorary professor for a period of two years, the period may be extended for a period of one year.
4. Visiting Professor
Faculty members from other reputed institution/ professionals may be invited to teach full or part of the course as Visiting Faculty.

6.3 Recruitment Policy - Non Faculty

Non faculty members may be appointed on a regular position or on contract basis. The qualification, experience etc., shall be governed by the AICTE and University norms.

6.3.1 Classification of NON FACULTY:

Position	Department	Qualification and Experience
Foreman	Civil & Mechanical Engineering	B.E/Diploma with 10yrs. of experience
Instructor		Diploma with 5 yrs. of experience
Asst. Instructor		ITI with 2 yrs. of experience
Helpers		7 th Std. with 2 yrs. of experience
Foreman	Electronics & Communication Engineering	Diploma with 5 yrs. of experience
Instructors		Diploma with 5 yrs. of experience
Asst. Instructor		ITI with 2 yrs. of experience
Mechanic		Diploma/ITI with 3 yrs. of experience ITI
Helper		7 th Std.with 2 yrs. of experience
System Administrator	Computer Science & Engineering	B.Sc with 3 years of Experience /Diploma with 10 years'
Programmers/Instructor		B.Sc. (Computers)or Diploma
Computer operator/Asst.		ITI with 2 yrs. of experience
Helpers		7 th standard with 2 yrs. of experience
Foreman/Instructors	Electrical & Electronics / Mining Engineering	Diploma with 5 yrs. of experience
Asst. Instructors		ITI with 2 yrs. of experience
Mechanic		ITI
Helpers		7 th Std. with 2 yrs. of experience
Instructor	BASIC SCIENCES	Bachelor's Degree in Science in PCM with 1 st Class and a minimum of 5 year's experience in an Engineering Institution Lab
Asst. Instructors		Lab Technician course and experience in engineering Institution lab preferred
Attendants		SSLC with Vocational course preferred
AO(Administrative Officer)	ADMINISTRATIVE STAFF	Degree with 14 yrs. Experience
Registrar		Degree with 15 yrs. Experience
Superintendents		Degree with 10 yrs. Experience
Clerks		Degree with knowledge of computers

6.3.2 Recruitment Process – Non Faculty

The concerned HOD to seek Head count approval for the position from the Approving Authority and share it with Selection Committee to initiate the process of recruitment.

- HOD shall source the profiles for the required position, through various sources viz., Employee references, Job portals, consultants, Newspaper advertisements etc.,
- Applications received through all sources shall be scrutinized and eligible candidates are intimated for personal interview with Selection Committee.
- The composition of Selection Committee will be as follows:
 1. Chairman or Managing Trustee or Governing Council Member.
 2. Principal
 3. Vice-Principal
 4. Dean
 5. HOD concerned.

Appointing Authority : Chairman

- Applicants appearing for interview will be required to bring a set of certified copies of testimonials in support of their academic qualifications.
- Minutes of the decisions of the selection panel will be prepared and will be signed by all members of the Faculty Selection Committee.
- Recommendation will be obtained from the 2 reference mentioned by the candidates in his /her application form before issuing the offer letter.
- Recommendation by the Selection Committee will be placed before the Governing Council / Chairman, for approval. Appointment letters will be issued in duplicate to the selected candidates. The candidates will sign and return the duplicate copy indicating their acceptance of the offer of appointment and the date of joining.

