

SGK GOVERNMENT DEGREE COLLEGE
List of Committees for the Academic year 2020-21

	NAME OF THE COMMITTEE	JOB CHART	CONVENER Sri/Smt/Dr	Other members Sri/Smt/Dr
1	Admissions Committee	Taking Care of Admissions	D.Siva Phanindra	All Faculty Members
2	Time Table Committee	Preparing and Finalising Timetable	P.R.B.Murthy	D.Rajasekhar S.Ramanjaneyulu Ch. Vijaya Kalpana
3	Classwork Monitoring Committee	Regular Monitoring of Time Table and Classwork	Principal	All Incharges of depts
4	ACADEMIC AND ADMINISTRATION SUPPORT COMMITTEE	1. Assisting the Principal in correspondence and documentation in Academic /Administrative issues 2. Preparation of College calendar and college prospectus Conduct of Induction Programmes and other Academic Activities	D.Rajasekhar	All Faculty Members
5	Discipline Committee	1.Maintaining the discipline on the campus 2. Monitoring the movement of the students 3. Controlling mobile usage	S.Ramanjaneyulu	All Faculty Members
6	CAMPUS FACILITIES COMMITTEE	1. Monitoring facilities on the campus(Record of classrooms, labs and computing equipment) 3. Cleanliness of the campus 4. Waiting Hall 5. Reading Room 5. Monitoring of toilets 7. Waste management steps 8. Rain water harvesting 9. Green practices(plastic free campus, green landscaping, and LED lighting) and beautification of campus Campus monitoring	Dr.P.srinivasulu & Sri.Khaleel	Md.Subhani Ramaswamy Rama Lakshmma P.Srinivasulu Polamma D.Rajasekhar Sarath Babu G.Yugandhar T.Venkatrao

7	IQAC	1. Curricular Aspects	G.Yugandhar	D.Rajasekhar
		2. Teaching, Learning & Evaluation		P.R.B.Murthy
		3. Research, Innovation & Extension		Dr.Reddy Rani
		4. Use of Infrastructure & Learning Resources		D.Siva Phanindra
		5. Student Support & Progression		P.Srinivasulu
		6. Institutional Governance & Leadership		S.Ramanjaneyulu
		7. Best Practices		Dr.Reddy Rani
		2. Documenting awards and achievements		D.Rajasekhar
		AQAR uploading		D.Siva Phanindra
		Year Books		Dept. in-charges
		Academic Calendar and Internal Academic Audit		D.Rajasekhar
8	AISHE, NIRF and Affiliation	AISHE, NIRF and Affiliation	Dr.P.srinivasulu	D.Siva Phanindra & M.V.satyanarayana, N.Venkateswara Rao
9	UGC	1. Planning activities and disbursement of funds, auditor statements	M.V. Satyanarayana	S.Ramanjaneyulu P.R.B.Murthy
10	STUDENT SUPPORT SERVICES COMMITTEE	1.Guiding and preparing students for academic activities	S.Ramanjaneyulu	D.Rajasekhar
		2. Conducting curricular and co-curricular activities		G.Yugandhar
		3. Maintaining the record of student council		M.V.Satyanarayana
		4. Ward Counselling		P.R.B.Murthy
		5. Issuing IDs , Biometric, Ward Counselling		M.V.Satyanarayana
11	ICT & LMS and Website	1.Maintaining the records of log books of Virtual Class rooms, LMS	D.Siva Phanindra	P.R.B.Murthy
		2. Web site maintainace and uploading of activities		D.Siva Phanindra
		3.MOOCs/E-Learning Resources		P.R.B.Murthy
		4.Student Computer Lab log book		Pitchaiah
		5. Wifi and Internet records		MD.Subhani
		6.E- Office and Digital Library		P.Srinivasulu
		7. Office automation and online student admission management		D.Siva Phanindra
		JKC mails		Pitchaiah
		1.Recording of greivances and redressal		D.Siva Phanindra

