FACULTY HANDBOOK

BITS PILANI Hyderabad Campus

From the Desk of the Director

Prof. D. Sriram

Director, BITS Pilani Hyderabad Campus

Welcome to BITS Pilani, Hyderabad Campus!

If you are looking for an opportunity to work at a world-class institution in India, you have come to the right place.

At BITS Pilani, we are committed to fostering cutting-edge research—both fundamental and applied—to sustain and enrich our academic environment. This is the time to consolidate our strengths, build on our achievements, and explore new frontiers. Together, we will push boundaries and position BITS Pilani among the world's leading institutions.

One of our core aspirations is to make the world a better place through technological innovation and creativity. Now that you are part of this vibrant community, we warmly invite you to join us in this mission from the very beginning of your journey here.

This Faculty Handbook will introduce you to the various aspects of the Institute that will help you settle in as a valued member of the BITS Pilani Hyderabad Campus community.

My best wishes are with you as you take on your new responsibilities, and please remember—my doors are always open to you.

Email ID: director@hyderabad.bits-pilani.ac.in

Director Office: Email: diroff@hyderabad.bits-pilani.ac.in

📞 : +91 40 66303 801 (O)

BITS Pilani, Pilani Campus
(established in 1964)

BITS Pilani, Goa Campus
(established in 2004)

BITS Pilani, Dubai Campus
(established in 2000)

BITSoM: BITS School of
Management, Mumbai
(established in 2023)

BITS Pilani, Hyderabad Campus
(established in 2008)

Vision and Mission:

Vision:

Training the future of innovation

Our commitment to transparency and stress on equal opportunity has been a key contributing factor to our emergence as an institute of national repute. Our rigorous intake process rewards merit and ensures that only truly motivated students join us. Our curriculum is continuously being innovated and refreshed to reflect the latest developments in technology and trends within the industry. Pure academics are supplemented by pervasive industry engagement, and every student is exposed to practical applications of classroom knowledge under a structured semester-long engagement programme.

Mission:

BITS Vision for leaders of change

BITS' mission is to advance knowledge and educate students in science, technology, and other areas of scholarship that will best serve the nation and the world in the 21st century. The Institute is committed to generating, disseminating, and preserving knowledge and working with others to bring this knowledge to bear on the world's significant challenges. BITS is dedicated to providing its students with an education that combines rigorous academic study and the excitement of discovery with the support and intellectual stimulation of a diverse campus community. We seek to develop in each member of the BITS community the ability and passion to work wisely, creatively, and effectively for the betterment of humankind.

"What do we propose to do here? We want to teach real science, whether engineering, chemistry, humanities, physics, or any other branch. We want to develop a scientific approach in Pilani, which means there would be no dogma. There will be a search for truth. What we propose to do here is to cultivate a scientific mind."

— The Late Shri G.D. Birla

Founder Chairman, BITS, Pilani

" ... to prepare young men and women to act as leaders for the promotion of the economic and industrial development of the country and to play a creative role in service to humanity."

— The Late Dr. K.K. Birla

Former Chancellor, BITS, Pilani

"What is it that can empower our nation? The most obvious answer is education. Education that enhances livelihoods and is value-based. Education that gives roots and gives wings as well".

—Dr. Kumar Mangalam Birla

Chancellor, BITS, Pilani

LEADERSHIP

The Birla Institute of Technology & Science (BITS) Pilani is a premier all-India institute of higher education. Its primary aim is to "train young men and women able and eager to create and put into action such ideas, methods, techniques, and information."

The Institute is the realisation of the dream of its founder, the late Mr. G.D. Birla—an eminent industrialist, a key participant in the Indian freedom struggle, and a close associate of Mahatma Gandhi. What began in the early 1900s as a modest school gradually evolved into a group of colleges offering education in diverse fields, from the humanities to engineering. In 1964, these colleges were unified to form a unique Indian university of international repute—christened the Birla Institute of Technology and Science (BITS) Pilani, now affectionately known as BITS Pilani.

Over the decades, BITS has grown beyond its Pilani campus to establish campuses in Goa, Hyderabad, and Dubai, delivering world-class technical education to students from across India and beyond. Admission is based strictly on merit, and BITS graduates can be found making an impact across the globe in engineering, science, technology, business, and entrepreneurship. Today, BITS stands as a symbol of India's maturing technical capabilities and its dynamic "can-do" entrepreneurial spirit, rooted in the excellence of the private sector.

Members of the Board of Governors:

- Dr. Kumar Mangalam Birla, Chancellor
- Prof. V Ramgopal Rao, Vice Chancellor
- Col Soumyabrata Chakraborty, Registrar Non-member Secretary
- Prof. Sudhirkumar Barai, Director, BITS Pilani- Pilani campus
- Prof. Souri Banerjee, Director, BITS Pilani- Dubai campus
- Prof. Suman Kundu , Director, BITS Pilani- K K Birla Goa campus
- Prof. Dharmarajan Sriram, Director-in-Charge, BITS Pilani- Hyderabad campus
- Dr. Saravanan Kesavan, Dean BITSom, Mumbai
- Prof. G Sundar, Director, Off-Campus Programme and Industry Engagement

Deans:

- [Prof. Vasan A.](#), Dean Administration, Hyderabad Campus

- [Prof. Arya Kumar](#), BITS Pilani, Pilani Campus: Dean, Alumni Relations

- [Prof. Radhika Vathsan](#), BITS Pilani, Goa Campus: Dean, Academic Undergraduate Studies (AUGSD)

- [Prof. Venkata Vamsi Krishna Venuganti,](#) BITS Pilani, Hyderabad Campus: Dean, Academic Graduate Studies and Research Division (AGSRD)

- [Prof. S Gurunarayanan](#) , BITS Pilani, Hyderabad Campus: Deputy Director, Off-Campus Programme and Industry Engagement

