

PROCEEDINGS OF THE PRINCIPAL, V.S.R. GOVT. DEGREE & P.G. COLLEGE
MOVVA – 521135, KRISHNA DISTRICT, ANDHRA PRADESH

Present: Dr. K. Bhagya Lakshmi, M.Sc., M.Phil., Ph.D.

Rc. No. Committees/2020-21

Date: 03-11-2020

S. No	Name of the Committee	Role	Committee members
1	Academic Advisory	The Committee helps the students in understanding the course requirement under the CBCS and reviews academic records of students to evaluate academic progress.	<ol style="list-style-type: none"> 1. Dr. S. Jaganmohan Rao, Lect. in Political Science – Convener 2. Sri. N. Prasad Babu, Lect. in Chemistry – Member 3. Dr. D. Ch. Appa Rao, Lect. in Commerce – Member 4. Sri. T. Devender Reddy Lect. In Physics - Member 5. Dr. J. Ramudu, Lect. in Botany – Member
2	Anti-Ragging & Discipline	The Committee taking Anti-Ragging measures as per the guidelines issued by the UGC and frames rules and regulations to maintain discipline within the college.	<ol style="list-style-type: none"> 1. Dr. S. Jagan Mohan Rao, Lect. In Pol Sci – Convener 2. Sri. N. Prasad Babu Lect. In Chemistry – Member 3. Sri. Ch. Kondala Rao, Lect. in Commerce – Member 4. Sri. Mohammad Abdul Gaffar, Lect. in Commerce – Member 5. Dr. P. Srinivasa Rao Physical Director – Member 6. Sri. Ch. Satyanarayana, Guest Lect. in Commerce – Member
3	Alumni Association	This committee organizes' alumni meet yearly once and do programmes to facilitate strong and healthy association between alumni and current students.	<ol style="list-style-type: none"> 1. Smt. A. Madhavi Lect. In Economics – Convener 2. Smt. S. Kiranmayi, Contract lect. in Electronics – member 3. Sri. Ch. Anil Kumar, Guest Lect. In Comp. Sci
4	Audio-Visual Aids	This committee maintains the Audio-Visual equipment of the College.	<ol style="list-style-type: none"> 1. Sri. T. Devender Reddy, Lecturer in Physics 2. Dr. B. Lakshmana rao Contract lect. In Physics
5	Co-Curricular	Helps faculty in designing ad conducting various Co- Curricular activities in the college.	<ol style="list-style-type: none"> 1. Sri. B. Sekhar, Lect. in Chemistry – Member 2. Sri. N. Prasad Babu, Lect. in Chemistry – Member 3. Smt. N. Swarna Jyothi, Lect. in Computer Science – Member 4. Sri. G. P. Chakravarthi, Lect. in Biotechnology – Member
6	Certificate Courses	The Committee arranges certificate courses to all the students in addition to the regular course and guides the students in completion of various online courses through MOOCS	<ol style="list-style-type: none"> 1. Smt. N. Swarna Jyothi, Lect. in Comp. Sci. – Convener 2. Sri. Ch. Anil Kumar, Guest lect. In Comp. Sci. - member
7	Academic Audit	The Committee verifies all the academic records maintained by all the departments at the end of each semester.	<ol style="list-style-type: none"> 1. Dr. D. Ch. Appa Rao, Lect. in Commerce – Convener 2. Dr. J. Kalpana, Lect. in English – Member 3. Sri. Ch. Kondala Rao, Lect. in Commerce – Member 4. Sri. T. Devender Reddy, Lect. in Physics – Member 5. Smt. N. Swarna Jyothi, Lect. in Computer Science – Member 6. Dr. J. Ramudu, Lect. in Botany – Member

