

CIRCULAR

Sub: **College Academic Committee** – Reg.

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College Academic Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	Dr C Ravi Kant	Chairman
2	Dr. J. Chandra Sekhar	Coordinator
3	P. Purnachandra Rao	Member
4	K. Naga Sreenivasa Rao	Member
5	E Subba Rao	Member
6	D. Naga Ravi Kiran	Member
7	Dr. G.Sreedevi Kumari	Member

Guidelines:

1. The committee will function as per the guidelines of the Principal.
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

Copy to:

1. Office File.
2. Copy to all members.

CITY/ESTB/2017-18/SC/002

Date: 12-06-2017

CIRCULAR

Sub: **Student Counselling / Grievance Redressal Committee** – Reg.

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Student Counselling / Grievance Redressal Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	D. Naga Ravi Kiran	Coordinator
2	P. Kusuma	Member
3	P. Anusha	Member
4	B. Gopi Raju	Member
5	R. Lakshma Naik	Member
6	Sk. Kursheed Jahan Begum	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To attend to the general grievances of the students, public related to the college, staff and suggest redressal measures within the framework of College / University / Government rules.
6. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/PSC/002

Date: 12-06-2017

CIRCULAR

Sub: **Purchase / Stores Committee** – Reg.

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Purchase / Stores Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	Dr. C. Ravi Kant	Chairman
2	K. Naga Sreenivasa Rao	Coordinator
3	P. Purnachandra Rao	Member
4	Dr. J. Chandra Sekhar	Member
5	E. Subba Rao	Member
6	D. Naga Ravi Kiran	Member
7	Dr. G.Sreedevi Kumari	Member

Guidelines:

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. Scrutinize the indents put forth by the Depts./ Labs./Committees/Lib, various sections of the college from time to time.
6. Supervise the process of finding out the suppliers, inviting quotations, preparation of comparative statements, placing of orders and settlement of bills following relevant rules.
7. Fix the responsibility on erroneous payments, orders and issue warnings to improper suppliers.
8. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

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1. Office File
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CITY/ESTB/2017-18/PRPNLC/002

Date: 12-06-2017

CIRCULAR

Sub: **Public Relations, Press & Media, News Letters Committee** – Reg.

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Public Relations, Press & Media, News Letters Committee
is formed with the following members:

S No	Name of The Faculty	Responsibility
1	M. Koteswara Rao	Coordinator
2	V. Krishna Pratap	Member
3	K. Kiranmaie	Member
4	M Narendra	Member
5	R. Ravi	Member
6	G. B S K Prasad	Member

Guidelines:

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To maintain a humble and healthy relationship with the common public, especially with the visitors to the College.
6. To disseminate the efforts and the achievement of the College, Students and Staff to the outer world through updating of Website, publicity through Media, News Papers, etc.
7. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

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CIRCULAR

Sub: **Research & Development and Consultancy** – Reg.

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Research & Development and Consultancy is formed with the following members:

S No	Name of The Faculty	Responsibility
1	Dr. J. Chandra Sekhar	Coordinator
2	Y. Narendra	Member
3	B Bulli Babu	Member
4	E Subba Rao	Member
5	A Lalitha	Member
6	Ch. Prameela	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To organize research activities for the staff and students of the college.
6. To organize orientation lectures in research for the project work students.
7. To assist the departments in organizing research seminars.
8. To take up major / minor research projects for the college.
9. To raise funds for research activities of the college.
10. To suggest steps for effective use of college resources for extension services.
11. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

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CITY/ESTB/2017-18/ITC/002

Date: 12-06-2017

CIRCULAR

Sub: **Internal Training (Managerial / Soft / Communication Skills) Committee** – Reg.

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Internal Training (Managerial / Soft / Communication Skills) Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	A. Murali Krishna	Coordinator
2	B. Bindhu	Member
3	J. Manogna	Member
4	G. Ajay Kumar	Member
5	A. Ravindra Babu	Member
6	G. Haneetha	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.
6. The Internal Training (managerial/Soft/Communication Skills) Committee ought to devise its strategy in strengthening employability skills of the students by maintaining coordination with the college training committee and thereby contributing to the placements of techno-aspirants.