- [Prof. Anshuman Dalvi](#), BITS Pilani, Pilani Campus: Dean, Faculty Affairs Division (FAD)

- [Prof. Annapoorna Gopal](#), BITS Pilani, Pilani Campus: Dean, Practice School (PS)

- [Prof. Sounak Roy](#), BITS Pilani, Hyderabad Campus: Dean, Grant, Consultancy and Institutional Research (GCIR)

- [Prof. P B Venkataraman](#), BITS Pilani, Pilani Campus: Dean, Work Integrated Learning Programme (WILP)

- [Prof. Srikanth Mutnuri,](#) BITS Pilani- K K Birla Goa Campus: Dean, International Programmes & Collaboration Division (IPCD)

Professor in Charge

- [Prof. Chittaranjan Hota, BITS Pilani,](#) Hyderabad Campus: BITS Entrance Examination

- [Prof. Sanket Goel,](#) BITS Pilani, Hyderabad Campus: Centre for Innovation, Incubation and Entrepreneurship (CIIE)

- [Prof. Snehanshu Saha](#), BITS Pilani- K K Birla Goa Campus: Institutional Knowledge and Analysis (IKA) Cell

- [Prof. Vasan A.](#), BITS Pilani, Hyderabad Campus: Academic and Research Alumni Alliance (ARAA)
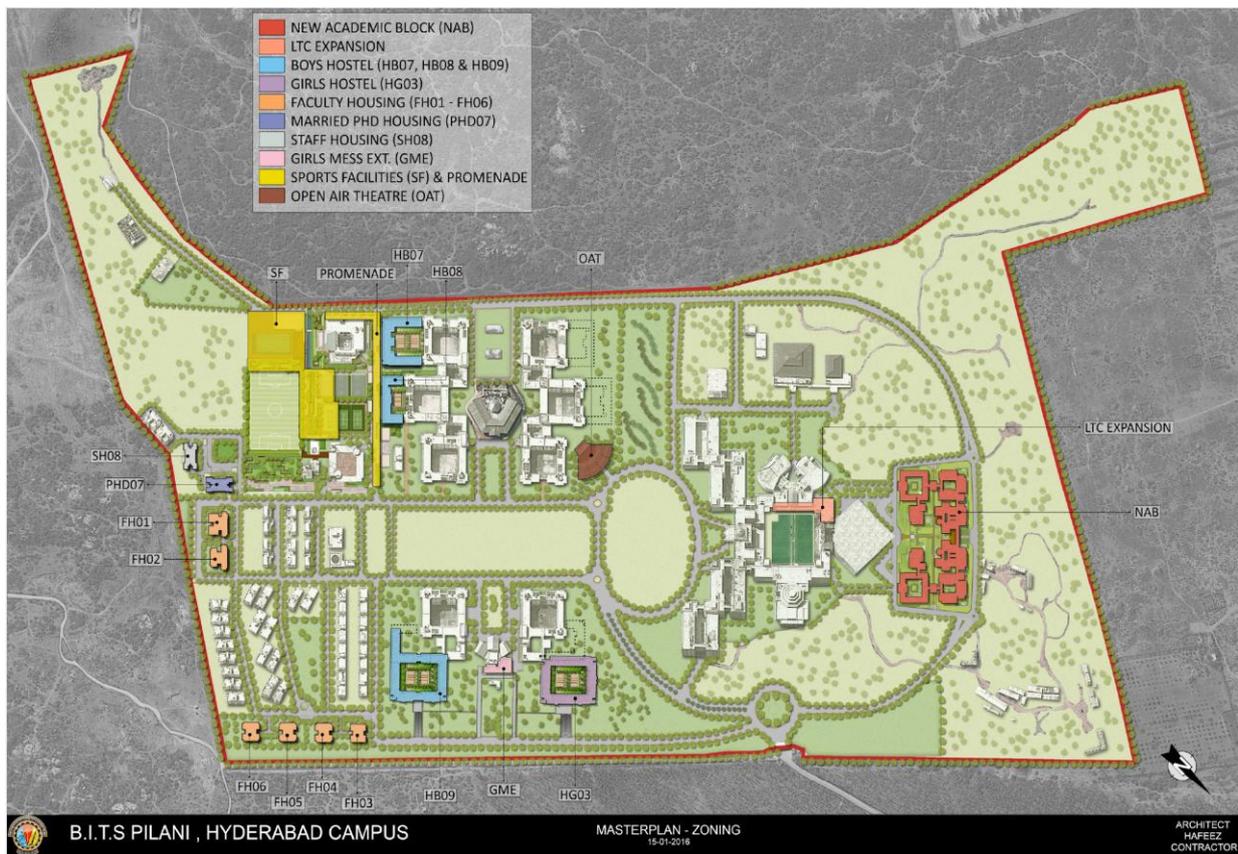
BITS PILANI

HYDERABAD CAMPUS

Birla Institute of Technology and Science, Pilani - Hyderabad campus is one of India's premier technical and science institutes of higher learning. It was established by Birla Institute of Technology and Science, Pilani (Rajasthan), as one of its latest campuses in 2008, with the first batch graduating in 2012.,

Location: The sprawling campus is built amidst lush greenery, spreading over 200 acres of land at Jawahar Nagar, Shameerpet, Hyderabad. Surrounded by natural beauty, the campus is about 70 kilometres away from Rajiv Gandhi International Airport, Shamshabad and 27 kilometres from Secunderabad railway station.

