

NON-STATUTORY COMMITTEES

CORE COMMITTEE

Members are selected on the basis of experience and expertise. Before taking any decision the committee meets, discusses in detail, expresses individual solutions to the problems and final accepts majority opinion.

Correspondent & Secretary	Nannapaneni Sudhakar
Principal	S Niranjana Rao
Experienced member	Sri M Samba Siva Rao
Advisors	Dr N Surya Kumari Dr N Suguna

UGC CELL & ITS FUNCTIONS

Chairman	Sri S Niranjana Rao, Principal
Coordinator	Mrs B Radhika
Member	Sri M Srinivas
NTS Member	Miss Anitha
Student member	Miss N Lakshmi 3rd BCom

The objective of the cell is Proper utilization of UGC grants.

The committee sees that plan- proposals are submitted to the UGC on time

The fund is spent for the purpose it is meant.

Maintains accounts properly and gets them audited and submits the audited utilization certificate within date.

ANTI-RAGGING COMMITTEE & ITS FUNCTIONS

Designation	Name
Head of the institution	Sri S Niranjana Rao
Coordinator	Sri MS Helen Rao
Representative of police administration	DSP
Members	Sri V Ramesh Smt Ch Pedra Jyothi
Parent representative	Mr Zakaraiah
Student member	Mr G Vignesh 3 rd BA
Non-Teaching staff member	Mr Naveen
Advocate	Smt. M.L. Jagadeeswaramba

As per UGC regulations, it is mandatory for a college to register an F.I.R. with police against the culprits if any violence, physical abuse, sexual harassment, confinement etc. takes place with any fresher. Soon after receiving a complaint the head of the institution has to register the F.I.R. with police within 24 hours.

Every institution shall constitute the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender. It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of the Regulations as well as the provisions of any law for the time being in force concerning ragging ; and also to monitor and oversee the performance of the Anti-Ragging Squad. It shall be the duty of the Anti-Ragging Squad to make surprise raids on hostels, and other places vulnerable to

incidents of, and having the potential of, ragging.

Ragging is strictly banned in V.S.R&N.V.R College, Tenali. If anybody found indulgeln such kind of activities, strict action will be taken irrespective of the extent of theact. Ragging is banned by the Supreme Court of India and subsequent Notification from University Grants Commission (UGC), In order to prevent such kind of activity in campus, an anti-ragging committee has been formed is operational .

ANTI -SEXUAL HARASSMENT CELL COMMITTEE & ITS FUNCTIONS

Designation	Name
Chairman & Principal	Sri S Niranjana Rao
Convener	Mrs Swarna Kumari
Members	Sri MS Helen Rao Sri k Arun Babu
Member from NTS	Sri.Satish
Student member	K.Ambedkar 3rd MPC

In 1997, the Supreme Court of India in a Public Interest Litigation, defined sexual harassmt at workplace, preventive measures and redress mechanism. The judgment is popularly known as Vishaka Judgment. In April 2013, India enacted its own law on sexual harassmt in the workplace - The Sexual Harassment of Womenat Workplace (Prevention, Prohibition and Redressal) Act,

2013. Almost 16 years after the Supreme Court's landmark guidelines on prevention of sexual harassmt in the workplace

,known as the "Vishaka Guidelines", which has endorsed many of the guidelines, and is a step towards codifying gender equality. The Act is intended to include all women employees in its ambit, including those employed in the unorganized sector, as well as domestic workers.

The Act has identified sexual harassment as a violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution; as well as the right to practice any profession .

Anti- Sexual Harassment Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment. As per the guidelines of UGC and the Supreme Court Anti Sexual Harassment Cell has been established.

INTERNAL COUNSELING COMMITTEE & ITS FUNCTIONS

Designation	Name
Convener	Mrs K Ravi Kumari
Members	Dr K Kalyan Rao Smt B Vanaja
Student member	V B.Sai Vidyadhar 3rd CBZ

Counselling is offered by the staff guardians. They are their wards' friends, guides and philosophers. They refer some cases to Personal Counselling

Committee, if they are beyond them to solve.

