



T.R.R GOVERNMENT DEGREE COLLEGE

Kandukur,Prakasam District,Andhra Pradesh,Pincode:523105

[Established in 1966]

Affiliated to Acharya Nagarjuna University, Guntur



List of Committees in the College during 2020-21

S.No	Name of the Committee	Convener / Coordinator	Members of Committee	Job Chart
1.	ADMISSIONS & ID Cards	Sri. K. Malakondaiah, Lecturer in Political Science	Dr. P.Rajagopal Babu, Lecturer in English Dr. R.Malyadri, Lecturer in Phys.Edn. Dr. Ch. Shankar Rao, Lecturer in Econ. Sri. K.Srinivasulu, Lecturer in Maths Sd. Khadar Basha, Contract Lect. in Urdu Dr.G. Brahmaiah, Lecturer in Library Science	1. Admissions campaigning-Strategies 2. Online Admissions Helpline Centre management 3. Students' database preparation and circulation to all departments 4. Issue of ID cards and Students' uniforms for freshers
2.	I.Q.A.C.	Dr. P. Rajagopal Babu, Lecturer in English	Sri. B. Kamal Babu, Lect. in Chemistry Dr. Sk. Mastan Vali, Lecturer in Botany Sri. J.Hanumantha Rao Lect. in Comp.Science Dr. Ch. Shankar Rao, Lecturer in Economics Dr.N.V.Srihari, Lecturer in Physics Sk.Basha, Record Assistant	1. IQAC and Academic Records 2. AQAR s 3. Year Books 4. Website 5. Dept Inputs and Uploads Photos for website
3.	Academic Coordinator (UG & PG)	Dr. Yedukondalu Narendra, Lect. in Economics	All Departmental In-charges	1. Maintenance of academic Records of UG & PG 2. Semester Curricular plans, Teaching Dairy, Teaching Notes of UG & PG 3. Conduct of Annual Stock Verification before 31 st March 4. Monthly Newsletters uploading in CCE portal 5. New/ Certificate courses monitoring 6. Maintenance of Marks Registers in Departments-Monitoring

				7. Conduct of Science Fairs, Seminars, Workshops
4.	NIRF/ AISHE	Dr. Yedukondalu Narendra, Lect. in Economics	NA	<ol style="list-style-type: none"> 1. Registration into NIRF portal 2. Collection & Uploading of data in NIRF 3. Uploading of data in AISCHE
5.	Biometric Attendance	Sri K.Srinivasulu, Lecturer in Maths	B. Sunitha, Record Assistant	<ol style="list-style-type: none"> 1. Making fresh registrations admitted in the college 2. To promote/transfer the students of different groups from first ,secondyeartosecondandthirdyearbeforecommencementoftheacademicyear. 3. To upload the particulars of attendance to CCE daily 4. Maintenance of Biometric devices.
6.	RUSA	Dr.I.Anusha, Lect.in Zoology	Dr.K.V.Padmavathi, Lecturer in Chemistry Sri. K. Malakondaiah, Lecturer in Pol.Science Dr. P.S.Naidu, Reader in Physics Dr. Yedukondalu Narendra, Lect. in Economics Dr. Sk. Mastan Vali, Lecturer in Botany	<ol style="list-style-type: none"> 1. Monitoring allotted RUSA funds 2. Maintenance of Solar energy Records 3.Record the minutes of the meetings in RUSA resolution register
7.	EXAMINATION Internal / External Central marks Register	Sri. K.Malakondaiah, Lecturer in Pol.Science	Dr. K.Srinivasulu, Lecturer in Mathematics Dr.Ch. Srinivasa Rao, Lecturer in CommerceSri G.Prabhakar Rao, Junior Asst Smt. T.Dhanalakshmi, Herbarium KeeperSmt. Ch.Polamma, Museum keeper	<ol style="list-style-type: none"> 1. Conduct of Mid semester and Sem-end University exams 2. Results analysis 3. Preparation of Toppers list subject-wise
8.	NSS-UNIT-1 NSS-UNIT-2	Sri. K.Malakondaiah, Lecturer in Pol.Science Dr.Ch. Shankar Rao, Lecturer in Economics	Dr.R.Malyadri, Lecturer in Phys.Education. Dr. N.Thirupathi Swamy, Lec in Botany M.Durgaprasad ,III BA. Dr.K. Jonah Philips, Lecturer in Mathematics Sd. Khadar Basha, Contract Lect. in Urdu M.Lakshmi Prasanna III Bsc.	<ol style="list-style-type: none"> 1. Observation of Days of National importance 2. Planning community and extension activity calendar 3. Conducting activities on the campus and extension activities in the villages 4. Campus maintenance and Cleanliness 5. Documentation and Report preparation with evidences 6. Waste management steps 7. Cleaning ofCampus every month half day
9.	LIBRARY	Sri.G.Brahmaiah, Lecturer in Library Science	Dr K.Sujatha, Lecturer in Telugu Sri. K. Malakondaiah, Lecturer in Politics Dr.J.Hanumantha Rao, Lec in Comp ScienceSri.K.Hanumantha Rao, Record Assistant N. Siyon Kumar III BCom.	<ol style="list-style-type: none"> 1. Maintaining library catalogs 2. Integrated Library management system and NDL 3. E-journals, E-BooksShodganga membership and Data bases 4. Library duties 5. Purchase of Library books and journals 6. User credentials of staff and students 7. Documentation and Year book preparation with evidences

