

**PVP SIDDHARTHA INSTITUTE OF TECHNOLOGY, KANURU,
VIJAYAWADA (AUTONOMOUS)
DEPARTMENT OF INFORMATION TECHNOLOGY**

PVPSIT/50/IT/02/17-18

Dt: 05.06.2017

The following committees have been constituted for the academic year 2017-2018 for effective functioning of Information Technology branch.

1. Academic Curriculum Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J. Rajendra Prasad	Member
3	Dr. P.V.S.Lakshmi	Member
4	Ms. D.Kavitha	Member
5	Mrs.J.Sirisha	Member
6	Mrs.A.Haritha	Member
7	Mr.Y.Suresh	Member
8	Mr.S.Sai Kumar	Member
9	Mr.L.Ravi Kumar	Member

Functions:

- **Monitoring of syllabus coverage**
- **Verification of Attendance registers biweekly**
- **Any other relevant to academic matters.**

2. Class Proctors Committee

Sl.No	Year/Class/Section	Proctor	Student Regd.No's (from –To)	Signature
1	II B.Tech Section – I	Mr.L.Ravi Kumar Proctor	16501A1201 to 16501A1214	
		Ms. K.Srivijaya Proctor	16501A1215 to 16501A1228	
		Mr.K.Prudviraju Proctor	16501A1229 to 16501A1243	
		Mr.K.Pavan Kumar Proctor	16501A1244 to 16501A1257	
2	II B.Tech Section – II	Mrs. G.Reshma Proctor	16501A1258 to 16501A1271	
		Mrs.D.Kavitha Proctor	16501A1272 to 16501A1285	
		Mr.T.D.Ravi Kiran Proctor	16501A1286 to 16501A12A0	
		Ms.M.Sowjanya Proctor	16501A12A1 to 16501A12B4	

Sl.No	Year/Class/ Section	Coordinator/ Counselor	Student Regd.No's (from –To)	Signature
3	III B.Tech Section – I	Mr.P.Ravi Prakash Proctor	15501A1201 to 15501A1215	
		Mr.Y.Suresh Proctor	15501A1216 to 15501A1229	
		Mrs.D.Leela Dharani Proctor	15501A1230 to 15501A1243	
		Mrs.Y.Padma Proctor	15501A1244 to 16505A1201	
4	III B.Tech Section – II	Mrs.K.Swarupa Rani Proctor	15501A1261 to 15501A1276	
		Mr.S.Sai Kumar Proctor	15501A1277 to 15501A1296	
		Mrs.J.Sirisha Proctor	15501A1297 to End	
5	IV B.Tech Section – I	Mr.D.Ratnam Proctor	14501A1201 to 14501A1220	
		Mr.R.Vijay Kumar Proctor	14501A1221 to 12501A1240	
		Mr.M.Sundara Babu Proctor	14501A1241 to 14501A1260	
6	IV B.Tech Section – II	Mr.G.Venugopal Proctor	14501A1261 to 14501A1280	
		Mrs.A.Haritha Proctor	14501A1281 to 14501A12A0	
		Mrs.G.Lakshmi Proctor	14501A12A1 to End	

Functions:

- Monitoring of students attendance and marks intimation to HOD, parents.
- Growth of students concern and their discipline.

3. Guest Lectures and Seminars Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J. Rajendra Prasad	Member
3	Dr. P.V.S.Lakshmi	Member
4	Mrs.G.Reshma	Member
5	Mr.K.Pavan Kumar	Member
6	Mr.T.D.Ravi Kiran	Member

Functions: **Planning & Organization of Guest Lectures and Seminars for each academic year, (at least 4 events per year)**

4. Facilities Committee

Sl.No	Name of the Staff
1	(All Lab Incharges) Ms. A. Haritha Ms. G. Lakshmi Mr. Y. Suresh Mr. K. Pavan Kumar Mr. P. Ravi Prakash Mr. L. Ravi Kumar Mr. D. Ratnam Mr.G.Venugopal
2	Mr.S.Saikumar
3	Mr.R.Vijay Kumar
4	Ms. D. Sailaja

Functions: Provision of new facilities in the department. Furniture, Water facility, Electricity (fans, lights, AC's. etc), Internet facility, Toilets- etc

5. Industry – Institute Interaction & Entrepreneurship promotion Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. P.V.S.Lakshmi	Coordinator
2	Ms. J. Sirisha	Member
3	Mr. M. Sundara Babu	Member
4	Mr.T.D.Ravi Kiran	Member
5	Mr.K.Pavan Kumar	Member
6	Mr. L. Ravi Kumar	Member
7	Ms.M.Sowjanya	Member
8	Mr.K.Prudvi Raju	Member
9	Mr.R.Vijay Kumar	Member

Functions: Organizing Guest Lectures with Industry People. One day Industrial Tours to IT companies. Maintaining of EDC Cell

6. HRD Cell

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Dr. J. Rajendra Prasad	Member
3	Dr. P.V.S.Lakshmi	Member
4	Ms. J. Sirisha	Member
5	Ms. A. Haritha	Member
6	Mr.D.Ratnam	Member
7	Mr. P. Ravi Prakash	Member

Functions: Identification of Teaching /Non Teaching staff requirements for each year as per AICTE/UGC norms.

