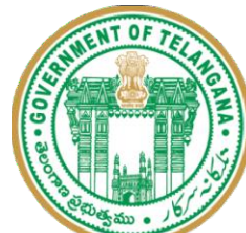




JVR GOVERNMENT COLLEGE

SATHUPALLY, KHAMMAM DISTRICT.

Telangana State-507303 India.
(Affiliated Kakatiya University-Warangal.)
Re-Accredited with "B" Grade by NAAC



Email : prl-gdc-spl-ce@telangana.gov.in

website : <https://gdcts.cgg.gov.in/sathupally.edu>



“SEELENA SHOBATEY VIDYA”

ISO 9001:2015 - Quality Manual

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QUALITY MANAGEMENT SYSTEM

(ISO 9001:2015 INTERNATIONAL STANDARD)

Effective Date of Implementation: 04.02.2020

GENERAL

| | |
|---|--|
| Name and Address of the Institution: | JVR Govt College Sathupally, Khammam District- Telanagana State- 50703 |
| Title | Quality Management System Manual |
| Reference | ISO 9001:2015 – Quality Management System |
| Scope of Certification | Providing Quality Educational service to Undergraduate Degree in Arts, Commerce& management and Science courses |

| TITLE :INDEX | | |
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| TITLE : QUALITY POLICY VISION & MISSION | | |
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Vision:

To disseminate knowledge through value based education and make rural students globally competent.

Mission:

The mission of the college is to mould students to pursue knowledge and higher education through capacity building programs with competence, conscience and compassionate commitment through academic co-curricular and extra- curricular activities.

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| TITLE : OBJECTIVES | | |
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- To impart and disseminate Knowledge to the students hailing from backward, rural and semi urban areas.
- To offer education to suit the changing needs of the society
- Implementation of MOOC's
- To provide revised, need based and value-based oriented courses
- To impart communication skills and soft skills to the students for their all round personality development
- To bring out latent talents of the students in co-curricular and extra-curricular activities
- To prepare students industry-ready by imparting necessary technical, managerial and analytical skills
- To produce citizens with global competencies and multiple skills
- To promote social consciousness among the students and encourage them to contribute their might to the society.

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- ❖ Provide Virtual Class rooms / Digital class rooms / e-class rooms
- ❖ Implementation of MOOC's
- ❖ Mobilization of Funds through CSR, Philanthropies, and Alumni
- ❖ Conduct of Workshops/ Seminars / Students Study Projects
- ❖ Start new certificate courses which are skill oriented and make students employable.
- ❖ Re-structure and design the course curricula to suit local needs.
- ❖ Inculcate research culture amongst the students and teachers.
- ❖ Strive for quality in the research undertaken.
- ❖ Use ICT enabled modern technology in teaching and learning.
- ❖ Promote healthy practices such as community service, extension services, projects, etc. for the benefit of the society.

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| TITLE : COURSES OFFERED | | |
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| S.No | Course Name | Medium | On roll |
|------|--|------------------|---------|
| 1 | B.A.(Computer Applications-Economics-History) | English | 26 |
| 2 | B.A.(Economics-History-Political Science) | English & Telugu | 142 |
| 3 | B.A.(Economics-History-Public Administration) | English & Telugu | 158 |
| 4 | B.A.(History-Public Administration-Political Science) | English & Telugu | 23 |
| 5 | B.A.(Computer Applications-Economics-Political Science) | English | 8 |
| 6 | B.Com(Computer Applications) | English | 183 |
| 7 | B.Com(General) | English & Telugu | 45 |
| 8 | B.Sc(Botany-Chemistry-Zoology) | English & Telugu | 131 |
| 9 | B.Sc(Chemistry-Computer Science-Mathematics) | English & Telugu | 12 |
| 10 | B.Sc(Chemistry-Mathematics-Physics) | English & Telugu | 41 |
| 11 | B.Sc(Computer Science-Mathematics-Physics) | English & Telugu | 28 |
| | Total | | 828 |

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| TITLE : TEACHING STAFF | | |
|------------------------|---------|------------------|
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| Sl.No | Name | Designation |
|-------|-----------------------|---------------------------------------|
| 1 | P.Ramachandra Rao | Principal |
| 2 | I.Kiran kumar | Vice –Principal, Asst .Prof.of Telugu |
| 3 | K.Vijaya Kumar | Asst. Prof. of Botany |
| 4 | Dr.D.Srinivas | Asst. Prof. of History |
| 5 | G.Veeranna | Asst. Prof. of Chemistry |
| 6 | D.Bangari | Asst. Prof. of English |
| 7 | M.Rambabu | Asst. Prof. of English |
| 8 | Dr.B.M.Vinod Kumar | Asst. Prof. of Economics |
| 9 | Ch.Poorna Chandra Rao | Asst. Prof. of Telugu |
| 10 | K.Madhu | Asst. Prof. of Hindi |

| TITLE : TEACHING STAFF-CONTRACT/GUEST | | |
|---------------------------------------|---------|------------------|
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| Sl.No | Name | Designation |
|-------|---------------|---------------------------------------|
| 1 | G.Veera Reddy | Contract faculty in Computers |
| 2 | T.Krishna Rao | Contract faculty in Commerce |
| 3 | K.Rajya Laxmi | Contract faculty in Political Science |
| 4 | O.Chenna Rao | Contract faculty in Commerce |

| | | |
|----------------------|------------------|--|
| 5 | B.Saritha | Contract faculty in Mathematics |
| 6 | G.Subhasini | Contract faculty in Economics |
| 7 | V.Anuradha | Contract faculty in Physics |
| 8 | K.Ravi Kumar | Contract faculty |
| 9 | G.Vijaya Lakshmi | Contract faculty in History |
| 10 | M.Satya Narayana | TSKC Full Time Mentor |
| GUEST FACULTY | | |
| 1 | P.Prem Sagar | Guest faculty in Public Administration |
| 2 | Sk.Chand pasha | Guest faculty in Commerce |
| 3 | D.Bhavani Durga | Guest faculty in Computers |
| 4 | P.Nagaraju | Guest faculty in History |

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| TITLE : NON- TEACHING STAFF | | |
|-----------------------------|---------|------------------|
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| S.No | Name of the Employee | Regular | Designation |
|------|----------------------|---------|--------------------|
| 1 | B.Mohan Rao | Regular | Superintendent |
| 2 | K.Damayanthi | Regular | Senior Assistant |
| 3 | G.Afjal | Regular | Senior Assistant |
| 4 | M.Prasada Rao | Regular | Junior Assistant |
| 5 | T.Pothuraju | Regular | Store-Keeper |
| 6 | P.Nagamani | Regular | Store-Keeper |
| 7 | G.Veeresh | Regular | Record Assistant |
| 8 | S.V.Sridhar Rao | Regular | Record Assistant |
| 9 | M.Venkata Krishna | Regular | Record Assistant |
| 10 | MD.Wajeed Pasha | Regular | Record Assistant |
| 11 | SVRN Raju | Regular | Record Assistant |
| 12 | Y.Nagasudha | Regular | Record Assistant |
| 13 | R.Durgamma | Regular | Office Subordinate |
| 14 | T.Narasimha Rao | Regular | Office Subordinate |

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TITLE : ORGANISATIONAL CHART

SECTION

COLLEGE

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PRINCIPAL**TEACHING****NON-TEACHING****REGULAR****CONTRACT****GUEST**ACADEMIC AND ADMINISTRATIVE
COMMITTEES

C.P.D.C.

