

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

PVPSIT/50/IT/01/26-27

Dt : 25.06 .2026

The following committees have been constituted for the academic year 2026-2027 for effective functioning of Information Technology branch. The committees are requested to submit the action plan for the academic year 2026-2027 on or before 20.07.2026.

1. Academic Curriculum Committee

Sl. No	Name of the Staff	Designation in the Committee
1	Dr. B. V. Subba Rao	Coordinator
2	Dr. D. Kavitha	Member
3	Dr. S. Sai Kumar	Member

Functions:

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

2. PVPSIT, DEPARTMENT OF IT, CLASS PROCTORS – A.YEAR 2026-2027

Sl.No	Year/Class / Section	Proctor	Student Regd. No's (from-to)	Signature
1	II B.Tech Section-I	Ms K Srivijaya Main Proctor-9160886088	25501A1201 to 25501A1224	
		Mr P Ravi Prakash Proctor - 9030845608	25501A1225 to 25501A1248	
		Mr I M V Krishna Proctor - 888556437	25501A1249 to 25501A1264 and 26505A1201 to 26505A1206	
2	II B.Tech Section-II	Mr S Usha Baby - Main Proctor	25501A1265 to 25501A1288	
		Mr Ch Chandra Mohan Proctor- 9963754234	25501A1289 to 25501A12B2	
		Mrs. D Leela Dharani Proctor-9492878422	25501A12B3 to 25501A12C8 and 26505A1207 to 26505A1212	
3	III B.Tech Section-I	Mrs. K Swarupa Rani Main Proctor - 9160804779	24501A1201 to 24501A1224	
		Dr. D Kavitha Proctor - 9441309716	24501A1225 to 24501A1247	
		Mrs. P Rajya Lakshmi Proctor- 8074435769	24501A1249 to 24501A1266 and 25505A1201 to 25505A1206	
4	III B.Tech Section-II	Dr. S. SaiKumar Main Proctor - 9885156632	24501A1267 to 24501A1290	
		Mr J Unni Kiran Proctor	24501A1291 to 24501A12B4	
		Dr V Siva Parvathi Proctor- 8919981264	24501A12B5 to 24501A12D2 and 25505A1207 to 25505A1212	
5	IV B.Tech Section-I	Mr Ch Praneeth Main Proctor - 9490012389	23501A1201 to 23501A1236	
		Mr I M V Krishna/ Dr B V Subba Rao Proctor - 8885564375	23501A1237 to 23501A1266 and 24505A1201 to 24505A1207	
6	IV B.Tech Section-II	Ms. V Rashmi Main Proctor-9490854890	23501A1267 to 23501A12A2	
		Dr.G Lakshmi Proctor -9494767015	23501A12A3 to 23501A12D1 and 22505A1208 to 22505A1213	

Functions:

- Monitoring of students attendance and marks intimation to HOD, parents.
- Overall 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	Mr Ch Praneeth	Member
3	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) Mr IMV Krishna Dr. G. Lakshmi Mr. J Unni Kiran Mr. P. Ravi Prakash Mr.Ch. Chandra Mohan Dr. S. Sai Kumar
2	Dr. V. Siva Parvathi
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 & Incubation Centre and Startups & MOU.

Sl.No	Name of the Staff	Designation in the Committee
Industry–Institute Interaction & Entrepreneurship promotion Committee		
1	Mr. Ch. Praneeth	Coordinator
2	Mrs P Rajya Lakshmi	Member
3	Mr I M V Krishna	Member
Incubation Centre, Startups & MOU		
1	Dr. S. Sai Kumar	Coordinator
2	Mrs S Usha Baby	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 D Kavitha	Member
3	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. Sri Vijaya	Coordinator
2	Ms. D. Leela Dharani	Member
3	Mr J Unni Kiran	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. G. Lakshmi	Coordinator
2	Dr. S. SaiKumar	Member
3	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 and Coding Club

Sl. No	Name of the Staff	Designation in the Committee
1	Mr. P. Ravi Prakash	Coordinator
2	Mrs.K.Swarupa Rani	Member
3	Mr.Ch.Praneeth	Member
4	Dr. V. Siva Parvathi	Member
5	Dr. G. Lakshmi	Member
6	Mr. J Unni Kiran	Member
7	Mrs S Usha Baby	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	Ms. K. Sri Vijaya	Co-Coordinator
3	Mrs. K. Swarupa Rani	Member
4	Dr.V. Siva Parvathi	Member
5	Mr. Ch. Chandra Mohan	Member
6	Mrs. P. Rajya Lakshmi	Member
7	Ms. D. Sailaja	Member
8	Based on the needs few more may be added	

Functions: Maintaining disciplinary in and around the department.

