

**PVP SIDDHARTHA INSTITUTE OF TECHNOLOGY, KANURU, VIJAYAWADA
(AUTONOMOUS)
DEPARTMENT OF INFORMATION TECHNOLOGY**

PVPSIT/50/IT/20/24-25

Dt: 25.07.2024

The following committees have been constituted for the academic year 2023-2024 for effective functioning of Information Technology branch. The committees are requested to submit the action plan for the academic year 2024-2025 on or before 02.08.2024

1. Academic Curriculum Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr. D.Kavitha	Member
3	Dr. J.Sirisha	Member
4	Dr. A.Haritha	Member
5	Dr. Y.Suresh	Member
6	Dr.S.Sai Kumar	Member

Functions:

- Monitoring of syllabus coverage
- Verification of Attendance registers biweekly
- Any other relevant to academic matters.

2. PVPSIT, DEPARTMENT OF IT, CLASS PROCTORS – A.YEAR 2024-2025

Sl.No	Year/Class/ Section	Proctor	Student Regd.No's (from –to)	Signature
1	II B.Tech Section - I	Mr Ch Praneeth Main Proctor	23501A1201 to 23501A1220	
		Mrs D L Dharani Proctor	23501A1221 to 23501A1240	
		Dr V Siva Parvathi Proctor	23501A1241 to 23501A1260	
		Mr. D. Bharadwaja Proctor	23501A1261 to 23501A1266 LE 01 to End	
2	II B.Tech Section - II	Ms. V Rashmi Main Proctor	23501A1267 to 23501A1288	
		Dr.A.Haritha Proctor	23501A1289 to 23501A12A8	
		Dr.G.Lakshmi Proctor	23501A12A9 to 23501A12C8	
		Dr J Sirisha Proctor	23501A12C9 to 23501A12D1 LE's to End	
3	III B.Tech Section - I	Dr G Reshma Proctor - Main	22501A1201 to 22501A1225	
		Mr. Ch Chandra Mohan Proctor	22501A1226 to 22501A1250	
		Dr. D Kavitha Proctor	22501A1251 to 22501A1266 23505A1201 to 23505A1208	
4	III B.Tech Section - I	Dr. K Pavan Kumar Proctor- Main	22501A1267 to 22501A1288	
		Mr. I M V Krishna Proctor	22501A1289 to 22501A12B0	
		Ms. K Srivijaya Proctor	22501A12B1 to 22501A12D1	
		Mr P Ravi Prakash Proctor	23505A1209 to 23505A1216	
5	IV B.Tech Section - I	Mrs. P Rajya Lakshmi Proctor - Main	21501A1201 to 21501A1223	
		Dr.Y.Suresh Proctor	21501A1224 to 21501A1246	
		Dr.Y.Padma Proctor	21501A1247 to 21501A1264 Le's	
6	IV B.Tech Section - II	Mr. B V Satish Babu Proctor- Main	21501A1265 to 21501A1287	
		Dr. S. Sai Kumar Proctor	21501A1288 to 21501A12B0	
		Mrs.K.Swarupa Rani Proctor	21501A12B1 to 21501A12C8 Le's	

Functions:

- Monitoring of students attendance and marks intimation to HOD, parents.
- Overall Growth of students concern and their discipline.

3. Guest Lectures and Seminars Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr.K.Pavan Kumar	Member
3	Dr.G.Reshma	Member
4	Mr.IMV Krishna	Member

Functions: Planning & Organization of Guest Lectures and Seminars for each Academic year, (at least 4 events per year)

4. Facilities Committee

Sl.No	Name of the Staff
1	(All Lab Incharges) Dr. A. Haritha Dr. G. Lakshmi Dr. Y. Suresh Dr. K. Pavan Kumar Mr. P. Ravi Prakash Mr. D. Bharadwaja Dr. S.Sai Kumar
2	Dr. V.Siva Parvathi
3	Ms. D. Sailaja

Functions: Provision of new facilities in the department. Furniture, Water facility, Electricity (fans, lights, AC's. etc), Internet facility, Toilets- etc

5. Industry – Institute Interaction & Entrepreneurship promotion Committee & Incubation Centre and Startups & MOU.

Sl.No	Name of the Staff	Designation in the Committee
Industry – Institute Interaction & Entrepreneurship promotion Committee		
1	Mr Ch Praneeth	Coordinator
2	Mrs P Rajya Lakshmi	Member
3	Mr I M V Krishna	Member
Incubation Centre, Startups & MOU		
1	Dr. S. Sai Kumar	Coordinator
2	Dr. J. Sirisha	Member
3	Dr G Reshma	Member
4	Dr.K.Pavan Kumar	Member
5	Mr. B V Satish Babu	Member

Functions: Organizing Guest Lectures with Industry People. One day/Week Industrial Tours to IT Companies. Maintaining of EDC Cell.

6. HRD Cell

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Dr D Kavitha	Member
3	Dr. J. Sirisha	Member
4	Mr. P. Ravi Prakash	Member

Functions: Identification of Teaching /Non Teaching staff requirements for each year as per AICTE/UGC norms.