7. Department Exam Cell

Sl.No	Name of the Staff	Designation in the Committee
1	Mr. Y. Suresh	Coordinator
2	Mr. D. Ratnam	Member
3	Mr. L. Ravi Kumar	Member
4	Ms. K. Srivijaya	Member
5	Ms. D. Leela Dharani	Member

Functions: Conducting Internal & External Exams as per the academic calendar.

8. INTAEL

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. P.V.S.Lakshmi	Coordinator
2	Ms.G.Lakshmi	Member
3	Ms.A.Haritha	Member
4	Mr.S.Sai Kumar	Member
5	Ms.Y.Padma	Member
6	Ms.M.Sowjanya	Member
7	Mr.K.Prduviraju	Member
8	Mrs.K.Swarupa Rani	Member

Functions: Organizing the Technical, Cultural fests and professional activities to students in association with CSI, ISTE,...etc.

9. Placement Cell

Sl.No	Name of the Staff	Designation in the Committee
1	Mr.D.Ratnam	Coordinator
2	Mrs.K.Swarupa Rani	Member
3	Mr.K.Prudvi Raju	Member
4	Ms.M.Sowjanya	Member
5	Mr. R. Vijay Kumar Reddy	Member

Functions: Preparing the students for campus placements & assisting TPO.

10. Anti Ragging & Discipline Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Dr. J. Rajendra Prasad	Member
3	Dr.P.V.S. Lakshmi	Member
4	Mrs.D.Kavitha	Member
5	Mrs.G.Reshma	Member
6	Mr.M.Sundara Babu	Member
7	Mrs.K.Swarupa Rani	Member
8	Mr.L.Ravi Kumar	Member
9	Mr.T.D.Ravi Kiran	Member
10	Ms.K.Srivijaya	Member
11	Mrs.D.Leela Dharani	Member
12	Mr.G.Venugopal	Member
13	Ms.M.Sowjanya	Member
14	Mr.K.Prudviraju	Member
15	Mr.R.Vijay Kumar	Member
16	Ms.D.Sailaja	Member

Functions: Maintaining disciplinary in and around the department.

11. Purchase Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J. Rajendra Prasad	Member
3	Mr. Y. Suresh	Member
4	Mr.K.Pavan Kumar	Member
5	Mr.D.Ratnam	Member
6	Mr.G.Venugopal	Member
7	Mrs.G.Lakshmi	Member
8	Ms. A. Haritha	Member
9	Mr. L. Ravi Kumar	Member
10	Mr. S.SaiKumar	Member
11	Mr. P. Ravi Prakash	Member

Functions: Procuring new equipment for labs as per the purchase committee rules.

12. Alumni Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Mr. L. Ravi Kumar	Coordinator
2	Ms. K. Swarupa Rani	Member
3	Mrs. J.Sirisha	Member
4	Mrs.D.Leela Dharani	Member
5	Mr. M. Sundara Babu	Member
6	Mr.K.Prudvi Raju	Member
7	Mr.R.Vijay Kumar Reddy	Member
8	Mr.S.Sai Kumar	Member

Functions: Interaction with Alumni and arranging Alumni meets in the college/ department.

13. Department Website Maintenance

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Ms.Y.Padma	Member
3	Mr.L.Ravi Kumar	Member
4	Mr.K.Prduvi Raju	Member

Functions: Maintenance and updation of department information in college website.

14. Department Library Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. J.Rajendra Prasad	Coordinator
2	Mrs.D.Kavitha	Member
3	Mr.M.Sundara Babu	Member
4	Mr.T.D.Ravi Kiran	Member

Functions: Maintaining and issuing of books to staff, allowing students to read books in Department library. Maintenance of log register.

15. Project Review Committee/Mini Project

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J.Rajendra Prasad	Member
3	Mr.S.Sai Kumar	Member
4	Mr.K.Prudviraju	Member
5	Mr.Y.Suresh	Member

Functions: Conducting project reviews and preparing the students to done the project works.

16. IQAC Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Ms.A.Haritha	Coordinator
2	Ms.G.Lakshmi	Member
3	Mr.K.Pavan Kumar	Member
4	Ms.K.Srivijaya	Member
5	Mr.M.Sundara Babu	Member
6	Mr.T.D.Ravi Kiran	Member
7	Mrs.D.Leela Dharani	Member
8	Mr.G.Venugopal	Member

Functions: Collecting /preparing the information related to IQAC

17. Research & Development Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Dr. P.V.S.Lakshmi	Coordinator
3	Ms.D.Kavitha	Member
4	Ms.G.Reshma	Member
5	Ms.A.Haritha	Member
6	Ms.G.Lakshmi	Member
7	Ms.K.Srivijaya	Member

Functions: Preparing information related to R&D activities.

