



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 2023-24

S.No	Name of the Committee	Convener / Coordinator	Members of Committee	Job Chart
1.	ADMISSIONS & ID Cards	Sri. K.Karuna Kumar Lecturer in Physical Education	Dr. P.Rajagopal Babu, Lecturer in English Dr. Ch. Shankar Rao, Lecturer in Economics Sri. K.Sreenivasulu, Lecturer in Mathematics Dr.Md. Mahaboob, Lecturer in Urdu Sri G. Brahmaiah, Lecturer in Library Science	<ol style="list-style-type: none">1. Admissions campaigning-Strategies2. Online Admissions Helpline Centre management3. Students' database preparation and circulation to all departments4. Issue of ID cards and Students' uniforms for freshers
2.	I.Q.A.C.	Dr. P. Rajagopal Babu, Lecturer in English	Sri. B. Kamala Babu,Lecturer in Chemistry Dr. N.Tirupathi Swamy, Lecturer in Botany Dr. J.Hanumantha Rao Lecturer in Comp.Science Dr. Ch. Shankar Rao, Lecturer in Economics Dr.N.V.Srihari, Lecturer in Physics G.Brahmaiah, Record Assistant	<ol style="list-style-type: none">1. IQAC and Academic Records2. AQAR s3. Year Books4. Website5. Dept Inputs and Uploads Photos for website

3.	Academic Coordinator (UG & PG)	Dr. Yedukondalu Narenda, Lecturer in Economics	All Departmental In-charges	<ol style="list-style-type: none">1. Maintenance of academic Records of UG & PG2. Semester Curricular plans, Teaching Dairy, Teaching Notes of UG & PG3. Conduct of Annual Stock Verification before 31stMarch4. Monthly Newsletters uploading in CCE portal5. New/ Certificate courses monitoring6. Maintenance of Marks Registers in Departments-Monitoring
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4.	NIRF/ AISHE	Dr. Yedukondalu Narendra, Lecturer 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.Sreenivasulu, Lecturer in Mathematics	Sri.D.Ramesh, 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 ,secondyearto secondandthirdyearbefore commencementoftheacademic year. 3. To upload the particulars of attendance to CCE daily 4. Maintenance of Biometric devices.
6.	RUSA	Sri. B. Kamal Babu, Lecturer in Chemistry	Dr.K.V.Padmavathi, Lecturer in Chemistry Dr. Ch.Sankar Rao, Lecturer in Economics Dr. Yedukondalu Narendra, Lecturer in Economics	<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.Sreenivasulu, Lecturer in Mathematics	Dr.D.Ramanjineyulu, Lecturer in History 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. Naresh Raja, Lecturer in Political Science Dr.Ch. Shankar Rao, Lecturer in Economics	Dr. N.Thirupathi Swamy, Lecturer in Botany B.Sandeep , III BA. Dr.K. Jonah Philip, Lecturer in Mathematics B.Amrutha 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 of Campus every month half day