7. Department Exam Cell

Sl.No	Name of the Staff	Designation in the Committee
1	Ms. K. Srivijaya	Coordinator
2	Ms. D. Leela Dharani	Member
3	Dr. Y. Suresh (only External labs if any)	Member

Functions: Conducting Internal & External Exams as per the academic calendar.

8. INTAEL

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. G. Lakshmi	Coordinator
2	Dr. A. Haritha	Member
3	Dr. S. Sai Kumar	Member
4	Dr. Y. Padma	Member
5	Mrs. K. Swarupa Rani	Member

Functions: Organizing the Technical, Cultural fests and professional activities to students in association with CSI, ISTE,...etc.

9. Placement Cell and Coding Club

Sl.No	Name of the Staff	Designation in the Committee
1	Mr. P. Ravi Prakash	Coordinator
2	Mrs. K. Swarupa Rani	Member
3	Mr. Ch. Praneeth	Member
4	Dr. V. Siva Parvathi	Member
5	Dr. G. Lakshmi	Member
6	Mr. B. V. Satish Babu	Member
7	Mr. D. Bharadwaja	Member
8	Dr. J. Sirisha	Member
9	Dr. G. Reshma	Member

Functions: Preparing the students for campus placements & assisting TPO.

10. Anti Ragging & Discipline Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Ms. K. Srivijaya	Co-Coordinator
3	Mrs. K. Swarupa Rani	Member
4	Dr. G.Reshma	Member
5	Mrs. D. Leela Dharani	Member
6	Mr. D Bharadwaja	Member
7	Mr. B V Satish Babu	Member
8	Dr. V. Siva Parvathi	Member
9	Mr. Ch Chandra Mohan	Member
10	Mrs. P. Rajya Lakshmi	Member
11	Ms. D. Sailaja	Member

Functions: Maintaining disciplinary in and around the department.

11. Purchase Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. K. Pavan Kumar	Coordinator
2	Mr. D Bharadwaja	Member
3	Dr. G. Lakshmi	Member
4	Dr. A. Haritha	Member
5	Dr. S. Sai Kumar	Member
6	Mr. P. Ravi Prakash	Member
7	Mrs D. Sailaja	Member

Functions: Procuring new equipment for labs as per the purchase committee rules.

12. Alumni Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Mr. IMV Krishan	Coordinator
2	Ms. K. Swarupa Rani	Member
3	Mrs. J. Sirisha	Member
4	Mrs. D. Leela Dharani	Member
5	Ms. V. Rashmi	Member
6	Dr. S. Sai Kumar	Member

Functions: Interaction with Alumni and arranging Alumni meets in the college/ department.

13. Department Website Maintenance

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B. V. Subba Rao	Coordinator
2	Mr. Ch Chandra Mohan	Member
3	Mr. B. V Satish Babu	Member
4	Mr Ch Kanaka Raju	Member

Functions: Maintenance and updation of department information in college website.

14. Department Library Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Mr. IMV Krishna	Member

Functions: Maintaining and issuing of books to staff, allowing students to read books in Department library. Maintenance of log register.

15. Project Review Committee/Mini Project

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B. V. Subba Rao	Coordinator
2	Dr A Haritha	Member
3	Dr. S. Sai Kumar	Member
4	Dr. Y. Suresh	Member
5	Mr Ch. Praneeth	Member

Functions: Conducting project reviews and preparing the students to done the project works.

16. IQAC/AQAR Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.A.Haritha	Coordinator
2	Dr.G.Lakshmi	Member
3	Dr.K.Pavan Kumar	Member
4	Ms.K.Srivijaya	Member
5	Mrs.D.Leela Dharani	Member
6	Mr.B V Satish Babu	Member
7	Mr.Ch.Praneeth	Member

Functions: Collecting /preparing the information related to IQAC/AQAR

17. Research & Development and Consultancy Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. A. Haritha	Coordinator
2	Dr.G.Lakshmi	Member
3	Mr I M V Krishna (Consultancy)	Member
17.1 Institute Level		
1	Dr V Siva Parvathi	Coordinator
2	Mrs V Rashmi	Member

Functions: Preparing information related to R&D activities.

18. Timetable Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Mr B V Satish Babu	Coordinator
2	Dr. Y.Padma	Member
3	Ms. D. Leela Dharani	Member
4	Mr. P. Ravi Prakash	Member
5	Mrs. D. Sailaja	Member

Functions: Preparation of Timetables, staff workload details

19. Results Analysis & Certificates Verification Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr.S.Sai Kumar – IV Year	Member
3	Ms.K.Swarupa Rani– IV Year	Member
4	Ms. D. Leela Dharani- III Year	Member
5	Mr. B V Satish Babu III Year	Member
6	Dr V. Siva Parvathi - II Year	Member
7	Mrs P Rajya Lakshmi- II year	Member
8	Ms. D. Sailaja - overall	Member

Functions: Preparation & verification of Result Analysis.

20. Training Nomination Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Mrs. J. Sirisha	Member
3	Ms.V.Rashmi	Member
4	Mr IMV Krishna	Member

Functions: Looking after the activities related to faculty training and correspondence related to Training nominations.