11. Purchase Committee

Sl. No	Name of the Staff	Designation in the Committee
1	Mr.Ch. Chandra Mohan	Coordinator
2	Dr. G. Lakshmi	Member
3	Dr. S. Sai Kumar	Member
4	Mr. P.Ravi Prakash	Member
5	Mr J Unni Kiran	Member
6	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 Krisha	Coordinator
2	Ms. K. Swarupa Rani	Member
3	Mrs. D.Leela Dharani	Member
4	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	Mr. Ch Chandra Mohan	Member
3	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	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 D Kavitha	Member
3	Dr. S. Sai Kumar	Member
4	Mr Ch. Praneeth	Member
5	Mr J Unni Kiran	Member

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

16. IQAC/AQAR Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. G Lakshmi	Coordinator
2	Ms. K. Srivijaya (Quarterly Audit)	Member
3	Mrs. D.Leela Dharani (QA)	Member
4	Mr.Ch. Praneeth (QA)	Member
5	Mr J Unni Kiran	Member

Functions: Collecting/preparing the information related to IQAC/AQAR.

17. Research & Development and Consultancy Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. V Siva Parvathi	Coordinator
2	Dr. G. Lakshmi	Member
3	Mr I M V Krishna (Consultancy)	Member
17.1 Institute Level		
1	Dr V Siva Parvathi	Coordinator
2	Mr. IMV Krishna	Member

Functions: Preparing information related to R&D activities.

18. Timetable Committee

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

Functions: Preparation of Time tables, 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 Ch Praneeth – IV Year	Member
3	Mrs V Rashmi – IV Year	Member
4	Mrs K Swarupa Rani - III Year	Member
5	Dr. S Sai Kumar - III Year	Member
6	Ms K Sri Vijaya - II Year	Member
7	Mr. J Unni Kiran - II year	Member
8	Ms. D. Sailaja - overall	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	Ms. V. Rashmi	Member
3	Mr IMV Krishna	Member

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

21. ISO

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Mrs. K.Swarupa Rani	Member
3	Dr. S. Sai Kumar	Member
4	Mr. Ch Chandra Mohan	Member

Functions: All activities related to ISO

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 D. Kavitha	Program Coordinator
3	Mrs S Usha Baby	Member

Functions: Conducting at least 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. D Kavitha	Coordinator
2	Mrs S Usha Baby	Member

Functions: Conducting at least one PAC meeting at the end of every semester in a Academic Year.

24. Department Monthly Report/News letter

Sl. No	Name of the Staff	Designation in the Committee
1	Dr.B.V. Subba Rao	Coordinator
Monthly Report		
1	Dr G Lakshmi	Member
2	Mr. J Unni Kiran	Member
3	Mrs P Rajya Lakshmi	Member
4	Mrs Y Lakshmi	
Newsletter		
1	Dr. D. Kavitha	Member
2	Mr. P. Ravi Prakash	Member
3	Ch. Kanaka. Raju	Member
APSSDC Report		
1	Mrs S Usha Baby	Member
2	Mrs D Sailaja	Member

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

25. Module Coordinators Committee

Sl. No	Name of the Staff	Module Area	Designation in the Committee
1	Dr. B.V. Subba Rao		Coordinator
2	Dr. D. Kavitha	PE'S	Member
3	Dr. S Sai Kumar	PCC – II & OES	Member
4	Dr. V Siva Parvathi	PCC- I	Member
5	Mrs D Leela Dharani	PLAC	Member
6	Mrs K Swarupa Rani	HONORS	Member
7	Dr G Lakshmi	BSH	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 (Edu skills, Coursera, ICT academy, Infosys etc.,)

