

VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM

**College Committees 2019-2020**

The principal is pleased to constitute the following committees for the academic year 2019-2020 to carry out various activities entrusted to the respective committees.

The convener of each committee shall convene a meeting with all the members of the committee and chalk out plan of action for the academic year. All discussions, resolutions shall be recorded in a separate register, along with the minutes and resolution of the meeting. The same shall be forwarded to the principal for effective implementation of the decisions of the committee. Necessary evidences for the activities like photo graphs, supporting documents etc, need to be filed by the convener concerned.

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PRINCIPAL

## 1.ADMISSION COMMITTEE

|   |                         |       |        |
|---|-------------------------|-------|--------|
| 1 | Sri P.Srinivasa reddy   | H&BS  | Member |
| 2 | Sri G.S Mohan chowdary  | CSE   | Member |
| 3 | Smt.G.Vasanthi          | ECE   | Member |
| 4 | Sri N.S.P.S.R Prasad    | CSE   | Member |
| 5 | Miss D.S.L.Padmini      | H&BS  | Member |
| 6 | Sri M.V Ramana          | CSE   | Member |
| 7 | Sri P.Ram babu          | H&BS  | Member |
| 8 | Sri G.V Satya narayana  | A.O   | Member |
| 9 | Sri N. Pattabhi ramayya | A.A.O |        |

### **FUNCTIONS:**

- To prepare clear and well defined policies for admissions. In consultation with management prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Government and guide the students seeking admission in to VSMCOE
- To prepare plan for addressing 12th standard, diploma students as a career counseling activity.
- To place advertisement in newspapers regarding admissions as and when permitted by Government.

- To advise the Director on improving facilities from the feedbacks got from parents and students during admission counseling
- To send representative to admission centers for counseling the students as and when required.
- To maintain the record of admitted students and forward it to concerned departments/ office
- To provide best counseling to students and parents who come to seek admissions.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting hostel admission, getting I-card, fulfilling eligibility criteria, getting time tables etc.

### **PROCEDURE:**

- The members secretary, in consultation with the convener of the committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the committee two days before meeting,
- All the decisions should be taken on the basis of majority.
- After the meeting, the committee shall approve a report embodying its views, recommendations and decisions.
- Forward the report to GB for final approval through IQAC

**TENURE:**

- The tenure of the members shall be two years

**FREQUENCY OF MEETING:**

- The committee shall meet four times a year and such other times, as may be required

**QUORUM:**

- One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

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## 2.CALENDER COMMITTEE

|   |                              |         |                 |
|---|------------------------------|---------|-----------------|
| 1 | Sri M.V Ramana               | CSE HOD | <b>Convener</b> |
| 2 | Sri G. Kalyan chakravarthy   | CSE     | Member          |
| 3 | Sri.G.S.Mohan Chowdary       | CSE     | Member          |
| 4 | Smt.P.Uma Maheswari          | H&BS    | Member          |
| 5 | Sri P.V.V.D Mallikarjuna Rao | EEE     | Member          |

|    |                       |                    |                |
|----|-----------------------|--------------------|----------------|
| 6  | CH.V.S. Charan        | II MECH 183B1A0302 | STUDENT MEMBER |
| 7  | CH. Lakshmi Kameswari | III CSE-A          | STUDENT MEMBER |
| 8  | Smt.V.Thanuja         | CIVIL              | Member         |
| 9  | M.Aravind Naga Sai    | MECH               | Member         |
| 10 | M.Rajalingam Babu     | H&BS               | Member         |

### **FUNCTIONS:**

1. preparing & collecting all information to publish calender
2. call for quotations etc for printing the calender for 2019-20
3. Approval of all collected information in IQAC
4. Study of information from other websites of the college to prepare a comprehensive informative calender
5. Distribution of calenders for all the students of the college

### **TENURE:**

- The tenure of the members shall be two years

## **FREQUENCY OF MEETING:**

- The committee shall meet four times a year and such other times, as may be required

## **QUORUM:**

- One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

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### 3. TIME TABLE COMMITTEE

|   |                          |           |                 |
|---|--------------------------|-----------|-----------------|
| 1 | Sri M.V Ramana           | CSE HOD   | <b>Convener</b> |
| 2 | Dr.B.V,Ramakrishna       | CSE HOD   | Member          |
| 3 | Sri A.B.Chandrika        | ECE HOD   | Member          |
| 4 | Sri A.Babji              | MECH HOD  | Member          |
| 5 | Dr. K.Saroja Rani        | CIVIL HOD | Member          |
| 6 | Smt P.Sri devi           | EEE HOD   | Member          |
| 7 | Smt V.R.V.T.R Manikyamba | H&BS HOD  | Member          |

#### **OBJECTIVE:**

Smooth and efficient management of academic programmes through the semesters.

#### **RESPONSIBILITIES:**

- a) To prepare the class time table at the beginning of each semester with the active involvement of the committee members of the respective department in the time table committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, lab-wise subject allotment, assigning of classrooms and tutorial rooms, assigning of common resources ( classrooms, labs, tutorial rooms which are shared) and taking into account department-specific requirements
- b) To prepare the Academic Calender
- c) With the information gathered, prepare the timetables in the prescribed format.
- d) By referring to the class timetables, prepare the timetables of individual faculty members and labs.
- e) Communication and widely publicize the class time tables to staff and students.

f) Make the class time tables available in the Notice Board for students' reference.

g) prepare Academic Calender by collecting information from conveners of various committees, HODs and the principal.

h) To display and publicize the Academic Calender for the information of students and staff.

### **OTHER**

The following are the major points and their order for consideration in preparing a successful schedule.

A. Finalise the number of sections Branch wise

B. Finalise the laboratories as per current syllabi. Consider for the whole year, this will result in more than one semester duration and also overlap for various years of B.Tech and M.Tech.

D. Each branch/Department should depute a representative who should be available with the list of subjects, faculty for the subjects, along with the existing load of faculty

E. Time Table should be finalized giving preference to HOD, senior faculty and to faculty who take multiple sections like Basic Sciences. Management subjects.

### **TENURE:**

- The tenure of the members shall be two years

### **FREQUENCY OF MEETING:**

- The committee shall meet four times a year and such other times, as may be required

**QUORUM:**

•One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

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#### 4. ANTI - RAGGING COMMITTEE

|    |                          |                        |                   |
|----|--------------------------|------------------------|-------------------|
| 1  | Sri A.Babji              | MECH HOD               | <b>Convener</b>   |
| 2  | Smt.A.B.Chandrika        | ECE HOD                | Member            |
| 3  | Dr K.Saroja Rani         | CIVIL HOD              | Member            |
| 4  | Smt P.Sri devi           | EEE HOD                | Member            |
| 5  | Smt V.R.V.T.R Manikyamba | H&BS HOD               | Member            |
| 6  | N. Mahesh sai krishna    | III MECH<br>183B5A0320 | STUDENT<br>MEMBER |
| 7  | A. Kumarimanga           | III ECE<br>173B1AQ0201 | STUDENT<br>MEMBER |
| 8  | Dr.B.V.Ramakrishna       | CSE HOD                | Member            |
| 9  | K.Vijay Kumar            | CSE                    | Member            |
| 10 | K.N.V.Srinivas           | CSE                    | Member            |
| 11 | K.Ramalingam Murthy      | MECH                   | Member            |

#### **FUNCTION:**

To build self-esteem & dignity among students & faculty members.

To offer services such as counselling, legal aid in case of atrocities against women.

To create awareness regarding women rights.

To arrange programs regarding health, personality development etc.

To avoid and prohibit sexual harassment at workplace

**PROCEDURE:**

The member Secretary, in consultation with the convener of the Committee, shall prepare a provisional agenda for meeting. It shall be circulated to all Members of the Committee two days before meeting.

All the decisions should be taken on the basis of majority.

After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

**TENURE:**

The tenure of the members shall be two years

**FREEQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

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## 5. ACADEMIC AND ADMINISTRATIVE- AUDIT COMMITTEE ( Internal )

|   |                      |                  |                 |
|---|----------------------|------------------|-----------------|
| 1 | Dr. M. Satyanarayana | Dean (Academics) | <b>Convener</b> |
| 2 | Dr. V. Srinivas      | Vice Principal   | Member          |
| 3 | Sri A.Babji          | MECH HOD         | Member          |
| 4 | Dr K.Saroja Rani     | CIVIL HOD        | Member          |
| 5 | Smt P.Sri devi       | EEE HOD          | Member          |

### **Broad Functions**

- contribute to preparation of SAR especially information related to institutional and finance
- Seek timeline and action plan from each department for Direct and Indirect assessment and ensure its compliance.
- Interact with employees/alumni and prepare manpower analysis
- conduct end of semester analysis of results and achievement of Pos/ PSOs for all Departments
- prepare annual report of success/failures on various parameters
- Taking corrective actions and additional inputs for meeting Pos/PSOs

- Assessment and revision of PEOs
- Review of institutional and departmental Vision and Mission
- Present the analysis of all departments to the Management
- Develop faculty appraisal system and assess faculty performance annually; report to BOG

### **Frequency of Meetings**

The committee should preferably meet once a semester, with agenda and action taken record

### **OTHER DUTIES**

1. To see that Academic audit is conducted every semester to evaluate the progress.
2. To ensure that the syllabus is completed in time and the question paper are set accordingly for mid
3. To inspect the library services.
4. To ensure that the Non-teaching staff abide by the arrival & departure timings.
5. To ensure immediate regularization of leave/s by the Teaching and Non teaching staff.
6. To ensure that all the Non teaching staff maintain a log-book
7. To see whether annual financial audit has been done and records are maintained.



## **OTHER**

The system aims to maximize to the following functions:

- a) Suggest developmental activities, keeping vision and quality policy of VSMCOE in focus, in tune with the regulations of the higher bodies like University, AICTE , State government and the Industry
  
- b) Convert the plans to goal-oriented time-bound action plans.
- c) Estimate and allocate budget appropriately to the Departments/committees
- d) Feel the pulse of the organization through appropriate feedback for mid course corrections.
  
- e) Monitor the implementation at appropriate level.
- f) Suitably acknowledge the proposals and implementation efforts by the organizational members.

## **TENURE:**

The tenure of the members shall be two years

## **FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

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## **6. LIBRARY & READING ROOM ADVISORY COMMITTEE**

|    |                          |                         |                   |
|----|--------------------------|-------------------------|-------------------|
| 1  | Dr. M. Satyanarayana     | Dean (Academics)        | <b>Convener</b>   |
| 2  | Dr. V. Srinivasa         | Vice Principal          | Member            |
| 3  | Sri A.Babji              | MECH HOD                | Member            |
| 4  | Dr. K.Saroja Rani        | CIVIL HOD               | Member            |
| 5  | Smt P.Sri devi           | EEE HOD                 | Member            |
| 6  | Smt.A.B.Chandrika        | ECE HOD                 | Member            |
| 7  | Smt V.R.V.T.R Manikyamba | H&BS HOD                | Member            |
| 8  | D. Sive Ganesh           | III CIVIL<br>173B1A0104 | STUDENT<br>MEMBER |
| 9  | H.Bhavani Kumar          | IV MECH<br>173B1A0309   | STUDENT<br>MEMBER |
| 10 | Sri. B.V.Ramakrishna     | CSE HOD                 | Member            |

### **FUNCTIONS:**

- To provide on line books access system.
- To prepare a budget for books needed by each Departments and forward it to finance committee
- To procure text books in adequate number well in advance before the start of semester in consultation with Academic Committee
- To give correct accession no. to the books procured and enters in record books.