Public Transport: The campus is easily accessible by road with a bus stop just outside the campus. Public transport (route# 212) runs from Secunderabad to the campus every hour. Ola and Uber provide services from campus to the airport and railway station. However, if you wish to rent a car, please contact the following transport agencies:

- ▪ M/s Sai Tours and Travels (Mr Prasad, Mobile No: 9949697241)
- ▪ M/s Raj Rajeshwari Tour & Travels (Mr Ramana, Mobile No: 7893200991)
- ▪ M/s Sri Sai Travels. (Mr Naveen Goud, Mobile No: 9989744761)

They regularly provide service to the BITS campus. In case of assistance (24X7), please call security at the main gate: +91 4066303988

Legend:
- NEW ACADEMIC BLOCK (NAB)
- LTC EXPANSION
- BOYS HOSTEL (HB07, HB08 & HB09)
- GIRLS HOSTEL (HG03)
- FACULTY HOUSING (FH01 - FH06)
- MARRIED PHD HOUSING (PHD07)
- STAFF HOUSING (SH08)
- GIRLS MESS EXT. (GME)
- SPORTS FACILITIES (SF) & PROMENADE
- OPEN AIR THEATRE (OAT)

B.I.T.S PILANI , HYDERABAD CAMPUS   MASTERPLAN - ZONING 15-01-2016   ARCHITECT HAFEEZ CONTRACTOR

Campus Life

The BITS Pilani, Hyderabad Campus is a modern centre of learning, thoughtfully designed with state-of-the-art infrastructure while preserving the scenic beauty of its surroundings. The campus houses advanced laboratories, well-furnished classrooms, lecture theatre complexes, a student activity centre, an auditorium, spacious playgrounds, and robust ICT facilities—together creating an environment that is both technologically equipped and aesthetically pleasing.

Each year, around 1,000 talented students are admitted into the Institute's First Degree, Higher Degree, and Doctoral programmes through a single, competitive entrance examination conducted by BITS Pilani. As an integral part of the BITS Pilani system, the Hyderabad Campus follows the same curriculum, innovative teaching methodologies, and academic practices as the parent campus. It is fully residential, accommodating over 3,200 students, supported by 306 faculty members and 304 technical and administrative staff, fostering a vibrant and close-knit academic community.

The Institute is committed to generating, disseminating, and preserving knowledge, and to applying it to address some of the world's most pressing challenges. It offers students an education that blends rigorous academic study with the excitement of discovery, set within a diverse, intellectually stimulating, and supportive campus culture. Life at the Hyderabad Campus is enriched with a healthy mix of extracurricular activities, facilitated through a wide

range of clubs, societies, and department-led initiatives. The culture of freedom and responsibility, coupled with a holistic learning environment, supports the multidimensional growth of each student's personality.

Over the years, graduates from the Hyderabad Campus have excelled in multinational corporations, government organisations, and leading research institutions worldwide. Equipped with knowledge, skills, and a spirit of innovation, they are well-prepared to become the change-makers and innovators of tomorrow.

DIVISIONS

Vice chancellor is the head of the Institute and runs the institute as per the policies decided by the Board. He is assisted by the campus Directors, Deans and Registrar in administration. The Director is the head at the campus level. He is abetted by the Deputy Registrar, Deans, Associate Deans and HoDs of the Academic departments.

The Academic and administrative works related to both faculty members and students are distributed among several divisions. The divisions are headed by the Dean, who sits in either of the three Indian campuses. For each of the divisions, there are 4 Associate deans for individual campuses. The Associate Dean's office is responsible for the campus level activities. The divisions are the follows:

General Administration Division (Hyderabad Campus)

Contact Details

- **Dean Administration:** Prof. Vasan A., Department of Civil Engineering, BITS-Pilani Hyderabad Campus

   Email: deanadmin@hyderabad.bits-pilani.ac.in

   📞 : 040 66303777 (O)

- **Deputy Registrar:** Mr. VVSN Murthy

   Email: dr@hyderabad.bits-pilani.ac.in

   📞 : +91 40 66303 884 (O)

- **Assistant Registrar:** Mr. Durga Chand

   Email: assistant.registrar@hyderabad.bits-pilani.ac.in

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- **GAD Office:**

   Email: gad@hyderabad.bits-pilani.ac.in

   📞 : +91 40 66303 997 (O)

Faculty Affairs Division (FAD)

The faculty at BITS Pilani find the Institute to be a truly unique environment—one that nurtures both teaching and research excellence to the highest standards. The Faculty Affairs Division (FAD) at the Hyderabad Campus plays a pivotal role in creating this environment. Working in close coordination with 12 academic departments and other divisions of the Institute, the FAD ensures that faculty members receive the support and resources they need to excel in their professional pursuits while making a meaningful impact on institution building.

FAD is responsible for implementing all institutional policies related to faculty at the Hyderabad Campus. Its functions span the entire faculty lifecycle—from recruitment, promotions, and performance appraisals to policies on compensation and benefits, extensions and superannuation. The division also facilitates industry immersion opportunities, university exposure abroad programmes, career growth initiatives, faculty awards, health and family welfare services, housing support, and other key areas of faculty engagement.

By providing a comprehensive and responsive support system, the Faculty Affairs Division enables faculty members to focus on what they do best—advancing knowledge, inspiring students, and contributing to the growth and reputation of BITS Pilani as a world-class institution.

