

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

PVPSIT/50/IT/01/19-20

Dt: 03.06.2019

The following committees have been constituted for the academic year 2019-2020 for effective functioning of Information Technology branch. The committees are requested to submit the action plan for the academic year 2019-2020 on or before 18.06.19.

**1. Academic Curriculum Committee**

<b>Sl.No</b>	<b>Name of the Staff</b>	<b>Designation in the Committee</b>
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. J. Rajendra Prasad	Member
3	Dr. P.V.S.Lakshmi	Member
4	Dr. D.Kavitha	Member
5	Mrs.J.Sirisha	Member
6	Dr. A.Haritha	Member
7	Mr.Y.Suresh	Member
8	Mr.S.Sai 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	Mrs.D.Leela Dharani <b>Proctor</b>	18501A1201 to 18501A1220	
		Mr.Y.Suresh <b>Proctor</b>	18501A1221 to 18501A1240	
		Mrs.Y.Padma <b>Proctor</b>	18501A1241 to 18501A1260	
2	II B.Tech Section - II	Mrs. J. Sirisha <b>Proctor</b>	18501A1261 to 18501A1281	
		Mr. S. Sai Kumar <b>Proctor</b>	18501A1282 to 18501A12A2	
		Mrs.K.Swarupa Rani <b>Proctor</b>	18501A12A3 to 18501A12C0 17501A1249,17501A1291, 17501A12A0	
3	III B.Tech Section – I	Mr.R.Vijay Kumar <b>Proctor</b>	17501A1201 to 17501A1219	
		Ms.M.Sowjanya <b>Proctor</b>	17501A1220 to 17501A1239	
		Mr.M.Sundara Babu <b>Proctor</b>	17501A1240 to 17501A1260	
4	III B.Tech Section – II	Dr.A.Haritha <b>Proctor</b>	17501A1261 to 17501A1281	
		Mr.G.Venugopal <b>Proctor</b>	17501A1282 to 17501A12A2	
		Mrs.G.Lakshmi <b>Proctor</b>	17501A12A3to 17501A12C0 16501A1293	
5	IV B.Tech Section – I	Ms. K.Srivijaya <b>Proctor</b>	16501A1201 to 16501A1214	
		Mr.P.Ravi Prakash <b>Proctor</b>	16501A1215 to 16501A1228	
		Mr.K.Prudviraju <b>Proctor</b>	16501A1229 to 16501A1243	
		Mr.K.Pavan Kumar <b>Proctor</b>	16501A1244 to 16501A1257	
6	IV B.Tech Section – II	Mrs. G.Reshma <b>Proctor</b>	16501A1258 to 16501A1277	
		Dr D.Kavitha <b>Proctor</b>	16501A1278 to 16501A1298	
		Mr.T.D.Ravi Kiran <b>Proctor</b>	16501A1299 to 16501A12b4	

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) Dr. A. Haritha Ms. G. Lakshmi Mr. Y. Suresh Mr. K. Pavan Kumar Mr. P. Ravi Prakash Mr.G.Venugopal Mr.S.Saikumar
2	Mr.R.Vijay Kumar
3	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	Ms.M.Sowjanya	Member
7	Mr.K.Prudvi Raju	Member
8	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	Dr. A. Haritha	Member
6	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	Ms.M.Sowjanya	Member
3	Ms. K. Srivijaya	Member
4	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	Dr.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.R.Vijay Kumar	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
6	Mr.P.Ravi Prakash	Member
7	Ms. K. Srivijaya	Member
8	Ms.G.Reshma	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	Dr D. Kavitha	Member
5	Mrs.G.Reshma	Member
6	Mr.M.Sundara Babu	Member
7	Mrs.K.Swarupa Rani	Member
8	Mr.T.D.Ravi Kiran	Member
9	Ms.K.Srivijaya	Member
10	Mrs.D.Leela Dharani	Member
11	Mr.G.Venugopal	Member
12	Ms.M.Sowjanya	Member
13	Mr.K.Prudviraju	Member
14	Mr.R.Vijay Kumar	Member
15	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.G.Venugopal	Member
6	Mrs.G.Lakshmi	Member
7	Ms. A. Haritha	Member
8	Mr. S.SaiKumar	Member
9	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. T. D. Ravi Kiran	Coordinator
2	Mr. R.Vijay Kumar Reddy	Member
3	Ms. K. Swarupa Rani	Member
4	Mrs. J. Sirisha	Member
5	Mrs. D. Leela Dharani	Member
6	Mr. M. Sundara Babu	Member
7	Mr. K. Prudvi Raju	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. 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	Dr 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	Dr.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.J.Rajendra Prasad	Advisor
2	Dr. P.V.S.Lakshmi	Coordinator
3	Dr. A. Haritha	Member
4	Ms.G.Lakshmi	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. Y.Padma	Coordinator
2	Ms. D. Leela Dharani	Member
3	Mr. P. Ravi Prakash	Member
4	Mrs. D. Sailaja	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	Mrs.Y.Padma	Member
3	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	Dr 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. J.Rajendra Prasad	Coordinator
2	Ms.G.Reshma	Member
3	Ms.M.Sowjanya	Member