- To add more titles every year in consultation with respective departments and keeping in view the diversity and as per norms of controlling agencies.
- To enrich the library by procuring leading national/international journals.
- To maintain the records of issues and return of books accurately.
- To get the books bound as when their covers are torn or worn out.
- To prepare bound volumes of journals every year
- To display new arrivals of books and journals for information to staff and students with critical and attractive review.
- To keep record of students and staff visiting the library and books referred by them
- To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
- To provide xerox facilities in library at subsidized rate.
- To procure quality audio and video library literatures.

To provide and maintain the facility of the reading room within the Library

- To have a tie up with IIT libraries, and reputed libraries in the state.

- To provide and maintain Internet facility in Library.
- To maintain library books records as per the internationally accepted system and update the same from time to time.
- To provide book-bank facility to students.
- To display the number of textbooks, titles and journals available in the library at the entrance of the library.

**PROCEDURE:**

- The member secretary, in consultation with the convener of the committee, shall prepare a provisional agenda for meeting.
- Collect the requirements from all departments.
- Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from planning & finance committee.
- Communicate the decision of the committee to concerned departments.
- Call and scrutinize tenders/quotations for books to be purchased
- Carry out discussion and negotiations with suppliers and procure the books with competitive price.
- Arrange for sending the purchase order and doing the final payments.

**TENURE:**

- The tenure of the members shall be two years

### **FREQUENCY OF MEETING:**

- The committee shall meet at least four times in a year.

### **QUORUM:**

- One-third members of the council shall constitute the quorum.

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### 7. CAMPUS MAINTANCE COMMITTEE

|   |                          |                   |                   |
|---|--------------------------|-------------------|-------------------|
| 1 | Sri V. Ravindhra         | ECE               | <b>Convener</b>   |
| 2 | SriG.Prasad              | CIVIL             | Member            |
| 3 | Sri K. Suresh kumar      | EEE               | Member            |
| 4 | Sri M.Aravind            | MECH              | Member            |
| 5 | Sri G.V.V Satya narayana | AO                | Member            |
| 6 | Sri P. Venkateswara Rao  | SUPERVISOR        | Member            |
| 7 | Sravan kumar             | III ECE           | STUDENT<br>MEMBER |
| 8 | Tirumala rao             | IV CSE            | STUDENT<br>MEMBER |
| 9 | V. Jayavardhana rao      | II CSE 183B1A0415 | STUDENT<br>MEMBER |

#### FUNCTIONS:

- Make a comprehensive plan for developing greenary in the avenues and wherever necessary to get at least 15% of vegetation in the campus.
- Review the maintenance of plantation & for further improvement



- Coordinate with the convener - campus Discipline committee and also with the convener - Building & civil works committee so as to intimate the repair works in the campus infrastructure.
- Any financial plan/proposals shall be prepared with necessary details and forward it to the finance committee for the approval by the GB.
- Maintenance of greenary, cleaning the campus, campus beautification works etc may be done with NSS volunteers.
  - Active students from each year may be included in the committee as members

**TENURE:**

Tenure of the member is 2years.

Meetings: Meetings to be held twice in a semester

**Quorum:**

1/3rd of the members of the committee

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PRINCIPAL

### 8. EXAMINATION COMMITTEE

|   |                         |           |                 |
|---|-------------------------|-----------|-----------------|
| 1 | Sri M.V Ramana          | CSE       | <b>Convener</b> |
| 2 | Sri A.Satish            | MECH      | Member          |
| 3 | Sri K.V Narayana        | H&BS      | Member          |
| 4 | Sri A.V.V satyanarayana | EXAM CELL | Member          |

**OBJECTIVE:** Smooth conducting of examination

**FUNCTION:** The committee will

- Collect statistics on various subjects/papers and enrolment therein including roll numbers of students
  
- arrange for paper setting by faculty & printing of QP
  
- Prepare examination blocks, requisition invigilators and support staff
  
- allot supervision duties
  
- conduct the examination as per the norms
  
- calculate allowance due for invigilation/examination duty
  
- make analysis of results
  
- maintain all photo copies of OD's & data base of students
  
- Guide students in exam fee & other related issues.
  
- maintain all exam related documents.
  
- maintain students progression

**TENURE:**

The tenure of the members shall be two years

**FREQUENCY OF MEETING:**

The committee shall meet at least four times in a year.

**QUORUM:**

One-third members of the council shall constitute the quorum.

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### 9. RESEARCH & DEVELOPMENT COMMITTEE

|   |                      |                |                 |
|---|----------------------|----------------|-----------------|
| 1 | Dr. V. Srinivas      | Vice Principal | <b>Convener</b> |
| 2 | Dr K.Saroja Rani     | CIVIL HOD      | Member          |
| 3 | Smt P.Sri devi       | EEE HOD        | Member          |
| 4 | Smt.A.B.Chandrka     | ECE HOD        | Member          |
| 5 | Sri. B.V.Ramakrishna | CSE HOD        | Member          |
| 6 | Sri M.V Ramana       | CSE HOD        | Member          |
| 7 | Sri A.Babji          | MECH HOD       | Member          |
| 8 | Smt R. Chamundeswari | H&BS HOD       | Member          |

#### FUNCTIONS:

- To locate and define areas where R & D work can be extensively carried out  
To chalk out in consultation with various departments a detailed plan for laboratory development where R & D activities can be taken up in a big way and department can generate revenue through consultancy.
- To maintain close liasion with industry and undertake sponsored projects.  
To seek collaboration with other R & D Institutions like IITs, Regional colleges for mutual benefits.

- To prepare a comprehensive list of funding agencies that allocate funds for R & D projects.
- To prepare project proposals for getting funds from various funding agencies like DST, CISR etc.
- To organize National/International Conferences, seminars on recent and thrust areas.

**PROCEDURE:**

- Prepare the Action plan for the current year R&D activities  
Obtain the approval for various activities from Finance & planning committee and GB
- Obtain half yearly progress reports of R&D activities  
Monitor progress through visits and Identify bottlenecks and take remedial action

**TENURE:**

- The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREEQUENCY OF MEETING:**

- The committee shall meet at least two times a semester

**QUORUM:**

- One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

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## 11. AUDIO - VSUAL EDUCATION ( ICT) COMMITTEE

|   |                      |              |                 |
|---|----------------------|--------------|-----------------|
| 1 | Sri N.S.P.S.R Prasad | CSE          | <b>Convener</b> |
| 2 | Sri R.H.S Prasad     | HBS          | Member          |
| 3 | Sri G. Prasad        | CIVIL        | Member          |
| 4 | Sri Y. Appa Rao      | ECE          | Member          |
| 5 | Smt K. Surekha       | CSE          | Member          |
| 6 | Sri P. Sri Harsha    | system admin | Member          |
| 7 | A.T.V.Srinivas       | EEE          | Member          |
| 8 | M.P.Vidya Sagar      | MECH         | Member          |

**OBJECTIVE:** Help the administration in taking decision in IT related matters

**FUNCTION:** This committee will

- look after the ICT infrastructure of the college
- promote ICT enabled learning culture
- ensure the connection with other educational institutions
- promote innovation and opportunities in learning
- take step for maintenance of
  - computers, their accessories
  - arrange for uninterrupted internet service
- Advice the management on IT policy of the college
- prepare budget for augmenting IT infrastructure.
- strengthen IT infrastructure as per faculty & students need.



**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

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## 12. FUNDS PROCURING COMMITTEE

|   |                      |                  |                 |
|---|----------------------|------------------|-----------------|
| 1 | Dr. M. Satyanarayana | Dean (Academics) | <b>Convener</b> |
| 2 | Dr. V. Srinivasa     | Vice Principal   | Co convener     |
| 3 | Smt K.Saroja Rani    | CIVIL HOD        | Member          |
| 4 | Smt P.Sri devi       | EEE HOD          | Member          |
| 5 | Smt.A.B.Chandrika    | ECE HOD          | Member          |
| 6 | Sri. B.V.Ramakrishna | CSE HOD          | Member          |
| 7 | Sri M.V Ramana       | CSE HOD          | Member          |
| 8 | Sri A.Babji          | MECH HOD         | Member          |

### **FUNCTIONS:**

- Prepare the list of companies, organization, institutes, NGOS, State Government, central government schemes, etc from which funds can be tapped.
- Identify philanthropists, individuals, Alumni, voluntary organizations, Associations etc to donate funds for students welfare schemes, in contain endowment prizes etc.
- Guide the faculty, Departments, in making proposals for all eligible schemes.
- Coordinate with management for their contribution towards staff & students welfare schemes etc as institutional support by the management.

**TENURE:**

Tenure of the member is 2years

**Meetings:** meetings to be held twice in a semester

**Quorum:** 1/3 rd of the members of  
the committee

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

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### 13. TEACHER COUNSELLING SYSTEM & ATTENDANCE MONITORING COMMITTEE

|   |                        |              |                 |
|---|------------------------|--------------|-----------------|
| 1 | Smt P.Sri devi         | EEE HOD      | <b>Convener</b> |
| 2 | Smt V. Tanuja          | CIVIL        | Member          |
| 3 | Sri. Ch. Satya Prakash | MECH         | Member          |
| 4 | Miss N. Gayathri       | ECE          | Member          |
| 5 | Smt K.Padmavathi       | CSE          | Member          |
| 6 | Smt D. Lalitha padmini | H & BS       | Member          |
| 7 | Mir P.Sri Harsha       | system admin | Member          |

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**OBJECTIVE:** To ensure regularity of attendance and counseling the student for academic progression

**FUNCTION:** The committee will

- process attendance records
- prepare periodically the list of defaults and bring this to the notice of the students through website posting
- recommend measures to check absenteeism
- consider application praying leave of absence recommend names of students whose shortage of attendance deserves to be condoned
- maintain all database, personal details of all words
- Review meeting with Departments & resolve the issues.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

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#### 14. PLACEMENT COMMITTEE

|   |                          |       |                 |
|---|--------------------------|-------|-----------------|
| 1 | Sri G.S Mohan chowdary   | CSE   | <b>Convener</b> |
|   | Sri.G.Prasad             | CIVIL | Member          |
| 3 | Sri P.Srinivasa Reddy    | H&BS  | Member          |
| 4 | Sri M. Rajalingam        | H&BS  | Member          |
| 5 | Smt T.L.Malathi          | ECE   | Member          |
| 6 | Smt M.R.N Anjana krishna | H&BS  | Member          |
| 7 | Sri.Ch. Satya Prakash    | MECH  | Member          |
| 8 | Sri.A.V.V.Srinivas       | EEE   | Member          |



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**OBJECTIVE:** To guide students in their matter of career options, and also to promote entrepreneurship.