6.4 General Terms and Conditions of Appointment

- The age of employee verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes concerning his/her employment including retirement. The date of birth once furnished and accepted by the Management and entered as such in the Service register shall be final and conclusive and under no circumstance, the request for correction of the same will be entertained.
- The Institution may verify the antecedents of the candidate either directly or through agency by referring to the previous organization in which candidate was working in the event it is found that the candidate had suppressed material information or furnished wrong information; the employee is liable for summary termination of employment.
- All appointments shall be subjected to the candidate's medical fitness and the candidate shall produce medical certificate from the doctor specified by the Institution. The Institution may advise employee after appointment any time to be examined by a medical officer approved by the Institution for the purpose of examination if the employee is found suffering from any Communicable disease or complaint that is infectious or medically objectionable and detrimental to the healthy functioning of the Institution or to the other employees, students and staff of the Institution, may terminate his/her services on being found as medically unfit.
- The staff pattern and the minimum qualification applicable shall be as enshrined in the All India Council for Technical Education, Regulations read with cadre and recruitment Rules enacted by the state Government. The details of the staffing pattern, qualification and mode of recruitment in terms of the norms of the All India Council for Technical Education, and in the cadre and Recruitments Rules. The scales of pay applicable to the principal and other faculty under the existing All India Council for Technical Education, pay scale shall be as under, and as revised from time to time.
- Any employee may be transferred/ changed from one institution to another institution managed by the same Trust and such transfer does not cause any reduction in salary and position with no break in service.
- When an employee is transferred from one institution to another under the same Management, he/she should join the institution to which he/she is sent immediately. If he/she is relieved in the morning, he/she must join the afternoon. Similarly, if he/she is relieved in the afternoon he/she must join before the forenoon of the following immediate working day.
- An employee who does not join his/her post within prescribed timings is not entitled to salary for the entire period till the date of joining in the new institution, treating that period as absence. Absence from duty after the expiry of joining time will render the employee liable to disciplinary action for misconduct, besides break the service, except where the employee establishes to the satisfaction of the Chairman, Governing Council, that he/she was unable to join duty for reasons beyond control.

CHAPTER XII

CODE OF CONDUCT

12.1 OBJECTIVE

Dr. TTIT believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.

- The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavours to lay down guidelines the Professional, Ethical, Legal and Socially Responsible behaviour that the institute expects from its employees.
- All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

12.2 Applicability

All employees on regular rolls of the institute including employees on contract governed by this Policy. Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings.

Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.

12.3 Policy Guidelines

12.3.1 National Interest: Dr, TTIT is committed in all its actions, to promote quality education and shall neither engage in any activity that would not adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.

12.3.2 Use of the Institution Name : The use of Dr. TTIT name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party shall use the Institute name and logo for any purpose without specific authorization.

12.3.3 Confidentiality and Non- disclosure: Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the Institute.

12.4 Policy and Process Integrity:

12.4.1 Antitrust or Fair Trading-

Employees shall avoid any discussions or agreements with competitors about prices or credit terms, submission of bids or offers, allocation of markets or customers, restrictions on production, distribution or boycotts of suppliers or customers that would result in monopolization or anticompetitive markets.

12.4.2 Falsification or Destruction of information- No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

12.4.3 Using equipment and consumable resources: Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain: a) Limited, occasional and brief private telephone calls and faxes b) Limited and occasional use of a photocopier c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail

12.5 Using the Internet, Intranet, and Electronic mail

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

12.6 Protecting Institute's assets

12.6.1 Misuse of Resources- Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

12.6.2 Theft- Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Company.

12.6.3 Unethical Transaction: No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or customers. All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

12.6.4 Gifts and Entertainment: Except in connection with and specifically pursuant to programs officially authorized by the institute, no employee shall accept, directly or indirectly

take any money, objects of value, or favours / discounts from any person or other company/institute/organization that has or is doing or seeking business with the Institute. All employees must disclose authorized transactions of this nature to the officer.

All payments or transactions must be consistent with applicable laws and accepted practice and must be accurately recorded in the institute's books and records.

12.6.5 Public Representation: No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

12.6.6 Political Activity: No employee shall involve in any political activity directly or indirectly.

No employee shall canvas for any political party or candidate at any point in time. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute. Any DR.TTIT employee who stands in elections for any public office may do so after informing the concerned authority within the Organization. Further, if elected to the post, the employee has to resign from the services of the Dr. TTIT Institution to pursue his public / political career.

