

POLICIES AND PROCEDURES

The campus infrastructure and other various facilities are maintained by the campus Director and General Administration Department (GAD). The GAD headed by a Director flows down as Asst. General Manager, four Managers, Campus Engineer(Civil), Campus Engineer(Electrical) , Security Supervisor, Sanitary Supervisor, Horticulture Supervisor etc. Each sub section is monitored regularly by the respective supporting staff head and the same is reported to the Director. College essentials are looked after by the Administrative Officer and endorsed by the principal. All purchases are done through the College Purchase Officer and audited internally. Laboratories are maintained by the respective departments with the help of Lab Assistants. College accounts are maintained with PACT software, and staff and student attendance is maintained through D Cap software. The computer department is maintaining the computers with updated softwares from time to time. The stock register is checked by the HOD and countersigned. Every year lab requirement is put before the Principal for approval. After approval the proposal with cost of the equipment and accessories is sent to the Finance Manager for inviting quotations from three vendors and finalizing the right quotation and procure the equipment by releasing the funds. All procurements are audited annually.

The college premises is maintained cleanly by the sweepers daily while the NSS Volunteers clearing the broken branches and leaves of the trees inside the premises. There are two NSS Units in the College headed by Mr. M. Rambabu and Mr. Y. Kiran Kumar and the volunteers are truly service oriented.

Code of conduct for various stake holders is implemented and the college discipline committee will monitor the activities. Various committees are framed for smooth functioning of academic and administrative activities to which quality policies and their monitoring will be done through college academic council and IQAC.

By the coordination of various cells/committees functioning of various activities will be monitored. The details are here under.

EXAMINATIONS:

- 1) Principal
- 2) Vice Principal
- 3) K.Eswaraprasad
- 4) K.Narayana Raju
- 5) S.Ramesh
- 6) V.Bhaskara Murthy
- 7) B.Surendra
- 8) M.Narayana Raju
- 9) V.Ramachandra Raju

WOMENS'S Grievance Cell:

- 1) P.Madhura Subhashini
- 2) J.Padmavathi
- 3) P.Syamala Deepthi
- 4) K.Raja Rajeswari
- 5) B.Radha Sirisha
- 6) N.V.Kanaka Durga

ANTI RAGGING CELL:

- 1) PRINCIPAL
- 2) VICE PRINCIPAL
- 3) ALL HOD'S

PHYSICAL EDUCATION:

- 1) G.V.Pavan Kumar Raju
- 2) M.N.Ravindra babu
- 3) Class CR's & LR's

DISCIPLINE COMMITTEE

- 1) K.Narayana Raju
- 2) K Pavan Kumar
- 3) B.S.S.Rao
- 4) D.Ravi Kumar
- 5) D.Satyanarayana
- 6) R.L.Satyanarayana
- 7) Sk.Alisha

COLLEGE ACADEMIC COMMITTEE

- 1) Principal
- 2) Vice Principal
- 3) All HOD's
- 4) IQAC coordinator
- 5) Management members

PLACEMENT CELL

- 1) Sk.Alisha
- 2) K.Satyanarayana Raju
- 3) Ch.Ravikiran & his team
- 4) Selected Student volunteers

TIME TABLE

- 1) M.Siva
- 2) B.Chakradhara Rao
- 3) JLSS Phani Kumar
- 4) V.Bhaskara Murthy

ACADEMIC CALENDAR

- 1) VICE PRINCIPAL & HIS TEAM

OBSOLETE DISPOSAL COMMITTEE

- 1) J L S S Phani Kumar
- 2) D.Mohan Kumar Varma
- 3) P.Srinivasa Raju
- 4) V.Prakash Varma

NSS

- 1) M E A V V Rambabu
- 2) Y.Kiran Kumar
- 3) Student volunteers selected

VCLC

- 1) P V N Swamy
- 2) B N V K Valli
- 3) Student volunteers

GRIEVANCE CELL

- 1) B. Kiran
- 2) KSP Varma
- 3) DS Priyadarsini
- 4) B.Nagamani
- 5) K.Brahmava Rao

LIBRARY

- 1) R Gopala Krishnam Raju
- 2) J.Sridevi.
- 3) B N V K Valli

TECHNICAL SUPPORT TEAM

- 1) R.Rama Rao
- 2) K.Brahma Rao
- 3) K.Rajesh
- 4) A.Satya Vamsi Kumar
- 5) B.Naresh

SYSTEM ADMINISTRATION

- 1) B.Naresh
- 2) D.Mohan Kumar Varma
- 3) K.Rajesh
- 4) P.Kiran Kumar
- 5) P.V.Bhima Raju

RESEARCH CELL

- 1) Principal
- 2) Vice Principapl
- 3) N.Prudhvi Raju
- 4) I.R Krishnam Raju
- 5) K.Brahma Rao
- 6) D.Ravi Kumar
- 7) V.Bhaskara Murthy

ADMISSIONS COMMITTEE

- 1) Selected by the principal every year on rotation basis consisting of one member from each stream and supervised by concerned HOD along with office team.

SPOT VALUATION

- 1) Spot chief
- 2) Asst. Spot Chief
- 3) D.Satyanarayana
- 4) B N V K Valli
- 5) Other members for different activities