PRINCIPAL

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1. Office File
2. Copy to all members

CITY/ESTB/2017-18/TPCC/002

Date: 12-06-2017

CIRCULAR

Sub: **Training & Placements and Career Guidance Cell** – Reg.

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Training & Placements and Career Guidance Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	A. Murali Krishna	Coordinator
2	Y. Narendra	Member
3	J. Manogna	Member
4	G. Ajay Kumar	Member
5	Ch. Anil Babu	Member
6	Sk. Kursheed Jahan Begum	Member
7	V.Naga Gopi Raju	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.
6. The departmental training and placement committee ought to devise its strategy in strengthening employability skills of the students by maintaining coordination with the college training and placement committee and thereby contributing to the placements of techno-aspirants.

PRINCIPAL

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1. Office File
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CITY/ESTB/2017-18/TPCC/002

Date: 12-06-2017

CIRCULAR

Sub: **Hostel Welfare Cell** – Reg.

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Hostel Welfare Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	Y. Narendra	Coordinator
2	N. Rajya Lakshmi Prasanna	Member
3	T. Nagaraju	Member
4	K Venkat Reddy	Member
5	B. Vamsi Krishna	Member
6	B. Sai Gopinadh	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

Copy to:

3. Office File
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CIRCULAR

Sub: **Canteen Committee / House Keeping / Hygiene / Sanitation** – Reg.

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Canteen Committee / House Keeping / Hygiene / Sanitation is formed with the following members:

S No	Name of The Faculty	Responsibility
1	A. Veeranjanyulu	Coordinator
2	M. Vinathi	Member
3	K. Katyayani	Member
4	K. Basava Raju	Member
5	M. Venkata Manikanta	Member
6	K. Naga Lakshmi	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. With input from the Canteen Manager, review prices, menus and goods for sale on a regular basis.
6. Ensuring that guidelines regarding safe food preparation, serving and storage in the canteen are followed.
7. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

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1. Office File
2. Copy to all members

CITY/ESTB/2017-18/NSSC/002

Date: 12-06-2017

CIRCULAR

Sub: **NSS Committee** – Reg.

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NSS Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	G. B S K Prasad	Coordinator
2	P Anantha Rao	Member
3	B. Raju	Member
4	A. Veeranjanyulu	Member
5	R. Ravi	Member
6	N. Kejiya Kumari	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. NSS Unit should aim to:
 - Identify the needs and problems of their community and involve themselves in the problem solving process.
 - Develop among themselves a sense of social and civic responsibilities.
 - Utilize their knowledge in finding practical solution to individual and community problems.
 - Develop competence required for group living and sharing of responsibilities.
 - Gain skills in mobilizing the community participation.
 - Acquire the leadership qualities and democratic attitude.
 - Develop capacity to meet emergencies and natural disasters.
 - Practice national integration and social harmony.

PRINCIPAL

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1. Office File
2. Copy to all members

CITY/ESTB/2017-18/SWC/002

Date: 12-06-2017

CIRCULAR

Sub: **Social Welfare Committee** – Reg.

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Social Welfare Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	T. Raju	Coordinator
2	B. Sundara Leela	Member
3	R. Hanumathu Naik	Member
4	A. Gowthami	Member
5	G. Kiran	Member
6	K.Srilakshmi	Member
7	J Mallikarjuna Rao	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To promote unity among the members of the community and to uphold mutual support towards growth and development at professional and spiritual front.
6. To promote and regulate equality of opportunity and Professional rights among all Staff and members of the community
7. To take appropriate measure for the welfare of every member towards fulfillment of Professional Rights.
8. To address the needs and provide provisions for administering assistance without prejudice in moments of celebrations and or grief.

PRINCIPAL

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1. Office File
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CITY/ESTB/2017-18SGC/002

Date: 12-06-2017

CIRCULAR

Sub: **Sports and Games Committee** – Reg.

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Sports and Games Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	G.Vijaya Kumari/	Coordinator
2	D Ramu	Member
3	V. Sai Srinivas	Member
4	B. Raju	Member
5	M. Daniel Babu	Member
6	T. Pulla Rao	Member
7	A. Giridhar Babu	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To act as guiding force for promoting the sports culture at CITY
6. The Sports Committee is also instrumental in the selection of various teams and individuals who have represented University Teams and brought laurels at various inter university tournaments.