			<p>7. Dr. B. Lakshmana Rao, Contract Lect. in Physics – Member</p> <p>8. Sri. G. Syam Prasad, Contract Lect. in Maths – Member</p> <p>9. Sri. Ch. Anil Kumar, Guest Lect. in Comp. Sci. – Member</p>
8	Examination	The committee undertakes both University examinations and House examinations, also maintains course wise centralized marks list of total students of the college.	<p>1. Sri. Mohammad Abdul Gaffar, Lect. in Commerce – Convener</p> <p>2. Sri. B. Sekhar, Lect. in Chemistry – Member</p> <p>3. Sri. Ch. Kondala Rao, Lect. in Commerce – Member</p> <p>4. Smt. M. Deepthi, Contract Lect. in Maths – Member</p> <p>5. Sri. M. Srinivas Prasad, Contract Lect. in Telugu – Member</p> <p>6. Sri. K. Naga Raju, Guest Lect. in Commerce – Member</p> <p>7. Sri. M. Suniteja, Guest Lect. in Commerce – Member</p>
9	Faculty forum	Expert lectures are arranged to the faculty by experts from outside and by the faculty themselves and also shares their expertise by presenting in seminars, workshops conducted in other institutions.	<p>1. Sri. N. Prasad babu, Lect. In Chemistry - Convener</p> <p>2. Smt. D. Bhagya Veni Lect. In Telugu - Member</p> <p>3. Dr. C. Brahmaiah, Lect. In Commerce - Member</p> <p>4. Smt. A. Madhavi Lect. In Economics - Member</p>
10	Furniture & stationery	Monitors the furniture and stationery requirements of the college	<p>1. Sri. N. Venkateswara Rao Senior Assistant - Convener</p> <p>2. Sri. T. Devender Reddy, Lect. in Physics – Member</p> <p>3. Smt. A. Madhavi, Lect. in Economics – Member</p> <p>4. Smt. S. Kiranmayi, Contract Lect. In Electronics – Member</p> <p>5. Sri. K. Naga Raju, Guest Lect. in Commerce – Member</p>
11	College website	The committee takes the responsibility of maintaining and updating the college website regularly.	<p>1. Smt. N. Swarna Jyothi, Lecturer in Comp. Sci. – Convener</p> <p>2. Sri. Ch. Anil Kumar, Guest lect. In Comp. Sci. - member</p>
12	IQAC	Quality assurance and enhancement of the college is looked upon by IQAC	<p>1. Dr. D. Ch. Appa Rao, Lect. in Commerce – Convener</p> <p>2. Dr. J. Kalpana, Lect. in English – Member</p> <p>3. Sri. Ch. Kondala Rao, Lect. in Commerce – Member</p> <p>4. Sri. T. Devender Reddy, Lect. in Physics – Member</p> <p>5. Smt. N. Swarna Jyothi, Lect. in Computer Science – Member</p> <p>6. Dr. J. Ramudu, Lect. in Botany – Member</p> <p>7. Dr. B. Lakshmana Rao, Contract Lect. in Physics – Member</p> <p>8. Sri. G. Syam Prasad, Contract Lect. in Maths – Member</p> <p>9. Sri. Ch. Anil Kumar, Guest Lect. in Comp. Sci. – Member</p>
13	Cultural & Literacy	Conducts various competitions related to cultural, literary and fine arts to all the students at the college level, provides information about competitions conducted by other institutions and leads them for participation.	<p>1. Smt. D. Bhagyaveni, Lect. in Telugu – Convener</p> <p>2. Sri. T. Srikanth, Librarian – Member</p> <p>3. Smt. K. Vineela Kumari, Guest Lect. in Mathematics – Member</p> <p>4. Smt. G. Karuna Kumari,</p>