For more information, [Click here](#)

Contact Details

- **Dean:** [Prof. Anshuman Dalvi](#), Department of Physics, BITS-Pilani Pilani Campus

  Email: deanfaculty@bits-pilani.ac.in

- **Associate Dean (Hyderabad Campus):** [Prof. Anasua GuhaRay](#), Department of Civil Engineering

  Email: ad.fad@hyderabad.bits-pilani.ac.in

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- **Sr. HR Manager: Ms. Vasundhari Alluri**

  Email: hr@hyderabad.bits-pilani.ac.in

  📞 : +91 40 66303 843 (O)

- **Asst. Manager: Dr. Madhusmita Das**

  Email: fad.office@hyderabad.bits-pilani.ac.in

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Academic-Undergraduate Studies Division (AUGSD)

The Office of AUGSD is responsible for the following:

➢ Interfacing with office of Admission for First Degree (FD) Programs, Minor Programs, Dual degree and Vertical Transfer Allotments

➢ Designing of new FD Programs and courses, implementation and strengthening existing FD programs, Pedagogic Practices at FD level through Academic Programs Committee, Departmental Committee of Academics (DCA), Academic Governing Council (AGC) at FD level etc., Bulletin updates with regard to FD Programs

➢ Registration Planning and Operations for FD Courses

➢ Learning Management System (LMS) for all levels

➢ Biometric Attendance System for all levels

➢ Automatic Recording of Lectures

➢ Project Courses Allotment

➢ FD TAs Allotment

➢ Monitoring Student Faculty Councils at FD Level

➢ Academic Counselling & ACB Matters for FD Students

➢ FD Thesis Monitoring

➢ Feedback & Monitoring at FD Level

➢ Handling scrutiny and unfair means cases at FD Level

➢ Checking Graduation Eligibility

➢ Grades & Results Processing for FD Courses

➢ Preparation of Transcripts, Provisional Certificates, Final Degrees for FD Students

➢ Educational Verification

Links for Two Important Documents:

● **Academic Regulations Click Here**

● **Bulletin Click Here**

For more information, [Click here](#)

Contact Details

- **Dean:** [Prof. Radhika Vathsan](#), Department of Physics, BITS Pilani, Goa campus

  Email: dean.augsd@bits-pilani.ac.in

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- **Associate Dean (Hyderabad Campus):** [Prof. Amit Kumar Gupta](#), Department of Mechanical Engineering

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- **Office (Hyderabad Campus):**

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Academic Graduate Studies and Research Division (AGSRD)

Responsibilities of Academic - Graduate Studies and Research Division

The overall operation of Higher Degree and PhD program is handled by Academic – Graduate Studies and Research (AGSR) Division. The major responsibility of the AGSR Division is to plan, execute and analyse schemes to enhance the quality of the Higher Degree and PhD programs offered at BITS Pilani.

The Office of AGSRD is responsible for the following for Higher Degree and PhD programs

- Preparation of planned intake for in consultation with Academic Departments.
- Induction program for HD & PhD students
- Registration Planning and Operations for HD & PhD Courses.
- Monitoring and supporting the functions of Departmental Committee for Academics (DCA) for Higher Degree and PhD courses
    - Faculty – Student Councils for review of the course
    - Course Handouts

- - ■ Grades Submission and processing Results

    ■ Annual progress report for PhD students

    ■ Student feedback

    ■ Grade scrutiny requests

- Academic Counselling Board (ACB) support.

- Revision and standardization of Curriculum for Higher Degree programs.

- Preparation and sharing of CG cards of Higher Degree and PhD students.

- Graduation and eligibility check.

- Printing & distribution of Transcripts, Provisional Certificates

- Supporting Academic Departments in conduct of Higher Degree Dissertation course

- Preparation of Course Package of PhD students and base chart preparation of HD courses

- Monitoring and supporting the functions of Department Research Committees for PhD students

    ■ PhD Qualifying Examination

    ■ PhD Research Proposals

    ■ PhD Theses pre-submission and PhD Theses submission process.

- Coordinating conduct of PhD viva-voce examination.

- Providing information on Faculty Performance in teaching Higher Degree courses, guidance of PhD students to Faculty Affairs Division.

- No dues formalities of HD & PhD students

- Education verification process of HD & PhD students

Financial Processing related AGSRD

- ○ Coordinating with Academic Departments in collection and processing of monthly Higher Degree Stipend forms, PhD students' fellowship.

- ○ Coordinating with students under Self-Funding Fellowships (E.g. Inspire fellowships, CSIR JRF, SRF, ICMR fellowships etc.) for submission of Utilization Certificates with support from Accounts Division.

- ○ Monitoring and supporting the functions of International Travel grant awards and Enhancement of Institute fellowship, etc.

- ○ PhD students' contingency bills processing

- ○ HD Gate/GPAT fellowships

- Handling of various applications of Higher Degree and PhD students International travel grants

For more information, [Click](#)

Contact details:

- **Dean:** [Prof. Venkata Vamsi Krishna Venuganti](#), Department of Pharmacy, BITS-Pilani Hyderabad Campus

  Email: dean.agsrd@bits-pilani.ac.in

  📞 : +91 40 66303 581

- **Office**

  Email: deanagsrd.office@bits-pilani.ac.in

  📞 : + 91 40 66303 856(O)

- **Associate Dean (Hyderabad Campus):** [Prof. Alivelu Manga Parimi,](#) Department of Electrical and Electronics Engineering

  Email: [ad.agsrd@hyderabad.bits-pilani.ac.in](#)

  📞 : + 91 040 66303606

- **Office (Hyderabad Campus):**

  Email: [agsrd@hyderabad.bits-pilani.ac.in](#)

  📞 : + 91 040 66303836 / 813 (O)

Timetable Division

The Timetable and Examination Division at the BITS Pilani Hyderabad campus supports faculty, staff, and students by providing the following services:

1. Timetable Preparation

- Collecting teaching assignments from department HODs.
- Preparation of timetables for Semester 1, Semester 2, and the Summer Term.

2. Semester Registration

- Managing the registration process at the beginning of each semester.

Examination Preparation

- Handling course wise room allocation for examination.
- Assigning invigilators, group captains, and room captains for all exams (mid-semester, comprehensive, and makeup exams) for Semester 1, Semester 2, and the Summer Term.

Invigilation Duty Automation

- Using an email automation tool for sending invigilation duty sheets to instructors and ICs.

Makeup Exams

- Processing applications, preparing data, scheduling exams, and informing students who missed regular exams.

Online Room Booking System

- Managing a dedicated website for class room and reprography room booking and related approvals.