12.6.7 Regulatory Compliance: Every employee shall, in her/his business conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

12.6.8 Sexual Harassment and other harassment policy:

Dr. TTIT recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the policy against Sexual Harassment.

12.6.9 Other Harassment:

The Institute prohibits harassment of one employee by another employee or supervisor on any basis including but not limited to race, colour, religion, marital status, national origin, physical or mental disability and/or age.

The purpose of this policy is not to regulate our employees' personal morality. It is to assure that in the workplace, no employee harasses another. Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes and teasing.

Whistle Blower policy: The Institute provides a platform for employees to disclose information internally, which she/he believes shows serious malpractice, impropriety, abuse or wrong doing within the institute without fear of reprisal or victimization.

12.6.10 Ethical Conduct

Dr. TTIT Institute expects its employees to maintain high moral and ethical standards. These standards are characterized by honesty, fairness, equity in interpersonal and professional relationships as well as in our day-to-day activities. Every employee is supposed to inform in

case, if he deviates from the above standard.(or if any case is filed against him)

No employee shall engage himself in any business activity. Further, if he directly or indirectly recommends any of his friends / relatives for any business dealing with Dr.TTIT Institution, he must disclose the nature of such relationships and transactions beforehand.

12.6.11 Dress Code:

Dr.TTIT Institute expects its employees to follow a dress code which helps them to work comfortably at the workplace and at the same time project a professional image for our customers, potential employees and the community we are a part of. Hence, it is essential that all employees take pride in her/his appearance and maintain proper dress code and general appearance during office hours. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed.

12.6.12 Environment, Health & Safety Environment,

Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of Dr. TTIT Institute Employees, Faculty and the students.

Substance Abuse- To meet our responsibilities to Employees, Faculty and students, the Institute shall maintain a healthy and productive work environment. Misusing controlled substances or selling, manufacturing, distributing, possessing, using or being under the influence of illegal drugs and alcohol on the job is absolutely prohibited.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviours, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury
- Making threatening remarks
- Aggressive or hostile behaviour that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee
- Committing acts motivated by or related to sexual harassment or domestic violence.
- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code

12.7 Disciplinary Actions

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will attract appropriate action including termination against the employee who is found to violate these principles.

Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee. Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.

The employees of the Disciplinary Committee and/or employees of Audit Committee will be notified of any concerns about violations of standards for conduct of business, ethics, laws, rules, regulations of this Code.

12.14 Misconduct & Suspension

Misconduct: Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct also apart from the below any violation of Code of Conduct also in considered.

- Theft, fraud and dishonest in respect of the property of the Institution.
- Demanding/accepting or offering bribe or any illegal gratification whatsoever.
- Drunkenness, fighting, notorious or disorderly or indecent behaviour within the premises of the Institution.
- Wilful insubordination or disobedience, disrespect whether individually or in group with others to any lawful and reasonable order of a superior.
- Sleeping while on duty.
- False statement made in the application for employment.
- Anywhere within the institution causing or threatening to cause mental and/or injury to other employees either individually or collusion with others.
- Committing any act likely to harm or endanger the institution's property.
- Sabotage, in any form.
- Conviction against criminal activity including moral turpitude.
- Refusal to accept any letter or any communication from the authority of Institution.
- Abstaining from appearing before any enquiry/authority/committee, when called.
- Failure to produce documents/papers etc. when called for.

- Habitual negligence indiscipline / reluctance in performing duties or loitering or misbehaviour.
- Smoking, Chewing tobacco/Gutaka/Pan Masala/Chewing gum, consuming of liquor and any other prohibited material within the Institution.
- Refusal to take any bonafide official assignment.
- Habitual irregularity in attendance.
- Gambling in any form within the premises of the Institution.
- Leaving the institution during working hours without permission.
- Engaging or abetting in abusing and causing physical violence with another employee or any reason at any time in the Institution.
- Habitual absence without leave or overstaying when on leave.
- Holding of unauthorized meetings in the Institution.
- Discourteous behaviour.
- Causing sexual harassment.
- Wearing objectionable dress and indecent exposure of the body. ○
Attending natures call/spitting in open in the Institution premises.