**FUNCTION:** The committee will

- help learners explore career options
- make assessment of student's efficiency & groom them for job they are fit for
- provide career guidance to students on the basis of their aptitudes and industry required employment training.
- invite commercial/ industrial organizations to the campus for conducting campus interviews and recruitment
- promote self-reliance among students
- maintain the data base of students selected in placements drives.
- select students for participation in recruitment drive organized by other institutions

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

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### 15. STUDENTS GRIEVANCE & APPEAL COMMITTEE

|   |                          |                |                 |
|---|--------------------------|----------------|-----------------|
| 1 | Smt R. Chamundeswari     | H&BS           | <b>Convener</b> |
| 2 | Sri. G.Suresh            | H & BS         | Member          |
| 3 | Smt B. Prasanna Rani     | CSE            | Member          |
| 4 | Sri G.V Prasad Rao       | MECH           | Member          |
| 5 | Smt T.Jyothi             | H&BS (Physics) | Member          |
| 6 | Sri G.V.V Satya narayana | A.O            | Member          |
| 7 | A.Swetha                 | II CSE         | STUDENT         |

|    |                    |                    |                |
|----|--------------------|--------------------|----------------|
|    |                    |                    | MEMBER         |
| 8  | G.Telesh Ravikanth | III ECE 173B1A0440 | STUDENT MEMBER |
| 9  | M.Karthik Chandra  | EEE                | Member         |
| 10 | G.Govinda Raju     | ECE                | Member         |

### **DUTIES:**

The committee shall:

- The committee shall appoint an outside member of the Academic Faculty to serve on an adhoc appeal committee constituted at the school, college or unit level.
- The committee shall act as a second level of appeal in such decisions if requested by a student, as specified in the Rules and Regulations section of the Georgia Tech Catalog (xx.c.3).

- Develop and, with the approval of the Academic Faculty senate, establish and publish its own rules of procedures for the conduct of formal hearings.

The committee will:

- Act on its own cognizance, or upon request of any student or group of students, to specify or review grievances, suggestions, or criticisms concerning any matter relevant to the institute

In its minutes and in the annual report of its activities and findings, the committee shall preserve the anonymity of individuals by generalizing the issues involved and the actions taken.

### **TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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**QUORUM:**

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### 16. CO - CURRICULAR & CULTURAL ACTIVITIES COMMITTEE

|    |                       |                    |                   |
|----|-----------------------|--------------------|-------------------|
| 1  | Smt R. Chamundeswari  | H&BS               | <b>Convener</b>   |
| 2  | Sri B. Kalyan         | CIVIL              | Member            |
| 3  | Sri K. Suresh kumar   | EEE                | Member            |
| 4  | Sri K.Durga Babu      | MECH               | Member            |
| 5  | Sri.Ch. Satya Prakash | MECH               | Member            |
| 6  | Smt K.Padmavathi      | CSE                | Member            |
| 7  | Sri M. Gangadharam    | EEE DIPLOMA        | Member            |
| 8  | S.Someswara Manikanta | II ECE 193B5A0216  | STUDENT<br>MEMBER |
| 9  | P.S.S.D. Mounika      | III ECE 173B1A0429 | STUDENT<br>MEMBER |
| 10 | A.Sathish             | MECH               | Member            |
| 11 | M.R.N.Anjana Krishna  | H&BS               | Member            |

|    |                 |     |        |
|----|-----------------|-----|--------|
| 12 | K.Devi Priyanka | ECE | Member |
|----|-----------------|-----|--------|

**OBJECTIVE:** To draw the talents of our able students and encourage them further in the field of their interest.

---

**FUNCTION:** This committee will

- conduct annual cultural competition
- arrange for cultural presentation on various college occasions
- prepare the students for cultural competition outside the college
- select students who are represent the college in off campus platforms
- maintain the data base of students in the fields of their talents
- plan for year long activities
- make proposals for incentives, awards, for high achievers
- Encourage them to participate in all possible competitions
- Conduct intercollegiate youth festival in cultural, among all Engineering colleges in the district.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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**17. WOMEN EMPOWERMENT COMMITTEE**

|    |                          |                       |                   |
|----|--------------------------|-----------------------|-------------------|
| 1  | Smt V.R.V.T.R Manikyamba | H&BS                  | <b>Convener</b>   |
| 2  | Miss T.Ramya             | CIVIL                 | Member            |
| 3  | Miss P.Hema Parvathi     | H&BS                  | Member            |
| 4  | Smt N.G.S.Rama Lakshmi   | MECH                  | Member            |
| 5  | Smt M.Vajroobi           | EEE                   | Member            |
| 6  | Miss N. Gayatri          | ECE                   | Member            |
| 7  | Smt K.Padmavathi         | CSE                   | Member            |
| 8  | D.Divya                  | IV CSE                | STUDENT<br>MEMBER |
| 9  | G.Hadassah Rani          | III EEE<br>173B1A0203 | STUDENT<br>MEMBER |
| 10 | Smt.K.Surekha            | CSE                   | Member            |
| 11 | M. Vajroobi              | EEE                   | Member            |
| 12 | T.Lakshmi Malathi        | H&BS                  | Member            |

The committee's role will include the following-

1. To play a pivotal role by making efforts towards sensitization of the staff on gender issues by conducting periodic programs and in-house workshops/gatherings.
2. To take cognizance of complaints about Harrasment, conduct proper enquiries, provide assistance and redressal to the victims, recommend penalties and action against harasser, if required.
3. Incase of any Sexual harassment complaint, to facilitate the complainant for filing a case to the Indian penal code (IPC), if required.
4. Ensure safety and equality at all levels at the workplace.

5. To recommend arrangements for appropriate emotional, psychological and physical support (in form of counseling and other assistance), if desired by the victim.

\* Committee holds the right to appoint a 'Fact finding committee' if there is any complaint/issue received from any branch offices located elsewhere.

\* '**Fact finding committee**' should consist of 2 members from different departments to collect the facts about the issue reported.

\* Fact finding committee members are expected to hold all the information confidential during and after the case enquiry, otherwise Gender Committee can take action on them for any leakage of information about the case.

6. conducts various women empowerment programmes for girl students of the college

7. conducts competitions (Literal & co curricular & cultural on various occasions).

8. Prepare financials if required for Awards, incentives, activities etc.

9. Arrange for exhibition on various aspects of women's role in developing the country.

10. Make a list of invited talks to sensitize the students on various issues related to women empowerments, issues, etc.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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### 18. MEDICAL INSPECTION COMMITTEE

|   |                      |                        |                   |
|---|----------------------|------------------------|-------------------|
| 1 | Sri V. Phani kumar   | EEE                    | <b>Member</b>     |
| 2 | Smt A.B Chandrika    | ECE                    | Convener          |
| 3 | Sri P. Pranay        | CIVIL                  | Member            |
| 4 | Smt B.Prasanna Rani  | CSE                    | Member            |
| 5 | Sri D. Veera raghava | MECH                   | Member            |
| 6 | Sri Y. Apparao       | ECE                    | Member            |
| 7 | P.Anjali surya       | II CIVIL<br>183B1A0106 | STUDENT<br>MEMBER |
| 8 | B.Balaji             | III MECH<br>173B1A0327 | STUDENT<br>MEMBER |

|    |               |      |        |
|----|---------------|------|--------|
| 9  | K.Suma        | MECH | Member |
| 10 | V.Mahalakshmi | MECH | Member |

**FUNCTIONS:**

- All students database with personal details is to be ready for medical examination.
- Arrange medical inspection for all students especially eye examination, Gynic problems, Digestive (general check up) etc
- Arrange Health Awareness programmes by invited talks by local medical doctors.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREEQUENCY OF MEETING:**

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### 19. MAGAZINE & NEWS LETTERS COMMITTEE

|    |                         |                        |                   |
|----|-------------------------|------------------------|-------------------|
| 1  | Smt.T.Lakshmi Malathi   | MECH                   | <b>Convener</b>   |
| 2  | Sri.B.Kalyan            | CIVIL                  | Member            |
| 3  | Sri K. Suresh           | EEE                    | Member            |
| 4  | Miss N. Gayatri         | ECE                    | Member            |
| 5  | Sri K.Vijay Kumar       | CSE                    | Member            |
| 6  | B.Manikanta             | II CIVIL<br>193B5A0102 | STUDENT<br>MEMBER |
| 7  | A.A.Hemantha sai prasad | IV EEE<br>163B1A0202   | STUDENT<br>MEMBER |
| 8  | V.Devi Ramya Sri        | ECE                    | Member            |
| 9  | K.Surekha               | CSE                    | Member            |
| 10 | P.Uma Maheswari         | H&BS                   | Member            |

**OBJECTIVE:** To Publish the activities of the institution and nurture the literacy creativity of the students & faculty for magazine articles.

**FUNCTIONS:** The committee will

- decide on the issues and themes of social awareness women empowerment etc. that will form the basis of each edition of the magazine
- provide the editorial support to the magazine



- invite literary and other creative contributions by the staff & students
- arrange for competition so that the best contribution could be selected for publication
- provide students with some training in editorial work
- ensure regular publication of the wall magazines

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

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## **20. STUDENT PROFILE & DATA BASE MAINTENANCE COMMITTEE**

|   |                      |              |                 |
|---|----------------------|--------------|-----------------|
| 1 | Mir P.Sri Harsha     | System Admin | <b>Convener</b> |
| 2 | Sri N.S.C Mohan Rao  | CSE          | Member          |
| 3 | Sri R.H Satya prasad | H&BS         | Member          |
| 4 | Smt.V.Tanuja         | CIVIL        | Member          |
| 5 | M.A.Naga Sai         | MECH         | Member          |
| 6 | P.Mallikarjuna Rao   | EEE          | Member          |
| 7 | G.Govinda Raju       | ECE          | Member          |

### **FUNCTIONS:**

- preparation of all required data base of students for the past & current years.
  
- comprehensive information of students shall be prepared in consultation with Departments/office/Teacher
  
- maintain of students feed back on various issues
  
- sharing the information to every end whenever is required.
  
- coordination with website committee & ERP for updation of data.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

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## 21. ECO - CLUB COMMITTEE

|    |                          |                         |                   |
|----|--------------------------|-------------------------|-------------------|
| 1  | Smt K.Saroja Rani        | CIVIL HOD               | <b>Convener</b>   |
| 2  | Smt N.G.S.R Lakshmi      | MECH                    | Member            |
| 3  | Sri G.Prasad             | CIVIL                   | Member            |
| 4  | Sri,B.Kalyan             | MECH                    | Member            |
| 5  | Miss K.Devi Priyanka     | ECE                     | Member            |
| 6  | M.L.V. Kumar             | III CIVIL<br>183B5A0106 | STUDENT<br>MEMBER |
| 7  | M.Kalyani                | IV ECE<br>163B1A0441    | STUDENT<br>MEMBER |
| 8  | P.V.V.D.Mallikarjuna Rao | EEE                     | Member            |
| 9  | M.Karthik Chandra        | EEE                     | Member            |
| 10 | M.Gangadharam            | EEE                     | Member            |

Eco club creates an awareness to ascertain dirt-free environment within the institution. Students are empowered to participate and take up evocative ecological activities and projects. Students can reach out to influence and engage their parents and neighborhood communities to endorse sound environmental behavior through this forum.

