



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 2021-22

| 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.Raj gopala Babu, Lecturer in English 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 |

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| | | | | 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 Sri. B. Kamal Babu,Lect. in Chemistry 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 Commerce Sri G.Prabhakar Rao, Junior Asst Smt. T.Dhanalakshmi, Herbarium Keeper Smt. 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. Sk. Mastan Vali, Lecturer in Botany Dr. N.Thirupathi Swamy, Lec in Botany K. Karthik ,III BA. Dr.K. Jonah Philips, Lecturer in Mathematics Sd. Khadar Basha, Contract Lect. in Urdu B.Sandhya 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 Science Sri.K.Hanumantha Rao, Record Assistant SK. Serf Unnisa III B.A. | <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 |

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| 10. | SCHOLARSHIP | Dr.Ch. SrinivasaRao, Lecturer in Commerce | Sri N. Srinivasa Rao (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 D.Ramanjineyulu Lecturer in History | Dr. Ch. Shankar Rao, Lecturer in Economics Sri. B.Kamala Babu,Lect. In Chemistry K. Chandrasekhar, 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 SK. Muntaz III BA A Sai, 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.D. Ramanjaneyulu Lec 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 K. Madhavi, III BA B. Gurunatham, 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. Narmada,III BCom N. Nagasri, III BA. | <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 | Sri. K. Malakondaiah, Lecturer in Politics | Dr. P. Rajagopal Babu, Lecturer in English Sk.Shahanaz Bebum, Lecturer in Telugu Dr. Ch. Shankar Rao, Lecturer in Economics Sk.Muntaj, III 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 |

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| 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 Sri. K. Malakondaiah, Lecturer in Politics Dr. Sk. Mastan Vali, Lecturer in Botany Sd.Khadar Basha, Cont. Lect. in Urdu K. Chandrasekhar, III BA B. Ajay, MSC Comp B. Swathi, 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. P. Rajagopal Babu, Lecturer in English 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 |

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| 25. | DISCIPLINE & ANTI RAGGING | Sri. K.R. Karuna Kumar, Lecturer in Phys. Education Dr. N.V. Srihari, Lecturer 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 K. Chandrasekhar, III BA J. Neelima, III BSC-BZC. | <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. |

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| 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. K. Tirumala, III BA | <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 Sri. K.R. Karuna Kumar, 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 SK.Rehman, III Bsc | <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 B. Gurunatham, 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.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
T.R.R. Govt. Degree College
KANDUKUR - 523105
Prakasam Dist.