9.	LIBRARY	Sri.G.Brahmaiah, Lecturer in Library Science	Dr K.Sujatha, Lecturer in Telugu Dr.Ch.Sankar Rao, Lecturer in Economics Dr.J.Hanumantha Rao, Lecturer in Computer Science Sri.K.Hanumantha Rao, Record Assistant J. Mounica III B.A.	<ol style="list-style-type: none"> 1. Maintaining library catalogs 2. Integrated Library management system and NDL 3. E-journals, E-Books <i>Shodganga</i> 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.Srinivasa Rao, 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	Dr. D.Ramanjineyulu Lecturer in History	Dr. Ch. Shankar Rao, Lecturer in Economics Sri. B.Kamala Babu, Lecturer In Chemistry D. Dhanunjay, 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, Lecturer inTelugu	Dr.N.V.Srihari, Lecturer in Physics Dr. Ch.Srinivasa Rao, Lecturer in Commerce Dr. P. Rajgopala Babu, Lecturer in English Smt.J.Mythri, Lecturer in Chemistry B.Chaitanya III BA J.Nivas, 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, Lecturer in Economics	Dr.N.V.Srihari, Lecturer in Physics Dr. Ch. Shankar Rao, Lecturer in Economics Dr. K.Sujatha, Lecturer in Telugu Dr. 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	Sri.D. Ramanjineyulu Lecturer in History	Sri. K. Naresh Raja, Lecturer in Politics Sri. B.Kamala Babu, Lect. In Chemistry Sri. K.Sreenivasulu, Lecturer in Mathematics Dr. P. Rajagopal Babu, Lecturer in English B.Siva, III B.A K.Mounica, III B.Com Sk.Usma, II B.Sc.	<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 G.Sirisha II B.Com Jenifa 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. K. Sujatha, Lecturer in Telugu	Dr. P. Raj Gopal Babu, Lecturer in English Sk.Shahanaz Begum, Lecturer in Telugu Dr. Ch. Shankar Rao, Lecturer in Economics M. Siva Rama Raju 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 Dr. J.Hanumantha Rao Lect. in Comp.Science All In charges of Depts	<ol style="list-style-type: none">1. Monitoring the special fee account2. Maintenance and allocation of funds
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18.	Student Union Internal Functions and Hospitality	Dr.Yedukondalu Narendra, Lecturer in Economics	Dr K.Sujatha, Lecturer in Telugu Dr. P. Raj Gopal Babu, Lecturer in English Dr.Ch.Shankar Rao, Lecturer in Economics N. Mahesh Babu, III BA Sai Hemanth III B.Z.C D.Meghana III B.Com.	<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	Smt.Sk.Shanaz Begum Lecturer In Telugu	Dr. P. Rajagopal Babu, Lecturer in English Dr.I.Anusha, Lecturer in Zoology	<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. Naresh Raja, 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.Srinivasa Rao, Lecturer in Commerce	Dr. N.V.Srihari, Lecturer in Physics 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.K.Naresh raja, Lecturer in Pol. Science Dr. N.Thirupathi Swamy, Lecturer in Botany T.Padmaja, III B.Z.C S.KAVYA III B.Z.C	<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.Shanaz Begum, Lecturer in Telugu Dr.Md.Mahaboob, Lecturer in Urdu D. Dhanunjay, III B.A Ch.Udaya II BA. K.Sireesha II Bcom.	<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	Sri. K. Karuna Kumar, Lecturer in Physical Education Dr.N.V.Srihari, Lecturer in Physics	Dr. Ch.Shankar Rao, Lecturer in Economics Dr.N V Srihari, Lecturer in Physics Dr. P. Rajgopala Babu, Lecturer in English Dr.Yedukondalu Narendra, Lec. in Economics Smt J. Mythri, Lecturer in Chemistry G. Siva Rami Reddy, III B.A	<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.Sreenivasulu, Lecturer in Mathematics	Dr.K. Jonah Philip, Lecturer in Mathematics Dr..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	Dr.J.Hanumantha Rao Lecturer in Comp Science	Sri. K.Sreenivasulu, Lecturer in Mathematics Dr.K. Jonah Philip, Lecturer in Mathematics Dr.Ch.ShankarRao, 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	Dr..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	Dr..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. Raj Gopala Babu, Lecturer in English Sri. K. Naresh Raja, Lecturer in Pol. Science. D. Revathi, III B.A	<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, study books and materials
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32.	ECO CLUB	Dr N.Tirupathi Swamy, Lecturer in Botany	Dr. I.Anusha, Lecturer in Zoology Sri. K. Karuna Kumar, Lecturer in Physical 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 Dr.J.Hanumantha Rao, Lecturer in Comp.Science Sri.Harish Babu, JKC part time Mentor K.Dinesh Krishna, II 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. Karuna Kumar, Lecturer in Physical Education	Dr.K. Jonah Philip, Lecturer in Mathematics Sk.Shanaz Begum, Lecturer in Telugu Sri. G. Brahmaiah, Lecturer in Library Science B. Narasimha, III B.A	<ol style="list-style-type: none"> 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.B.Kamal babu, Lecturer in Chemistry Dr. P.Rajagopal Babu, Lecturer in English Dr K.Sujatha, Lecturer in Telugu.	<ol style="list-style-type: none"> 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.