



## **NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL**

**(An institution of National Importance,  
Ministry of Education, Govt. of India)  
Warangal - 506 004 (Telangana)**

Citizen / Client Charter  
(2021-2022)

**SERVICES/ FACILITIES OFFERED: TO BE DISCLOSED: CITIZEN / CLIENT CHARTER (updated on 12<sup>th</sup> November 2021)**

S. No	Services/Facilities Offered	Description	Contact Person	Contact Number	Remarks
1.	Academics	Department of Biotechnology	Dr. Korrapati Narasimhulu Head of the Department	9985470286	<a href="mailto:simha_bt@nitw.ac.in">simha_bt@nitw.ac.in</a>
		Department of Chemical Engineering	Dr. S. Srinath Head of the Department	9908888676	<a href="mailto:srinath@nitw.ac.in">srinath@nitw.ac.in</a>
		Department of Chemistry	Dr. Vishnu Shanker Head of the Department	8702468675	<a href="mailto:vishnu@nitw.ac.in">vishnu@nitw.ac.in</a>
		Department of Civil Engineering	Dr. P. Rathish Kumar Head of the Department	9849670347	<a href="mailto:rateeshp@nitw.ac.in">rateeshp@nitw.ac.in</a>
		Department of Computer Science and Engineering	Prof. P. Radha Krishna Head of the Department	08702462703	<a href="mailto:prkrishna@nitw.ac.in">prkrishna@nitw.ac.in</a>
		Department of Electrical Engineering	Dr. Sailaja Kumari M Head of the Department	08702462235	<a href="mailto:sailaja@nitw.ac.in">sailaja@nitw.ac.in</a>
		Department of Electronics and Communication Engineering	Dr. Anjaneyulu L Head of the Department	8332969355, 9490378430	<a href="mailto:anjan@nitw.ac.in">anjan@nitw.ac.in</a>
		Department of Humanities and Social Science	Dr. Madhavi Reddy Kesari Head of the Department	8332969522	<a href="mailto:madhavik24@nitw.ac.in">madhavik24@nitw.ac.in</a>
		Department of Mathematics	Dr. P. Muthu Head of the Department	8702462833, 8332969452	<a href="mailto:muthuatbits@gmail.com">muthuatbits@gmail.com</a>
		Department of Mechanical Engineering	Dr. Adepu Kumar Head of the Department	9492783067	<a href="mailto:adepu_kumar7@nitw.ac.in">adepu_kumar7@nitw.ac.in</a>

		Department of Metallurgical and Materials Engineering	Dr. Asit Kumar Kharna Head of the Department	9701578514	<a href="mailto:asit@nitw.ac.in">asit@nitw.ac.in</a>
		Department of Physical Education	Dr. P. Ravi Kumar Head of the Department	08702462981	<a href="mailto:prk@nitw.ac.in">prk@nitw.ac.in</a>
		Department of Physics	Dr. D. Dinakar Head of the Department	9490165351	<a href="mailto:physics_hod@nitw.ac.in">physics_hod@nitw.ac.in</a>
		Department of School of Management	Dr. M. Ravindar Reddy Head of the Department	9849552879	<a href="mailto:mrr@nitw.ac.in">mrr@nitw.ac.in</a>
2.	Library	It has around 1,79,797 books, back volumes, technical pamphlets, standards, CD-ROMs, Video Cassettes, e-books etc. The total cost of the books is Rs. 10 Crores and Central Library subscribed 3200 e-journals. It also receives 4645 e-journals through E-Shodh Sindhu consortium.	Dr. K. Veeranjanyulu, Librarian Shri Irranna Mallappa Shettar, Deputy Librarian Shri Gardasu Balakrishna, Asst Librarian	9491085289  8332969272	Please visit the below link <a href="https://www.nitw.ac.in/department/library/">https://www.nitw.ac.in/department/library/</a>
3.	Student Hostel	NIT Warangal has separate Hostels for boys and girls	Chief Warden (Hostels)	08702468260	<a href="https://www.nitw.ac.in/main/facilities/hostels/">https://www.nitw.ac.in/main/facilities/hostels/</a>
4.	Centre for career planning and development (CCPD)	The CCPD assists the departments in placement of students at major industries. About 150 – 180 companies visit the campus every year.	Dr. K. Kiran Kumar Head, CCPD	9490165357	Please visit the below link <a href="https://www.nitw.ac.in/main/academics/placements/">https://www.nitw.ac.in/main/academics/placements/</a>
5.	Institute Health Centre	NITW Health Centre is a full fledged unit with Three Full time regular medical officers, one contract part time doctor who are assisted by paramedical staff (Staff Nurse, ANM, OPD Assistant, Dresser, Lab Technician).	1. Dr. Ch. Karthik In-charge Medical Officer 2. Dr. Pradeep Dodda, Medical Officer 3. Dr. Anchoori Karthik Medical Officer 4. Dr. Anita Kumari, Medical Officer	8332969468 8332969354 8332969392 8332969702	Please visit the below link <a href="https://www.nitw.ac.in/main/facilities/medical/">https://www.nitw.ac.in/main/facilities/medical/</a>