12	Anti Ragging & GRC	2. Anti ragging	S.Ramanjaneyulu	Sarath Babu
		3. Maintenance of redressal register		Dr.Reddy Rani, Kalapana, Rama Raju
13	WOMEN EMPOWERMENT CELL	1. Arranging workshops and Lectures on women empowerment issues, gender bias, health issues Entrepreneurship and life skills	Dr.Reddy Rani	Sravani Ch.Vijaya Kalpana Rama Lakshamma
14	COLLEGE MAGAZINE AND PRESS RELATIONS COMMITTEE	1.Preparing students for contribution to college magazine right from the beginning of semester with action plan	Dr.P.Srinivasulu	All Faculty Members
		2. Bringing out college magazine		
		3. Press and Publicity		
15	DRC	1.Sharing of academic resources with other colleges in the district , preparing activity action plan and execution	M.V. Satyanarayana	Sarat babu
		2.Conducting inter collegiate cultural and co curricular activities		Devayya
16	Examination Cell	1.Conducting internal examinations	S.Ramanjaneyulu	M.V.Satyanarayana G.Yugandhar
		2. Conducting University examinations		
17	GAMES COMMITTEE	1.Conducting games on the campus periodically following an action plan	S.Ramanjaneyulu	P.R.B.Murthy D.Siva Phanindra G.Yugandhar
		2. Preparing a sports calendar		
		4. Provision of special help and encouragement to sports enthusiasts		
		5. Encouragement to physically challenged student participation		
		6. Documentation of all the above records		
18	LITERARY AND CULTURAL ACTIVITIES COMMITTEE	1. Preparing of action plan and calendar	D.Rajasekhar	D.Siva Phanindra S.Ramanjaneyulu Ch.Kalpana E.rama raju Koteswar Rao
		2. Conducting literary and cultural activities		
		3.Documentation of activities and submission to IQAC		
		4. Preparation of event wise album and year book		
19	ALUMNI ASSOCIATION COMMITTEE	1. Preparation of annual Calendar for alumni meetings	G.Yugandhar	S.Ramanjaneyulu M.Pitchaiah Koteswara rao
		2. Planning and conduction of parent - teacher meetings		
		3.Collecting donations and maintaining records		
		4. Preparation of year book with evidences		

20	CAREER GUIDANCE	1.Planning training Programmes	S.Ramanjaneyulu	
		3.Coaching for competitive examinations		All Faculty Members
		4. Carreer guidance		
		5.Documentation of Student progression with evidences		M.Pitchaiah
21	JKC	1.JKc Training	D.Siva Phanindra	Pitchiah, Devayya
		2. MOUs with employers and placements		D.Siva Phanindra
		3.CISCO training		D.Siva Phanindra
		4. Spoken Tutorial		P.R.B.Murthy
		5.Documentation of Student progression with evidences		M.Pitchaiah
22	VALUE EDUCATION CELL	1. Planning and implementation of value added courses and professional ethics	M.V. Satyanarayana	All Faculty Members
		2. Conducting workshops/seminars on human values		
		3. Release of booklets or Bruchures		
		4. Documentation of activities		
23	NSS	1. Planning community and extension activity calender	G.Yugandhar	S.Ramanjaneyulu Koteswar Rao Sarath Babu Rama raju
		2. Conducting activities on the campus and in the villages		
		3. campus mainatenance		
		4. Conducting awareness programmes on health issues among villagers		
		5. Documentation and Year book preparation with evidences		
24	LIBRARY COMMITTEE	1.Maintaining library catalogs	P.Srinivasulu	D.Siva Phanindra N.Siva Rama Krishna
		2. Integrated Library management system and NDL		
		3.E-journals, E-Books Shodganga membership and Data bases		
		4. Library duties		
		5. Purchase of Library books and journals		
		6. User credentials of staff and students		
		7. Documentation and Year book preparation with evidences		
25	RTI COMMITTEE	1. Preparation of RTI documents	M.V. Satyanarayana K.Srinivasa Rao	
		2. Correspondance related to RTI cases, maintanance of files and records		
		3.Arranging Lectures		

26	Student Feedback Committee	Collecting Semester wise feedback	P.R.B.Murthy	Arts: S. Ramanjaneyulu
				Com: Ch.Vijaya Kalpana
				B.Sc : N.Siva Rama Krishna Dr.Reddy Rani
27	Special Fees Committee		Principal	All Faculty Members
28	Stock Verification Committee	Periodical Verification of Furniture	M.V. Satyanarayana	P.R.B.Murthy D.Rajasekhar R.Sarath babu Koteshwar Rao
29	Eco Club		D.Rajasekhar	other faculty memebers
30	Red Ribbon Club		E.Rama Raju	other faculty memebers
31	Math Club		P.R.B.Murthy	other faculty memebers
32	AV club		Dept. of Physics	other faculty memebers



Signature of the Principal