Timetable Software and Website Management

- Uploading courses, mapping faculty users, updating timetables, handling course changes, and managing file uploads.
- Overseeing room booking functionality (booking approval, duplicate booking checks, etc.)
- Maintaining the timetable website and handling admin controls and server management.

Classroom Maintenance

- Addressing classroom issues (lights, fans, ACs, projectors, etc.)
- Conducting regular classroom checks, especially during exams.
- Ensuring proper setup, including benches and signage during exam time.

Reprography Room Support

- Maintaining reprography machines across four blocks (C, D, I, K).
- Providing printing support during exams and regular days.

Store Room Management

- Distributing answer sheets for tutorials, quizzes, and exams.
- Preparing bundles with all required materials (sheets, thread, graph paper, etc.) and sending them to departments.

Assistance with Timetable Updates

- Posting updated timetables on notice boards and LMS.
- Updating ERP with revised timetables.
- Preparing seating arrangements and verifying IC/invigilation sheets for exams.

Support Services

- Responding to faculty and student queries via email and phone.
- Assisting other staff members with timetable and examination tasks as needed.

Contact details:

Faculty in charge (Hyderabad campus): Prof. Runa Kumari, Department of Electrical and Electronics Engineering

Email: runakumari@hyderabad.bits-pilani.ac.in

📞 : 040-66303659

- **Office (Hyderabad Campus):**

  Email: timetable@hyderabad.bits-pilani.ac.in

  📞 : 040 66303802

Grants Consultancy and Industrial Research (GCIR)

The main aim of the division is:

- To help and motivate the faculty members in obtaining *research grants* from national and international agencies by submitting research projects.

- To identify areas and create an environment for *consultancy services* to be taken up by different academic groups and individual faculty

- To promote *collaborative research activities with industries*.

- To promote the establishment of *industry-sponsored research centers*.

- To encourage participation of faculty in national and international conferences and forums of repute

- To support new and innovative areas of relevant research leading to product or process development.

- Implementation of *internal funding schemes* like CDRF, NSFG etc.

To know more, follow the link: GCIR Hyderabad

For more information, click

[GCIR process flow](#), [Call for proposals](#),   [Patents Page,](#)

[Faculty Expertise Database Search,,](#)

 [Project Database](#)

Contact details:

- **Dean:** [Prof. Sounak Roy](#), Department of Chemistry, BITS-Pilani Hyderabad Campus
  BITS Pilani, Hyderabad campus

  E- Mail: [dean.srcd@hyderabad.bits-pilani.ac.in](#)

  📞 : 040-66303686 /040-66303686949

- **Associate Dean (Hyderabad Campus):** [Prof. Swati Alok,](#) Department of Economics and Finance

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  📞 : 040-66303676 / 040-66303823 /040-6630389

- **Office (Hyderabad Campus):**

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Student Welfare Division (SWD)

The Student Welfare Division at BITS Pilani, Hyderabad Campus is dedicated to creating a nurturing and vibrant environment that brings out the best in every student. Our mission is to ensure that each student's journey at BITS is not only academically enriching but also personally fulfilling and memorable.

We are committed to supporting students in every possible way—whether through addressing their academic, emotional, or personal needs, or by fostering opportunities for growth beyond the classroom. The Division takes pride in caring for each student as an individual, being attentive to their evolving needs, and working tirelessly to ensure their overall well-being. At BITS Pilani, student welfare is not just a responsibility—it's a promise.

To know more, follow the link: https://swd.bits-hyderabad.ac.in/

Contact details:

- **Dean:** [Prof. Sandip S. Deshmukh](#), Department of Mechanical Engineering, BITS Pilani, Hyderabad campus

  Email: dean.swd@bits-pilani.ac.in

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- **Associate Dean (Hyderabad Campus):** [Prof. C. P. Kiran,](#) Department of Mechanical Engineering

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Alumni Relations

BITS Pilani alumni are a shining testament to the Institute's tradition of excellence and innovation. As graduates of one of India's premier technical institutions, they carry forward the values of intellectual curiosity, creativity, and a relentless pursuit of excellence. Spread across the globe, our alumni have made their mark as pioneering entrepreneurs, visionary leaders, accomplished researchers, and change-makers in diverse sectors.

They exemplify the innovative spirit and entrepreneurial mindset that BITS Pilani is known for, while remaining deeply committed to creating a positive impact on society. Whether driving technological breakthroughs, building successful enterprises, contributing to policy and governance, or leading humanitarian initiatives, BITSians continue to inspire future generations and strengthen the Institute's legacy.

To know more, follow the link: https://www.bits-pilani.ac.in/alumni/

For more information, [click](#)

Contact details:

- **Dean:** [Prof. Arya Kumar,](#) BITS Pilani, Pilani campus

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- **Associate Dean (Hyderabad Campus):** Prof. Aruna Malapati, Department of Computer Science and Information Systems

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International Programmes & Collaboration Division (IPCD)

The International Programmes and Collaboration Division (IPCD) has been set up with representation from all the four campuses of BITS Pilani, to design new programs and promote collaborations with renowned Institutions abroad.

Major Activities of IPCD:

❖ Design new academic programs at various levels (FD/HD/PhD) with reputed universities abroad through MoUs

❖ Provide the financial support to our students to pursue off campus thesis (abroad) in top ranked universities.

❖ Facilitate semester abroad program.

❖ Process International Fellowships offered by various universities.

❖ Facilitate visits of foreign delegates.

❖ Outreach activities to bring more visibility to BITS at global level.

❖ Forge strategic collaborations with various foreign universities to promote research.

Students of BITS Pilani have been pursuing Off-campus Thesis / Semester Abroad programs in foreign universities/ institutes ranked in the first 400 by QS and THE (Times Higher Education).