IQAC

EXAMINATION BRANCH

UGC/RUSA

NCC

NSS

SOCIAL RESPONSIBILITY CELL

GRIEVANCE AND REDRESSAL CELL

CAREER AND GUIDANCE CELL

CONSUMER CLUB
RED RIBBON CLUB
ECO CLUB
BLOOD DONORS CLUB**SUPERINTENDENT**Senior
Asst.Junior Asst/Store
keeper

Record Asst.

Office
SubordinateSweepers
/Scavengers/Out
sourcing
staff/watchman

| Copy Number | Copy Holder | Type of Copy |
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TITLE : PRINCIPAL ROLE AND RESPONSIBILITY

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| Principal | Responsibilities |
|--|---|
| <ul style="list-style-type: none"> ✓ PG with 55% ✓ Ph.D. in relevant subject ✓ 15 years of teaching Experience ✓ Must Pass Accounts Test | <p>The Principal is the academic and administrative leader of the college. He will plan and supervise the execution of annual academic plans, co- curricular and extra-curricular activities, in consultation with the staff of the college. He will strive for the overall development of the college.</p> <p>Administrative functions:</p> <ul style="list-style-type: none"> ✓ Sanction Casual Leave to Teaching Staff and Non Teaching Staff. ✓ Sanction increments to the teaching and nonteaching staff. ✓ Constitutes different committees for smooth functioning of the college.. <p>✓ Financial Functions (Powers):</p> <ol style="list-style-type: none"> 1. Temporary Advance from GPF : Sanction GPF to Teaching Staff and Non Teaching Staff. 2. Reimbursement of tuition fee. 3. To conduct Annual review of stocks and other assets of the institution as on 31st March every year. |

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TITLE : PRINCIPAL ROLE AND RESPONSIBILITY

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| | |
|--|---|
| | <ul style="list-style-type: none"> ✓ Medical Reimbursement: To sanction medical reimbursement to Teaching, non teaching and retired employees. ✓ Distribution of Budget allotments to ✓ Various departments of the college. ✓ Utilization of current Special fee/ PD Funds ✓ DDO – Drawing and Disbursement of Salary to the staff. ✓ Monthly reconciliation of all Plan and Non plan expenditure with Treasury figures. ✓ Preparation of UGC Plan Proposal for a plan period. <p>III. Academic Functions (Powers):-</p> <ul style="list-style-type: none"> ✓ Supervision over students and maintenance of discipline in the college. ✓ Issue of TC and Conduct Certificate to the outgoing students. |
|--|---|

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TITLE : SUPERINTENDENT ROLE AND RESPONSIBILITY

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| | |
|---|---|
| Administrative <ul style="list-style-type: none"> ➤ Graduation ➤ Accounts Test | Responsibility <ol style="list-style-type: none"> (1) He/ She should monitor the movement of files going to the Officers / Principals and coming back from them. (2) He / She should guide the officers / Principal with correct and latest rule position on the subject and assist them in taking correct decision. (3) He /She should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant. (4) He/She see that the assistants, working under him/her are maintained personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly. |
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TITLE : SUPERINTENDENT ROLE AND RESPONSIBILITY

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| | <p>(5) He/She should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant-wise, in the prescribed preformed and submit them to the Officers/ Principal before 5th of every month.</p> <p>(6) He/ She should offer his /her remarks on the note intimated by assistant, and submit the same to Officer /Principal.</p> <p>(7) He/She should supervise the files maintained by assistants.</p> <p>(8) The Superintendent is accountable to the Administrative Officer and the Principal</p> <p>(9) The superintendent working in a college should also supervise the Service Registers, Leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.</p> <p>(10) He/She will assist the Principal in the preparation of budget and also spending the budget allotted to the college strictly in accordance with the rules of vogue.</p> |
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TITLE : SUPERINTENDENT ROLE AND RESPONSIBILITY

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| | <p>(11) He /She will guide the Principal in the operation of the Government budget, special fee collection and the funds / grants. Received from any other agency. He/ She will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.</p> <p>(12) He /She will supervise the Maintenance of all records, pertaining to accounts, stocks, cash books etc.</p> <p>(13) The Superintendent will attend to the inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/She will also maintain Register of Audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.</p> <p>(14) The Superintendent should monitor the reconciliation of accounts from the treasury and the banks.</p> |
|--|--|

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| TITLE : SENIOR /JUNIOR ASSISTANTS ROLE AND RESPONSIBILITY | | |
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| | |
|---|---|
| Administrative <ul style="list-style-type: none"> ➤ Intermediate ➤ Accounts Test | Responsibility <ol style="list-style-type: none"> (1)) The Assistant should enter all tappals received in the inward register and submit them to Superintendent for distribution to the concerned assistants. (2) After receiving the tappals they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant. (3) While registering the current they will be sorted out in two groups, the new currents and reference received on old currents. (4) All details of the new currents be clearly entered in the P.R in the columns prescribed. The reference on old currents needs only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references. |
|---|---|

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| TITLE : SENIOR /JUNIOR ASSISTANTS ROLE AND RESPONSIBILITY | | |
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| | <p>(5) The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the file pad.</p> <p>(6) The assistant should maintain a 'Reminder Diary' in prescribed proforma. Month wise record of reminders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder diary.</p> <p>(7) The assistant should also maintain the register of court cases and register of disciplinary cases.</p> <p>(8) The assistant should bring forward all undiposed files to the current years personal file on the 1st of April every year.</p> |
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| TITLE : SENIOR /JUNIOR ASSISTANTS ROLE AND RESPONSIBILITY | | |
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| | <p>(9) When the file is disposed of the finally the assistant should send it to the record room by rounding off the current number in P.R with red ink. The type of disposal be noted on the file before sending it to the stock.</p> <p>(10) The assistant should dispose off the file with three working days of its receipt by him/her. The Senior and Junior Assistants are accountable to the Superintendent of the office.</p> |
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TITLE : LECTURERS ROLE AND RESPONSIBILITY

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| | |
|---|---|
| <ul style="list-style-type: none"> ➤ PG in concern subject with 55% ➤ NET/SET/Ph.D compulsory | <p>Responsibility</p> <ol style="list-style-type: none"> (1) The Lecturer has the primary duty to disseminate knowledge in his /her subject to all the students. (2) At the beginning of the academic year, the lecturer in-charge of the department should distribute syllabus to the members of the department, by convening the members of all staff members in the department. (3) Taking into consideration the number of working days and periods available for each subject, the month-wise annual plan should be prepared for each lecturer in the department. Provision should be made for revision of the syllabus before the end of the academic year. (4) The lecturer should follow the month-wise annual plan and complete the syllabus allotted to him/her. In case of any dislocation in working days, either due to disturbance or due to his/her own absence in the college, the syllabus should be completed by taking extra classes. |
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TITLE : LECTURERS ROLE AND RESPONSIBILITY