			Guest Lect. in Mathematics – Member
14	Consumer Club	Arranging awareness programmes to educate the students about rights and responsibilities of consumers and celebrates national and world consumer's days.	<ol style="list-style-type: none"> 1. Sri. Ch. Kondala Rao, Lect. in Commerce – Convener 2. Dr. Ch. Brahmaiah, Lect. in Commerce – Member 3. Sri. Mohammad Abdul Gaffar, Lect. in Commerce – Member 4. Dr. D. Ch. Appa Rao, Lect. in Commerce – Member
15	College Planning & Development Council	The Committee helps in raising and utilizing funds for the college development and assists college in academic, administrative and infrastructural development.	<ol style="list-style-type: none"> 1. Sri. N. Prasad Babu, Lect. in Chemistry – Convener 2. Sri. T. Srikanth, Librarian - Member 3. Dr. Ch. Brahmaiah, Lect. in Commerce – Member 4. Smt. A. Madhavi, Lect. in Economics – Member 5. Dr. D. Ch. Appa Rao, Lect. in Commerce – Member
16	Central Purchasing	The committee makes purchases for science labs and office as per the guidelines of UGC	<ol style="list-style-type: none"> 1. Sri. Ch. Kondala Rao, Lect. in Commerce – Convener 2. Sri. B. Sekhar, Lect. in Chemistry – Member 3. Sri. N. Prasad Babu, Lect. in Chemistry – Member 4. Smt. N. Swarna Jyothi, Lect. in Computer Science – Member 5. Sri. G. P. Chakravarthi, Lect. in Biotechnology – Member
17	Academic Records	Assists in documentation of the curricular, co-curricular and extra-curricular activities carried out by the faculty and ensures the proper maintenance of academic records in all the departments.	<ol style="list-style-type: none"> 1. Dr. D. Ch. Appa Rao, Lect. in Commerce – Convener 2. Dr. J. Kalpana, Lect. in English – Member 3. Sri. Ch. Kondala Rao, Lect. in Commerce – Member 4. Sri. T. Devender Reddy, Lect. in Physics – Member 5. Smt. N. Swarna Jyothi, Lect. in Computer Science – Member 6. Dr. J. Ramudu, Lect. in Botany – Member 7. Dr. B. Lakshmana Rao, Contract Lect. in Physics – Member 8. Sri. G. Syam Prasad, Contract Lect. in Maths – Member 9. Sri. Ch. Anil Kumar, Guest Lect. in Comp. Sci. – Member
18	Competitive coaching	Conducting coaching classes for competitive exams like civil services, group I,II along with regular course.	<ol style="list-style-type: none"> 1. Dr. S. Jagan Mohan rao, Lect. in Political Science - Convener 2. Smt. A. Madhavi, Lect. in Economics - Member 3. Smt. Y. Suneetha, Lect. in English – Member 4. Sri. G. Syam Prasad, Contract lect. in Mathematics - Member
19	Entrepreneurs cell	Arranging programmes to promote self-employment and entrepreneurship among students.	<ol style="list-style-type: none"> 1. Sri. Ch. Kondala Rao, Lect. in Commerce – Convener 2. Dr. Ch. Brahmaiah, Lect. in Commerce – Member 3. Sri. Mohammad Abdul Gaffar, Lect. in Commerce – Member 4. Dr. D. Ch. Appa Rao, Lect. in Commerce – Member
20	Office advisory	The committee advises Non-Teaching staff for the smooth functioning of Office	Sri. N. Venkateswara rao, Senior Assistant
21	ID cards	Issues ID cards to students and faculty.	1. Sri. T. Srikanth,