**Functions:** Conducting at least one PAC meeting 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
<b>Monthly Report</b>		
2	Mrs Y.Padma	Member
3	Mr. M.Sundara Babu	Member
4	Mrs.D.Leela Dharani	Member
<b>Newsletter</b>		
5	Dr D.Kavitha	Member
6	Mr.P.Ravi Prakash	Member
7	Ms.K.Srivijaya	Member
<b>APSSDC Report</b>		
1	Mr.K.Pavan Kumar	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	Dr D.Kavitha	Member
3	Ms.J.Sirisha	Member
4	Dr.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	Ms.K.Swarupa Rani	Member
5	Mr.G.Venugopal	Member
6	Ms.G.Lakshmi	Member
7	Mr.P.Ravi Prakash	Member
8	Mr.R.Vijay Kumar	Member
9	Mr.K.Prudviraju	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	Dr 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 every Friday I 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. K. Srivijaya - IV IT S1 Proctor	Member
3	Ms. G.Reshma – IV IT 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	Mr.G.Venugopal	Member
6	Ms.M.Sowjanya	Member

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

**33. Corridor Vigilance Committee**

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B. V.Subba Rao	Coordinator
2	Mr.T.D.Ravi Kiran	Member
3	Mrs.J.Sirisha	Member
4	Ms.M.Sowjanya	Member
5	Ms.K.Srivijaya	Member
6	Mr.G.Venugopal	Member
7	Ms.G.Reshma	Member

**Functions:** The committee have to monitor the student discipline during the periods 9.00am to 9.45am, 12.30pm to 1.30pm and 4.30pm to 5.00pm in IT department Corridors.

### 34. Professional Society Activities Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.J.Rajendra Prasad	Coordinator
2	Ms.K.Srivijaya	Member
3	Mr.P.Raviprakash	Member
4	Ms.K.Swarupa Rani	Member
5	Ms.D.Leela Dharani	Member
6	Mr.G.Venugopal	Member
7	Ms.G.Lakshmi	Member

**Functions:** The committee have to arrange professional society activities under ISTE, CSI student branches very frequently

### 35. Print and Electronic media and Dept Facebook Page

Sl.No	Name of the Staff	Designation in the Committee
<b>Print &amp; Electronic Media</b>		
1	Mr.K.Pavan Kumar	Member
2	Mr.R.Vijay Kumar	Member
<b>Dept. Face book Page</b>		
3	Mr. M.Sundara Babu	Member

**Functions:** Preparation and submission of Press note related to departmental activities along with photographs.

### 36. NBA Criterion Incharges

Sl.No	Name of the Staff	Incharge Criteria
1	Mrs. G. Reshma	I
2	Dr. P.V.S.Lakshmi	II
3	Dr. D. Kavitha	III
4	Mr. M. Sundarababu	IV
5	Dr. A. Haritha	V
6	Mr. Y. Suresh	VI
7	Mrs. K. Swarupa Rani	VII
8	Ms. K. Srivijaya	VIII
9	Mr. T D Ravi Kiran	IX
10	Mr. K Prudviraju	X

**Functions:** Preparing SAR as per NBA guidelines and building files along with all related documents.

### 37. NAAC Criterion Incharges

Sl.No	Name of the Staff	Incharge Criteria
1	Ms.A.Haritha/ Mrs.G.Lakshmi	I
2	Ms.D.Leela Dharani	II
3	Mr.M.Sundara Babu	III
4	Mr.T.D.Ravi Kiran	IV
5	Mr.G.Venugopal	V
6	Mr.K.Pavan Kumar	VI
7	Ms.K.Srivijaya	VII

**Functions:** Preparing SSR as per NBA guidelines and building files along with all related documents.

### 38. Repository and verification of Attendance registers, Internal Mid papers

Sl.No	Name of the Staff	Designation in the Committee
1	Mr.S.Sai Kumar	Coordinator
2	Mrs. M.Sowjanya	Member
3	Mr.R.Vijay Kumar	Member
4	Mrs.D.Leela Dharani	Member

**Functions:** Repository of Attendance registers, Internal Mid descriptive, objective papers etc., in racks as per the academic years.

### 39. Internship Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Mr. R. Vijay Kumar	Member
2	Mr. P. Ravi Prakash	Member

**Functions:** Identification various possibilities to do internship at reputed organizations and encouraging the students for internships. Keeping record of all details.

#### 40. NPTEL Courses and Student Council

Sl.No	Name of the Staff	Designation in the Committee
1	Mrs.Y.Padma	Member
2	Ms.K.Srivijaya	Member

Functions: Encouraging the students & Staff to take more number of NPTEL courses.  
Keeping record of all details.

(Dr. B.V.Subba Rao)