PRINCIPAL

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1. Office File
2. Copy to all members

CITY/ESTB/2017-18/TC/002

Date: 12-06-2017

CIRCULAR

Sub: **Transport Committee** – Reg.

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Transport Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	PCV Gopala Rao A.	Coordinator
2	D. Ramya Krishna	Member
3	R. Hanumathu Naik	Member
4	K. Anitha	Member
5	M. Pramod	Member
6	D.Prabhakar	Member
7	M Sambasiva Rao	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. Allocating of bus routes for the first year students during admission
6. Supervising the daily bus operation and giving instructions to the bus supervisors
7. Conducting meeting with all staff in-charges of buses once in three months.
8. Inspecting the condition of the buses and reporting for necessary actions
9. Issuing ticket to the hostel students (at the time of traveling) through the bus supervisors
10. Periodically checking the documents of the buses (College & Contract)
11. Verifying and passing the bill for making payment
12. Maintenance of College ambulance.
13. Allocating busses for Industrial visits/Placement and Training activities/ Co-curricular activities
14. Reporting to the superiors as and when required.

PRINCIPAL

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1. Office File
2. Copy to all members

CITY/ESTB/2017-18/CC/002

Date: 12-06-2017

CIRCULAR

Sub: **Arts / Cultural Committee** – Reg.

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Arts / Cultural Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	B. Tulasi Rani	Coordinator
2	P. Padmavathi	Member
3	N. Ramya Sri	Member
4	K Sinduja	Member
5	G. Ashok Kumar	Member
6	T. Vaishanvi Chandra	Member

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To suggest and organize various cultural activities to be organized in an academic year
6. Plan and organize various activities on behalf of NSS/NCC and encourage students / staff to participate in NSS, NCC, Blood donation camps, Flood relief camp etc.,
7. To prepare sports calendar and an action plan to implement the same.
8. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college.
9. To take up the responsibility of preparing the budget estimate, requirement of infrastructure and equipment, maintaining the equipment and play fields.
10. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural Tournaments.
11. To prepare the details of attendance exemption to be given to the students representing college in various sports and games.
12. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/GMCC/002

Date: 12-06-2017

CIRCULAR

Sub: **General Maintenance Committee** – Reg.

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General Maintenance Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	K. Praveena	Coordinator
2	P. Padmavathi	Member
3	R. Hanumathu Naik	Member
4	A Venkata Krishna	Member
5	G. Kiran	Member
6	V. Ch. Ananda Rao	Member

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. Oversees the maintenance and repair of the building and Grounds
6. Generator Maintenance.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CIRCULAR

Sub: **Examinations / Time-Table/ Admissions Committee** –
Reg.

---- @@@@ @@@@ ----

Examinations / Time-Table/ Admissions Committee is
formed with the following members:

S No	Name of The Faculty	Responsibility
1	V.V. Subba Rao	Coordinator
2	V. Sai Srinivas	Member
3	K. Kiranmaie	Member
4	K. Haritha Rajyalakshmi	Member
5	M. Krishna Chaitanya	Member
6	N. Koteswara Rao	Member

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To plan the examination schedule for various courses of study.
6. To suggest innovative paper setting, valuation methods.
7. To deal with malpractice cases in consultation with concerned HODs and subject experts
8. To suggest improvements for conducting the exams.
9. To examine whether the syllabi coverage and paper setting (in case internal exams) are as per the guidelines.

PRINCIPAL

Copy to:

3. Office File
4. Copy to all members

CITY/ESTB/2017-18/Library/002

Date: 12-06-2017

CIRCULAR

Sub: **Library Committee** – Reg.

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Library Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	V Naga Gopi Raju/	Coordinator
2	A Rajesh Babu	Member
3	N. Ramya Sri	Member
4	D. Durga Mounika	Member
5	G. Srinivasa Rao	Member
6	Ch. Anil Babu	Member
7	K. Naga Lakshmi	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. The committee should properly maintain all the files. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.
6. The departmental library committee has to take the responsibility of updating the books available as per changes occurring in curriculum from time to time.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/IIPC/002

Date: 12-06-2017

CIRCULAR

Sub: **Industry Institute Partnership Cell** – Reg.