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| | <p>(5) The Lecturer should inform the students regarding the schedule of coverage of syllabus.</p> <p>(6) The lecturer-in-charge of the department should review the progress of coverage of syllabus at the end of every month and inform the Principal. If the schedule is not completed, he should discuss with the lecturer concerned and plan for completion of the backlog in the succeeding month.</p> <p>(7) The lecturer concerned should also plan the seminars, tutorial and assignments and such other academic activities. Along with lecturer method, the lecturer should also motivate the students and Enlighten the process of learning by adopting student centered method of instruction like group discussion, question answer session etc.</p> <p>(8) To achieve the best result, it is necessary for the lecturer to give regular assignments to the students preferably every fortnight. The lecturer should necessarily take the help of audio – visual methods of teaching by using projector, e-class rooms and virtual classes etc.</p> |
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TITLE : LECTURERSROLE AND RESPONSIBILITY

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| | <p>(9) The lecturer should necessarily take the help of audio – visual methods of teaching by using projector, e-class rooms and virtual classes etc.</p> <p>(10) He/she should also organize screening of educational films wherever /whenever possible.</p> <p>(11) The lecturer should maintain the teaching dairy in the given proforma. This should be submitted to the Principal, through In-charge of the department every month.</p> <p>(12) The lecturer should maintain synopsis of each lesson prepared by him/her. As far as possible, a copy of the synopsis maintained by the lecturer will be checked by the Principal every month.</p> <p>(13) The lecturer should conduct periodic tests in the subject and motivate the slow learners to bring them on par with other students in the class. A record of marks obtained at the monthly, quarterly and half yearly lest should be maintained in the department. Incentives in the form of prizes may be provided to those who get higher rank. The progress of students should be submitted to the Principal through in-charge lecturer, so that a consolidated progress report can be sent to the parents.</p> |
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TITLE : LECTURERSROLE AND RESPONSIBILITY

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| | <p>(14) The Lecturer should participate in Students Counseling Programmers organized by the Principal. He/ She should give necessary counseling to 20 to 30 students allotted to him/her, Guidance should be given on opportunities .as a Counselor, the lecturer should act as a liaison between college administration and his wards. He/ She should enlighten the wards about the facilities available in library games etc., and orient them to the traditional, rules and regulations of the college.</p> <p>(16) The lecturer working in Science subject see that practical classes are conducted immediately after the theory class of a particular topic is completed. There should be perfect co-ordination of theory and practical classes. In practice classes , the lecturer should bestow personal attention on every student and verify his/her work. The practical class should continue till the end of the specific period.</p> <p>(17) The lecturer should cooperate and participate in all co curricular and extra-curricular activities in the college.</p> <p>(18) He/She should accept the membership of the Committees to which he/she is nominated by the Principal and discharge the duties with commitment.</p> <p>(19) The lecturer should attend to all examination duties without fail.</p> <p>(20) The lecturer should assist the Principal in the maintenance of the discipline in the college.</p> |
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TITLE : LECTURERSROLE AND RESPONSIBILITY

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| | <p>21) He/she should remain in the college premises during the college working hours and even beyond the working hours, if required.</p> <p>(22) The lecturer should also as a community service, conduct such programmes such as useful seminars, interface-discussions etc., involving local experts, and the use for the benefit of the community. The lecturer of the subject concerned can act as moderator.</p> <p>(23) The lecturers should attend to any assigned to him/her by the Principal or any other higher authority.</p> <p>(24) As per the orders of the Government and the concerned university from time to time, the lecturers have to adhere to the workload prescribed.</p> <p>(25) The lecturer is accountable to the principal of the college.</p> |
|--|--|

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TITLE : LIBRARIAN ROLE AND RESPONSIBILITY

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| | |
|--|---|
| | <p>(1) The Librarian shall ensure that an amount not exceeding 20% of the grant is normally utilized for purchase of reference books.</p> <p>(2) The Librarian will take necessary steps for the purpose of books as per the order of the Principal. Books can be purchased directly from the publisher and their sole distributors by taking usual discount or from reputed and outstanding firms in the book trade after calling for quotations for terms of supply and the discount they offer</p> <p>(3) The Librarian should maintain an Accession Register.</p> <p>(4) The Librarian should adopt the scientific system of classification and cataloguing of books in the Library and library shall be fully automated.</p> <p>(5) The Librarian should maintain a catalogue of the books available in the library: The library fee collected under specific fee fund funds can be utilized for the purpose. with the prior approval of thy Commissioner/ Director of Collegiate Education.</p> <p>(6) The Librarian should frame the rules and get the approval of the Principal regarding the issue of books time limit for return of books and number of books to be issued to the students and the staff.</p> |
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| TITLE : LIBRARIAN ROLE AND RESPONSIBILITY | | |
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(8) The Librarian should full operate with the annual stock verification committee appointed by the Principal.

(9) As per the report of the annual stock verification committee, , the librarian should prepare the list of books lost and books damaged after annual stock verification and submit the same for condemnation to the principal, who will take appropriate action as per existing rules.

(10) The librarian is responsible for maintaining all records pertaining to the library like records relating to catalogues accession registers issue registers stock registers etc.

(11) The Librarian should see that the annual stock verification of books in the library is done before the end of each academic year. For the purpose of the stock verification, it should be seen that all staff and students return to the all staff and students return to them, before the stock verification commences.

(12) Fine (to be decided by the Librarian) is to be collected from the students for late return of copies.

(13) List of journals and newspapers for library shall be prepared by the Librarian in consultation with the lecturers.

(14) Cost of books lost by students or staff is to be recovered from them Disposal of old magazines are to be done by the Librarian in accordance with the existing rules.

(15) The Librarian is accountable to the Principal of the college. The library shall be kept open at least one hour before and one hour after the regular College timings for the benefit of students.

| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| | | |
|----------------------------------|----------------|-------------------------|
| TITLE : PHYSICAL DIRECTOR | | |
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1.