6.	Guest House Accommodation	Kalam International Hall, Main Guest House & visitors Blocks	1. Shri S. Goverdhan Rao, Registrar 2. Shri S. Venkateswaran, Deputy Registrar (Admin.), Officer I/c, Guest house 3. Shri T. Dileep, Assistant SG-II	0870-2462010 0870-2462040 0870-2468020	Please visit the below link <a href="https://www.nitw.ac.in/main/nitwgh/2019/">https://www.nitw.ac.in/main/nitwgh/2019/</a>
7.	Prompt Grievance Redressal CPGRAMS RTI Vigilance	Centralised Public Grievance Redress and Monitoring System (CPGRAMS) is an online platform available to the citizens 24x7 to lodge their grievances to the public authorities on any subject related to service delivery.	1. Shri S. Goverdhan Rao, Registrar & FAA 2. Shri S. Venkateswaran Dy. Registrar (Admin) & CPIO	0870-2462010 0870-2462040	<a href="https://pgportal.gov.in/CPGOFFICE/">https://pgportal.gov.in/CPGOFFICE/</a> <a href="https://rtionline.gov.in/RTIMIS/login/index.php">https://rtionline.gov.in/RTIMIS/login/index.php</a> Email: <a href="mailto:cpio_nitw@nitw.ac.in">cpio_nitw@nitw.ac.in</a>
8.	Gymnasium & Sports NCC Officer	All student activities and physical education NCC Officer of NIT Warangal	Prof. P. Ravi Kumar Dr. M Udaya Bhasker	08702462981 9490164975	Please visit the below link <a href="https://www.nitw.ac.in/main/facilities/sports-facilities/">https://www.nitw.ac.in/main/facilities/sports-facilities/</a>
9.	Motor Transport Section	The Institute maintains a number of vehicles to cater to the needs of the institute. The MT (Motor Transport) Section maintains these vehicles.	Dr. P. Vamshi Krishna In-charge MT Section	0870-2462990, 2462991	Please visit the below link <a href="https://www.nitw.ac.in/main/facilities/mt-section/">https://www.nitw.ac.in/main/facilities/mt-section/</a>
10.	Seminar/Conference hall	Conduct of training programmes, conferences, etc.,	Shri S. Goverdhan Rao, Registrar	08702462010	<a href="mailto:registrar@nitw.ac.in">registrar@nitw.ac.in</a>
11.	MIS (Management Information System)/SMILE Project	Digitalization of records and documents, ERPs for effective functioning of the institute, E-governance	1. Dr. S. Ravi Chandra, Head, Centre for Information and Software Systems/ MIS 2. Dr. Rashmi Ranjan Rout Prof-In-charge	8332969414 8332969314	
12.	Engineering & Maintenance Unit (EMU)	The office of E & MU is responsible for construction and maintenance of buildings (Academic, Residential, Hostel, Guest House, Student Activity Centers etc, Water Supply System, Roads, Gardens, Electrical Supply, Sports Grounds and Waste	1. Dr. S. Venkateswara Rao, Prof In-Charge, E& MU	9490164971 08702462080	Please visit the below link <a href="https://www.nitw.ac.in">https://www.nitw.ac.in</a>