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Industry Institute Partnership Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	L. Uday Kiran	Coordinator
2	N. Harika	Member
3	K. Sumani Priya	Member
4	G. Ajay Kumar	Member
5	N. Koteswara Rao	Member
6	V. Ch. Ananda Rao	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. Arranging industrial training for students and faculty members.
6. Identifying the opportunities for student project work in Industries.
7. Encourages the department level tie-ups or MoUs with Industries for the mutual benefit.
8. Research and development activities with industry.
9. Promoting consultancy activities, training courses for industry people.
10. Enrich the teaching learning process through identified industrial training / visit.
11. Planning for students industrial visit.
12. Inviting industry experts for guest lectures, seminars and expertise sharing.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/EDC/002

Date: 12-06-2017

CIRCULAR

Sub: **Entrepreneurship Development Cell** – Reg.

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Entrepreneurship Development Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	V. Krishna Pratap	Coordinator
2	P. Anusha	Member
3	K. Balagopi Krishna	Member
4	P. Gandhi	Member
5	A. Ravindra Babu	Member
6	S. Pavan kumar	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To channelize the knowledge and the energy of youth towards becoming active partners in the economic development process
6. To catalyze and promote development of knowledge-based and innovation-driven enterprises and promote employment opportunities amongst youth specially students.
7. To inculcate a culture of innovation driven entrepreneurship.
8. To act as an institutional mechanism for providing various services including information on all aspects of enterprise building to budding S&T entrepreneurs.

PRINCIPAL

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CITY/ESTB/2017-18/Website/002

Date: 12-06-2017

CIRCULAR

Sub: **Website/ICT / Internet /ICT Cell** – Reg.

---- @@@@ @@@@ ----

Website/ICT / Internet /ICT Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	D. Ramya Krishna	Coordinator
2	B. Raju	Member
3	Ch. Komali	Member
4	K. Bhargavi	Member
5	A.Chandra Sekhar Rao	Member
6	G. Haneetha	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To administer data acquisition process, maintenance of the institute's website with regard to all activities related to Domain & Hosting.
6. To administer regular updates to the site by securing necessary approval/authentication of the information from the concerned authority before hosting on to the website.
7. To collect information & data reports from various academic departments & internal bodies like Library, NCC, NSS, Training & Placement, Sports, Women Empowerment Cell etc, at regular intervals for necessary and timely updates of the site.
8. To provide feedback and recommendations to the authority with regard to the website maintenance activities from time to time.

PRINCIPAL

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CITY/ESTB/2017-18/Alumni/002

Date: 12-06-2017

CIRCULAR

Sub: **Alumni Coordination Cell** – Reg.

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Alumni Coordination Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	V.V. Subba Rao	Coordinator
2	P. Kusuma	Member
3	K. Katyayani	Member
4	Sk. Naheeda Banu	Member
5	K. Basava Raju	Member
6	D.Prabhakar	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To establish linkage with the alumni of the college in order to exchange academic thoughts and ideas for development of the college.

PRINCIPAL

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1. Office File
2. Copy to all members

CITY/ESTB/2017-18/Alumni/002

Date: 12-06-2017

CIRCULAR

Sub: **Internal Quality Assurance Cell** – Reg.

---- @@@@ @@@@ ----

Internal Quality Assurance Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	L. Uday Kiran	Coordinator
2	A. Sathya Vani	Member
3	B. Bulli Babu	Member
4	K.Venkat Reddy	Member
5	K. Praveena	Member
6	V.V. Subba Rao	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To ensure quality education.
6. To co-ordinate among administration, teachers, students and other stakeholders.

PRINCIPAL

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1. Office File
2. Copy to all members

CITY/ESTB/2017-18/Alumni/002

Date: 12-06-2017

CIRCULAR

Sub: **Internal Complaint Committee** – Reg.

---- @@@@ @@@@ ----

Internal Complaint Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	Dr. G.Sreedevi Kumari	Coordinator
2	T. Padmasri	Member
3	P. Anusha	Member
4	B. Gopi Raju	Member
5	P. Gandhi	Member
6	D. Naga Ravi Kiran	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To receive complaints, if any, from the lady staff and lady students who have been subject to sexual harassment.
6. To keep all records intact and in proper order of the complaints received.
7. To enquire into such complaints and establish the facts.
8. To keep an elaborate process document of each such case describing the methods adopted and the settlement reached in solving the problem.