In this world of emotional volcanoes, people, especially, students take hasty decisions , which mar their lives. As most of the students are immature, the momentary decisions they take cause havoc in the lives of their near and dear too. Mentor system is of great help to students of our college as every staff guardian acts as a friend, philosopher and guide. They are supposed to confide in their staffguardians, seek solutions to their problems and come out safe.

GRIEVANCE REDRESSAL COMMITTEE &ITS FUNCTIONS

.Designation	Name
Chairman &Principal	Sri S Niranjana Rao
Co Ordinator	Sri MS Helen Rao
Members	Miss Parimala Jyothi Smt K Sri Devi
Student member	SK.Nagoor Basha 3 rdBcom

Students are free to Complain , if they are dissatisfied with classroom teaching & management, completion of syllabus, teaching methods, feel that they are put to harassment by the faculty or co students etc. They can send their grievances through e- mail or by dropping th letter of complaint in Suggestion Box, if they are afraid of meeting the convener and present his grievance orally or written.

Once in every week, the committee opens the suggestion box and if there is any complaint,opens it before the Principal , discusses the issue and if the committee feels that the grievance is genuine , they decide the course of action.

Students are at liberty to complain in the mode they please, if they sincerely feel that injustice is done in valuation or setting the question paper with questions

out of the syllabus. On scrutiny, if the committee finds that valuation is defective, it will be sent to another examiner.

If a student is found with forbidden material in the examination hall, his paper will be confiscated and submitted to the committee with the report of the invigilator. After questioning the candidate and after verifying the material, the committee decides the punishment depending on the severity.

PARENT -TEACHER ASSOCIATION COMMITTEE & ITS FUNCTIONS

Designation	Name
Chairman	Sri S Niranjana Rao
Members	Sri A Anil Kumar
Member	Sri V Ramesh Sri M Ram Babu Mrs G Sandya Lakshmi
Member from NTS	Mrs Prasanthi
Student member	T.Mary Kala 3rd BA

Parent-Teacher Committee is constituted to establish rapport between the two important stakeholders. Teachers are in touch with the parents of their wards and discuss the progress or otherwise of the students/ children. Parents are expected to pass on the information, whenever needed. Both exchange their views, discuss and plan further course of action.

Parent teacher meetings are held biannually, but they meet the staff guardian of their son/daughter whenever needed. Students also participate in the meeting. They are expected to give feedback on the teachers and the way everything is going on in the institution. They can offer suggestions for the welfare of students and institution - Attendance and internal examination results are e mailed to parents for regular monitoring of their wards' progress and the oral feedback from the parents proves to be helpful. c. The suggestions offered by the parents in PTA meetings contribute to the development of the institution. They have to meet the authorities if the occasion demands.

ADMISSION COMMITTEE & ITS FUNCTIONS

Designation	Name
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Convener	Sri MS Helen Rao
Members	Sri. V Ramesh Smt Lakshmi Swathi Smt E Katyainin
Member-NTS	Sri . Satish
Student memberS	T.Aneesh 3rd CBZ K Suneel 3rd BA

Admission Committee takes care of admissions. It has been functional from the issue of applications, supervising the scrutiny of applications, counseling them on the courses, explaining to them the procedure, helping them in filling up the applications, educating them on different policies and the advantages of autonomy. Parents of the students, who hail from illiterate background are full of queries and to such people the admission committee renders lot of help. They guide them properly and depending on the interest of the student, advise them to go for a particular degree. This committee provides them help in filling the application form. At the time of joining also, they scan the attachments and offer suggestions regarding what they have to submit further.

DISCIPLINE COMMITTEE & EXTRA CURRICULAR ACTIVITIES COMMITTEE ITS FUNCTIONS

Designation	Name
Convener	Sri A Anil Kumar
Members	Smt Ch Peda Jyothi Sri Devi
Member from NTS	Sri . Satish
Student member	Mr SK.Nagoor Basha 3rd BCom

LIBRARY/ FELICITATION COMMITTEE & ITS FUNCTIONS

Convener	Smt B Vanaja
Members	Smt Swarna Kumari Smt Jaya Lakshmi
NTS member	MISS Anitha
Student member	Miss G.Sirisha 3rd BCom

Functional library committee is of great help to the Library & Librarian.