The Objectives of Eco Club include:

- Inspire the students to keep their environs green and clean by undertaking plantation of trees.
- Educate students to create awareness amongst public ans sanitary workers, to stop the haphazard smoldering of waste, which causes respiratory diseases.
- Sensitize the students to minimize the use of plastic bags, not to throw them in public places.

- organize tree plantation programmes, awareness programmes such as Quiz, Essay, Painting competitions.
- Prop up ethos of preservation of water by minimizing the use of water.
- conducts green audit by the concerned
- maintaining the campus with alternate energy sources, waste management strategies and greenary management.
- preparation of budget required.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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**QUORUM:**

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## 22.WEB SITE MAINTENANCE COMMITTEE

|   |                            |              |                 |
|---|----------------------------|--------------|-----------------|
| 1 | Sri N. Prasad              | CSE          | <b>Convener</b> |
| 2 | Sri G. Kalyan chakravarthy | CSE          | Member          |
| 3 | Sri M.V Ramana             | CSE          | Member          |
| 4 | Sri K.Vijay Kumar          | CSE          | Member          |
| 5 | Mir P.Sri Harsha           | System Admin | Member          |

### **FUNCTIONS:**

- a) Identify strategic initiatives for the website and present it to higher management for review and updating
- b) Develop a priority listing of desired design and functionality enhancements
- c) Identify to update and enhance website design and content
- d) Coordinating with other committees in posting relevant information

### **RESPONSIBILITIES:**

- a) Convener, co convener and every coordinator review the website on regular basis for maintaining, and updating website of VSMCOE.
- b) Every coordinator collects the information of their respective department and check the data after uploading in the website.
- c) Every coordinator sends the data to convener.
- d) convener sends the data to reviewer member for review.
- e) convener sends the reviewed data for updating after approval.
- f) All data required for NAAC & other statutory bodies shall depict in the website.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

# VSM COLLEGE OF ENGINEERING, RAMACHANDRAPURAM

## **College Committees 2019-2020**

The principal is pleased to constitute the following committees for the academic year 2019-2020 to carry out various activities entrusted to the respective committees.

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## 23.DEPARTMENTS LEVELS CLUBS

|   |                          |
|---|--------------------------|
| 1 | ECEANS : Dept of ECE     |
| 2 | MARS : Dept of MECH      |
| 3 | PHASORS :Dept of         |
| 4 | CACHE : Dept of Comp.Sci |
| 5 | ARC :                    |

### **FUNCTIONS:**

- All activities of the Departments should take place on this Department club name.
- Blogs may be created and made available to all students for academic& non academic activities of the Departments.
- Clubs may institute some prizes, incentives for various competitions.
- Active clubs may be given prizes for overall performance of the club activities.

### **TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

### **FREQUENCY OF MEETING:**

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#### 24.GAMES & SPORTS MONITORING COMMITTEE

|    |                      |                      |                   |
|----|----------------------|----------------------|-------------------|
| 1  | Sri Durga Babu       | MECH                 | <b>Convener</b>   |
| 2  | Sri A.Narayana murty | ECE                  | Member            |
| 3  | Miss P.Aparna        | H&BS                 | Member            |
| 4  | Smt Y.Vara Lakshmi   | EEE                  | Member            |
| 5  | Sri. Prasanna Ram    | CSE                  | Member            |
| 6  | Miss N. Gayatri      | ECE                  | Member            |
| 7  | N.Munna              | II EEE 183B1A0203    | STUDENT<br>MEMBER |
| 8  | P.Sravani            | IV ECE<br>163B1A0461 | STUDENT<br>MEMBER |
| 9  | K.Suma               | MECH                 | Member            |
| 10 | Md.Vajoorbi          | EEE                  | Member            |

**OBJECTIVE:** To create scope for cultivation of skill in games & sports

**FUNCTION:** The committee will

- arrange physical fitness programmes
- arrange competitive sports programmes
- raise and administer funds for the above purpose
- prepare sports schedule for the year
- escort college sports achievers to sports meet outside the college
- arrange for regular use of multigym cum fitness centre

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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### **25. CAMPUS AND GENERAL DISCIPLINE COMMITTEE**



|    |                          |                       |                 |
|----|--------------------------|-----------------------|-----------------|
| 1  | Sri A.Babji              | MECH HOD              | <b>Convener</b> |
| 2  | Smt K.Saroja Rani        | CIVIL HOD             | Member          |
| 3  | Smt P.Sri devi           | EEE HOD               | Member          |
| 4  | Smt.A.B.Chandrika        | ECE HOD               | Member          |
| 5  | Sri.B.V.Ramakrishna      | CSE HOD               | Member          |
| 6  | Sri M.V Ramana           | CSE HOD               | Member          |
| 7  | Smt V.R.V.T.R Manikyamba | H&BS HOD              | Member          |
| 8  | Sri G.V.V Satya narayana | A.O                   | Member          |
| 9  | Aravind                  | III CSE               | STUDENT MEMBER  |
| 10 | D.Koteswararao           | III EEE<br>183B5A0205 | STUDENT MEMBER  |
| 11 | V.Devi Ramya Sri         | ECE                   | Member          |
| 12 | P.Ravi Shankar           | ECE                   | Member          |
| 13 | K.N.V.Srinivas           | CSE                   | Member          |
| 14 | K.Muneendra              | H&BS                  | Member          |

**OBJECTIVE:** To attend the students's grievances and recommend suitable redressed measures & to ensure overall discipline in the campus.

**FUNCTIONS:** This committee will

- scrutinize, investigate & consider all complaints grievances of the students
- maintain a record of the grievances redressed/reported/referred
- regulate & enforce discipline among the students of the college
- take appropriate action wherever necessary
- whenever classes are not engaged, the students may be directed to go to the library.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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### 26. NSS & NCC UNITS ADVISORY COMMITTEE

|   |                            |                        |                   |
|---|----------------------------|------------------------|-------------------|
| 1 | Dr. M. Satyanarayana       | Dean (Academics)       | <b>Convener</b>   |
| 2 | Dr. V. Srinivasa           | Vice Principal         | Member            |
| 3 | Sri. R.H satya prasad      | H&BS                   | Member            |
| 4 | Sri M.Rajaligam            | H&BS                   | Member            |
| 5 | Smt AB. Chandrika          | ECE                    | Member            |
| 6 | Sri Y.Vara Lakshmi         | EEE                    | Member            |
| 7 | M. Teja Ravi chandra kumar | III MECH<br>183B5A0319 | STUDENT<br>MEMBER |
| 8 | CK.S.Rupa sri              | II ECE 163B1A0432      | STUDENT           |

**OBJECTIVE:** To help P.O in conducting socially relevant programmes

**FUNCTION:** The committee will

- provide logistics and advisory support for execution of NSS programmes
- prepare an annual calender of NSS activities
- co-ordinate activities of NSS students
- conduct periodic review meetings involving programme officers and students
- prepare budget required for conducting activities
- conduct various programmes for the realization of the committee objectives

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

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### 27. ACADEMIC COORDINATION

|   |                          |                  |                 |
|---|--------------------------|------------------|-----------------|
| 1 | Dr. M. Satyanarayana     | Dean (Academics) | <b>Convener</b> |
| 2 | Dr. V. Srinivasa         | Vice Principal   | Member          |
| 3 | Smt K.Saroja Rani        | CIVIL HOD        | Member          |
| 4 | Smt P.Sri devi           | EEE HOD          | Member          |
| 5 | Sri.A.B.Chandrika        | ECE HOD          | Member          |
| 6 | Sri.B.V.Ramakrishna      | CSE HOD          | Member          |
| 7 | Sri M.V Ramana           | CSE HOD          | Member          |
| 8 | Sri A.Babji              | MECH HOD         | Member          |
| 9 | Smt V.R.V.T.R Manikyamba | H&BS HOD         | Member          |

➤ Academic Monitoring Committee is centralized (Institute level) committee responsible for regulating and implementing different academic activities. It is meant for smooth & uniform conduction of academics throughout the institute. Committee Hierarchy; AMC is headed by Academic Coordinator along with department coordinator. The representative from each department acting as Departmental Academic Coordinator is the member of AMC. All coordinators are involved in monitoring process. Class teachers & Teacher Guardians are pillars of AMC. All Teachers are responsible for implementing the same.

- There are various activities involved to carry out smooth conduction of academics,
- Time Table coordinator, Role: Prepare class timetable, remedial coaching time table.
- Practical Exam coordinator, Role: Smooth conduction all University Practical/Oral Exam and mock exams.
- Parent Teacher Meet coordinator, Role: To inform parent about meeting. Organize parent-teacher meet on given schedule and maintain information.
- Feedback coordinator, Role: Take online faculty feedback twice per semester from students. As well as peer feedback from all faculties
- Guest lecture coordinator, Role: Keep the record of all the guest/visiting/Expert lectures conducted in department and arrange required lectures for students.
- Daily Attendance coordinator, Role: Make sure daily attendance reports of all classes get submitted on time.
- Unit test coordinator, Role: Conduct two unit tests per semester and maintain information.
- R&D coordinator, Role: Motivate students for research. Create opportunities to get sponsored research projects from industry.

### **Monitoring Conduction of Lectures**

- Carry and follow the Lesson/Session Plan prepared.  
Engage class for entire duration of 45 min.
- Reach the classroom 2 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.
- Allow latecomers to enter class, say only up to 10 min after scheduled time.

- Keep the door closed while conducting L/T so that you can conduct class without interruptions.
- Ensure writing on blackboard legible, large & neat.
- Make restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.
- R&D coordinator, Role: Motivate students for research. Create opportunities to get sponsored research projects from industry.

### **Conduction of Tutorials, Assignments**

- All the Assignments/Tutorials (i.e. numeric problems, software programs) to be solved by respective subject teachers in advance.

Make exhaustive list of problems for every assignment.

- Minimize/Avoid - Describe, Compare and Explain type of questions. Tutorial/Assignments are to be designed such that there is no repetition.
- Each Tutorial/Assignment must have at least 5 questions.
- Give Batch wise assignments per Unit.
- Make extensive use of Standard books for this activity.

### **Student Performance Improvement**

- Extra Lectures

Identify weak students and arrange extra lectures after college hours.

Arrange extra lectures for difficult subjects

- Remedial Coaching

Plan Remedial coaching for every subject and display time table on notice board

For every unit prepare question bank using University question papers with model answers.

Discuss Questions and answers with students in one lecture



- Conduct unit test per unit based on that question bank. Let's assume, if you have a question bank of 20 questions per unit then prepare a test paper with 8 questions and allow students to solve any five.