PRINCIPAL

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1. Office File
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CITY/ESTB/2017-18/Alumni/002

Date: 12-06-2017

CIRCULAR

Sub: **Right to Information Cell** – Reg.

---- @ @ @ @ @ @ @ ----

Right to Information Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	Registrar, JNTUK	Appellant Authority
2	Dr. C. Ravi Kant	Chief Information Officer
3	L. Uday Kiran	Information Officer
4	P. Padmavathi	Member
5	K. Sindhuja	Member
6	K.Venkat Reddy	Member
7	D. Naga Ravi Kiran	Member
8	Dr. G.Sreedevi Kumari	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To facilitate public information to the aggrieved under the Act.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/Alumni/002

Date: 12-06-2017

CIRCULAR

Sub: **Professional Societies activities Cell** – Reg.

---- @ @ @ @ @ @ @ ----

Professional Societies activities Cell is formed with the following members:

S No	Name of The Faculty	Responsibility
1	M Narendra	Coordinator
2	N. Harika	Member
3	Y. Swetha	Member
4	S. Manohar	Member
5	K. Ramesh Babu	Member
6	Sd. Aktar Begum	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To publish professional journals
6. To develop professional excellence
7. To facilitate interdisciplinary research.
8. Hosting workshops on emerging subjects.
9. Support for ideas and initiatives.
10. To conduct professional- society meetings.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/FSW/002

Date: 12-06-2017

CIRCULAR

Sub: **Staff / Student Welfare** – Reg.

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Staff / Student Welfare is formed with the following members:

S No	Name of The Faculty	Responsibility
1	E Subba Rao	Coordinator
2	G. Kiran	Member
3	B. Poojitha	Member
4	B. Bindhu	Member
5	M. Revathi	Member
6	T. Raju	Member
7	V Kavitha	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. Scrutinize the applications received from the students for welfare scholarships and recommend to the welfare office.
6. Scrutinize the request from the students and recommend to the management for financial support to deserving students.
7. Recommend to the governing body for the institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
8. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/AGC/002

Date: 12-06-2017

CIRCULAR

Sub: **Anti Ragging Committee** – Reg.

---- @@@@ @@@@ ----

Anti Ragging Committee is formed with the following members:

S No	Name of The Faculty	Responsibility
1	Dr. C. Ravi Kant	Chairman
2	V V Subba Rao	Coordinator
3	P Purna Chandar Rao	Member
4	K. Naga Sreenivasa Rao	Member
5	E Subba Rao	Member
6	D Naga Ravi Kiran	Member
7	Dr. G.Sreedevi Kumari	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. Anti Ragging Committee is responsible for:
 - o Keep close watch on the visitors of non-students/strangers in the college campus.
 - o Conduct awareness programme among the students and counsel them if necessary.
 - o If any type of ragging is occurred, immediately conduct the meeting and recommend appropriate action to be taken as per the Act of prohibition of ragging in Educational Institutions (26 of 1997) to the concerned authorities. Conduct Committee meeting frequently and discuss day to day situations in the campus and inform to the higher authorities.
6. The coordinator should maintain all the files and at the end of the academic year, the coordinator needs to submit the feedback to the Principal.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members

CITY/ESTB/2017-18/AGC/002

Date: 12-06-2017

CIRCULAR

Sub: **Medical facilities** – Reg.

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Medical facilities is formed with the following members:

S No	Name of The Faculty	Responsibility
1	D.Prabhakar	Coordinator
2	M. Vinathi	Member
3	B. Bindhu	Member
4	I. Niharika	Member
5	K. Bhargavi	Member
6	T. Nalini Devi	Member

Guidelines :

1. The committee will function as per the guidelines of the Principal
2. The committee should meet at least twice a semester or whenever required.
3. The committee comes into existence for the academic year 2017-18.
4. Any decision taken by committee should be forwarded to the Principal for approval.
5. To take care of Student's immediate health needs.
6. To Organize Pathology Camps, Vaccination camps, Dental Check up and Blood donation Camps.

PRINCIPAL

Copy to:

1. Office File
2. Copy to all members