

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

PVPSIT/50/IT/32/20-21

Dt: 2.09.2020

The following committees have been constituted for the academic year 2020-2021 for effective functioning of Information Technology branch. The committees are requested to submit the action plan for the academic year 2020-2021 on or before 10.09.2020

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	Dr. D.Kavitha	Member
5	Mrs.J.Sirisha	Member
6	Dr. A.Haritha	Member
7	Dr.Y.Suresh	Member
8	Dr.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	Mr Ch Chandra Mohan Proctor	19501A1201 to 19501A1222	
		Dr D Kavitha Proctor	19501A1223 to 19501A1243	
		Mrs.G.Reshma Proctor	19501A1244 to 19501A1264 and LE's	
2	II B.Tech Section - II	Mr. IMV Krishna Proctor	19501A1265 to 19501A1280	
		Mr. P Ravi Prakash Proctor	19501A1281 to 19501A1296	
		Dr K Pavan Kumar Proctor	19501A1297 to 19501A12B2	
		Ms. K Srivijaya Proctor	19501A12B3 to 19501A12C8 and LE's	
3	III B.Tech Section - I	Mrs.D.Leela Dharani Proctor	18501A1201 to 18501A1220	
		Dr. Y.Suresh Proctor	18501A1221 to 18501A1240	
		Mrs.Y.Padma Proctor	18501A1241 to 18501A1260	
4	III B.Tech Section - II	Mrs. J. Sirisha Proctor	18501A1261 to 18501A1281	
		Dr. S. Sai Kumar Proctor	18501A1282 to 18501A12A2	
		Mrs.K.Swarupa Rani Proctor	18501A12A3 to 18501A12C0 17501A1249,17501A1291, 17501A12A0	
5	IV B.Tech Section – I	Dr.R.Vijay Kumar Proctor	17501A1201 to 17501A1219	
		Ms.M.Sowjanya Proctor	17501A1220 to 17501A1239	
		Mr.M.Sundara Babu Proctor	17501A1240 to 17501A1260	
6	IV B.Tech Section – II	Dr.A.Haritha Proctor	17501A1261 to 17501A1281	
		Mr.G.Venugopal Proctor	17501A1282 to 17501A12A2	
		Dr.G.Lakshmi Proctor	17501A12A3 to 17501A12C0 16501A1293	

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	Dr.K.Pavan Kumar	Member
6	Mr.IMV Krishna	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 Dr. G. Lakshmi Dr. Y. Suresh Dr. K. Pavan Kumar Mr. P. Ravi Prakash Mr.G.Venugopal Dr.S.Saikumar
2	Dr.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	Dr.K.Pavan Kumar	Member
5	Ms.M.Sowjanya	Member
6	Dr.R.Vijay Kumar	Member
7	Mr. IMV Krishna	Member

Functions: Organizing Guest Lectures with Industry People. One day/Week 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	Ms. K. Srivijaya	Coordinator
2	Ms.M.Sowjanya	Member
3	Ms. D. Leela Dharani	Member
4	Dr. Y. Suresh (only External labs if any)	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	Dr.G.Lakshmi	Member
3	Dr.A.Haritha	Member
4	Dr.S.Sai Kumar	Member
5	Ms.Y.Padma	Member
6	Ms.M.Sowjanya	Member
7	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	Dr.R.Vijay Kumar	Coordinator
2	Mrs.K.Swarupa Rani	Member
3	Ms.M.Sowjanya	Member
4	Mr.P.Ravi Prakash	Member
5	Mr.Ch.Praneeth	Member
6	Dr A Haritha	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	Ms.K.Srivijaya	Member
9	Mrs.D.Leela Dharani	Member
10	Mr.G.Venugopal	Member
11	Ms.M.Sowjanya	Member
12	Dr.R. Vijay Kumar	Member
14	Mr Ch Chandra Mohan	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. J.Rajendra Prasad	Coordinator
2	Dr. Y. Suresh	Member
3	Dr.K.Pavan Kumar	Member
4	Mr.G.Venugopal	Member
5	Dr.G.Lakshmi	Member
6	Dr. A. Haritha	Member
7	Dr. S.SaiKumar	Member
8	Mr. P. Ravi Prakash	Member
9	Mrs D.Sailaja	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. IMV Krishan	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	Dr. 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. Ch Chandra Mohan	Member
4	Mr Ch Kanaka 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	Mr. M.Sundara Babu	Member
3	Mr. IMV Krishna	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	Dr.S.Sai Kumar	Member
5	Dr. Y.Suresh	Member
5	Mr Ch. Praneeth	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	Dr.G.Lakshmi	Member
3	Dr.K.Pavan Kumar	Member
4	Ms.K.Srivijaya	Member
5	Mr.M.Sundara Babu	Member
6	Mrs.D.Leela Dharani	Member
7	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	Dr.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	Dr.S.Sai Kumar	Member
3	Dr.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
4	Mr IMV Krishna	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	Dr.S.Sai Kumar	Member
7	Mr.Ch Chandra Mohan	