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|--|--|
| <p>➤ Master Degree in Physical education with 55% of marks</p> <p>➤ NET/SET/Ph.D</p> | <p>He/ she ensure the regular functioning of the department by organizing games and sports in college.</p> <p>2. He/she shall be available in the college till sunset on all working days and organize the practice of all games available in the college in consultation with the games committee of the college and the Principal.</p> <p>(3) He/she as the convener of the games Committee of the college organizes meetings of the committee at the beginning of year to plan the Physical Education programmes for the year. This is to be reviewed even term.</p> <p>(4) He/she should coach the students, with the correct techniques of various games and sports, Top players shall be kept as captains of the team/college.</p> <p>(5) Expert coaches of different games are invited to guide the students to learn superior techniques. A provision for the honorarium of the coaches maybe planned while preparing the Annual Budget.</p> <p>(6) He/she has to conduct coaching camps in the college to train students in various games and sports.</p> <p>(7) He/she is responsible for including general discipline among the players in particular and students of the college in general.</p> |
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| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

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| TITLE : PHYSICAL DIRECTOR | | |
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| | <p>(8) He/she is plan and invites experts in various games and sports to enable the students to learn correct techniques of various games.</p> <p>9) He/she should encourage the students to develop sportsman sprit.</p> <p>10) He/she will prepare the list of games material, to be purchased every year, keeping in view the stocks available in the college and stocks required for the current year. The lists are to be placed before the games committee for approval.</p> <p>(11) For making Purchases of games and sports Physical Director should follow the purchase procedures prescribed by the Government from time to time. He should verify the samples before placing the orders for the supply of material.</p> <p>(12) The Physical Director should follow the prescribed procedure while fixing the conveyance charges, training allowances, refreshments to the competitor's part in games and sports competitions conducted out side the college.</p> <p>(13) The physical Director should maintain all records pertaining to the stocks and purchases of the department. The stock registers of consumable and non-consumable materials should be maintained separately and the stock registers should be submitted to the Principal for verification once in every term.</p> |
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| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

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| TITLE : PHYSICAL DIRECTOR | | |
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| | <p>(14) He/she should help the annual stock verification of the department conducted by the committee appointed for the purpose by the Principal.</p> <p>(16) He/She will be Head of the Department of Physical Education in the college and is responsible for maintaining the stock and accounts of the Department.</p> <p>(17) Physical director should conduct annual games and sports of the college during the 2nd half of the Academic year.</p> <p>(18) He should organize the annual games and sports day much before the commencement of annual examinations.</p> <p>(19) Physical director accountable the principles of the college.</p> <p>(20) While sending the teams to participate in tournaments the physical director has to take care of the following</p> <ul style="list-style-type: none"> ○ The well trained teams will be sent to participate in the Inter College tournaments. ○ The participating teams/Players should be provided with proper uniforms, playing material (sports kit) and refreshment amount and conveyance charges. ○ The teams are instructed to maintain dignity, decency and decorum at the venue of the tournaments. ○ They should participate with a 'will to win' respecting the rules and regulations. <p>21) To improve General Knowledge on Sports and Games, a Sports Quiz may be conducted in the college and prizes be awarded at the Annual Day function.</p> <p>22) Sports persons of high caliber shall be invited for Sports Day functions to inspire the students.</p> <p>(23) Annual Stock Verification must be completed before 31st March of every Academic Year.</p> |
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| Copy Number | Copy Holder | Type of Copy |
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| 1 | P.Ramachandra Rao, Principal | Master |
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| TITLE : SECTION | | |
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| SECTION | FUNCTION | Record |
|----------------|--|--|
| INWARDS | All the Tappals / Letters received in the Office which were registered by Inward section, will be entered/ recorded in a register which is called Inward Register for which a format has been prescribed. The Inward staff after taking acknowledgement, will hand-over the letters/ tappals to the Superintendent. | Inward register consists of 1.S.No.2.No.Of the letter received 3.Date of letter received 4.from whom received 5.Subject 6.File No.7.remarks. |
| OUTWARDS | All communications which are sent from the office are to be recorded in the Out ward register of the office for containing communications account is to be maintained in the stamp account register. | Outward gegister consists of 1.S.No.2.date 3.No.of enclosures 4.To whom addressed 5.Subject 6.File No. 7.Reply-Lr.No/Date 8.Remarks |
| SUPERINTENDENT | After receipt of tappals, the Superintendent will distribute the tappal giving current numbers to the clerk concerned. Soon after receipt of the tappal by the clerk, he will enter the details of letter in his personal Register. He will also segregate the tappal into routine and primary. The Routine tappals which are replies received in response to a communication already sent and action to be taken further. Primary currents that basing on which a new file will be started with the given number on the current received. | A file consists two parts i.e., Current file and another is note File. |

| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
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| | <p>NOTE FILE: It consists the details of communication received, rule position governing the issue, best possible solution the case and decision taken on the papers.</p> <p>CURRENT FILE: It is nothing but Inward and Outward communication of the case arranged data-wise.</p> <p>NOTES: Remarks recorded on a case or a paper to facilitate early and current disposals which includes previous decisions, rule position, analysis of questions requiring decisions / suggestions. Noting means preparation note.</p> <p>How the noting should be</p> <ol style="list-style-type: none"> 1. Simple language is to be used. 2. References are to be made. 3. The grievance / problem is to be submitted briefly. Then the correct rule position and possible solution is to be given to enable to take suitable decision. 4. Repetition should be avoided. 5. The remarks/ observations made by the superior officer are to be replied continuing the note to arrive at a solution. | |
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| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| TITLE : SECTION | | |
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The following records are the main records in the Office

- 1) Inward Register
- 2) Personal Register
- 3) Note File
- 4) Current File
- 5) Outward Register
- 6) Record Room Register
- 7) PERSONAL REGISTER:

| Sl. No. | Current No. | Date of Receipt by Clerk | Title – from whom & outside No. & Date | Sub. | When current was | | Submitted by clerk | Returned to Clerk |
|---------|-------------|--------------------------|--|------|--------------------|----------|--------------------|-------------------|
| | | | | | Sent to record for | Returned | | |
| (1) | (2) | (3) | (4) | (5) | (6) | | (7) | (8) |
| | | | | | | | | |

| Reference issued to whom and date | Reply to fresh current received from whom No. & Date | Date of receipt by the clerk | Nature of Disposal |
|-----------------------------------|--|------------------------------|--------------------|
| (9) | (10) | (11) | (12) |

| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| TITLE : SECTION | | |
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Communications are (i) Memo (ii) Letter (iii) D.O. Letter (iv) Proceedings and (v) Telegram. Memo is a reference made to a subordinate or to petitioner. Letter is a reference made to an Officer or to an Officer of other Department

- i) D.O. Letter is generally written where personal attention of the Officer concerned is required to be bestowed.
- ii) PROCEEDINGS are the final orders passed with reference to certain powers invested.
- iii) TELEGRAM should be brief and intelligible. It should be accompanied by a post copy.

DISPOSALS: The various kinds of disposals are: 1.R. Dis. to be retained permanently. 2.D.Dis. to be retained till the prescribed period of retention (10 years normally. 3. Period can be extended, where ever necessary by obtaining orders for further extension)L. Dis. to be Retained till one (or three) years. F. Dis. is to be filed. L. Dis. to be filed without numbering.