		Disposal Management. The E & MU Office prepares the proposals, estimates, presentation to the Buildings and Works Committee, tendering and executes the work based on departments/centers/hostels/residential requirements of the institute.	2. Shri. Venugopala Reddy Tamma, Superintending Engineer  3. Shri G. Ramesh Executive Engineer(Civil)  4. Shri Pelluri Suresh Executive Engineer(Electrical)	9491085291	<a href="/main/ENGINEERING/MAINTENANCE/CEUNIT/facilities/">/main/ENGINEERING/MAINTENANCE/CEUNIT/facilities/</a>
13.	Administration	All works related to HR, General administration, Personnel & service matters, Services contracts, court cases, all legal matters, recruitment, reservation, public grievances, receipt & despatch, Pension, other routine administrative & establishment matters	Shri S. Venkateswaran Deputy Registrar	0870 -2462040	<a href="mailto:dr_admin@nitw.ac.in">dr_admin@nitw.ac.in</a>
14.	Finance & Accounts	All works related to Finance, Accounts, Budgeting, Expenses, claims, bills, payments, PFMS, TSA, financial Management, Audits, other routine F&A matters	Shri Vijay Anavaratham C Deputy Registrar	0870-2462050	<a href="mailto:dr_accounts@nitw.ac.in">dr_accounts@nitw.ac.in</a>
15.	Purchase & Stores	All works related to purchase, stores, contract, Tenders, GeM and all routine purchase matters	Shri Sudam Damu Adlinge Deputy Registrar	0870-2462090	<a href="mailto:dr_ps@nitw.ac.in">dr_ps@nitw.ac.in</a>
16.	Academic Administration	All works related to Academic administration	Shri Soumen Karmakar Deputy Registrar	0870-2462055	<a href="mailto:dr_acad@nitw.ac.in">dr_acad@nitw.ac.in</a>
17.	Examination	All works related to Exams	Dr. D. Srinivasacharya Prof In-charge Examination	0870-2462021	<a href="mailto:ad_exam@nitw.ac.in">ad_exam@nitw.ac.in</a>
18.	Institute Shops & Establishments	Commercial establishments, shops on lease within NIT Campus premises	Shri S. Goverdhan Rao, Registrar Shri S. Venkateswaran Deputy Registrar (Admin)	0870 -2462010  0870-2462040	<a href="mailto:registrar@nitw.ac.in">registrar@nitw.ac.in</a>  <a href="mailto:dr_admin@nitw.ac.in">dr_admin@nitw.ac.in</a>

19.	Pandit Madan Mohan Malaviya Teaching Learning Centre	<p>The Teaching-Learning Centre (TLC) is being established at NIT Warangal with grants from the Ministry of Human Resource Development, Government of India under the scheme, 'Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching' (PMMMNTT). Under this scheme a separate building for TLC with the state-of-art training facilities which include a studio for video recording of lectures is going to come up. Many senior and young faculty members across various departments of the Institute are associated with this center as members of the Core-Team. One of the important activities of the center is to conduct short term and medium term training programs for Newly Inducted Teachers, In-Service Teachers and Teacher-Aspirants in Higher Education disciplines, so as to enhance their skills in teaching. Other activities of the TLC include preparation of e-learning materials, offering courses on-line, curriculum development, carrying out research in pedagogy and integrating ICT into teaching-learning process.</p>	<p>Project Coordinator  Pandit Madan Mohan Malaviya  Teaching Learning Centre  Office: 1st Floor, New TLC  Building,  Behind Kalam Guest House, NIT  Campus,  National Institute of Technology,  Warangal - 506 004. Telangana,  India</p>	0870-2462686	
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