In this manner, conduct 2 lectures per unit. Likewise, 12 lectures for one subject.

- Identify weak students on the basis of their overall performance and start remedial coaching during 1st month of each semester (before declaration of results).

### ➤ **Experimental Preparation/Setup**

- Perform the experiment/ Program on your own to ensure setup is ready & functioning well.
- Additions of set of practical assignments every semester with variations is mandatory.
- All equipment's should be tested, readings taken and calibrated.
- Ensure lab manuals are updated before the start of every term.
- The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD/Academic Committee/Peer review
- Enrich your journals with FAQs on each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.
- Add some innovation in practical assignments. Take help of seniors to ensure this.
- Follow the standard template for Lab Manual Preparation. Keep the uniformity across the department.

### ➤ **Lab Conduction**

- Complete practical & other assignment by students in the stipulated time of 2 Hrs. so that students (and you as well) need not carry the burden till the end of term.
- Ensure the students perform experiments & complete the write up in these 120 min.

- Avoid poor quality of submission by strict on time assessment.
- Keep Journals in the custody of Lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.
- Printed journal write ups for subjects having University examination are prohibited.
- Allow students to take program printouts only on dot matrix printer.

### ➤ **Policy for Continuous Evaluation**

#### **Unit Test**

- Conduct unit-wise class tests.
- Prepare & make available a comprehensive question bank for each unit and/or experiment.
- Refer previous years University question papers for making question bank.
- Give the model answers for the questions.

The questions for the Unit Test should be from the question bank itself.

Keep records of performance of the students in class and in Unit Test.

Maintain a record of action taken on the results of the Unit Test for improvement (reappear/assignments).

### ➤ **Assignments**

- Upload Unit wise assignments on Dept.blogs .
- Timely check the assignments & keep record for evaluation.
- Conduct mock exam for lab practical.
- Keep records of performance of the students.
- Follow university pattern for the conduction of mock exam so student will easily face University examination.

- Conduct oral in every lab session to ensure proper understanding by students.

➤ **Group Discussion/Presentation**

- Arrange Quizzes, Group discussions, Questionnaire Sessions etc. for individual student.

- Schedule student presentations on beyond syllabus topics.

➤ **Policy for Monitoring Academics**

- Responsibilities of Academic Coordinator
- Maintain departmental Academic file. & Non academic activities.
- Prepare departmental Non Academic Calendar.
- Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
- Make sure that daily attendance report of each class is filled properly before submitting.
- Monitor work of class teacher & teacher guardian for smooth conduction of academics.
- Observe lecture conduction of faculty member along with senior faculties.

Maintain discipline among staff & students.

➤ **Responsibilities of Class Teacher**

- Maintain class teacher file.
- Report 10 minutes before commencement of classes and wait in corridor to maintain discipline.
- Adjustment of lectures and practical sessions in case of absenteeism of faculty members.

- Preparation of monthly defaulter list with the help of assigned lab assistant.
- Display monthly defaulter list at the end of each month & final detention list at the end of semester.
- Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Teacher Guardian of respective batch).
- Check Student I-card daily and uniform from Monday to Friday.
- Take action on students who are using mobile phones in college campus.
- Maintain overall discipline among students.

➤ **Responsibilities of Teacher Guardian**

- Maintain Teacher guardian file in prescribed format. & as Per Job chart.
- Maintain batch wise student roll call list.
- Keep contact details of students & parents.
- Record of student Previous Semester Result.
- Provide information about students to the class teacher whenever required.
- Student counseling whenever required.
- Maintain record of monthly defaulter list.
- Send letters to parent for parents meet.
- Leave application form of students along with necessary documents should be kept.
- Maintain record of monthly undertakings of defaulter students.

- Maintain data of student's achievements.
- Maintain discipline among students.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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PRINCIPAL

### 28. IQAC

|   |                             |                        |                           |
|---|-----------------------------|------------------------|---------------------------|
| 1 | Dr.V.Srinivas               | vice principal         | chair person              |
| 2 | Dr. M. Satyanarayana        | Director IQAC          | Member                    |
| 3 | M.S.N.Murthy                | Management             | Management representation |
| 4 | K.M.Meenakshi               | Management             | Management representation |
| 5 | prof. K.V.G. Murali krishna | Academic Expert        | Member                    |
| 6 | prof.T.Srikanth             | Academic Expert        | Member                    |
| 7 | M.V.Ramana                  | Secretary              | Member                    |
| 8 | A.Naga raju                 | Industry Nominee       | Member                    |
| 9 | G.Nooka raju                | Alumni-IV CSE Students |                           |

|    |                    |        |        |
|----|--------------------|--------|--------|
| 10 | M.Rupika reddy     | IV CSE | Member |
| 11 | Miss.D.S.L.Padmini |        |        |

### **FUNCTIONS:**

• VSM COE's management has established the following quality objectives as the institutional level in the alignment with its quality policy.

A. To ensure high student achievements in academics.

B. To provide a value added education to make students more employable.

C. To provide adequate and well qualified staff who will contribute effectively to student learning and organizational development.

D. To continually improve student services to promote overall development of student and support systems to create an ambience conducive to learning.

E. To evolve and implement management and administrative mechanisms that are responsive, reliable and efficient.

F. Besides the above all the function as stipulated by NAAC to fulfill the objectives of IQAC.

### **TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

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### 29. RTI RESPONSE COMMITTEE

|   |                          |                |                 |
|---|--------------------------|----------------|-----------------|
| 1 | Dr. V. Srinivas          | Vice Principal | <b>Convener</b> |
| 2 | Smt K.Saroja Rani        | CIVIL HOD      | Member          |
| 3 | Smt P.Sri devi           | EEE HOD        | Member          |
| 4 | Smt.A.B.Chandrika        | ECE HOD        | Member          |
| 5 | Dr. B.V.Ramakrishna      | CSE HOD        | Member          |
| 6 | Sri M.V Ramana           | CSE HOD        | Member          |
| 7 | Sri A.Babji              | MECH HOD       | Member          |
| 8 | Smt V.R.V.T.R Manikyamba | H&BS HOD       | Member          |

**objective** :To bring transparency answerability in the administration and functionality of the institution and to provide information about the institution, faculty, and students to all the stake holders and provide a free sharable information about the institution data a right to information cell is established in the college.

#### ➤ Purpose of Right to Information Cell is to know about

- Particulars of organization, functions and duties.

- Powers and duties of officers and employees.
- whether the institution followed in the decision making process, including channels of supervision and accountability.
- Norms set by it for the discharge of its functions.
- The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.
- Statement of the categories of documents that are held by it or under its control.
- Statement of the boards, councils, committee and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

#### **TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

#### **FREQUENCY OF MEETING:**

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**30. PRESS & PUBLICATION (Media & Public Relations cell)**

|    |                        |        |                 |
|----|------------------------|--------|-----------------|
| 1  | Sri D. Lalitha padmini | H & BS | <b>Convener</b> |
| 2  | Sri Srinivasa Reddy    | H & BS | Member          |
| 3  | Miss N. Gayatri        | ECE    | Member          |
| 4  | Smt B. Prasanna Rani   | CSE    | Member          |
| 5  | Smt Y.Vara Lakshmi     | EEE    | Member          |
| 6  | Smt. T.Ramya           | CIVIL  | Member          |
| 7  | Smt B.Sri Lakshmi      | H&BS   | Member          |
| 8  | Sri.K.Durga Babu       | MECH   | Member          |
| 9  | Ch. Sai Mohan Reddy    | CIVIL  | Member          |
| 10 | V.V.S.Manoj            | MECH   | Member          |

1) The Media and Public Relations Cell at VSMCOE is responsible for press-coverage and all media related activities. 2) The Media and PR Cell looks after all communication and publications - internal & external and also serves as the official spokesperson of the institute. 3) The role of Media and PR Cell is to manage relations with external stakeholders through several media relation activities. It accomplishes this through engagement with the print media and by facilitating institute's online presence across various platforms. 4) The Media and PR Cell also manages internal communication by reporting events, happenings and achievements to the administration, faculty and student community. 5) Besides focusing on Corporate Interactions, one of the major Media and PR Cell activity is to provide necessary assistance to prospective candidates in their admission related queries, thereby supporting the admission process conducted at VSMCOE.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREEQUENCY OF MEETING:**

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**QUORUM:**

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PRINCIPAL

### 31. INFRASTRUCTURE DEVELOPMENT COMMITTEE

|   |                          |              |                 |
|---|--------------------------|--------------|-----------------|
| 1 | Sri V. Ravindhra         | ECE          | <b>Convener</b> |
| 2 | Mir P.Sri Harsha         | System Admin | Member          |
| 3 | Sri G.S Mohan chowdary   | CSE          | Member          |
| 4 | Sri G.V.V Satya narayana | A.O          | Member          |

**FUNCTIONS** : To assess requirements of infrastructure of institute.

- To approve the infrastructure proposals i.e, acquisition of Land and /or building or construction of building at Institute's offices, besides the requirement of Head of Department
- To review the ongoing projects, if any, Infrastructure issues are referred to this committee from time to time.
- To review entire existing Infrastructure projects of Institute and do the due diligence of same.
- To review the surplus land/Building at various locations of Institute and suggest the disinvestment of same to the council. Any other tasks/functions that may be assigned by the council from time to time

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

**College Committees 2019-2020**

The principal is pleased to constitute the following committees for the academic year 2019-2020 to carry out various activities entrusted to the respective committees.



The convener of each committee shall convene a meeting with all the members of the committee and chalk out plan of action for the academic year. All discussions, resolutions shall be recorded in a separate register, along with the minutes and resolution of the meeting. The same shall be forwarded to the principal for effective implementation of the decisions of the committee. Necessary evidences for the activities like photo graphs, supporting documents etc, need to be filed by the convener concerned.

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PRINCIPAL

### 32. ALUMNI ASSOCIATION

|   |                        |      |                 |
|---|------------------------|------|-----------------|
| 1 | Sri V. Ravindhra       | ECE  | <b>Convener</b> |
| 2 | Smt. R.Durga           | ECE  | Member          |
| 3 | Smt B. Prasanna Rani   | CSE  | Member          |
| 4 | Smt K.Padmavathi       | CSE  | Member          |
| 5 | Sri K.Durga Babu       | MECH | Member          |
| 6 | Sri M. Karthik Chandra | EEE  | Member          |

|   |                     |      |        |
|---|---------------------|------|--------|
| 7 | K.V.V.Devi Prasanna | MECH | Member |
| 8 | V.Ramalingam Murthy | MECH | Member |

### **FUNCTIONS:**

1. To invite the Alumni to visit the college to interact with the students to enhance the knowledge and skills of the students.
2. To encourage them to bring industries and companies for campus placements.
3. To give an opportunity to the alumni who are entrepreneurs to motivate the students.
4. To suggest Add on/ certificate/diploma courses to be conducted by the college with financial assistance from industries/commercial organizations as well placed alumni.
5. To conduct Alumni meet every year.
6. To institute endowment prizes incentives , scholarships to meritorious & poor students ect.
7. To assist the college in curricular, New courses, arranging invited talks, endowment lectures, etc.
8. To hold at least Two General Body Meetings ( August & November) to discuss issues regarding students.
9. To file and submit the records to the IQAC committee.