- a) **Play an important role in decision making regarding the purchase of books to be awarded to the meritorious students in Prathibhaki Puraskaram event.**

- b) Their suggestions for the development of the Library always help the growth of the Library.
- c) The committee verifies the results and notes down the names of the students, who secure first and second places.
- d) It helps the Librarian in the conduct of Library Week Celebrations.
- e) It takes active part in the conduct of various competitions.
- f) After scrutiny it decides the student to be awarded 'Optimum User of the Library Award'

EXAMINATION COMMITTEE & ITS FUNCTIONS

Designation	Name
Convener	Sri A Anil Kumar
Member	Sri V Ramesh
Student member	All the NTS

Examination committee frames timetable for internal exams, semester end examinations, supplementary examinations, allots rooms, oversees the marking of the numbers, allots duties to the staff both teaching and non-teaching as invigilators, distribution of answer sheets and question papers and does everything pertaining to the conduct of examinations.

ST/SC CELL & ITS FUNCTIONS

Designation	Name
Convener	Smt Swarna Kumari
Members	Sri K Arun Babu
Member-NTS	Mr Satish
Student member	K.Sukanya 3rd BCom

In pursuance to letter No. CB-II/330/Misc./63171 dated 13-04-2016 received from Assistant Registrar (Colleges), University of Delhi regarding setting up of SC/ST Cell in the College to register and address the complaints/grievances of SC/ST

employees/students, the College has established the SC/ST Cell in the College for the said purpose.

Government provides reservation for Scheduled Castes and Scheduled Tribes. The Committee sees that reservation policy for SCs & STs is implemented. If the committee receives representations from SCs & STs regarding their problems or injustice done to them, the Cell comes to their aid.

TIME TABLE COMMITTEE & ITS FUNCTIONS

Designation	Name
Convener	Mrs K Jaya Lakshmi
Members	Sri M Ram Babu Sri V Ramesh
NTS, Member	Sri. Naveen
Student member	V.Amulya CBZ

This committee collects workload from different departments and the Academic calendar from the office, prepares timetable and circulates it to all the departments.

GRIEVANCE REDRESSAL CELL

Chairman, principal	Sri S Niranjana Rao
Controller of examinations	Sri M Srinivas
Member	Sri M S Helen Rao Sri B Ramesh Smt Jyothi
Student members	Y.Sandeep 3rd Bcom P.Neelima 3rd CBZ

The Grievance Redressal Cell (GRC) looks into the complaints lodged by any student and redress them. The students can state their grievance regarding any academic and non-academic matter within the campus through the online and grievance/ suggestion box. The victim can directly approach the Committee for redressal

Students are free to lodge a complaint, if they feel that injustice is done to them. If it is related to the evaluation, the committee follows the procedure of enquiry and finally decides in favour of the complainant, if they are convinced.

If the student complains of intentional harm done to him by the lecturer concerned, he complains and waits patiently till the truth is found.

If it is sexual harassment, the punishment will be severe, depending on the depth of the harassment.

If it is a complaint about the conditions of sanitation, preparation of food, availability of transport, victimization by teachers and any other offensive activity, the committee attends to the problem and tries to solve it at the earliest.

PROCEDURE FOR LODGING COMPLAINT :

The students can lodge their grievance through online mechanism in the link provided below-

The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box.

The Grievance Cell will act upon those cases which have been forward deed along with the necessary proofs.

EXAMINATION COMMITTEE,

Chairman & Principal	Sri S Niranjana Rao
Coordinator	Sri B Ramesh
Members	Sri A Anil Kumar Smt B Vanaja
NTS	Sri M Satish Mrs Glory
Student member	K.Manju 3rd BCom

ADMISSION COMMITTEE

Chairman & Principal	Sri S Niranjana Rao
Coordinator	Sri MS Helen Rao
Members	Sri A Anil Kumar Smt Sri Devi Smt Ravi Kumari
NTS	Sri M Satish
Student members	Y.Srinu 3rd CBZ Y.Sandeep 3rd Bcom

Admission Committee has to

Plan and execute the course of action to improve the strength of students

Conduct meetings and in discussion with the other members, decide

Monitor the activity of all the members

Receive review report every week till the admissions are closed.