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Mr Ch. Chandra Mohan (Value added and Courseermain)	Co-Coordinator
3	Mr Ch Praneeth (Infosys main)	Member
4	Ms. K. Sri Vijaya	Member
5	Dr. S Sai Kumar	Member
NPTEL/IIT Spoken Tutorials		
1	Mrs V Rashmi	Coordinator

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

27. Curricular–Cocurricular and Extra Curricular Activities Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Mr IMV Krishna	Member
3	Mr. S Sai Kumar	Member

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

28. Course File Monitoring Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V. Subba Rao	Coordinator
2	Ms. K. Srivijaya	Member
3	Dr. V. Siva Parvathi	Member
4	Mrs. D. Leela Dharani	Member

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

29. Souvenir Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Mr Ch Praneeth	Member
3	Mrs V Rashmi	Member
4	Mrs Y Lakshmi – Softcopy compiling and Editing	Member

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

30. Corridor Vigilance Committee

Sl. No	Name of the Staff	Designation in the Committee
1	Dr.B.V.SubbaRao	Coordinator
2	Mr. Ch Chandra Mohan	Member
3	Ms.K.Srivijaya	Member
4	Mr. IMV Krishna	Member
5	Mrs P Rajya Lakshmi	Member

Functions: The committee has 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.

31. Professional Society Activities Committee

Sl. No	Name of the Staff	Designation in the Committee
1	Mrs K Swarupa Rani - ISTE	Coordinator
2	Mr.P. Ravi Prakash	Member
3	Ms. K Srivijaya - CSI	Member
4	Dr.G. Lakshmi - INTAEL	Member

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

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

Sl.No	Name of the Staff	Designation in the Committee
Print &Electronic Media		
1	Dr V. Siva Parvathi	Member
Dept. Moodle and Face book Page		
1	Mr. IMV Krishna	Member

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

33. NBA Criterion Incharges

Sl.No	Name of the Staff	Criteria In-charge	Criteria Name (Marks)
1	Dr S Sai Kumar	I	Outcome-Based Curriculum (120M)
2	Ms. K. Sri Vijaya/ Mr P Ravi Prakash	II	Outcome-Based Teaching Learning (120M)
3	Dr. D. Kavitha/ Mrs D L Dharani (CO, PO, PSO)	III	Outcome-Based Assessment (120M)
4	Mrs V Rashmi	IV	Students' Performance (120M)
5	Dr G Lakshmi	V	Faculty Information (100M)
6	MrCh Chandra Mohan	VI	Faculty Contributions (120M)
7	Mr Ch. Praneeth	VII	Facilities and Technical Support (100M)
8	Mrs. K. Swarupa Rani/ Dr V Siva Parvathi	VIII	Continuous Improvement (80M)
9	Mrs P Rajya Lakshmi	IX	Student Support and Governance (120M)

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

34.NAAC Criterion Incharges

Sl. No	Name of the Staff	Incharge Criteria
1	Dr. G. Lakshmi	I
2	Ms. D. Leela Dharani	II
3	Dr V Siva Parvathi	III
4	Mr. Ch. Praneeth	IV
5	Mr. J Unni Kiran	V
6	Mr Ch Chandra Mohan	VI
7	Ms. K. Sri Vijaya	VII

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

35. Repository and verification of Attendance Registers, Internal Mid Papers

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. V. Siva Parvathi	Coordinator
2	Dr. S. Sai Kumar	Co-Coordinator
3	Mr IMV Krishna	Member
4	Mrs. P Rajya Lakshmi	Member
5	Mr. J Unni Kiran	Member

Functions: Repository of Attendance registers, Internal Mid, Descriptive, Objective papers etc., in racks as per the academic years. Maintaining the Hard copies of scripts in most indexed/appropriate manner.