- (1) N. Dis. to be returned without numbering in original

| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

TITLE : LIST OF RECORDS

| | | |
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| S No. | Name of the record | Record No. | Location | Maintained by | Retention period of the record | remarks |
|--------------|---|-------------------|--------------------|----------------------|---------------------------------------|----------------|
| 1 | Inward & outward | 1 | Office | Re.Asst/Jr.Asst | 8years | |
| 2 | Staff service Records 1.Service registers 2 Personal files of employees | 2 | Office | Jr.Asst/Sr.Asst | Permanent | |
| 3 | Stock register of Stationery | 3 | Office | Jr.Asst/Sr.Asst | 5years | |
| 4 | Stock register of furniture | 4 | Office | Jr.Asst/Sr.Asst | Permanent | |
| 5 | Special fee register | | Office | Jr.Asst/Sr.Asst | 5years | |
| 6 | Restructured/course fee | | Office | Jr.Asst/Sr.Asst | | |
| 7 | Scholarships | 7 | Office | Jr.Asst/Sr.Asst | | |
| 8 | Admission | 8 | Office | Jr.Asst/Sr.Asst | | |
| 9 | TBR | | Office | Jr.Asst/Sr.Asst | | |
| 10 | Sports stock register | 10 | Physical education | PD | | |
| 11 | Library accession | 11 | Library | Librarian | | |
| 12 | PG cash book | 12 | Office | Jr.Asst/Sr.Asst | | |
| 13 | Ledger | 13 | Office | Jr.Asst/Sr.Asst | | |
| 14 | NSS | 14 | Office | Jr.Asst/Sr.Asst | | |

| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

TITLE : LIST OF RECORDS

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|----|----------------------------|----|--------|-----------------|--|--|
| 15 | UGC cash book | 15 | Office | Jr.Asst/Sr.Asst | | |
| 16 | CPDC cash book | 16 | Office | Jr.Asst/Sr.Asst | | |
| 17 | DRC cash book | 17 | Office | Jr.Asst/Sr.Asst | | |
| 18 | TC & Bonafied books | 18 | Office | Jr.Asst/Sr.Asst | | |
| 19 | Equipment | 19 | Office | Jr.Asst/Sr.Asst | | |
| 20 | RUSA | 20 | Office | Jr.Asst/Sr.Asst | | |
| 21 | Staff council | 21 | Office | Academic | | |
| 22 | General Staff | 22 | Office | Academic | | |
| 23 | Special fee committee | 23 | Office | Jr.Asst/Sr.Asst | | |
| 24 | Staff attendance Registers | 24 | Office | Jr.Asst/Sr.Asst | | |

| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

TITLE : LIST OF RECORDS

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|----|---------------------------------------|----|-------------|-----------------|--|--|
| 25 | Students Attendance Register | 25 | Teachers | Teacher | | |
| 26 | C.L Register | 26 | Office | Jr.Asst/Sr.Asst | | |
| 27 | Medical reimbursement claims register | 27 | Office | Jr.Asst/Sr.Asst | | |
| 28 | Late Attendance | 28 | Office | Jr.Asst/Sr.Asst | | |
| 29 | State Budget | 29 | Office | Jr.Asst/Sr.Asst | | |
| 30 | UGC Budget | 30 | Office | Jr.Asst/Sr.Asst | | |
| 31 | UGC Stock register | 31 | Office | Jr.Asst/Sr.Asst | | |
| 32 | RUSA/Budget & Stock Register | 32 | Office | Jr.Asst/Sr.Asst | | |
| 33 | Postal Account Register | 33 | Office | Jr.Asst/Sr.Asst | | |
| 34 | Office order register | 34 | Office | Jr.Asst/Sr.Asst | | |
| 35 | RTI register | 35 | Office | Jr.Asst/Sr.Asst | | |
| 36 | Register for disciplinary cases | 36 | Office | Jr.Asst/Sr.Asst | | |
| 37 | Consumable stock register | 37 | Departments | Dept | | |
| 38 | Increment | 38 | Office | Jr.Asst/Sr.Asst | | |
| 39 | Non-Government Cash book | 39 | Office | Jr.Asst/Sr.Asst | | |
| 40 | PD account book | 40 | Office | Jr.Asst/Sr.Asst | | |
| 41 | Temporary advance register | 41 | Office | Jr.Asst/Sr.Asst | | |

| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

TITLE : LIST OF RECORDS

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|----|--------------------------------------|----|----------------|-------------------|--|--|
| 42 | Issue register | 42 | Office | Jr.Asst/Sr.Asst | | |
| 43 | Non consumable stock register | 43 | Dept | Dept | | |
| 44 | Daily Fee Collection register | 44 | Office | Jr.Asst/Sr.Asst | | |
| 45 | Caution Money Deposit Reg, | 45 | Office | Jr.Asst/Sr.Asst | | |
| 46 | Scholarships register | 46 | Office | Jr.Asst/Sr.Asst | | |
| 47 | Fee register | 47 | Office | Jr.Asst/Sr.Asst | | |
| 48 | Students central attendance register | 48 | Office | Dept | | |
| 49 | Students Marks Registers | 49 | Academic | dept | | |
| 50 | Land and building records | 50 | Office | Jr.Asst/Sr.Asst | | |
| 51 | Pay Bill Register | 51 | Office | Jr.Asst/Sr.Asst | | |
| 52 | Cheque book details register | 52 | Office | Jr.Asst/Sr.Asst | | |
| 53 | Placement register | 53 | Placement cell | Placement officer | | |
| 54 | Alumni | 54 | Alumni Assn | Alumni | | |
| 55 | Consolidated purchase register | 55 | Office | Jr.Asst/Sr.Asst | | |
| 56 | Cadre strength/scale register | 56 | Office | Jr.Asst/Sr.Asst | | |

| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| TITLE : SECTIONS | | |
|------------------|---------|------------------|
| SECTION | COLLEGE | PAGE NO. 1 OF 1 |
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| S.No. | Name of the Section | Incharge | Remarks |
|-------|---------------------|-------------|---------|
| 1 | Inward & Out ward | Record Asst | |
| 2 | Establishment | Sr.Asst | |
| 3 | Accounts | Sr.Asst | |
| 4 | Scholarships | Jr.Asst | |
| 5 | Bills | Sr.Asst | |
| 6 | Academic | Jr.Asst | |
| 7 | Examinations | Jr.Asst | |
| 8 | Stores Stationery | Jr.Asst | |
| 9 | Records | Jr.Asst | |
| 10 | UGC | | |
| 11 | RUSA | | |

| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| TITLE :ACADEMIC RECORDS | | |
|--------------------------------|---|-------------------------|
| SECTION | COLLEGE | PAGE NO. 1 OF 2 |
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| | | |
| S.no | Name of the record | Maintained by |
| 1 | Students Attendance Registers Theory and practical | Teacher |
| 2 | Teaching diary and Synopsis | Teacher |
| 3 | Students marks Registers | Teacher |
| 4 | Workload and time table | Teacher |
| 5 | Departmental Minutes Register | Teacher |
| 6 | Student Progression | Teacher |
| 7 | Students activity Register- | Teacher |
| | Students seminars/Quiz/group discussion etc | |
| 8 | Students study projects | Teacher |
| 9 | Log book for Department library | Teacher |
| 10 | Log book for Lab | Teacher |
| 11 | Subject Video lessons register | Teacher |
| 12 | Log book for Gym | PD |
| 13 | Log book for Library | Librarian |
| 14 | Departmental activity register | Teacher |
| 15 | Remedial coaching Register | Teacher |
| 16 | Teachers self appraisal API scores | IQAC |
| | | Coordinator |
| 17 | Assignments | Teacher |
| 18 | Slow, Medium and advanced learners register | Teacher |
| 19 | Mentor –Mentee | Teacher |
| 20 | Laboratory equipment | Teacher |
| 21 | Minor Research Project | Teacher |
| 22 | Guest Lectuers | Teacher |
| 23 | Extended Activities | |

| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |

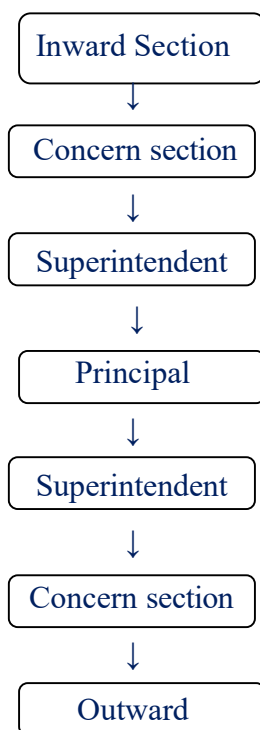
| | | |
|--------------------------------|-----------------------------|-------------------------|
| 2 | B.Mohan Rao, Superintendent | Controlled |
| TITLE : FILE FLOW CHART | | |
| SECTION | COLLEGE | PAGE NO. 1 OF 1 |
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|--------------------------------|---|-------------------------|
| TITLE :ACADEMIC RECORDS | | |
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| 24 | Academic Social responsibility | Teacher |
| 25 | Gold medals/cash awards register | Teacher |
| 26 | consultancy | Teacher |
| 27 | Best Practices | |
| 28 | Internal Quality Assurance cell | IQAC Coordinator |
| 29 | Feedback from students, alumni, parents, academicians | Teacher |
| 30 | Field visits | Teacher |
| 31 | MOUs | Teacher |
| 32 | Alumni | Teacher |
| 33 | Subject Gold medal/Toppers | Teacher |
| 34 | Teacher OC/RC/Seminars/workshops attended and organised | Teacher |
| 35 | Research publications | Teacher |
| 36 | Syllabus and Model papers | Teacher |
| 37 | Board of studies minutes register | I/C Dept |
| 38 | Academic Council register | Academic Coordinator |
| 39 | Subject forum | |
| 40 | Cultural and literary activities | Teacher |
| 41 | NSS | Programme Officer |
| 42 | NCC | NCC care Taker |
| 43 | Competitive exam/PG coaching/employable skills/training etc., | Teacher |
| 44 | Commendations | Teacher |
| 45 | Best Practices | |

| Copy Number | Copy Holder | Type of Copy |
|-------------|------------------------------|--------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

TITLE : FILE FLOW CHART

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| Copy Number | Copy Holder | Type of Copy |
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| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| TITLE : LIST OF COMMITTEES | | |
|-----------------------------------|----------------|-------------------------|
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| 1. C.P.D.C. COMMITTEE | | | |
|--|----------------------|-----------------------------------|---------------------|
| 1 | I.Kiran Kumar | Vice- Principal | Convener |
| 2 | M.Rambabu | Lecturer in English | Member |
| 3 | G.Veeranna | Asst. Prof. of Chemsitry | Member |
| 4 | G.Veera Reddy | Asst. Prof. of Computers | Member |
| 5 | Dara.Krishnarao | Philanthropist | Member |
| 6 | Dr.M.Dayananad | Alumni | Member |
| 2. ACADEMIC AND EXAMINATION COMMITTEE | | | |
| 1 | Sri.M.Rambabu | Asst. Professor of English | Co-ordinator |
| 2 | Sri.D.Bangari | Asst. Prof. of Enlgish | Member |
| 3 | Sri.G.Veeranna | Asst. Prof. of Chemistry | Member |
| 4 | Sri.G.Veerareddy | Lecturer in Computers | Member |
| 5 | Md.Chandpasha | Guest faculty in Commerce | Member |
| 6 | Sri. T.Pothuraju | Junior Assistant | Member |

| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

TITLE : LIST OF COMMITTEES

| | | |
|--------------------|----------------|-------------------------|
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3. RUSA COMMITTEE

| | | | |
|----------|----------------------|------------------------------|---------------------|
| 1 | Sri.I.Kiran kumar | Asst. Prof. of Telugu | Co-ordinator |
| 2 | Sri.P.Ramachandrarao | Asst. Prof. of Chemistry | Member |
| 3 | Dr.B.M.VinodKumar | Asst.Prof of Economics | Member |
| 4 | Sri.G.Veeranna | Asst. Prof. of Chemistry | Member |
| 5 | Sri.Mohanrao | Superintendent | Member |

4. IQAC COMMITTEE

| | | | |
|----------|--------------------|-------------------------------|---------------------|
| 1 | K. VijayaKumar | Asst. Prof. of Botany | Co-ordinator |
| 2 | Dr.B.M.Vinod Kumar | Asst. Prof. of Economics | Member |
| 3 | Sri.M.RamBabu | Asst. Prof. of English | Member |
| 4 | Sri.Madhu | Asst. Prof. of Hindi | Member |
| 5 | Sri.G.Veera Reddy | Contract Faculty in Computers | Member |
| 6 | Sri.T.Krishna Rao | Contract Faculty in Commerce | Member |
| 7 | Sri.B.Mohan Rao | Superintendent | Member |

| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| | | |
|-----------------------------------|----------------|-------------------------|
| TITLE : LIST OF COMMITTEES | | |
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| |
|-------------------------|
| 5. UGC COMMITTEE |
|-------------------------|

| | | | |
|---|----------------------------|---------------------------------|---------------------|
| 1 | Dr.B.M. Vinod Kumar | Asst. Prof. of Economics | Co-ordinator |
| 2 | K.Madhu | Asst. Prof. of Hindi | Member |
| 3 | P.Ramachandra Rao | Asst. Prof. of Chemistry | Member |
| 4 | MD .Afjal | Librarian | Member |

| |
|--|
| 6. Career guidance & Placements Committee (TASK- TSKC - Spoken Tutorial) |
|--|

| | | | |
|---|--------------------|------------------------------|---------------------|
| 1 | Sri.K.Vijayakumar | Asst. Prof. of Botany | Co-ordinator |
| 2 | Sri.M.Rambabu | Asst. Prof. of English | Member |
| 3 | Sri.O.Chenna Rao | Contract Faculty in Commerce | Member |
| 4 | Sri.M.Satyanaryana | FTM TSKC | Member |
| 5 | Sri.P.Nagaraju | Guest faculty in History | Member |

| Copy Number | Copy Holder | Type of Copy |
|--------------------|------------------------------|---------------------|
| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