### **TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

### **FREQUENCY OF MEETING:**

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**QUORUM:**

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| <b>33.PARENT &amp; TEACHERS COMMITTEE</b> |                          |           |                 |
|---|--------------------------|-----------|-----------------|
| 1   | Smt V.R.V.T.R Manikyamba | H&BS HOD  | <b>Convener</b> |
| 2   | Smt K.Saroja Rani        | CIVIL HOD | Member          |
| 3   | Smt P.Sri devi           | EEE HOD   | Member          |
| 4   | Sri A.B.Chandrika        | ECE HOD   | Member          |
| 5   | Dr.B.V. Ramakrishna      | CSE HOD   | Member          |
| 6   | Sri M.V Ramana           | CSE HOD   | Member          |
| 7   | Sri A.Babji              | MECH HOD  | Member          |

### FUNCTIONS:

- The convener should maintain the data base of all students of both B.Tech & M.Tech with contact adxsen , postal address, occupation etc.
- coordinate with Teaches counsellors to collect personal / academic / oramy individual problems of students.
- Convene a meting with parents of the students of year wise / class wise/ at least once in a semester. properably after the results are announced.

- A consolidated report of the grievances / issues / problems etc shall be forwarded to respective mentor (Teacher counsellor ) and a copy to HOD concerned and IQAC, for necessary action.
- The minutes of meeting shall be recorded in the register and forward it to IQAC for record.

## VSM COLLEGE OF ENGINEERING, RAMACHANDRAPURAM

### **College Committees 2019-2020**

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| <b>33.PARENT &amp; TEACHERS COMMITTEE</b> |                          |           |                 |
|---|--------------------------|-----------|-----------------|
| 1   | Smt V.R.V.T.R Manikyamba | H&BS HOD  | <b>Convener</b> |
| 2   | Smt K.Saroja Rani        | CIVIL HOD | Member          |
| 3   | Smt P.Sri devi           | EEE HOD   | Member          |
| 4   | Sri A.B.Chandrika        | ECE HOD   | Member          |
| 5   | Dr.B.V. Ramakrishna      | CSE HOD   | Member          |
| 6   | Sri M.V Ramana           | CSE HOD   | Member          |
| 7   | Sri A.Babji              | MECH HOD  | Member          |

### FUNCTIONS:

- The convener should maintain the data base of all students of both B.Tech & M.Tech with contact adxsen , postal address, occupation etc.
- coordinate with Teaches counsellors to collect personal / academic / oramy individual problems of students.
- Convene a meting with parents of the students of year wise / class wise/ at least once in a semester. properably after the results are announced.

- A consolidated report of the grievances / issues / problems etc shall be forwarded to respective mentor (Teacher counsellor ) and a copy to HOD concerned and IQAC, for necessary action.
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## VSM COLLEGE OF ENGINEERING, RAMACHANDRAPURAM

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| <b>35. PLANNING &amp; DEVELOPMENT COMMITTEE</b> |                          |                  |                 |
|---|--------------------------|------------------|-----------------|
| 1   | Sri M.S.N Murty          |                  | <b>Director</b> |
| 2   | Smt K.M Meenakshi        |                  | <b>Director</b> |
| 3   | Sri Dr. M. Satyanarayana | Dean (Academics) | Member          |
| 4   | Dr.V. srinivas           | vice . Principal | Member          |
| 5   | Smt K.Saroja Rani        | CIVIL HOD        | Member          |
| 6   | Smt P.Sri devi           | EEE HOD          | Member          |
| 7   | Sri A.B.Chandrika        | ECE HOD          | Member          |
| 8   | Sri B.V.Ramakrishna      | CSE HOD          | Member          |
| 9   | Sri. M.V.Ramana          | CSE HOD          | Member          |
| 10  | Sri A.Babji              | MECH HOD         | Member          |
| 11  | Smt V.R.V.T.R Manikyamba | H&BS HOD         | Member          |
| 12  | Sri M. Subba Rao         | Industry Expert  | Member          |
| 13  | Sri .M.S prasad          | Bussiness Expert | Member          |
| 14  | Sri R.Ganga Rao          | Retied Principal | Member          |
| 15  | Sri G.V.V Suryanarayana  | Account Office   | Member          |
| 16  | Sri V. Ravindhra         | Alumni member    | Member          |



1. Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
2. Decide about the overall teaching programmes as per annual calendar of the college.
3. Recommend to the management about introducing new academic courses (Degree, certificate & diploma, value added courses) and the creation of additional teaching and administrative posts; ( Degree, certificates & Diploma, value added courses.)
4. Take review of the self-financing courses in the college & make recommendations for their improvement;
5. Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;
6. Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;
7. Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;
8. Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;
9. Prepare the annual financial estimates (budget) and financial statement of the college or institution and recommend the same to the management for approval;
10. Formulate proposals of new expenditure not provided for in the annual budget;
11. Make recommendations regarding the students' and employees' welfare activities in the college;

12. Discuss the reports of the IQAC and make suitable recommendations;
13. Frame suitable admissions procedure for different programmes by following the statutory norms;
14. Plan major annual events in the college, such as annual day, sports events, cultural events, etc
15. Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college.
16. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation council, etc
17. Recommend the distribution of different prizes, medals and awards to the students;
18. Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;
19. Perform such other duties and exercise such other powers as may be entrusted by the management and the university.
20. Advise for external funding & support - industry collaboration for research, scholarships, Awards endowment prizes etc.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a semester

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

**College Committees 2019-2020**

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### **36. FACULTY DEVELOPMENT COMMITTEE**

|   |                          |                  |                 |
|---|--------------------------|------------------|-----------------|
| 1 | Sri Dr. M. Satyanarayana | Dean (Academics) | <b>Convener</b> |
| 2 | Sri Dr. V. Srinivasa     | Vice Principal   | Co convener     |
| 3 | Smt K.Saroja Rani        | CIVIL HOD        | Member          |
| 4 | Smt P.Sri devi           | EEE HOD          | Member          |
| 5 | Sri A.B.Chandrika        | ECE HOD          | Member          |
| 6 | Sri M.V Ramana           | CSE HOD          | Member          |
| 7 | Sri. B.V.Ramakrishna     | CSE HOD          | Member          |
| 8 | Sri A.Babji              | MECH HOD         | Member          |
| 9 | Smt V.R.V.T.R Manikyamba | H&BS HOD         | Member          |

### **FUNCTIONS:**

1. vsm college of Engineering has established a cell for faculty development to enrich the knowledge of faculty members in all aspects like life skills, time management, technical skills and in particular outcome based education.

2. The objective of this cell is to organize various faculty development programmes and training programmes in different fields of specialization , in coordination with other institutes, industry, organizations.

3. The resource persons will be identified based on the relevance of area of training. These value added training courses will be arranged based on the interest of the faculty to update their knowledge with the current scenario in any particular stream.

4. The knowledge gained by the faculty will be implemented in their future endeavors. It will also help the faculty to adapt with present outcome based education and improve their teaching strategies to accomplish their duties with effective time management skills.

5. It is planned to train the faculty members in different verticals like life skills, time management, stress management, professional development, latest technologies, knowledge enhancement, industrial requirement and societal needs.

6. To meet the present curriculum which is student's centric, more preference is focussed on outcome based pedagogic trainings. This will help to achieve self - development of faculty , department , enhance placement opportunities to students and contribute to institutional growth to meet present industrial requirements.

7. Make proposals for other institutions for organizing FDP 's in the campus.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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**QUORUM:**

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### 37. INFRASTRUCTURE MAINTANCE COMMITTEE

|    |                          |                |                 |
|----|--------------------------|----------------|-----------------|
| 1  | Dr. V. Sreenivas         | Vice Principal | <b>Convener</b> |
| 2  | Smt K.Saroja Rani        | CIVIL HOD      | Member          |
| 3  | Smt P.Sri devi           | EEE HOD        | Member          |
| 4  | Sri A.B.Chandrika        | ECE HOD        | Member          |
| 5  | Dr.B.V.Ramakrishna       | CSE HOD        |                 |
| 6  | Sri M.V Ramana           | CSE HOD        | Member          |
| 7  | Sri A.Babji              | MECH HOD       | Member          |
| 8  | Smt V.R.V.T.R Manikyamba | H&BS HOD       | Member          |
| 9  | Sri V. Ravindhra         | ECE            | Member          |
| 10 | Sri G.V.V Satya narayana | A.O            | Member          |
| 11 | P.Ravi Shankar           | ECE            | Member          |
| 12 | K.V.Ramana               | H&BS           | Member          |

## **FUNCTIONS:**

- Identify the maintenance aspects of infrastructure- (academic & physics)  
viz: Lab equipment, furniture, scarcity systems, buildings, facilities of students & staff, electrical, campus greenery, Transportation, paintings, other civil works, office Equipment, parkings, waste management, Rain water, water usage, canteen, hostels, computer systems, etc.
- Coordinate with respective conveners of the committee for effective functioning and identifying the maintenance issue.
- Make personal survey of the items and estimate for maintenance of each item in detail and submit to IQAC & GB for taking necessary action.
- Coordinate with the service provider concerned and get the work done with the permission of the management.
- Maintenance of records of work, proposals, estimates, quotations, etc is to be done at convener level, duly recording minutes of meeting for necessary discussion on item etc.
- Photographic evidence before maintenance of the item of work and after repair/maintenance need to be recorded separately.
- labeling each item of infrastructure with necessary details and maintenance chart etc. to be followed.

## **TENURE:**



The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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**QUORUM:**

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PRINCIPAL

### **38. FIELD TRIPS/ INDUSTRY VISITS TRANSPORT COMMITTEE**

|   |                          |      |                 |
|---|--------------------------|------|-----------------|
| 1 | Sri V. Ravindhra         | ECE  | <b>Convener</b> |
| 2 | Sri P. Rambabu           | H&BS | Member          |
| 3 | Sri G.V.V Satya narayana | A.O  | Member          |
| 4 | K.Suma                   | MECH | Member          |
| 5 | V.Mahalakshmi            | MECH | Member          |
| 6 | K.Muneendra              | H&BS | Member          |
| 7 | V.Devi Ramya Sri         | ECE  | Member          |
| 8 | K.N.V.Srinivas           | CSE  | Member          |

### **DUTIES:**

1. To co-ordinate the Educational Trips and field visits conducted by different departments/ Association.
2. To provide college Bus to students, teachers and the Departments after proper assessment of the requisition and ensure optimum use of bus facility.
3. To maintain the records of the study visits/ educational trips conducted and submit the same to the IQAC committee.
4. prepare expenditure incurred on each field Trip, so as also make entry in the concerned head of expenditure (Field Trips & industry visits).