12.9 Suspension

The GC or any other Competent Authority specified by the GC may place an employee under suspension under below circumstances.

- Where a disciplinary proceeding against the employee is contemplated or is pending.
- Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial.
- An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein.
- An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority.

12.10 Subsistence Allowance

An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of the monthly gross emoluments drawn on the date immediately prior to the date on which the employee is suspended.

Where the period of suspension exceeds six months the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the first six months as follows.

The amount of subsistence allowance may be increased to 75% of the emoluments, If in the opinion of the said authority, the period of suspension has been prolonged due to the reasons to be recorded in writing not directly attributable to the employee under suspension.

The amount of subsistence allowance may be reduced to 25% of such emoluments if in the opinion of the said authority the period of suspension has been prolonged due to the reasons to be recorded in writing directly attributable to the employee under suspension.

No subsistence allowance is payable to the employee unless the management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

12.10.1 Treatment of period of Suspension: If the concerned employee is honourably acquitted and reinstated, the full pay and allowance which he would have been entitled to if he had not been suspended as reduced by the subsistence allowance already allowed to him/her be paid.

12.11 Penalties:

Penalties: The GC or any other authority empowered in this behalf herein called the "Disciplinary Authority" may for good and penalties on employees as detailed below:

Fine in the case of Class IV employees.

Withholding of Increments.

Recovery from pay of the whole or part of any pecuniary loss caused by the negligence of breach of the administration of the authority to whom the services of the employee had been lent.

Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay.

Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without direction regarding.

Compulsory retirement from service.

Removal from service which shall not be a disqualification for future service elsewhere.

Dismissal from service.

Note: The principal is authorized to impose the penalty mentioned in clause.6.4.1.1& there shall be no appeal against his decision.

12.12 Procedure for Imposing Penalties:

No order shall be passed imposing any of the penalties specified in clause in this chapter except after an inquiry held in the following manner.

Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his/her written explanation within a specified time limit and also to state if he/she desires to be heard in person.

For the purpose of preparing his/her offence, the employee may be allowed to offer explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such explanations.

On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry officer for the purpose.

The employee may present his/her case before the inquiring authority with the assistance of another employee (approved by the disciplinary authority) but may not engage a lawyer.



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(Affiliated to VTU, Belgaum, Approved by AICTE - New Delhi)

ANNUAL REPORT INDEX

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ANNUAL REPORT OF EXAM REFORMATION COMMITTEE 2020-21



Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to VTU - Belagavi, Approved by Govt. of Karnataka ISO 21001:2018 Certified)



No: DrTTIT/ERC/2020-2021/1

Date: 09.10.2020

CIRCULAR

It is hereby informed to all HODs and Test Co-ordinator that the First Internal Assessment Test for Odd Semester, 2020-2021 is scheduled from 15 Oct, 2020 to 21 Oct, 2020. In this regard, I request all HODs to bring it to the notice of all the faculty in the Department and make necessary arrangements for smooth conduction of Test.

Minutes of the Meeting is enclosed herewith for your information and action.

2020
Head, ERC 09.10.2020

Cc:

SI No	HOD	HOD Signature	Test Co-ordinator	Signature
1	Mining Engg.	 09.10.2020	Dr. Subbarajan Prudh	 09/10/2020
2	Electronics Engg.	 09/10/2020	1. Rajesh Kumar Kaushal 2. Jesudas J	 09/10/2020
3	Electrical Engg.	 09/10/2020	1. pro. Somashekhar.B	 09/10/2020
4	Computer Science Engg.	 09/10/2020	1. Prof. Leelavathy 2. Prof. Sudha	 09/10/2020
5	Mechanical Engg.	 09/10/2020	Mohan Kumar	 09/10/2020
6	Civil Engg.	 09/10/2020	Prof. Silvaya	 09/10/2020