| TITLE : LIST OF COMMITTEES | | |
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| 8. T-SAT & AUDIO VISUAL COMMITTEE | | | |
|--|-------------------------|--|---------------------|
| 1 | V.Anuradha | Contract Faculty in Physics | Co-ordinator |
| 2 | K.Madhu | Asst.Prof.of Hindi | Member |
| 3 | M.Satyanarayana | FTM TSKC | Member |
| 4 | Md.Pasha | Record Asst. | Member |
| 9. NSS & Advisory Committee | | | |
| 1 | Dr.B.M Vinod Kumar | Asst. Prof. of Economics | |
| 2 | K.Madhu | Asst. Prof. of Hindi | Member |
| 3 | Ch.Poorna Chandra rao | Asst.Prof.of Telugu | Member |
| 1 | G.Veera reddy | Contract Faculty in Computers | Member |
| 2 | K.Ravi Kumar | Contract Faculty in Zoology | Member |
| 3 | G.Subhashini | Contract Faculty in Economics | Member |
| 10. WOMEN EMPOWERMENT CELL & ICC | | | |
| 1 | Smt.Rajyalakshmi | Contract Faculty in Political Science | Co-ordinator |
| 2 | Ch.Poorna Chandra Rao | Asst.Prof.of Telugu | Members |
| 3 | Smt.B.Saritha | Contract Faculty in Mathematics | Members |
| 4 | Smt.G.Vijaya Lakshmi | Contract Faculty in History | Members |
| 3 | Smt.K.Damayanthi | Senior Asst. | Member |

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| 1 | P.Ramachandra Rao, Principal | Master |
| 2 | B.Mohan Rao, Superintendent | Controlled |

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10. GRIEVANCE REDRESSAL CELL

| | | |
|----------------------|---------------------------------------|---------------------|
| Smt.K.Rajyalakshmi | Contract Faculty in Political Science | Co-ordinator |
| Sri.I.Kiran Kumar | Asst.Prof.of Telugu | Members |
| Smt.B.Saritha | Contract Faculty in Mathematics | Members |
| Smt.G.Vijaya Lakshmi | Contract Faculty in History | Members |
| Sri.G.Veera Reddy | Contract Faculty in Computers | Member |

11. ANTI RAGGING & DISCIPLINARY COMMITTEE

| | | | |
|---|------------------------------|------------------------------|---------------------|
| 1 | Ch.Poorna Chandra Rao | Asst. Prof. of Telugu | Co-ordinator |
| 2 | T.Krishna rao | Contract Faculty in Commerce | Member |
| 3 | D.Bangari | Asst. Prof. of English | Member |
| 4 | K.Ravi Kumar | Contract Faculty in Zoology | Member |
| 5 | G.Veeranna | Asst. Prof. of Chemistry | Member |
| 6 | B.Mohan rao | Superintendent | Member |

12. LIBRARY COMMITTEE

| | | | |
|---|-----------------------|--|---------------------|
| 1 | K.Madhu | Asst. Prof. of Telugu | Co-Ordinator |
| 2 | M.Rambabu | Asst. Prof. of English | Member |
| 3 | Ch.Poorna Chandra rao | Asst. Prof. of Telugu | Member |
| 4 | K.Rajya Lakshmi | Contract Faculty in Political Science | Member |
| 5 | P.Prem sagar | Guest Faculty in Public Administration | Member |

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| 2 | B.Mohan Rao, Superintendent | Controlled |

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13. MAGAZINE , LITERARY & CULTURAL COMMITTEE

| | | | |
|---|---------------------|-------------------------------|---------------------|
| 1 | Sri.I.Kiran Kumar | Asst. Prof. of Telugu | Co-ordinator |
| 2 | Sri. M.Rambabu | Asst. Prof. of English | Member |
| 3 | Sri.K.Madhu | Asst. Prof. of Hindi | Member |
| 4 | Smt.G.Subhashini | Contract faculty in Economics | Member |
| 6 | Smt.D.Durga Bhavani | Guest faculty in Computers | Member |

14. GAMES AND SPORTS COMMITTEE

| | | | |
|---|------------------------------|-----------------------------|---------------------|
| 1 | D.Bangari | Asst. Prof. of English | Co-ordinator |
| 2 | Ch.Poorna Chandra Rao | Asst. Prof. of Telugu | Member |
| 3 | G.Vijaya Lakshmi | Contract Faculty in History | Member |
| 4 | P.Nagaraju | Guest faculty in History | Member |
| 5 | Sk.Chand Pasha | Guest faculty in Commerce | Member |

15. RESEARCH / JIGNASA COMMITTEE

| | | | |
|---|---------------------------|---------------------------------|---------------------|
| 1 | Dr.B.M.Vinod Kumar | Asst. Prof. of Economics | Co-ordinator |
| 2 | Sri.K.Vijaya Kumar | Asst. Prof. of Botany | Member |
| 3 | Sri.M.Rambabu | Asst. Prof. of English | Member |
| 4 | Sri.Ch.Poorna Chandra Rao | Asst. Prof. of Telugu | Member |
| 5 | Sri.G.Veera reddy | Contract faculty in Computers | Member |
| 6 | Sri.O.Chenna Rao | Contract faculty in Commerce | Member |
| 7 | Sri.M.Nagaraju | Guest Faculty in History | Member |

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16. E- CLASS ROOM/ WEBSITE/INTERNET COMMITTEE

| | | | |
|---|-------------------|---------------------------------|---------------------|
| 1 | G.Veeranna | Asst. Prof. of Chemistry | Co-ordinator |
| 2 | M.Rambabu | Asst. Prof. of English | Member |
| 3 | G.Veera Reddy | Contract Faculty on Computers | Member |
| 4 | M.Satya narayana | FTM, TSKC | Member |

17. YOUTH RED CROSS /RED RIBBON CLUB

| | | | |
|---|---------------------|------------------------------------|---------------------|
| 1 | K.Ravi Kumar | Contract Faculty in Zoology | Co-ordinator |
| 2 | K.Vijaya Kumar | Asst. Prof. of Botany | Member |
| 3 | V.Anuradha | Contract Faculty in Physics | Member |

18. SWACHH BHARATH/ HARITHA HARAM.SOCIAL RESPONSIBILITY COMMITTEE

| | | | |
|---|----------------------|-----------------------------|---------------------|
| 1 | I.Kiran Kumar | Asst.Prof.of Telugu | Co-ordinator |
| 2 | D.Bangari | Asst. Prof. of English | Member |
| 3 | K.Madhu | Asst. Prof. of Hindi | Member |
| 4 | K.Ravi Kumar | Contract Faculty in Zoology | Member |

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19. ECO - CLUB

| | | | |
|---|-----------------------|------------------------------|---------------------|
| 1 | K.Vijaya Kumar | Asst. Prof. of Botany | Co-ordinator |
| 2 | K.Ravi Kumar | Contract Faculty in Zoology | Member |
| 3 | G.Veeranna | Asst. Prof. of Chemistry | Member |

20. Consumer Club

| | | | |
|---|---------------------|------------------------------|---------------------|
| 1 | O.Chenna Rao | Contract Faculty in Commerce | Co-ordinator |
| 2 | T.Krishna Rao | Contract Faculty in Commerce | Member |
| 3 | Sk.Chand Pasha | Guest faculty in Commerce | Member |