			Librarian - Convener 2. Dr. C. Brahmaiah Lect. in Commerce - Member 3. Dr. S. Jagan Mohan rao Lect. in political Science - Member 4. Dr. J. Kalpana Lect. in English - Member 5. Sri. G. P. Chakravarthi, Lect. in Biotechnology - Member
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22	Feedback	Collects feedback from students, parents, alumni of institution regarding faculty and course content.	1. Dr. D. Ch. Appa Rao, Lect. in Commerce – Convener 2. Dr. J. Kalpana, Lect. in English – Member 3. Sri. Ch. Kondala Rao, Lect. in Commerce – Member 4. Sri. T. Devender Reddy, Lect. in Physics – Member 5. Smt. N. Swarna Jyothi, Lect. in Computer Science – Member 6. Dr. J. Ramudu, Lect. in Botany – Member 7. Dr. B. Lakshmana Rao, Contract Lect. in Physics – Member 8. Sri. G. Syam Prasad, Contract Lect. in Maths – Member 9. Sri. Ch. Anil Kumar, Guest Lect. in Comp. Sci. – Member
23	Fee committee	Helps students and parents in understanding the fee structure.	1. Sri. G. P. Chakravarthi, Lect. in Biotechnology – Convener 2. Smt. N. Swarna Jyothi, Lect. in Computer Science – Member 3. Sri. T. Devender Reddy, Lect. in Physics – Member 4. Dr. J. Ramudu, Lect. in Botany – Member
24	Grievance Redressal	Investigates the received complaints of students and faculty of the college.	1. Dr. S. Jagan Mohan rao, Lect. In Pol. Sci - Convener 2. Sri. T. Srikanth Librarian – member 3. Sri. Ch. Kondala rao Lect. In Commerce - Member
25	Health & Hygiene	Keeping a good standards of hygiene in the campus by maintain proper sanitation facilities ad campus cleaning programmes. Provide counseling to the students for various health issues by expert Doctors.	1. Dr. J. Kalpana, Lect. in English – Convener 2. Sri. G. P. Chakravarthi, Lect. in Biotechnology – Member 3. Dr. J. Ramudu, Lect. in Botany – Member
26	Eco-Green club	Keep the campus clean and green. Create awareness and sensitivity among students towards environmental concern through conducting Swatcha Bharath plantation drives and awareness campaigns.	1. Sri. G. P. Chakravarthi, Lect. in Biotechnology – Convener 2. Dr. J. Ramudu, Lect. in Botany – Member
27	NSS	“Education through service” is the purpose of NSS. The committee arranges programmes to NSS volunteers to develop a sense of social and civic responsibility among them.	1. Dr. Ch. Brahmaiah, Lect. in Commerce – Convener 2. Smt. D. Bhagyaveni, Lect. in Telugu – Member 3. Dr. J. Ramudu, Lect. in Botany – Member 4. Smt. S. Kiranmayi, Contract Lect. in Electronics–Member
28	Career Guidance	The committee invites experts from different sectors to increase exposure regarding choices of careers available to the students. Committee helps in reducing the fear and hesitation of the students by	1. Dr. J. Kalpana, Lect. in English – Coordinator 2. Sri. P. Babu Rao, Lect. in Mathematics – Member 3. Sri. B. Sekhar,

		conducting mock interviews and model exams which in turn helps in improving students' communication skills.	Lect. in Chemistry – Member 4. Sri. D. Suresh, JKC Full time mentor – Member
29	Internal complaints cell	Registers and monitors the complaints against sexual harassment of women faculty and girl students.	1. Dr. S. Jagan Mohan rao Lect. In Political Science – Convener 2. Sri. T. Srikanth Librarian – member 3. Smt. A. Madhavi Lect. In Economics - Member 4. Sri. Ch. Kondala rao Lect. In Commerce - Member

30	JKC	Provides intensive training to students in employability skills and arranging job drives to facilitate the placement of trained students.	1. Dr. J. Kalpana, Lect. in English – Coordinator 2. Sri. P. Babu Rao, Lect. in Mathematics – Member 3. Sri. B. Sekhar, Lect. in Chemistry – Member 4. Sri. D. Suresh, JKC Full time mentor – Member
31	Red Ribbon Club	Create awareness on HIV / AIDS and arranges blood donation camps to promote regular voluntary blood donation among the students.	1. Dr. Ch. Brahmaiah, Lect. in Commerce – Convener 2. Smt. D. Bhagyaveni, Lect. in Telugu – Member 3. Dr. J. Ramudu, Lect. in Botany – Member 4. Smt. S. Kiranmayi, Contract Lect. in Elect. – Member
32	Press relations	The committee monitors the press coverage of the events conducted by the college and maintains the records.	1. Dr. C. Brahmaiah Lecturer in Commerce 2. Sri. Ch. Anil Kumar, Guest lect. in Comp. Sci.
33	Magazine & hand book	Prepares and publishes college magazine and hand book annually.	1. Sri. T. Srikanth, Librarian – Convener 2. Smt. D. Bhagyaveni, Lect. in Telugu – Member 3. Sri. M. Srinivas Prasad, Contract Lect. in Telugu – Member
34	MOOCS	Guides faculty and students in completion of various online courses through MOOCS platform	1. Smt. N. Swarna jyothi Lect. In Comp. Sci. - Convener 2. Dr. J. Ramudu Lect. In Botany - Member 3. Sri. T. Devender reddy Lect. In Physics – member
35	MANA TV	The committee maintains the MANA TV sets and makes arrangements to watch the live programs telecasted for the students.	1. Smt. Y. Suneetha, Lect. in English – Convener 2. Dr. B. Lakshmana Rao, Contract Lect. in Physics – Member
36	RTI	Committee monitors the RTI related letters.	1. Dr. S. Jagan Mohan Rao, Lect. in Political Science - PIO 2. Sri. N. Venkateswara Rao, Senior Assistant – Asst. PIO
37	Research	Enhances research ambience by encouraging faculty and research scholars in preparing and publishing research papers in National and International journals.	1. Dr. C. Brahmaiah Lect. In Commerce – Convener 2. Dr. D. Ch. Appa Rao, Lect. In Commerce – Member 3. Dr. J. Ramudu, Lect. In Botany - Member
38	Students welfare	Organizing activities for developing students' academic and personal abilities, special coaching for slow learners and addressing and solving their various issues.	1. Dr. S. Jagan Mohan Rao, Lect. In Political Science - Convener 2. Sri. P. Babu Rao, Lect. In Mathematics – Member 3. Sri. Ch. Kondala rao, Lect. In Commerce - member
39	Students subject forum	Students exchange their views and thoughts among themselves in their	Final year students 1. T. Richa – III B.A.