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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PRINCIPAL

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**39. STAFF COUNCIL**

|    |                          |                |                 |
|----|--------------------------|----------------|-----------------|
| 1  | Dr. V. Srinivasa         | Vice Principal | <b>Convener</b> |
| 2  | Smt K.Saroja Rani        | CIVIL HOD      | Member          |
| 3  | Smt P.Sri devi           | EEE HOD        | Member          |
| 4  | Sri A.B.Chandrika        | ECE HOD        | Member          |
| 5  | Sri. B.V.Ramakrishna     | CSE HOD        |                 |
| 6  | Sri M.V Ramana           | CSE HOD        | Member          |
| 7  | Sri A.Babji              | MECH HOD       | Member          |
| 8  | Smt V.R.V.T.R Manikyamba | H&BS HOD       | Member          |
| 9  | Sri N V.Anajaneyulu      | PD             | Member          |
| 10 | Sri CH.Rama krishna      | Librain        | Member          |
| 11 | Smt AB. Chandrika        | NSS            | Member          |
| 12 | Sri V. Ravindhra         | Infrastructure | Member          |

## **FUNCTIONS:**

1. There shall be a Staff Council in every college.
2. All the members of the teaching staff, the Librarian and the Director of Physical Education Shall constitute the Staff Council
3. Subject to the provisions of the Act, the Statutes and the Ordinances of the college, the Principal shall act as Principal-in-Council in respect of matters on which Staff Council is required to take decisions.
4. The Principal shall be ex-officio Chairman of the Staff Council.

The Council shall elect its Secretary, who shall hold office for a term of one year. The Secretary may be re-elected for a second term but no person shall hold office of Secretary for more than two consecutive terms.

5. Subject to the provisions of the Act, the Statutes and the Ordinance of the college, the Staff Council shall take decisions in respect of the following

. Preparation of College Time-table before reopening of the college

7. Allocation of Extra-curricular work of teachers not involving payment of remuneration.

8. Organizing extra-curricular activities, including cultural activities of students, sports, games, National Service Scheme and other social services schemes

9. Prepare indent for purchase of library books and laboratory equipment in consultation with the appropriate departments.

10. Formulation of recommendations on introduction of new teaching posts in the departments and expansion of the existing

11. Formulation of policies for recommending names of teachers for participation in seminars and conferences and financial assistance to teachers.

12. The Principal shall have the right to be present and to speak at any meeting of any Committee.

(6-d) The decisions of the council shall be reported to the subsequent meeting of IQAC for necessary action

13. The roles relating to the conduct of meetings of the Staff Council shall be at least once in a month.

14. The primary role of staff council will be on academic & students related activities & issues apart from staff welfare schemes etc.

**TENURE:**

The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

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PRINCIPAL

#### 40. HOSTEL COMMITTEE

|   |                          |         |                 |
|---|--------------------------|---------|-----------------|
| 1 | Sri D. Lalitha padmini   | H & BS  | <b>Convener</b> |
| 2 | Sri V. Ravindhra         | ECE     | Member          |
| 3 | Sri G.V.V Satya narayana | A.O     | Member          |
| 4 | Sri. B.V.Ramakrishna     | CSE HOD | Member          |
| 5 | K.V.Ramana               | H&BS    | Member          |
| 6 | V.V.S.Manoj              | MECH    | Member          |
| 7 | V.Mahalakshmi            | MECH    | Member          |



## **FUNCTIONS:**

- To constitute a students' Committee selected from each floor of every hostel.  
To frame clear-cut disciplinary norms and come out with a format of
- undertaking to be taken from every student seeking admission to the hostel.  
To keep the records of the students admitted in the hostel and to keep keen
- vigilance to avoid parasites.
- To carry computerization of hostel records and update them time to time  
To prepare a list of students who breach the discipline of the hostel
- mentioning the action taken.
- Circular the list of the black listed students to respective Departments.
- To prevent outside interference into hostel  
To prepare a tentative expenditure budget and forward it to finance
- committee for approval  
To draw comprehensive plan for better water management, electrical supply
- and house keeping
- To provide better communication facility in the hostel campus.
- To create an anti ragging squad
- To draw norms for Mess Contractors.  
To invite tenders from Mess Contractors and select those who provide best
- mess facilities.

- To devise a system to check the quality of food in mess and provide suggestions to contractors for improving the quality.
- To carry out routine inspections to check water leakage, hygiene condition in mess and hostel campus, water tank and carry routine maintenance.
- To provide recreation facilities -TV room, reading room, indoor games facilities like table-tennis, badminton, carom and chess.
- To provide a well equipped Gym for students
- To provide medical facility for students in the hostel campus.
- To have a tie up with good hospitals of adjoining areas and threat student in case of emergencies or acute illness.
- To prepare a list of eminent doctors with their phone nos., Ambulance service and display it in all hostel blocks.
- To prepare a record of mischievous students, problems in hostels and forward to the Director.
- To conduct periodic raids in hostel to check-ragging, alcoholics etc.
- To arrange the meeting of advisory committee every month to give feedback and seek suggestions for giving better services.

### **PROCEDURE:**

- The member secretary, in consultation with the convener of the committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the committee two days before meeting.
- All the decisions should be taken on the basis of majority.

- After the meeting, the committee shall approve a report embodying its views, recommendations and decisions.

**TENURE:**

- The tenure of the nominated members shall be two years.

**FREQUENCY OF MEETING:**

- The committee shall meet at least two times a year.

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15

- minutes.

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

**College Committees 2019-2020**

The principal is pleased to constitute the following committees for the academic year 2019-2020 to carry out various activities entrusted to the respective committees.

The convener of each committee shall convene a meeting with all the members of the committee and chalk out plan of action for the academic year. All discussions, resolutions shall be recorded in a separate register, along with the minutes and resolution of the meeting. The same shall be forwarded to the principal for effective implementation of the decisions of the committee. Necessary evidences for the activities like photo graphs, supporting documents etc, need to be filed by the convener concerned.

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PRINCIPAL

#### **41. INDUSTRY INSTITUTE CELL**

|   |                            |         |                 |
|---|----------------------------|---------|-----------------|
| 1 | Sri A.B.Chandrika          | ECE HOD | <b>Convener</b> |
| 2 | Sri.N.S.P.S.R Prasad       | CSE     | Member          |
| 3 | Sri G.S Mohan chowdary     | CSE     | Member          |
| 4 | Sri G. Kalyan chakravarthy | CSE     | Member          |
| 5 | Sri Bhaskar Rao            | MECH    | Member          |
| 6 | Smt R. Chamundeswari       | H&BS    | Member          |
| 7 | Sri M.Rajalingam           | H&BS    | Member          |

#### **FUNCTIONS:**

1. To coordinate/identify industrial partners for proposing 'centre for excellence'
2. To strengthen Alumni relations by attributing this function to alumni Associations.

3. To assist the Training and placement Division
4. Visit of industry executives and practicing engineers to the institute for seeing research work and laboratories
5. Memorandum of Understanding between the institute and industries to bring the two sides emotionally and strategically closer
6. Visiting faculty from industries
7. R&D Laboratories sponsored by industries at the institute
8. To assist the Departments in organizing workshops, conferences and symposia with joint participation of the industries
9. Encourage Engineers from industries to visit institution to deliver lectures
10. Participation of experts from industries, in curriculum development
11. To organize industrial visits for Faculty members and students
12. To encourage Faculty members to use their expertise in solving the problems faced by the industries, thus creating opportunity for consultancy
13. Industrial testing by Faculty and technician at site, or in laboratory
14. To organize in-plant training for the students and faculty on important modules.
15. Make reports of visits & theme with outcomes/learning activity of the visit (one page note)

**TENURE:**

The tenure of the nominated members shall be three years.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a year.

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

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PRINCIPAL

#### 42. NAAC CORE COMMITTEE

|    |                          |           |                     |
|----|--------------------------|-----------|---------------------|
| 1  | Sri M.V Ramana           | CSE HOD   | <b>Coordinator</b>  |
| 2  | Sri. B.V.Ramakrishna     | CSE HOD   | Member              |
| 2  | Smt P.Sri devi           | EEE HOD   | Asst<br>coordinator |
| 3  | Sri A.B.Chandrika        | ECE HOD   | Member              |
| 4  | Smt K.Saroja Rani        | CIVIL HOD | Member              |
| 5  | Sri A.Babji              | MECH HOD  | Member              |
| 6  | Smt V.R.V.T.R Manikyamba | H&BS HOD  | Member              |
| 7  | Sri N.S.P.S.R Prasad     | CSE       | Member              |
| 8  | Sri G.S Mohan chowdary   | CSE       | Member              |
| 9  | Sri V. Ravinhra          | ECE       | Member              |
| 10 | Sri D. Lalitha padmini   | H & BS    | Member              |

|    |                               |                |        |
|----|-------------------------------|----------------|--------|
| 11 | Sri G.V.V Satya narayana      | A.O            | Member |
| 12 | Sri G.V.V Suryanarayana murty | Account Office | Member |
| 13 | Mir P.Sri Harsha              | System Admin   | Member |

### **FUNCTIONS:**

The conveners of respective criterion & incharges other functions shall follow the under mentioned duties:

1. By understanding thoroughly on each item/ , necessary documentary evidence shall be collected.
- 2.The data of every item shall be filled in respective Qnm file
3. The data necessary/document etc to be uploaded in website in corresponding tab.
- 4.Motivate the faculty in furnishing the relevant data for required Qnm/Qlm.
5. The write ups for Qlm's to be written effectively duly consulting other officers.
6. Motivate the preparation of documents/inputs for Qlm & Qurms, and guide them in the preparation of records, departments exhibits etc.
7. Coordinate with the officers to provide necessary stationary and other requirements for the preparation of documents/records.
8. Estimate and forward the financials if required for the preparation of documents/records.

### **TENURE:**



The tenure of the nominated members shall be three years.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a year.

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

**College Committees 2019-2020**

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PRINCIPAL

### 43.LIBRARY ADVISORY COMMITTEE

|    |                          |                |                      |
|----|--------------------------|----------------|----------------------|
| 1  | Dr. V.Srinivas           | vice-principal | convener<br>chairman |
| 2  | Dr. M.Satyanarayana      | Dean           | Advisor              |
| 3  | Sri. CH.Ramakrishna      | librarian      | coordinator          |
| 4  | smt.k.saroja rani        | civil          | member               |
| 5  | Sri A.Babji              | mech           | member               |
| 6  | Smt P.Sri devi           | eee            | member               |
| 7  | Sri A.B.Chandrika        | ece            | member               |
| 8  | Sri.B.V.Ramakrishna      | CSE            | Member               |
| 9  | Sri M.V Ramana           | Cse            | Member               |
| 10 | Smt V.R.V.T.R Manikyamba | s & h          | Member               |
| 11 | Ch. Sai Mohan Reddy      | CIVIL          | Member               |

|    |                     |      |        |
|----|---------------------|------|--------|
| 12 | B. Sandhya Rani     | EEE  | Member |
| 13 | V.Ramalingam Murthy | MECH | Member |

### **DUTIES:**

1. To take stock of the existing, newly added and total number of books.
2. To introduce bar coding system.
3. To see that auto lib software is used for automation. (soul)
4. To see that the library is computerised in all aspects.
5. To arrange talks for students to motivate them to cultivate reading habits.
6. To organise book week, books display's on special occasions & conduct competitions to encourage them towards usage of library resources.
7. To provide digital library facilities with National and International online journals.
8. To see that Library building is enabled with wi-fi facility.
9. To see that library issue/return of books are maintained through software
10. To facilitate the services of National Digital Library an initiative by HRD ministry.
11. To acquire books for the book bank and distribute to the deserving students.
12. To ensure that a suggestion Box is installed in the Library and the reader's grievances are attended to and measures suggested.
13. To maintain the sanctity of the library & display of value quotations
14. To maintain a record of the services rendered/ activities conducted and submit the same to the IQAC Committee.
15. prepare the budget requirements of library & submit to IQAC.