18. Time Table Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Ms.J.Sirisha	Coordinator
2	Mrs.D.Leela Dharani	Member
3	Ms.Y.Padma	Member
4	Mr.P.Ravi Prakash	Member

Functions: Preparation of Timetables, staff workload details

19. Results Analysis & Certificates Verification Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Mr.S.Sai Kumar	Member
3	Mr.R.Vijay Kumar Reddy	Member
4	Ms.K.Swarupa Rani	Member
5	Ms.D.Leela Dharani	Member
6	Mr.G.Venugopal	Member

Functions: Preparation & verification of Result Analysis.

20. Training Nomination Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Mr.L.Ravi Kumar	Member
3	Mrs.Y.Padma	Member
4	Mr.M.Sundara Babu	Member

Functions: Looking after the activities related to faculty training and correspondence related to Training nominations.

21. ISO/NBA Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J.Rajendra Prasad	Member
3	Dr. P.V.S.Lakshmi	Member
4	Ms.J.Sirisha	Member
5	Mrs.K.Swarupa Rani	Member
6	Mr.S.Sai Kumar	Member

Functions: All activities related to ISO and NBA

22. Department Assessment Board Committee (DAB)

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J.Rajendra Prasad	Member
3	Dr. P.V.S.Lakshmi	Member
4	Ms.D.Kavitha	Member
5	Ms.G.Reshma	Member
6	Ms.M.Sowjanya	Member

Functions: Conducting atleast one DAB meeting at the end of every academic year.

23. Program Assessment Committee (PAC)

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Ms.G.Reshma	Member
3	Ms.M.Sowjanya	Member

Functions: Conducting atleast two PAC meetings at the end of every semester in a academic year

24. Department Monthly Report/Newsletter

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
Monthly Report		
2	Mrs Y.Padma	Member
3	Mr. M.Sundara Babu	Member
4	Mrs.D.Leela Dharani	Member
Newsletter		
5	Mrs. D.Kavitha	Member
6	Mr.P.Ravi Prakash	Member
7	Ms.K.Srivijaya	Member

Functions: Preparation and printing of Department/College New letter. Preparation and submission of department monthly report on time.

25. Module Coordinators Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Ms.D.Kavitha	Member
3	Ms.J.Sirisha	Member
4	Ms.A.Haritha	Member
5	Mr.Y.Suresh	Member
6	Ms.G.Reshma	Member

Functions: Conducting meeting with course coordinators once in a semester to identify curricular gaps and content beyond syllabi to fill the gaps

26. Certificate Courses Committee (Oracle WDP, ICT academy, Infosys CC)

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Ms.J.Sirisha	Member
3	Ms.G.Reshma	Member
4	Mr.L.Ravi Kumar	Member
5	Ms.K.Swarupa Rani	Member
6	Mr.D.Ratnam	Member
7	Mr.G.Venugopal	Member
8	Ms.G.Lakshmi	Member
9	Mr.P.Ravi Prakash	Member
10	Mr.R.Vijay Kumar	Member

Functions: Conducting skill based certificate courses along with regular academic activities to students.

27. Curricular – Co curricular and Extra Curricular Activities Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Ms.G.Reshma	Member
3	Mr.G.Venugopal	Member

Functions: Conducting of curricular, co-curricular & extra curricular activities in the college/department, collection of students data in those activities.

28. Gate Duty Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J.Rajendra Prasad	Member
3	Ms.D.Kavitha	Member
4	Ms.J.Sirisha	Member
5	Ms.G.Reshma	Member
6	Mr.Y.Suresh	Member
7	Mr.K.Pavan Kumar	Member
8	Ms.Y.Padma	Member
9	Mr.G.Venugopal	Member
10	Mr.K.Prudviraju	Member
11	Mr.R.Vijay Kumar	Member
12	Mr.M.Sundara babu	Member

NOTE: The faculty members who are free from class work on Friday 1 hour should attend gate duty

Functions: To identify the late comers and make them to attend classes in time and counselling late comers.

29. Maintenance of Mid/Objective Answer Scripts Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Mr.G.Venugopal	Member
3	Mr.R.Vijay Kumar	Member

Functions: Maintaining the Hard copies of scripts in most indexed/appropriate manner.

30. Course File Monitoring Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Mr.M.Sundara Babu	Member
3	Mrs.G.Reshma	Member
4	Ms.K.Srivijaya	Member
5	Mr. R.Vijay Kumar	Member
6	Mr.Y.Suresh	Member
7	Mrs. D. Leela Dharani	Member

Functions: Maintaining of course files as per the academic year wise in NBA required format.

31. Souvenir Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Ms. J.Sirisha	Member
3	Ms.Y.Padma	Member
4	Mr.D.Ratnam- IV Year S1 Proctor	Member
5	Mr.G.Venugopal - IV Year S2 Proctor	Member

Functions: Preparation of Souvenir at the end of last instruction day of every academic year

32. Monitoring and Retention of I B.Tech students Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Dr. J.Rajendra Prasad	Member
3	Dr. P.V.S.Lakshmi	Member
4	Mr.P.Ravi Prakash	Member
5	Ms.K.Srivijaya	Member
6	Mrs.D.Leela Dharani	Member

Functions: To motivate and counsel the I B.Tech students.

Dr. B.V.Subba Rao