BITS Pilani has collaborations with several reputed overseas universities and industries.

For more information, click here

Contact details:

- **Dean:** Prof. Srikanth Mutnuri , Department of Chemical Engineering, BITS Pilani, Goa Campus

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- **Associate Dean (Hyderabad Campus):** Prof. I Sreedhar , Department of Chemical Engineering

  Email: ad.ipcd@hyderabad.bits-pilani.ac.in

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- ▪ **Office (Hyderabad Campus):**

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Centralized Purchases Unit (CPU)

Centralised Purchases Unit (CPU) at BITS Pilani, Hyderabad Campus serves the faculty, staff members and students by facilitating the processes of procurement of equipment and consumables by issuing purchase orders and release of work orders for civil, electrical and other maintenance works within the campus. CPU would work closely with the accounts division and Grants Consultancy and Industrial Research (GCIR) in getting the approvals. Moreover, we also coordinate with Central Purchase Unit Chief, Pilani campus for those purchases in Foreign Currency/From FCRA/ From Alumni Funds, etc.

Central Stores within CPU are responsible for receiving purchased material with respect to institute funds and processing and submitting invoices to the Accounts Division.

For more information, click here

Contact details:

- ▪ **Faculty in charge (Hyderabad campus**): Prof. Trinath Jamma, Department of Biological Sciences

  Email: trinath @hyderabad.bits-pilani.ac.in

  📞 : 040-66303658

- ▪ **Purchase Manager: Mr. K. Suneel**

  E-mail: cpu@hyderabad.bits-pilani.ac.in or stores@hyderabad.bits-pilani.ac.in

  📞 : 040-66303826 or 040-66303861

Computer Centre

The Computer Centre at BITS-Pilani Hyderabad Campus facilitates access to Information Technology (IT) resources and communications networks amongst the user community within the campus. It provides IT facilities/services to augment the academic ambience of the institute.

Services Offered

➢ Internet and LAN facility with 3.0 Gbps total bandwidth for the campus community.

➢ Computing facilities with around 500 Computers in CC labs.

➢ Computers and Telephones for faculty and staff (offices).

➢ Google E-mail, storage and related server for all staff members and students.

➢ Telepresence facility for cross-campus classes and meetings.

Responsibilities

➢ Procuring, upgrading and maintaining LAN, Internet, WiFi, NW Switches, Servers etc.

➢ Maintenance of computer labs for conducting the courses.

➢ Providing technical services (HW and Network) to other departments and individual staff.

➢ Maintenance of Telephone services for the Institute.

➢ HW support for conducting the BITSAT exam for students every year.

➢ Website maintenance.

➢ Supporting departments in conducting events like workshops, conferences etc.

For more information, click here.

Contact us:

Faculty In-charge (Hyderabad Campus): Prof. R Gururaj

Email: gururaj@hyderabad.bits-pilani.ac.in, Department of Computer Science and Information Systems

📞 : 040-66303525

▪ **Sr. IT Manager**: Mr. Ajay Gaikwad

Email: ajay@hyderabad.bits-pilani.ac.in

📞 : 040-66303828

High Performance Computing (HPC) Laboratory

The high-performance computing cluster – Sharanga, is the central HPC facility for all the campuses of BITS Pilani. It is meant for research and is used in computational sciences related

to biology, chemistry, pharmaceutics, data analytics, machine learning, micromagnetics, and fluid and structural dynamics.

It is a heterogeneous system consisting of 42 compute nodes and 6 accelerator nodes, supporting both CPU and GPU parallel computations. It has two primary (login or controller) nodes to access the cluster, compile software, and submit jobs. Furthermore, it has two parallel file system (PFS) nodes for managing the read and write operations of a parallel file system. The cluster offers 264 TiB of Lustre space, excluding the redundancy. Overall, the HPC cluster has 5248 cores for CPU parallel computations. Currently, it delivers a peak theoretical performance of approximately 623 Teraflops.

More details on the cluster can be found at https://sharanga.hpc.bits-hyderabad.ac.in.

Contact Us:

In-charge: Prof. N. Anil, Department of Mathematics

Email: anil@hyderabad.bits-pilani.ac.in

📞 : 040-66303694

Office Email: hpc@hyderabad.bits-pilani.ac.in

Off-campus & Industry Engagement

Off Campus of BITS Pilani consists of two divisions: Work Integrated Learning Programmes (WILP) & PS (Practice School).

Work Integrated Learning Programmes (WILP) takes pride in shaping the future of individuals. WILP imparts relevant and renewed skills that help unlock the true potential of working professionals. For 45 years, BITS Pilani WILP has mastered the Science of Shaping Pathfinders that pairs the best in technology and people to grow their unique skills. Pathfinders are individuals who are creative and agile with cutting-edge skills in new-age technology, critical thinking, and interpersonal communication. We empower the Pathfinders with science to build cultures of excellence and lead businesses to new possibilities.

WILP offers Programmes including M.Tech., B.Tech., MBA, M.Sc., and Diploma, as well as Certificate Programmes for working professionals to elevate their skills without taking a career break. 45+ Years of Educating Working Professionals, 1,26,169+ Working Professionals Graduated, 46,178+ Working Professionals Currently Enrolled, 1100+ Faculty Members, 47+ Programmes.

Contact Us:

Associate Dean: Prof. R Raghunathan, Department of Economics and Finance

Email: raghu@hyderabad.bits-pilani.ac.in

📞 : 040-66303626

Office Email: hr@wilp.bits-pilani.ac.in

📞 : 040-66303865

Practice School (PS)

Practice School Program provides students an opportunity to practice what they have learnt in marquee organisations under the supervision of a mentor. Students work on cutting-edge technologies and can choose to practice in their own discipline of study or cross-discipline areas. This flagship program not only nurtures students to work in roles needing multi-functional skills but also provides them an opportunity to secure a PPO.