10.	SCHOLARSHIP	Dr.Ch. SrinivasaRao, Lecturer in Commerce	Sri D.Rajasekhar (Typist)	<ol style="list-style-type: none"> 1. Enrollment of students for scholarships 2. Monitoring of <i>Vidhyadeevana</i> and <i>Vasathideevana</i> 3. Payment of fee to the college
11.	NCC	Sri B.Rajasehkar Lecturer in Commerce	Dr. Ch. Shankar Rao, Lecturer in Economics Sri. B.Kamala Babu,Lect. In Chemistry B.Pavithra, III BA.	<ol style="list-style-type: none"> 1. Encourage student enrolment and participation in NCC 2. Conducting community related programmes 3. Conducting drills in National festivals 4. Documentation and Year book preparation with evidences
12.	Parent-Teacher Association	Dr K.Sujatha, LecturerinTelugu	Dr.N.V.Srihari, Lecturer in Physics Sri. K. Malakondaiah, Lecturer in Politics Dr. P. Raj Gopala Babu, Lecturer in English Smt.J.Mythri, Lecturer in Chemistry B. Kalyani, III BA J.Manoj Kumar, III BSc.	<ol style="list-style-type: none"> 1. Arrange parent meeting once a year 2. Contact the parents of irregular students
13.	Faculty Forum	Dr.N.Yedukondalu Narendra,Lecturerin Economics	Dr.N.V.Srihari, Lecturer in Physics Dr. Ch. Shankar Rao, Lect. in Economics Dr K.Sujatha, Lecturer in Telugu Sri. J.Hanumantha Rao Lect. in Comp Science	<ol style="list-style-type: none"> 1. Planning Schedules of Forum meetings-Semester wise 2. Arranging Monthly Meetings 3. Preparing Reports
14.	Career Guidance Cell	Dr. Sk. Mastan Vali,Lecturer in Botany Sri.K. RamanjaneyuluLec in History	Sri. K. Malakondaiah, Lecturer in Politics Sri. B.Kamala Babu,Lect. In Chemistry Sri. K.Srinivasulu, Lecturer in Mathematics Dr. P. Rajagopal Babu, Lecturer in English M. Deepak, II Bsc N.Somanath, III BA	<ol style="list-style-type: none"> 1. Planning training Programmes 2. MOUs with employers and placements 3. Coaching for competitive examinations 4. Career guidance 5. Documentation and Year book preparation with evidences
15.	WOMEN EMPOWERMENT CELL	Sk.Shahanaz Begum, Lecturer inTelugu	Dr K.Sujatha, Lecturer in Telugu Dr I.Anusha, Lecturer in Zoology Dr.K.V.Padmavathi, ,Lect. In Chemistry Smt.M.Jyothi, Lect. In Zoology N.Meghana,III BCom K.Neelaveni, III BSc.	<ol style="list-style-type: none"> 1. Arranging workshops and Lectures on women empowerment issues,gender bias, health issues Entrepreneurship and life skills, 2. Women centric support activities to face Social Challenges
16.	GRIEVANCE REDRESSAL	Dr.R.Malyadri, Lecturer in Phys.Education	Dr. P. Rajagopal Babu, Lecturer in English Sk.Shahanaz Bebum, Lecturer in Telugu Sri. K. Malakondaiah, Lecturer in Politics Sk.Muntaj, II BA	<ol style="list-style-type: none"> 1. Anti ragging 2. Maintenance of redressal register 3. Recording of Grievances and redressal
17.	Special Fee	Dr.Yedukondalu Narendra, Lecturer in Economics	Dr.Ch.Srinivasa Rao Lecturer in Commerce Smt J. Mythri, Lecturer in Chemistry Sri. J.Hanumantha Rao Lect. in Comp.Science All In charges of Depts	<ol style="list-style-type: none"> 1. Monitoring the special fee account 2. Maintenance and allocation of funds