Minutes of the Examinations Reforms Committee (ERC) Meeting held on 8/10/2020

Sl. No.	Head, ERC	Agenda
1	Dr. Manas Mukhopadhyay	1. Platform to be used for online examination. 2. Duties and responsibilities of faculty and course instructors related to online examination. 3. Time table and Invigilation allotment for IA-1 4. Evaluation of IA-1 answers scripts. 5. Any other relevant issue.

Members Present:

1. Dr. Manas Mukhopadhyay, Head *MSM*
2. Dr. Subha Ranjan Paul., Convenor and Member, ERC (MI) *SRP 8/10/2020*
3. Prof. Paul Prasanna Kumar, Member, ERC (MI) *PPK 8/10/2020*
4. Prof. Somashekar, Member (EEE) *BS 8/10/2020*
5. Prof. Mohan Kumar, Member (ME) *Mohan 8/10/2020*
6. Prof. Silviya, Member (CV) *Silviya 8/10/2020*
7. Prof. Santhosh Kumari, Member (CSE) *SK 8/10/2020*
8. Dr. Bhuvanendhiran.T, Member (ECE) *B.T 8/10/2020*
9. Prof. Manjunath S, Member (MT) *Manjunath 8/10/2020*

Member Absent: NIL

Minutes of the meeting:

Sl. No.	Item Notes	Approvals/Actions
1	First Internal Assessment (IA-1) shall be conducted on online mode on October 15, 16,17,19,20 & 21, 2020. Only one IA shall be scheduled on each day for one hour or one and half hour, as per Scheme of syllabus, from 9.30 AM.	Approved by Head and ERC
2	After the IA on each day at 11.30 AM Course Instructor will arrange to take tutorial class for the course the IA for which is scheduled on the	Approved by Head and ERC



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	next day	
3	For 3rd Semester 18KVK39/18KAK39 and 18CPC39 may be conducted on October 21,2020 at 12.00 noon For 5th Semester 18CIP59 may be conducted on October 21.2020 at 12.00 noon.	Approved by Head and ERC Members
4	The IA shall be conducted online using Google Classroom and monitored by Invigilators using Google Meet.	Approved by Head and ERC Members.
5	Department coordinator shall submit department Time table for IA-1 and allotment of invigilation duty to Head, ERC on or before 13/10/2020.	Approved by Head and ERC Members
6	Evaluation and finalization (including clarification, if any, with the students) of marks shall be done by 29/10/2020.	Approved by Head and ERC Members
7	The Coordinator shall assign 15 students to each invigilator for online exam and in department specific exceptional cases it can go up to 20 with the permission of respective HoD.	Approved by Head and ERC Members

The council thanked the Chair



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June 14, 2021

CIRCULAR

All the HoDs, Test Coordinators and faculty members are hereby informed that Second Internal Assessment (IA) Tests for Fourth year are scheduled during **June 17 – 19, 2021**, and First Internal Assessment (IA) Tests for First year and Second Internal Assessment (IA) Tests for Second & Third year are scheduled during **June 28 – July 03, 2021**. All the concerned are requested to strictly adhere to the following Guidelines as far as scrutiny of IA Question Papers, conduction of Test and evaluation of answer scripts.