		subjects and discuss the recent developments in their field of study.	2. V. Subhashini – III B. Com 3. K. Pooja – III B. Sc
40	Sports committee	Conducts competitions to students in sports and games in the college and encourages them to participate in competitions conducted by other institutions. The committee takes care of funds allocated for sports.	1. Dr. P. Srinivasa Rao Physical Director – Convener 2. Sri. Mohammad Abdul Gaffar, Lect. in Commerce – Member 3. Sri. T. Devender Reddy, Lect. in Physics – Member

41	Special fee	Allocates funds to all the departments to meet the recurring expenses.	1. Sri. N. Prasad Babu Lect. in Chemistry – Convener 2. Sri. T. Devender Reddy, Lect. in Physics – Member 3. Dr. J. Ramudu, Lect. in Botany – Member
42	Women Empowerment	Arranges awareness programmes on gender sensitization to all the students and makes girl students aware of their health; self-defense, etc. It conducts various competitions to girl students and celebrates important days related to Women.	1. Smt. A. Madhavi, Lect. in Economics – Convener 2. Smt. D. Bhagyaveni, Lect. in Telugu – Member 3. Smt. Y. Suneetha, Lect. in English – Member 4. Dr. J. Kalpana, Lect. in English – Member 5. Smt. N. Swarna Jyothi, Lect. in Comp. Sci. – Member 6. Smt. M. Deepthi, Contract Lect. in Maths – Member 7. Smt. S. Kiranmayi, Contract Lect. in Electronics – Member 8. Smt. K. Vineela Kumari, Guest Lect. in Maths – Member 9. Smt. K. V. Karuna Kumari, Guest Lect. in Maths – Member
43	Students attendance	Reviews the Biometric Attendance of the students monthly and informs the parents of the students who have below 75% attendance.	1. Sri. B. Sekhar Lect. In Chemistry - Convener 2. Sri. Md. Abdul Gaffar Lect. In Commerce - Member
44	Scholarships	Makes arrangements to receive the benefits of various welfare schemes sanctioned by the government to the students and does follow up to make sure that scholarships are received timely.	1. Sri. G. P. Chakravarthi, Lect. in Biotechnology – Convener 2. Sri. K. Brahma Reddy, Guest Lect. in Commerce – Member 3. Sri. N. Venkateswara Rao, Senior Assistant – Member
45	Timetable	The committee configures the timetable for all the departments	1. Dr. S. Jagan Mohan Rao, Lect. In Political Science - Convener 2. Sri. G. P. Chakravarthi Lect. In Biotechnology – Member 3. Sri. Ch. Kondala rao, Lect. In Commerce - member
46	TC & Bonafide	The committee prepares and issues TCs and Bonafides of outgoing students.	Sri. N. Venkateswara rao, Senior Assistant
47	Virtual class	The committee monitors the participation of concerned students in the live sessions of virtual class and takes care of the equipment of virtual class.	1. Dr. J. Kalpana, Lecturer in English - Convener 2. Sri. D. Suresh, JKC Full Time Mentor - member
48	Student Union	The Student Unions are responsible for all representation of the students and elect the student members of different administrative organs. They usually coordinate and finance the activities of smaller, more specialized student organizations.	1. Sri. T. Srikanth, Librarian 2. Dr. C. Brahmaiah Lect. in Commerce 3. Dr. S. Jagan Mohan rao Lect. in political Science 4. Dr. J. Kalpana Lect. in English 5. Sri. G. P. Chakravarthi, Lect. in Biotechnology