18.	Student Union Internal Functions and Hospitality	Dr.Yedukondalu Narendra, Lecturer in Economics Dr. P. Rajagopal Babu, Lecturer in English	Dr K.Sujatha, Lecturer in Telugu Dr. P. Rajagopal Babu, Lecturer in English Dr.R.Malyadri, Lecturer in Phys.Education Sri. K. Malakondaiah, Lecturer in Politics Dr. Sk. Mastan Vali, Lecturer in Botany Sd.Khadar Basha, Cont. Lect. in Urdu B.Pavithra, III BA Bhanu Prakash, III BSC D.Avinash, III Bcom.	<ol style="list-style-type: none"> 1. Maintaining the record of student council 2. Issuing IDs 3. Arrangement of college functions 4. Maintenance of Hospitality
19.	Alumni Association	Sri. K.Malakondaiah, Lecturer in Pol.science	Dr.R.Malyadri, Lecturer in Phys. Education Sd.Khadar Basha, Cont. Lect. in Urdu	<ol style="list-style-type: none"> 1. Preparation of annual Calendar for alumni meetings 2. Collecting donations and maintaining of records 3. Preparation of year book with evidences
20.	Press Relations	Dr. P. Rajagopal Babu, Lecturer in English	Sri K. Malakondaiah, Lecturer in Pol.Science Dr K.Sujatha, Lecturer in Telugu	<ol style="list-style-type: none"> 1. Preparation of press reports 2. See that to publish in news papers 3. Collect the publishing reports 4. Maintain the Records
21.	RTI	Dr. Ch.SrinivasaRao, Lecturer in Commerce	Sri N.V.Srihari, Lecturer in Physics Sri. K. Malakondaiah, Lecturer in Pol.science Dr.I.Anusha, Lecturer in Zoology	<ol style="list-style-type: none"> 1. Preparation of RTI documents 2. Correspondence related to RTI cases, maintenance of files and records
22.	DRC Related Activities	Dr. K.V.Padmavathi Lecturer in Chemistry	Dr N.Thirupathi Swamy, Lecturer in Botany Sri. B.Kamala Babu, Lect. in Chemistry	<ol style="list-style-type: none"> 1. Virtual Classes Time Table and reporting to CCE 2. Sharing of academic resources with other colleges in the district, 3. Conducting inter collegiate cultural and co-curricular activities 4. Report Preparation
23.	Medical Examination & RRC	Dr.I.Anusha, Lecturer in Zoology	Smt.M.Jyothi, Lecturer in Zoology Dr. Sk.Mastan Vali, Lecturer in Botany Dr N.Thirupathi Swamy, Lecturer in Botany	<ol style="list-style-type: none"> 1. Conducting medical camps in college, 2. Blood grouping of students and staff 3. Observation of important days like Aides day etc 4. Maintaining of Records
24.	Fine Arts & Cultural Committee	Dr. K.Sujatha, Lecturer In Telugu	Dr. P. Rajagopal Babu, Lecturer in English Sk.Shahanaz Bebum, Lecturer in Telugu Sd.Khadar Basha, Cont.Lecturer in Urdu B.Naga sri, II BA Vengaveni , II Bsc.	<ol style="list-style-type: none"> 1. plan and schedule cultural events for the academic year 2. Look after all intra and inter collegiate cultural events 3. Celebrate various festivals and events in the college and give a wide publicity. 4. conduct annual cultural competition