1. IA Question Papers and Scheme for evaluation shall be set as per IQAC format, and shall be scrutinized in PAC Meeting. Respective HoD shall ensure the confidentiality of the question papers.
2. Only one IA shall be scheduled on each day for one hour or one and half hour, as per Scheme of syllabus, from 9.30 AM.
3. **IA for CIPH/Kannada and Dip Math shall be conducted on 2/7/2021 and 3/07/2021 respectively at 2.30 PM.**
4. After the IA on each day at 11.30 AM Course Instructor will arrange to take tutorial class for the course, the IA for which is scheduled on the next day.
5. The IA shall be conducted online using **Google Classroom** and monitored by Invigilators using **Google Meet**.
6. Test Coordinator shall share Google Meet Link with the Principal, Vice Principal, Dean and HoD.
7. If any student joins Google Meet after 9.40 AM she/he shall not be allowed to write the Test.
8. Students shall upload scanned copy of answer script in Google Classroom within 30 minutes from the end of scheduled time for Test.
9. Students shall be on camera at least 50 minutes and 80 minutes for the Tests of 60 minutes and 90 minutes respectively.
10. Department coordinator shall submit a copy of department Time Table for IA-2 and allotment of invigilation duty to Head, ERC (dr.manas@drttit.edu.in) on or before 16/06/2021 for 8th Semester and on or before **26/06/2021** for other Semesters.
11. Evaluation and finalization (including clarification, if any, with the students) of marks for 8th Semester shall be completed by **26/06/2021** and the same for 2nd, 4th & 6th Semesters shall be by **10/07/2021**.
12. The Coordinator shall assign 20 students to each invigilator for online.

2021
14.6.2021
Head, ERC

14.6.2021
Dean (Academic)

14/06/2021
Principal

Dr. T. Thimmaiah Institute of Technology
Oorgaam, K. G. F- 563120



Minutes of the Examination Reform Committee (ERC) Meeting held on 14/06/2021 at 2.30 PM

Sl. No.	Head, ERC	Agenda
1	Dr. Manas Mukhopadhyay	1. Platform to be used for online examination. 2. Duties and responsibilities of faculty and course instructors related to online examination. 3. Time table and Invigilation allotment for IA-2 (Even Sem.2020-21) 4. Evaluation of IA-2 answers scripts. 5. Any other relevant issue.

Members Present:

1. Dr. Manas Mukhopadhyay, Head *2008 14.6.2021*
2. Prof. Paul Prasanna Kumar, Member, ERC (MI) *14/6/2021*
3. Prof. Mohan Kumar, Member (ME) *14/6/21*
4. Prof. Silviya, Member (CV) *14/6/21*
5. Prof. Leelavathy, Member (CSE) *14/6/21*
6. Dr. Bhubendrian, Member (ECE) *14/6/21*
7. Prof. Manjunath S, Member (MT) *14/6/21*
8. Prof. Dayanand (EEE) *14/6/21*

Member Absent: NIL

Minutes of the meeting:

Agenda Item	Item Notes	Approvals/Actions
1	Second Internal Assessment (IA-2) shall be conducted on online mode on June 17, 18 & 19, 2021 for 8 th Semester and for 2 nd , 4 th & 6 th Semesters it will be from June 28 – July 03, 2021. Only one IA shall be scheduled on each day for one hour or one and half hour, as per Scheme of syllabus, from 9.30 AM.	Approved by Head and ERC



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2	CIPH / Kannada Test shall be conducted on July02, 2021 at 2.30 PM. Dip Math Test shall be conducted on July03, 2021 at 2.30 PM.	Approved by Head and ERC
3	After the IA on each day at 11.30 AM Course Instructor will arrange to take tutorial class for the course, the IA for which is scheduled on the next day.	Approved by Head and ERC
4	IA Question shall be scrutinized in PAC meeting on or before 16/06/2021 for 8 th Semester, and on or before 26/06/2021 for other semesters.	Approved by Head and ERC
5	The IA shall be conducted online using Google Classroom and monitored by Invigilators using Google Meet .	Approved by Head and ERC Members.
6	Department coordinator shall submit department Time table for IA-2 (8 th Sem.) and allotment of invigilation duty to Head, ERC (dr.manas@drtit.edu.in) on or before 16/06/2021, and the same for other semesters shall be submitted on or before June 26, 2021.	Approved by Head and ERC Members
7	Evaluation and finalization (including clarification, if any, with the students) of marks for 8 th Sem. shall be done by 26/06/2021 and for 2 nd , 4 th & 6 th Semesters by 10/07/2021.	Approved by Head and ERC Members
8	The Coordinator shall assign 20 students to each invigilator for online exam.	Approved by Head and ERC Members