Practice School I

Practice School-I is an eight-week course conducted during the summer term after the second year of study. Students are stationed in an organisation during this program, and after a comprehensive orientation, students primarily learn through observation and work on group projects under the guidance and mentorship of industry experts and a faculty member from BITS. This not only serves as a first exposure for students to the corporate world but also helps nurture their personality traits, communication, and presentation skills.

Practice School II

Practice School-II, offered in the final year of study, is a TWENTY-TWO weeks' full-time program. First degree students in their final year of study can register for this either during the first or second semester, and dual degree students can register for a double-semester PS-II program. For higher degree students, the course is titled Practice School, and such students can register for this during their final semester of study.

While students can opt for this program and give their preferences for the company where they wish to practice, the allotment of students to a particular company follows a merit-based allotment process.

Students get the opportunity to practice what they have learned by working on live projects under the supervision of industry experts and faculty members of BITS. This program provides students with the opportunity to put theory into practice, work on cutting-edge technologies, understand the company's work culture, and hone their behavioural skills. About 80% of the participating companies are long-term partners who depend on BITSians to build their talent pool. This speaks for itself about the performance of our students, which, in turn, is partly due to our curriculum and the stress on all-round development.

For more information, click here.

Contact Us:

- **Associate Dean (Hyderabad campus)**: Prof. R. Parameshwaran, Department of Mechanical Engineering

  Email: ad.psd@hyderabad.bits-pilani.ac.in

  📞 : 040-66303665

  Office Email: psd@hyderabad.bits-pilani.ac.in

  📞 : 040-66303824

Library

The BITS Pilani Hyderabad campus library is housed in a state-of-the-art building (Block G), covering about 45000 sq.ft area. It is fully air-conditioned with 554+ seating capacity and is closely located in the Lecture Theatre Complex (LTC) and classrooms of the Institute.

The Library has a collection of over 48900+ books and subscribes to over 33 print magazines. Users can have access to over 14860+ e-journals, Grammarly tool, 7105+ e-books, and various databases such as IndiaStat, MathSciNet, Sci-Finder, Scopus, etc.   No login credentials are required within the campus to access library subscirbed e-resources.

The Library facilities have the primary purpose of supporting BITS' educational and research programs. Access to and use of the library is a privilege extended to the members of the BITS community of faculty, students, and staff; including members of their immediate families and sponsored affiliates.

For more information, click here.

Contact Us:

- **Librarian (Hyderabad campus)**: Mr. Ramesh Bidi

  Office Email: library@hyderabad.bits-pilani.ac.in

  📞 : 040 66 303 811

DEPARTMENTS

Department of Biological Sciences

- Head: Prof. Ch. MohanRao (Email: hod.biology@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Chemical Engineering

- Head: Prof. Prof. B Nandini (Email: hod.chemical@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Chemistry

- Head: Prof.Subbalakshmi Jayanty (Email: hod.chemistry@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Civil Engineering

- Head: Prof. Bahurudeen A. (Email: hod.civil@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Computer Sci & Information Sys:

- Head: Prof. Paresh Saxena (Email: hod.csis@hyderabad.bits-pilani.ac.in

- Department profile

Department of Economics & Finance:

- Head: Prof. Rishi Kumar (Email: hod.ecofin@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Electrical & Electronics Engg.

- Head: Prof. Harish Vijay Dixit (Email: hod.eee@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Humanities and Social Sciences:

- Head: Prof. Shilpaa Anand (Email : hod.humanities@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Mathematics:

- Head: Prof. Naraparaju Kishore Kumar (Email: hod.maths@hyderabad.bits-pilani.ac.in)

- Department profile

Department of Mechanical Engineering:

- Head: Prof. Sabareesh Geetha Rajasekharan (Email: hod.mechanical@hyderabad.bits-pilani.ac.in)
- Department profile

Department of Pharmacy:

- Head: Prof. Arti Dhar (Email: hod.pharmacy@hyderabad.bits-pilani.ac.in)
- Department profile

Department of Physics:

- Head: Prof.Sarmishtha Banik (Email: hod.physics@hyderabad.bits-pilani.ac.in)
- Department profile

WHEN YOU JOIN

The Institute promises you an exciting and fulfilling journey ahead. We understand that setting up a new home and workplace can seem daunting—especially if you are arriving from regions like North America, Europe, Japan, or Australia, where systems may be more predictable. Here, certain things you might have taken for granted abroad may require a little extra navigation.

Rest assured, the Institute administration is continually refining its systems and processes to make your transition as smooth as possible, and we remain open to your suggestions for further improvement. The Head of your academic unit will be your official liaison with the Institute and can be approached for any support you need. In addition, you will find that senior colleagues are more than happy to offer informal guidance and assistance.

Please don't hesitate to reach out—help is never far away. The following section offers a quick overview of the steps to take before and after your arrival to ensure a seamless start to your journey with us.

Joining and settling down

Getting Set up: Each employee of the institute is assigned a unique PSRN number. You have to complete the joining formalities before you are assigned a PSRN.

Important Offices: Faculty members are to meet the Senior Officers of the institute preferably in a period of one week and return the document to the HR office. The list will be provided from HR Office.

Chamber and Accommodation: Based on the availability you will be provided an unfurnished accommodation within the campus or near the campus.

The chamber will be assigned based on the department that the faculty is joining.

Email ID Creation: The Email ID will be generated on the date of joining.

Desktop/Laptop: Based on the preference of the faculty either a desktop or laptop will be issued by the computer centre to the faculty within three days of joining.

Telephone: All faculty members joining as Assistant Professor (including Visiting Professors) or above will be provided intercom.

Stationery and ID card: A minimum stationery kit will be provided by the department office assistant on the date of joining and ID card will be issued within a week of joining from GAU.