**TENURE:**

The tenure of the nominated members shall be three years.

**FREQUENCY OF MEETING:**

The committee shall meet at least two times a year.

**QUORUM:**

One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

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PRINCIPAL

#### 44.STUDENT COUNCIL COMMITTEE

|   |                      |                |                 |
|---|----------------------|----------------|-----------------|
| 1 | Dr. V.Srinivas       | vice principal | convener member |
| 2 | smt. K.saroja rani   | civil-hod      | convener member |
| 3 | smt. P.Sri devi      | eee-hod        | convener member |
| 4 | SriA.B.Chandrika     | ece-hod        | convener member |
| 5 | Sri. B.V.Ramakrishna | Cse-hod        | Convener member |

|    |                           |                            |                    |
|----|---------------------------|----------------------------|--------------------|
| 6  | sri.M.V.Ramana            | cse-hod                    | convener<br>member |
| 7  | sri. A.Babji              | mech-hod                   | convener<br>member |
| 8  | smt. V.R.V.T.R.Manikyamba | h & bs- hod                | convener<br>member |
| 9  | Sri. V.Ravindra           | Infrastructure<br>incharge | convener<br>member |
| 10 | sri. N.V.Anjaneyulu       | PD                         | convener<br>member |
| 11 | sri.CH.Rama krishna       | LIBRARIAN                  | convener<br>member |
| 12 | smt. A.B.Chandrika        | NSS                        | convener<br>member |
| 13 | sri. G.Satyanarayana      | A.O                        | convener<br>member |

**FUNCTIONS:** ( NOTE: All the class representatives of the classes are the members of students council. Hence the committee deals the issues/with the constituted council only. Any Grievance to be filed and redressal to be suggested with the committee concerned.)

**ACADEMIC:** The council shall suggest from time to time ideas to improve the academic atmosphere of the Institute. For this purpose, it will organize debates, quiz, essay competitions, poem writing extempore presentation, and other extra-curricular activities at the Faculty and Institute level. Any grievance from students side regarding academic matters may also be considered by the Council for its amicable solution.

**SPORTS:** The council may suggest the facilities to be provided to the students to improve sports and games activities. The council shall motivate the students to participate in different sports activities. Any grievance from students pertaining to sports and games may also be looked into by the

council for its timely redressal.

**CULTURAL ACTIVITIES:** The council shall help in organizing cultural activities at the Faculty as well as University level. The council shall motivate the students to participate in different cultural activities.

**HOSTEL DEVELOPMENT:** With a view to providing family atmosphere, the council shall prepare proposals for improvement of the basic facilities and plans for improvement in living conditions in the hostels.

**STUDENTS WELFARE:** The council shall suggest ways and means for providing financial assistance, special library facilities and hostel accommodation to the needy students.

**HEALTH & HYGIENE:** The council shall take care of the medical facilities and address to the grievances for betterment of the health and hygiene conditions of the students.

**LAW AND DISCIPLINE:** The council shall take steps to maintain discipline among the students. It shall consider and attempt to resolve the grievances of the students.

**SOCIAL ACTIVITIES:** The council may suggest from time to time ways and means to promote various social activities by the students in and around the campus such as literacy, cleanliness, health & hygiene and other such activities, which may be deemed appropriate.

**PROCEDURE:**

Due decorum shall be maintained and respect to the chair shall be paid by all

- in the meeting of the council.

- A member wishing to take part in the discussion shall rise in his place and address himself to the chair.

- When a point of order is raised or when the co-ordinator, rises in his place the member speaking shall at once resume his seat.

**TENURE:**

- The student members of the council shall hold their offices till end of academic year from the date of formation of the council

**FREQUENCY OF MEETING:**

- There shall meet at least twice in a year.
- In case of exigency, the vice chairman can call a council meeting with due permission of the chairman.
- There shall be a notice for the requisition of meeting.

**QUORUM:**

- The quorum of the council shall be one third of the strength and the agenda for the adjourned meeting shall remain the same.

**VSM COLLEGE OF ENGINEERING,  
RAMACHANDRAPURAM**

**College Committees 2019-2020**



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PRINCIPAL

#### 45.PURCHASE COMMITTEE

|   |                         |                            |          |
|---|-------------------------|----------------------------|----------|
| 1 | Dr.V.Srinivas           | vice-principal             | convener |
| 2 | Sri. V.Ravindra         | infrastructure<br>incharge | member   |
| 3 | Ms.Lalitha Padmini      | hostel                     | member   |
| 4 | Sri. G.S.Mohan chowdary | placements                 | member   |
| 5 | Sri. G.Satyanarayana    | A.O                        | member   |
| 6 | Sri. G.S.N.Murthy       | Accounts officer           | member   |

#### **DUTIES:**

1. To scrutinize the indents put forth by the Departments/labs/committees/and various sections of the college from time to time.

2. To supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.

3. To fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.

4. To suggest measures for the safety, development and maintenance of old college building infrastructure.

5. To ensure optimal use of the college resources, get defective gadgets repaired.

### **FUNCTIONS:**

- To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, xerox machines etc) and finalize the annual maintenance contracts with prior intimation to finance committee
- To prepare guideline and devise general system for procurements of materials, equipments and items for the Institution.
- To prepare approved vendors list for items, which are of general use and ensure the procurement of such items from approved vendors.
- To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.
- To scrutinize requisitions for requirement of various Departments and decide upon the necessity of purchasing the equipment, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, University, AICTE etc.
- To arrange to call and scrutinize tenders/quotations for items of purchase and contracts costing beyond the value specified by BOG.

- To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
- To review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Finance Committee

- To invite quotations for items, which are centrally processed like xerox papers, computer stationary, chalk boxes, students journal material etc. well within time and arrange their procurement after negotiations.

- To arrange for order inspection and acceptance/rejection of the equipment received.

- To consider and acceptance/rejection of the equipment received.

- To report to the BOG on all matters mentioned above for approval and sanction.

- To take action on matters incidental or conducive to the attainment of the objects of the Institute by appointing committees, experts, consultants, if necessary.

### **PROCEDURE:**

- The Member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.

- Collect the requirements from all departments.

- Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Chairman, Purchase Committee

- Communicate the decision of the Committee to concerned department.

- Call and scrutinize tenders/quotation for items of purchase, with the help of department.

- Carry out discussion and negotiations with suppliers and procure the best quality items with competitive price.

- Arrange for sending the purchase order, inspection and acceptance/rejection of the equipment received, with the help of department.

**TENURE:**

- The tenure of the members shall be three years.

**FREQUENCY OF MEETING:**

- The committee shall meet at least four times in a year.

**QUORUM:**

- One third members of the Committee shall constitute the quorum.

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PRINCIPAL

#### **46.BUILDING & CIVIL WORKS**

|   |                      |                  |          |
|---|----------------------|------------------|----------|
| 1 | Sri.V.Ravindra       | ece              | convener |
| 2 | Smt. K.Saroja rani   | civil            | member   |
| 3 | Smt. T.Ramya         | civil            | member   |
| 4 | Smt. V.Tanuja        | civil            | member   |
| 5 | Sri. G.prasad        | civil            | member   |
| 6 | Sri. G.Satyanarayana | A.O              | member   |
| 7 | Sri. G.S.N.Murthy    | Accounts officer | member   |

**FUNCTION:**

To prepare phase-wise, comprehensive, time-bound plans to construct new buildings (As per AICTE norms), as and when required, in consultation with planning & Institutional Development Committee and get it approved by GB. For which it has to seek information and requirements of new building from various committees. (e.g. In consultations with Academic Committee get the requirement for classrooms, laboratories etc., prepare a plan accordingly & place it before planning & Institutional Development Committee for consideration and finally to GB for approval)

- To process different proposals, which involves
- Inviting various plans and finalizing proper one
- Designing and estimation of the work

Completing all the necessary formalities regarding the sanction from the concerned authorities

- Inviting tenders.
- Preparing the comparative statement and forwarding the same to the GB for approval.
- To complete the legal formalities regarding land, building and municipal taxes.

To supervise and monitor all the work under construction and get the work completed strictly as per schedule.

- To prepare a plan for furniture required for various Departments/ cells of the Institution.

To monitor the status of all buildings, to forward the proposals of renovation and maintenance to Planning & Institutional development committee and carry out routine maintenance of the college and hostel buildings

- The building plans, prepared by the committee shall be approved by GB.

- The committee shall review the work in progress and prepare a report

The committee shall be in constant touch with the Academic and

- Administrative committees for any specific building requirements.

The committee shall prepare a detailed annual report on the construction and furniture work and submit the same to the GB.

- The committee shall find ways and means to reduce the cost of construction.

The committee shall prepare a list of approved building consultants,

- architects and contractors who shall be called for bidding.

The committee shall select external consultants, architects and contractors

- only after detailed study of their competence and cost effectiveness.

The committee shall form temporary sub-committees for execution of work

- seeking permission from the concerned head of department.

To take up a special drive for providing better common facilities like

- drinking water, electrification, dustbins, and urinals and campus vigilance.

To monitor the house keeping activity keenly and to report the Building

- Committee and Production Center for materials lying in the campus.

- To streamline the notice display activity by providing better notice board.

To install the elaborate campus map at the entrance and numbering of

- buildings, departments, rooms and labs.

To display signboards at different places that shall lead person to proper

- destination.

- To display inspiring quotes at prominent places.

To take up well planned horticulture activity with proper landscaping that

- shall beautify the campus.

- To prepare long term and short plans of campus development, prepare the expenditure proposals and forward them to FC for approval.
- To forward sanctioned proposals to PC for further processing and to execute different activities.

**PROCEDURE:**

- Prepare the Action Plan for the current activities
- Get approval of finance & planning committee to carry out these activities and if required get approval of GB
- Obtain monthly progress report of all activities
- Monitor progress through visits, Identify bottlenecks and take remedial actions

**TENURE:**

- The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.
- The tenure of the members shall be two years. If any vacancy occurs in the office of such members, the vacancy shall be filled within 3 months and the member so appointed shall hold office for the residual term for which the earlier member would have held the office, if the vacancy had not occurred.

**FREQUENCY OF MEETING:**

- The committee shall meet at least two times a year.