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
Monthly Report		
2	Mrs Y.Padma	Member
3	Mr. M.Sundara Babu	Member
4	Mrs.D.Leela Dharani	Member
Newsletter		
5	Dr D.Kavitha	Member
6	Mr.P.Ravi Prakash	Member
7	Ms.K.Srivijaya	Member
APSSDC Report		
1	Dr.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	Dr.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/Value added Courses Committee (Coursera, ICT academy, Infosys)

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.G.Venugopal	Member
5	Dr.G.Lakshmi	Member
6	Mr.P.Ravi Prakash	Member
7	Dr.R. Vijay Kumar	Member
8	Dr S Sai Kumar	Member
9	Mr Ch.Praneeth	Member
NPTEL/IIT Spoken tutorials		
1	Mrs. Y.Padma	Coordinator
2	Ms.K.Swarupa Rani	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 & extracurricular 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	Dr. Y.Suresh	Member
7	Dr.K.Pavan Kumar	Member
8	Ms.Y.Padma	Member
9	Mr.G.Venugopal	Member
10	Dr.R.Vijay Kumar	Member
11	Mr.M.Sundara babu	Member
12	Mr Ch Chandra Mohan	Member

NOTE: The faculty members who are free from class work on every 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	Dr.R.Vijay Kumar	Member
4	Mr IMV Krishna	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	Dr. R.Vijay Kumar	Member
6	Dr. 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	Dr R Vijay Kumar - IV IT S1 Proctor	Member
3	Dr A Haritha – 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	Dr PVS Lakshmi	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	Dr.G.Lakshmi	Member

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

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

Sl.No	Name of the Staff	Designation in the Committee
Print & Electronic Media		
1	Dr.K.Pavan Kumar	Member
2	Dr.R.Vijay Kumar	Member
Dept. Moodle and Face book Page		
3	Mr. M.Sundara Babu	Member
4	Mr IMV Krishna	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	Dr. Y. Suresh	VI
7	Mrs. K. Swarupa Rani	VII
8	Dr. K. G Lakshmi	VIII
9	Mr G Venu Gopal	IX
10	Dr. K Pavan Kumar	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/ Dr.G.Lakshmi	I
2	Ms.D.Leela Dharani	II
3	Mr.M.Sundara Babu	III
4	Mr.Ch.Praneeth	IV
5	Mr.G.Venugopal	V
6	Dr.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	Dr.S.Sai Kumar	Coordinator
2	Mrs. M.Sowjanya	Member
3	Dr.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	Dr. R. Vijay Kumar	Member
2	Mr. P. Ravi Prakash	Member
3	Mr Ch.Chandra Mohan	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 and AICTE CII

Sl.No	Name of the Staff	Designation in the Committee
1	Mrs.Y.Padma	Member
2	Ms.K.Srivijaya	Member
AICTE CII Data and E Yantra Lab		
1	Mr Ch Praneeth	Member
2	Mr Ch Chandra Mohan	Member

41. Online Courses

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.Y.Suresh	Coordinator
2	Dr.K.Pavan kumar	Member
3	Mr Ch Kanaka Raju	Member
4	Ms Y Lakshmi	Member
5	Mr Usman Sk	Member
6	Mr I Yoganand	Member

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

42. Academic Budget preparation

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.PVS Lakshmi	Coordinator
2	All Lab in charges	Members
3	Mrs. D Sailaja	Member

Functions: Preparation of Academic budget

(Dr. B.V.Subba Rao)