21. Bhagya/Health and Hygeine

| | | | |
|---|---------------------|---------------------------------|---------------------|
| 1 | K.Ravi Kumar | Contract Faculty in Zoology | Co-ordinator |
| 2 | B.Saritha | Contract Faculty in Mathematics | Member |
| 3 | G.Subhashini | Contract Faculty in Economics | Member |

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22. RTI Committee

| | | | |
|---|----------------------|-----------------------|---------------------|
| 1 | I.Kiran Kumar | Vice Principal | Co-ordinator |
| 2 | B.Mohan rao | Superintendent | Member |
| 3 | Smt.Damayanthi | Senior Asst. | Member |

23. Scholarship Committee

| | | | |
|---|-------------------|-------------------------------|---------------------|
| 1 | G.Veeranna | Asst.Prof.of Chemistry | Co-ordinator |
| 2 | Y.NagaSudha | Record Assistant | Member |

24. Purchase Committee

| | | | |
|---|-------------------------|-----------------------|---------------------|
| 1 | I.Kiran Kumar | Vice Principal | Co-ordinator |
| 2 | Incharges of All Depts. | | Members |

25. Hobby Day and Skill Development Committee

| | | | |
|---|------------------------|---------------------------------------|---------------------|
| 1 | K.Rajya Lakshmi | Contract Faculty in Political Science | Co-ordinator |
| 2 | B.Saritha | Contract Faculty in Mathematics | Member |
| 3 | G.Subhashini | Contract Faculty in Economics | Member |

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| 26. Alumni & Parents meeting Coordination committee | | | |
|---|-------------------|-------------------------------|---------------------|
| 1 | Sri.M.Rambabu | Asst. Prof. of English | Co-ordinator |
| 2 | Sri.G.Veera Reddy | Contract Faculty in Computers | Member |
| 3 | Sri.T.KrishnaRao | Contract Faculty in Commerce | Member |
| 4 | Sri.O.Chenna Rao | Contract Faculty in Commerce | Member |

| 27. Ek Bharath Swachh Bharath committee | | | |
|---|---------------------------|-------------------------------|---------------------|
| 1 | Sri.K.Vijaya Kumar | Asst.Prof.of Botany | Co-ordinator |
| 2 | Sri.Veeranna | Asst.Prof.of Chemistry | Member |
| 3 | Sri.I.Kiran Kumar | Asst.Prof.of Telugu | Member |
| 4 | Sri.D.Bangari | Asst.Prof.of English | Member |
| 5 | Sri.M.Rambabu | Asst.Prof.of English | Member |
| 6 | Sri.K.Madhu | Asst.Prof.of Hindi | Member |
| 7 | Dr.B.M.Vinod Kumar | Asst.Prof.of Economics | Member |
| 8 | Sri.Ch.Poorna Chandra Rao | Asst.Prof.of Telugu | Member |
| 9 | Sri.G.Veera Reddy | Contract Faculty in Computers | Member |
| 10 | Sri.O.Chenna Rao | Contract Faculty in Commerce | Member |
| 11 | Sri.T.Krishna Rao | Contract Faculty in Commerce | Member |

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28.CA- IMS Committees**1. Student Information Management System (SIMS)**

| | | | |
|----------|------------------|-----------------------|---------------------|
| 1 | Sri M.Ram Babu | Academic coordinator, | Co-ordinator |
| 2 | M.Satyanarayana, | FTM,TSKC | Member |
| 3 | P.Nagamani, | Store Keeper | Member |

2. Accounts Management System (AMS)

| | | | |
|----------|-----------------------|---------------------------------|----------------------------|
| 1 | Sri P.Ramachandra Rao | Asst. Prof. of Chemistry | Co-ordinator |
| 2 | B.Mohan Rao | Superintendent | Member |
| 3 | K.Damayanthi | Senior Asst. | Member |
| 4 | M.Prasada Rao | Senior Asst. | Non teaching Member |

3. Marks Management System (MMS)

| | | | |
|----------|----------------|-------------------------------|---------------------|
| 1 | M. Ram Babu | Academic Coordinator | Co-ordinator |
| 2 | G. Veera Reddy | Contract Faculty in Computers | Member |
| 3 | G.Veeresh | Store keeper | Member |

4. Certificate Management System (CMS)

| | | | |
|----------|-------------------|-----------------------|---------------------|
| 1 | Sri I.Kiran Kumar | Vice Principal | Co-ordinator |
| 2 | Sri.G.Afjal | Junior Assistant | Member |
| 3 | P. Nagamani | Store keeper | Member |

5. Academic Audit System (AAS)

| | | | |
|----------|--------------------|--------------------------|---------------------|
| 1 | Sri K.Vijaya Kumar | IQAC Coordinator | Co-ordinator |
| 2 | Dr B.M.Vinod Kumar | Asst. Prof. of Economics | Member |
| 3 | M.Satyanarayana | FTM,TSKC | Member |

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| S.No | Abbreviation | Expanded form |
|-------------|---------------------|--|
| 1 | P | PRINCIPAL |
| 2 | AO | ADMINISTRATIVE OFFICER |
| 3 | JR.ASST | JUNIOR ASSISTANT |
| 4 | SR.ASST. | SENIOR ASSISTANT |
| 5 | RA | RECORD ASSISTANT |
| 6 | MK | MUSEUM KEEPER |
| 7 | SK | STORE KEEPER |
| 8 | OS | OFFICE SUBORDINATE |
| 9 | TBR | TABULATION REGISTER |
| 10 | PD | PHYSICAL DIRECTOR |
| 11 | CCE | COMMISSIONER OF COLLEGIATE EDUCATION |
| 12 | IQAC | INTERNAL QUALITY ASSURANCE CELL |
| 13 | CPDC | COLLEGE PLANNING AND DEVELOPMENT COUNCIL |
| 14 | PR | PERSONAL REGISTER |
| 15 | SR | SERVICE REGISTER |
| 16 | NF | NOTE FILE |
| 17 | NCC | NATIONAL CADET CORPS |
| 18 | NSS | NATIONAL SERVICE SCHEME |
| 19 | CF | CONTRACT FACULTY |

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| | | |
|----|----|---------------|
| 20 | GF | GUEST FACULTY |
| 21 | ID | IDENTIFIED |

| | | |
|----|------|--------------------------------------|
| 22 | GB | GOVERNING BODY |
| 23 | BOS | BOARD OF STUDIES |
| 24 | AC | ACADEMIC COUNCIL |
| 25 | AC | ACADEMIC COORDINATOR |
| 26 | TSKC | TELANGANA SKILL AND KNOWLEDGE CENTRE |
| 27 | LAB | LABORATORY |
| 28 | OC | ORIENTATION COURSE |
| 29 | RC | REFRESHER COURSE |
| 30 | MOU | MEMORANDUM OF UNDERSTANDING |
| 31 | RUSA | RASHTRIYA UCHCHATAR SIKSHA ABHIYAN |
| 32 | UGC | UNIVERSITY GRANTS COMMISSION |

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