Gas Connection:

For transfer of Gas Connection, the following are the nearest agencies.

- Indane Gas: Sai Shakthi gas agencies, Kompally (+917095556677)
- Bharat Gas: Sai Priya Agencies (040 27860339)

- HP Gas : Hindustan Gas Company (040-27961876 / 27961441/ 27963079)

Schools in and around campus

1. **Inside Campus**

   Jain Toddlers – An International Pre-School (Pre Nursery, Nursery, LKG and UKG) -- https://www.jaintoddlers.com/play-school-in-bitspilani.php

2. **Outside campus**

   - Suchitra Academy, Suchitra Junction
   - St. Andrews (Keesara Branch and Bowen pally branch)
   - Delhi Public school, Nacharam
   - Bhavan's Sri Ramakrishna Vidyalaya, Sainikpuri
   - Jubilee Hills Public School, Rampally
   - Sadhu Vaswani International School
   - CRPF school, Hakimpet
   - Foster Billabong School, Saket
   - Sunflower Vedic School, Yamjal
   - Rockwoods International School, Ghatkesar
   - Geetanjali School
   - The Creek School
   - Oakridge International School
   - Sri Vignana Bharathi School
   - Diksha, A Waldorf School, Thumukunta
   - Pebble Creek School, Thumukunta
   - Excellencia School, Shamirpet
   - Jain School, Shamirpet
   - FITJEE World School, Vikrampuri

Emergency Contact Numbers

- Medical Center: 9010202850

- Ambulance:9640921921

- Medical store in campus:9951065791

- Fire:8466036288

- Security and SOS:90101202883/04066303988

- Electrical Emergency:9912316753

- Pest control/Snake catchers:8106860898

Campus Facilities

Brief about CP - shops available, Eateries inside campus, campus events, SAC, co-curricular classes

Children's Park: 02: Khel Kuteer (New Children's Park)

Anand Aangan (Old Children's Park)

Facilities available in Connaught place

- ❖ State Bank of India and ATM

- ❖ Medical shop

- ❖ Agarwal supermarket

- ❖ Launderer (2 shops)

- ❖ Stationery

- ❖ Fancy store

- ❖ Beauty Parlour for men and women separately

- ❖ The Book Syndicate

- ❖ Tea Time and Juice Corner

- ❖ Restaurant

- ❖ Bakery

- ❖ Fruits and Vegetable Shop

- ❖ DTDC courier facility in one of the stationery shop

Eateries Inside campus:

Mess 1, Mess 2, Cafeteria, Ananth's tea-stall (near chess court- New Academic Block), Yumpys, Wichway, Hotel pleasant, Fruitful, teatime, Pizzeria, Chat corner, Waffle shop, Thick shake, Maggi Shop, Amul Parlour, Vijayavahini

Facilities available in SAC

- Outdoor Facilities: Football, Hockey, Basketball (Synthetic Acrylic surface), Tennis (Synthetic Acrylic Surface), Volleyball Courts and Throw ball (for Girls).
- Indoor Facilities: Foosball, Table Tennis, Carom, Chess, Billiards and Badminton (wooden Courts).
- Cricket ground
- A Well-equipped Gym (Based on registration and payment basis)
- Swimming pool (Based on registration and payment basis)
- Community hall in SAC basement (for extra-curricular classes for community members)

Community Welfare events

New Year celebrations, International Men's and Women's day, Foundation day, Diwali Celebrations, Holi, Children's day, Independence Day, Republic day, Community Sports UDAAN, Yoga day, Doctors' day, International mother language day

CWU Supported events

Ganesh Pooja, Durga pooja, Vasant Panchami, Eid celebrations, Christmas celebrations, Janmashtami celebrations

<u>Medical Facilities on campus and nearby</u>

Medical Center: **https://www.bits-pilani.ac.in/hyderabad/medical-center/**

- 24x7 Primary, Preventive and Emergency Health Care
- Primary Laboratory Support
- 24x7 Ambulance Support
- 24x7 Pharmacy

Doctors: 06

Deputy CMO: **Lt Col (Dr.) Shyam Kumar (Retd), MBBS**

Dr. K Naga Jyothi, MBBS

Maj (Dr.) D Radhika (Retd), MBBS

Dr K Madhu, MBBS

Dr. Mohd Azhar Kothwal, MBBS

Dr Bibin Chandran, MBBS

Nurses and Lab technician: 08

Visiting Doctors

- Obstetrics & Gynaecology - Dr. E. P. Chandrakala, MD
- Paediatrician – Dr. Kireeti Jarjapu, MD
- Dentist - Dr. Sathyender Kumar, MD & Dr. Krishna Jothi, MD
- Physiotherapist - Dr. B. Sirisha, BPT & Dr. Anant, BPT
- Cardiologist - Dr. T. Krishna Kumar, MD

Nearby Hospitals

Yashoda Super Specialty Hospital, KIMS Super Specialty Hospital, SLG Super Specialty Hospital, Rainbow Children's Hospital., Udbhava Hospital, Mediciti Institute of Medical Sciences, RVM Institute of Medical Sciences & Research Centre, Paramitha Children's Hospital, Sunshine Super Specialty Hospital, Apollo Super Specialty Hospital, Rhea Hospitals

Laboratory services (external): Lucid Diagnostics, Vijaya Diagnostics

Epilogue

This edition of the booklet is designed to familiarize our newly joined faculty members with the various policies, procedures, and practices of the Institute. As with any dynamic academic environment, certain rules and regulations may evolve over time. Accordingly, the contents of this booklet will be updated whenever required to reflect such changes.

We welcome your suggestions to make this resource more useful and comprehensive. Please feel free to share your feedback with the Associate Dean, FAD, Hyderabad Campus, at fad.office@hyderabad.bits-pilani.ac.in for any modifications or improvements to future editions.