STUDENT WELFARE COMMITTEE,

Chairman & Principal	Sri S Niranjana Rao
Coordinator	Sri MS Helen Rao
Members	Smt Kiranmayee Smt K Ravi Kumari
NTS	Smt M Anitha
Student members	Miss B Keerthi 3rd BA

The Committee has to

Pass on the information to the higher authorities, if students need any facility

Work in unison with the Staff Guardian Committee

SEXUAL HARASSMENT COMMITTEE,

Chairman & Principal	Sri S Niranjana Rao
Coordinator	Sri M Ram Babu
Members	Smt Swarna Kumari Sri K Ajay Babu
NTS	Smt M Anitha
Student members	Miss V.Amulya 3rd CBZ

Sexual harassment and the repercussions are displayed in the Portico

The Committee

Views any type of harassment seriously

Informs the parents of both the parties.

Recommends punishment depending on the intensity

EXTRA-CURRICULAR ACTIVITIES/ OUTREACH PROGRAMS COMMITTEE

Chairman & Principal	Sri S Niranjana Rao
Coordinator	Sri A Anil Kumari
Members	Sri K Sri Devi
NTS	Sri Naveen
Student members	Manki Kanta 3rd BCom

The Committee

Acts as per the vision and mission of the institution

Inculcates social responsibility, it being the main mission

Conducts outreach programs to help the needy

Creates awareness among the common men by being role models

Takes processions, whenever something like corruption or brutal behaviour is reported to make people aware of what is happening and how to counter it.

WOMEN DEVELOPMENT CELL &ITS FUNCTIONS

Convener	Mrs B Radhika
Members	Mrs Sri Devi
	Mrs K Ravi Kumari
	Mrs P Vijaya Lakshmi
	Mrs Jaya Lakshmi
	Mrs V Katyaini
	Mrs Kiranmayee
	Mrs Swarna Kumari
	Mrs Ch Peda Jyothi
	Mrs B Vanaja
	All the ladies
Advisors	Dr N Surya Kumari
	Dr N Suguna
NTS Member	Miss Anitha
Student member	Miss A Durga Bhavani 3rd MPC

The committee strives for women empowerment; tries to inculcate values like self-confidence, leadership qualities, teaches the importance of economic independence; makes the girl students, the future women ,speak on various issues related to gender discrimination and how to counter them; impresses on them the need to educate the illiterate women to fight for their rights and so on.

STAFF GUARDIAN / STUDENT WELFARE COMMITTEE & ITS FUNCTIONS

Name	Designation
Convener	Mrs B Radhika
Members	Mr MS Helen Rao Mr A Anil Kumar
Member NST	Mr Naveen
Student member	Miss P.Neelima 3rd BSc

Every staff member is the custodian of 20-25 wards monitor their progress. He/she develops rapport with the wards, meets formally once in a month and informally any number of times as per the need. Mentor and mentee become close friends and the mentees rush to the mentors for personal or academic counseling. The staff guardian is the caretaker of those students for three years and so they will be at their beck and call. This is one of the best practices of the institution. The committee collects information from the students and pass on the information to the higher authorities.

CAREER GUIDANCE , PLACEMENT & ENTREPRENEURSHIP CELL & FUNCTIONS

Convener	Mrs Lakshmi Swathi
Members	Dr K Kalyan Rao Mrs V Radhika
Student member	Miss K Manju 3 rd BA

Though the teaching community guides the students, who want to go for competitive examinations, it is the main responsibility of the Career Counseling & Placement Cell to organize guest lectures by competent persons. The Cell prepares a question bank of expected questions and offers it to the candidates for guidance. Trainers from the Placement Cell' takes classes in Logical Reasoning, Quantitative Aptitude and English for Employability. Certificate course on Mathematical Ability offered by the

department of Mathematics is of help to the aspirants.

The cell assists students in their career planning ,gives a direction to their aspirations and interests. It offers timely counseling and organizes Interactive sessions by eminent persons, assists them in exploring new opportunities. It will be in touch with companies/organizations and sees that campus interviews are conducted and takes care to provide necessary facilities to them. They organize written test, Group discussion, mock interviews, and model tests for various typesof aptitude tests .Passes on information from employment news, advises them to be good at English Grammar and Verbal Ability , teamwork , personality development ,conducts Mock Interviews. Conduct workshops on Entrepreneurship awareness and encourage the students to think in terms of self-employment.

PRINCIPAL