The council thanked the Chair



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**ANNUAL REPORT OF
WOMEN
EMPOWERMENT
CELL 2020-21**



Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY
Oorgaum, Kolar Gold Fields, Karnataka – 563 120
(Affiliated to VTU, Belgaum, Approved by AICTE - New Delhi)

A Report on Women's Day Celebration

08.03.2021

Women's Day Celebration was organized by Dr.T.Thimmaiah Institute of Technology. Smt.Hakiya Karunakaran Superintendent of Police, KGF was the Chief Guest.

The function started with invocation followed by lighting of the lamp by the Chief Guest.

Prof M.Maneela Associate Professor, Department of Civil Engineering, and convener Women Empowerment Cell Dr.TTIT welcomed the gathering. A speech on theme 'Women in Leadership: Achieving an equal future in a Covid -19 world' was delivered by Prof. Ruckmani Divakaran, Dean (Academics) & Chairperson CICC & ASH.

Prof .Vijaya Bharathi HOD, Dept of ECE, CICC & ASH Convener, has given report on the significance of Women's Day.

Smt.Hakiya Karunakaran IPS, KGF Superintendent of Police, KGF delivered a speech and motivated the students. Dr.Syed Ariff, Principal presided over the function.

Women Empowerment Cell conducted games for women staff and prizes were distributed.

Convenors:

M. Maneela
10.03.2021
Prof.M.Maneela
Convener
Women Empowerment Cell
Dr. TTIT, KGF.
Email ID : maneela@drttit.edu.in
Mobile No: 8660958149

Vijaya Bharathi
10/3/2021
Prof. Vijaya Bharathi
Convener
CICC & ASHC
Dr. TTIT, KGF
Email ID : hod.ece@drttit.edu.in
Mobile No: 9481585097

Ruckmani Divakaran
10.3.2021
Prof.Ruckmani Divakaran
ChairPerson
CICC & ASHC
Dr. TTIT, KGF.

Syed Ariff
10/03/2021
Dr.Syed Ariff
Principal
PRINCIPAL
Dr. T. Thimmiah Institute of Technology
Oorgaum, K.G.F. - 563 120.



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AUDIENCE FOR WOMENS DAY CELEBRATION

[Signature] 10/3/2021
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ANNUAL REPORT OF SPORTS COMMITTEE

2018-19



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Athletic Meet for Students was held on 17th February 2018.

Running Races, Shot Put, Javelin Throw, Discuss Throw and other athletic events were conducted in which many students participated and won.

[Signature] 13/1/2021
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**ANNUAL REPORT OF
CULTURAL COMMITTEE
(GOLD RUSH) 2017-18**