36. Internship Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. V. Siva Parvathi	Member
2	Dr G Lakshmi	Member
3	Mr. Ch. Chandra Mohan	Member
4	Mr I M V Krishna	Member

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

37.Student Council and AICTE CII

Sl. No	Name of the Staff	Designation in the Committee
1	Mr P Ravi Prakash	Member
AICTE CII Data and E Yantra Lab		
1	Mr. Ch. Praneeth	Member
2	Mr.Ch. Chandra Mohan	Member
AICTE 360 FEEDBACK		
1	MrI M V Krishna	Member
STUDENTS SCHOLARSHIPS		
1	Ms K Sri Vijaya	Member
NIRF COLLEGE LEVEL		
1	Mr J Unni Kiran	Member

38. Smart Interviews CRT for II, III & IV Year

Sl. No	Name of the Staff	Designation in the Committee
1	Mr. Ch Praneeth	Member
2	Mrs. V Rashmi	Member
3	Mr P Ravi Prakash	Member
4	Mrs. P Rajya Lakshmi	Member
5	Mrs S Usha Baby	Member
6	Mr J Unni Kiran	Member
7	Dr S Sai Kumar	Member
8	Mrs K Swarupa Rani	Member
9	Ms. K Srivijaya	Member
10	Mrs S Usha Baby	Member
11	Mr IMV Krishna	Member
12	Mr Ch Chandra Mohan	Member
13	Mrs D Leela Dharani	Member

Functions: Creation of Google meet classes and operation of online classes.

39. Academic Budget preparation

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. S Sai Kumar	Coordinator
2	All Lab incharges and Technicians	Members
3	Mrs. D Sailaja	Member

Functions: Preparation of Academic budget

40. AICTE RELATED EOA AND MANDATORY DISCLOSURE, SAGTE, JNTUK related works etc.,

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. S. Sai Kumar	Coordinator
2	Mr. Ch. Praneeth	Member
2	Ms. V. Rashmi	Member
3	Mrs. D Sailaja	Member

Functions: Preparation of AICTE RELATED EOA AND MANDATORY DISCLOSURE, any SAGTE info etc.,

41. Ethics Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. BV Subba Rao	Coordinator
2	Dr. S. Sai Kumar	Member
3	Dr. V. Siva Parvathi	Member

Functions: Apply ethical principles and commit to professional ethics.

42. Other Committees

SL.No	Name of the Committee	Name of the Staff	Designation in the Committee
1	Women Cell	Mrs V Rashmi	Member
2	Women Cell Grievance Redressal Committee	Mrs V Rashmi	Member
3	Grievance Redressal Committee	Dr S Sai Kumar	Member
4	Academic Council	Dr D Kavitha	Member
5	Malpractice Enquiry	Dr B V Subba Rao	Member
6	PARAK	Mrs V Rashmi	Member
7	Institute Innovation Cell	Dr G Lakshmi	Member
8	NSS	Mr IMV Krishna	Member
9	NCC	Mr Ch. Chandra Mohan	Member
10	SC/ST Committee and other Statutory Committees	Mr Ch. Chandra Mohan	Member
11	OBC Cell	Mr Ch Praneeth	Member
12	Lesson Plans	Mr. J Unni Kiran	Member

43. Research Groups

Sl. No	GROUP –A AI	GROUP – B DW& IP	GROUP –C OM & SA	GROUP –D DM & ML
1	Dr. B. V. Subba Rao (GL)	Dr S Sai Kumar(GL)	Dr V Siva Parvathi	Dr. D. Kavitha (GL)
2	Mrs. K. Swarupa Rani	Dr. G. Lakshmi	Ms. K. Srivijaya	Mr Ch Praneeth
3	Mr. P. Ravi Prakash	Mr. Ch Chandra Mohan	Mrs.D.Leela Dharani	Mrs. V Rashmi
4	Mr. J Unni Kiran	Mrs S Usha Baby	Mr I M V Krishna	Mrs P Rajya Lakshmi

44. Board of Studies

Sl. No	Name of the Staff	Designation in the Committee
1	Dr B V Subba Rao	Member
2	Dr D Kavitha	Member
3	Dr S Sai Kumar	Member
4	Dr G Lakshmi	Member
5	Dr V Siva Parvathi	Member
6	Mrs K Swarupa Rani	Member
7	Mr P Ravi Prakash	Member
8	Ms K Sri Vijaya	Member

(Dr. B.V. Subba Rao)