49	Examinations (Internal Committee)		<ol style="list-style-type: none"> 1. Sri. N. Prasad Babu, Lecturer in Chemistry – Convener 2. Sri. G. Syam Prasad, Lecturer in Mathematics – Member 3. Smt. M. Deepthi, Lecturer in Mathematics – Member 4. Smt. K. Vineela Kumari, Guest Lect. in Maths – Member
50	Restructured Committee(UG)		<ol style="list-style-type: none"> 1. Sri G.P.Chakravarthy _ Convener Lecturer in Biotechnology 2. Ch.Kondalarao Lecturer in Commerce – Member 3. Smt. N.Swarna Jyothi Lec. in Computer Science-Member 4. Dr.J.Ramudu Lec. In Botany - Member
51	Restructured Committee(PG)		<ol style="list-style-type: none"> 1. Sri N.Prasad Babu Lect. In Chemistry – Convener 2. Dr.Ch.Bhahmaih, Lcet. In Commerce – Member 3. Sri Ch.Kondala Rao, Lect. in Commerce – Member 4. Smt. N.Swarna Jyothi Lect. In comp. Science - Member
51	Library Committee		<ol style="list-style-type: none"> 1. Dr.T.Srikanth – Convener Librarian 2. Dr.S.Jagan Mohan Rao Lect. In Political Science – Member 3. Smt. A.Madhavi Lect. In Economics - Member 4. Smt D.Bhagyaveni Lect. In Telugu- Member 5. Dr.J.Ramudu Lect. In Botany- Member
52	NCC		Sri Ch.Kondala Rao, Lect. in Commerce - ANO
53	Parent – Teacher Committee		<ol style="list-style-type: none"> 1. Dr.J.Ramudu Lect. In Botany- Member 2. Suni Teja Guest faculty in Commerce(PG) – Member 3. Smt.M.Deepthi Contract Lec. in Mathematics- Member 4. Vamsi Guest faculty in History – Member
54	Attendance Consolidation Committee		<ol style="list-style-type: none"> 1. Dr. C. Brahmaiah, Lect. In Commerce - Convener 2. Sri. K. Brahma Reddy Guest Faculty in Commerce - Member 3. Sri. M. Suni Teja Guest Faculty in Commerce - Member 4. Sri. Ch. Satyanarayana Guest Faculty in Commerce - Member 5. Sri. K. Naga Raju Guest Faculty in Commerce – Member
55	Central Marks Register		<p>BA – Dept. of Political Science B.Com (Gen & CA) – Dept. of Commerce B.Sc (Maths Stream) – Dept. of Maths B.Sc (Biological Stream) – Dept. of Biotech</p>
56	UGC		<ol style="list-style-type: none"> 1. Sri. Ch. Kondala Rao, Lecturer in Commerce – Convener 2. Sri. B. Sekhar, Lecturer in Chemistry – Member

			<p>3. Sri. N. Prasad Babu, Lecturer in Chemistry – Member</p> <p>4. Smt. N. Swarna Jyothi, Lecturer in Computer Science – Member</p> <p>5. Sri. G. P. Chakravarthi, Lecturer in Biotechnology – Member</p>
57	RUSA		<p>1. Dr. S. Jaganmohan Rao, Lecturer in Political Science – Convener</p> <p>2. Dr. J. Kalpana, Lecturer in English – Member</p> <p>3. Sri. N. Prasad Babu, Lecturer in Chemistry – Member</p> <p>4. Sri. Ch. Kondala Rao, Lecturer in Commerce – Member</p> <p>5. Smt. N. Swarna Jyothi, Lecturer in Computer Science – Member</p> <p>Sri. G. P. Chakravarthi, Lecturer in Biotechnology – Member</p>