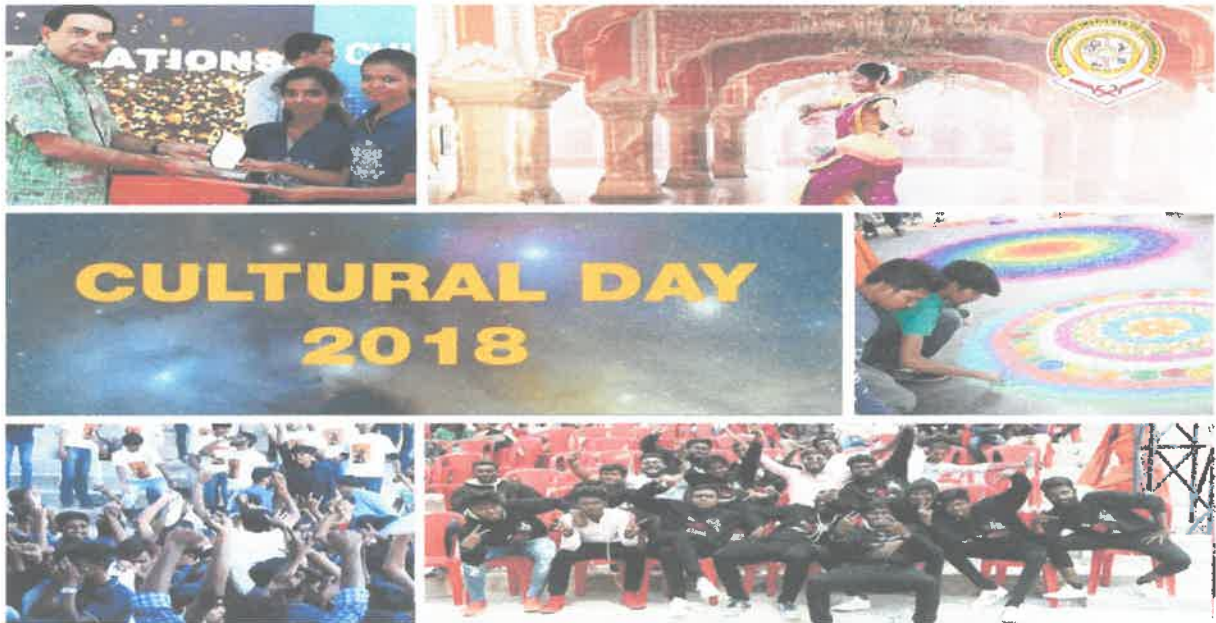


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FIG: INAUGURATION OF GOLD RUSH 2K18

Few Glimps of the GOLD RUSH are as follows



Cultural day successfully organized by the cultural committee for the college IN THE YEAR 2018 and lots of events were conducted and more than 200 students participated the cultural events like Rangoli Compition, carving, blind ark, collage , connection, dubs mash, duet singing, dancing, face painting, etc. and the winners are awarded with 1st, 2nd and 3rd prizes

13/1/2022
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Oorgaun, K. G. F. - 563120



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The College Day was an event full of glamour, fun, and enthusiasm glorified by the presence of: Dr. M. S. Reddy, (Registrar, Bangalore North University,) Dr. T. Venkat Vardhan - President GVET Shri. Raoul Vardhan - Vice President - GVET The event witnessed the release of College News Letter along with awarding the meritorious students. The Official function was followed with performance by Golden Valley Choir, Group Dance, Short Film and instrument playing competitions. The three-day program culminated with Fashion Show.

13/11/2022
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Corgaum, K. G. F- 563120



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ANNUAL REPORT OF TECHNO RUSH (2016-17)



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Dr. T. Thimmaiah Institute of Technology

TECHNO RUSH

An intercollegiate Technical Fest 2K17

STRUCTURE SOLID MODELING TECHNICAL QUIZ TECH EXTEMPORE PAPER PRESENTATION TECH DUMBCHARADES CKT DESIGNING C DEBUGGING

Total Cash Prizes upto Rs.1 lakh

ON 20th - March 2017

Golden Valley Educational Trust
Dr. T. THIMMAIAH INSTITUTE OF TECHNOLOGY
 Oorgaum, Kolar Gold Fields - 563 120, Karnataka.

Event name: TECHNO RUSH

Dr T Thimmaiah Institute of Technology successfully completed an intercollegiate technical fest, TECHNO RUSH event on 20th March 2017 and the event organized with the topics like structure solid modelling, technical quiz, tech extempore, paper presentation, CKT design C.Debugging, tech dumbcharades. In this event about 35 students participated from all the departments.



Fig. Few glimpses of the programme



Event name: Paper Presentation

S. Srinivas 13/11/2022
 PRINCIPAL
 Dr. T. Thimmaiah Institute of Technology
 Oorgaum, K. G. F- 563120