25.	DISCIPLINE & ANTI RAGGING	Dr.R.Malyadri, Lecturer in Phys.Education Dr.P.S.Naidu, Reader in Physics	Dr. Ch.Shankar Rao, Lecturer in Economics Sri.K.Malakondaiah, Lecturer in Pol.Science Dr. P. Rajagopal Babu, Lecturer in English Dr.Yedukondalu Narendra, Lec. in Economics Smt J. Mythri, Lecturer in Chemistry M. Vali, III BA T.Madhuri, III BSC.	<ol style="list-style-type: none"> 1. Maintain discipline in the institute 2. To avoid any malpractice or anomaly found during the examinations 3. Prevent anti-ragging by students in the institute
26.	Time Table Committee	Sri. K.Srinivasulu, Lecturer in Mathematics	Dr.K. Jonah Philip, Lecturer in Mathematics Sri.J. Hanumantha Rao, Lect. in Comp.Science	<ol style="list-style-type: none"> 1. Preparing and Finalizing Timetable for different semesters 2. Circulate the master time table along with staff Names 3. Communicate the class time tables to staff and students. 4. Prepare the Academic Calendar.
27.	CONSUMER CLUB	Dr.Yedukondalu Narendra, Lecturer in Economics	Dr. Ch.Srinivasa Rao, Lecturer in Commerce	<ol style="list-style-type: none"> 1. Conduct awareness on Consumer Rights 2. Awareness on RTI act
28.	Ward Counseling Attendance Consolidation	Sd.Khadar Basha, Cont.Lect.in Urdu	Dr. Sk. Mastan Vali, Lecturer in Botany Dr.K. Jonah Philip, Lecturer in Mathematics Dr.Ch.Shankar Rao, Lecturer in Economics	<ol style="list-style-type: none"> 1. Prepare attendance semester wise. 2. Display the attendance list for the information of the students and make corrections if needed. 3. Generate the defaulters' list and inform to the parents
29.	Restructured Special Fee	Sri.J. Hanumantha Rao, Lect. in Comp.Science	Dr.N.V.Srihari, Lecturer in Physics Dr. Ch.Srinivasa Rao, Lecturer in Commerce Dr.I.Anusha, Lecturer in Zoology Sri. B.Kamala Babu, Lect. in Chemistry	<ol style="list-style-type: none"> 1. Identify the no. of guest faculty needed on the basis of departmental work load in their respective departments. 2. Submission of work load for both UG & PG Programs. 3. Submission of indent for articles/equipment/repairs
30.	MANA-TV Audio Visual	Dr.N.V.Srihari, Lecturer in Physics	Sri.J. Hanumantha Rao, Lect in Comp. Science Dr. Ch.Shankar Rao, Lecturer in Economics Smt T.Dhanalakshmi, Herbarium Keeper	<ol style="list-style-type: none"> 1. Circulate the scheduled to the faculty and students as per CCE. 2. Maintenance of Record.

31.	Poor Student Help	Dr. Ch.Shankar Rao, Lect. in Economics	Dr. P. Rajagopal Babu, Lecturer in English Sri. K. Malakondaiah, Lecturer in Pol. Science. A.Maneesha, III BSC Comps.	<ol style="list-style-type: none"> 1. Identifying the poor students 2. Rise the donations from the students, staff and philanthropists 3. Help them by paying college fees, providing lunch, studybooks and materials
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32.	ECO CLUB	Dr N.Tirupathi Swamy, Lecturer in Botany	Dr. Sk.Mastan vali, Lecturer in Botany Dr.R.Malyadri, Lecturer in Phys.Education	<ol style="list-style-type: none"> 1. Create awareness on Environmental pollution and biodiversity 2. Plantation, clean and green Programmes in the campus
33.	JKC	Dr. P.Rajagopal Babu, Lecturer in English	Dr.I.Kesava Rao, Lecturer in English Sri.J.Hanumantha Rao, Lecturer in Comp.Science Sri.Harish Babu, JKC part time Mentor P.Vasu, III Bsc Comps.	<ol style="list-style-type: none"> 1. Planning training Programmes 2. MOUs with employers and placements 3. Coaching for competitive examinations 4. Documentation and Year book preparation with evidences
34.	BUS PASS	Sri. K.Malakondaia, Lecturer in Pol.Science	Dr.K. Jonah Philip, Lecturer in Mathematics Sk.Shanaz Bebum, Lecturer in Telugu Dr. G. Brahmaiah, Lecturer in Library Science M.Guravaiah, III Bcom.	1.To arrange the bus passes to the rural students in coordination with APSRTC.
35.	College Purchase committee	Dr N.Thirupathi Swamy, Lecturer in Botany	Dr. Ch.Srinivasa Rao, Lecturer in Commerce Sri. K. Malakondaiah, Lecturer in Politics Dr.P.S.Naidu, Reader in Physics Dr. P.Rajagopal Babu, Lecturer in English Dr K.Sujatha, Lecturer in Telugu.	1.To purchase the articles/equipment as per the indents submitted by restructure special fee committee members by duly following the norms and conditions.


PRINCIPAL
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KANDUKUR - 523105
Prakasam Dist.