21. ISO

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Ms. J. Sirisha	Member
3	Mrs. K. Swarupa Rani	Member
4	Dr. S. Sai Kumar	Member
5	Mr.Ch Chandra Mohan	Member

Functions: All activities related to ISO

22. Department Assessment Board Committee (DAB)

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr D. Kavitha	Program Coordinator
3	Dr. G. Reshma	Member
4	Mrs J Sirisha	Member

Functions: Conducting atleast one DAB meeting at the end of every academic year.

23. Program Assessment Committee (PAC)

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. D Kavitha	Coordinator
2	Dr. G. Reshma	Member
3	Dr. J Sirisha	Member

Functions: Conducting at least one PAC meeting at the end of every semester in a Academic year

24. Department Monthly Report/Newsletter

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
Monthly Report		
2	Mrs. D. Leela Dharani	Member
3	Mr. B.V Satish Babu	Member
4	Ms.V.Rashmi	Member
5	Mrs Y Lakshmi	Member
Newsletter		
5	Dr D. Kavitha	Member
6	Mr. P. Ravi Prakash	Member
7	Ms. K. Srivijaya	Member
8	Ch Kanaka Raju	Member
APSSDC Report		
1	Dr. K. Pavan Kumar	Member
2	Mrs D Sailaja	Member

Functions: Preparation and printing of Department/College New letter. Preparation and submission of department monthly report on time.

25. Module Coordinators Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V. Subba Rao	Coordinator
2	Dr D. Kavitha	Member
3	Dr. J. Sirisha	Member
4	Dr. A. Haritha	Member
5	Dr. Y. Suresh	Member
6	Dr. G. Reshma	Member
7	Dr G Lakshmi	Member

Functions: Conducting meeting with course coordinators once in a semester to identify curricular gaps and content beyond syllabi to fill the gaps

26. Certificate/Value added Courses Committee (Eduskills, Coursera, ICT academy, Infosys etc.,)

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Mrs V Rashmi	Co-Coordinator
3	Dr. J. Sirisha (Infosys main)	Member
4	Dr. G. Reshma (Eduskills main)	Member
5	Mr. B V Satish Babu (ICT academy main)	Member
6	Dr. G. Lakshmi	Member
7	Mr Ch Chandra Mohan (Course era main)	Member
8	Ms. K. Sri Vijaya	Member
9	Dr S Sai Kumar	Member
10	Mr Ch. Praneeth	Member
NPTEL/IIT Spoken Tutorials		
1	Dr. Y. Padma	Coordinator
2	Ms K Srivijaya	Member
3	Ms V Rashmi	Member

Functions: Conducting skill based certificate courses along with regular academic activities to students.

27. Curricular – Co curricular and Extra Curricular Activities Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Dr.G.Reshma – III Yr	Member
3	Mr.B V Satish Babu – IV Yr	Member
4	Mrs P Rajya Lakshmi – II Yr	Member

Functions: Conducting of curricular, co-curricular & extracurricular activities in the college/department, collection of students data in those activities.

28. Course File Monitoring Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Dr.G.Reshma	Member
3	Ms.K.Srivijaya	Member
4	Dr V.Siva parvathi	Member
5	Dr.Y.Suresh	Member
6	Mrs. D. Leela Dharani	Member

Functions: Maintaining of course files as per the academic year wise in NBA required format.

29. Souvenir Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. B.V.Subba Rao	Coordinator
2	Mrs P Rajya Lakshmi - IV IT S1 Proctor	Member
3	Mr B V Satish Babu - IV IT S2 Proctor	Member
4	Mrs Y Lakshmi	Member

Functions: Preparation of Souvenir at the end of last instruction day of every academic year

30. Monitoring and Retention of I B.Tech students Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Dr A Haritha	Member
3	Mrs P Rajya Lakshmi	Member
4	Mr. D Bharadwaja	Member

Functions: To motivate and counsel the I B.Tech students.

31. Corridor Vigilance

Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.B.V.Subba Rao	Coordinator
2	Mrs.J.Sirisha	Member
3	Mr D Bharadwaja	Member
4	Ms.K.Srivijaya	Member
5	Mr B V Satish Babu	Member
6	Dr.G.Reshma	Member
7	Mrs P Rajya Lakshmi	Member

Functions: The committee have to monitor the student discipline during the periods 9.00am to 9.45am, 12.30pm to 1.30pm and 4.30pm to 5.00pm in IT department Corridors.

32. Professional Society Activities Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Mrs K Swarupa Rani - ISTE	Coordinator
2	Mr.P.Raviprakash	Member
3	Ms. K Srivijaya - CSI	Member
4	Ms.D.Leela Dharani	Member
5	Mr.D Bharadwaja	Member
6	Dr.G.Lakshmi - INTAEL	Member

Functions: The committee have to arrange professional society activities under ISTE, CSI student branches very frequently.

33. Print and Electronic media. Moodle and Dept Facebook Page

Sl.No	Name of the Staff	Designation in the Committee
Print & Electronic Media		
1	Dr.K.Pavan Kumar	Member
2	Dr V.Siva Parvathi	Member
Dept. Moodle and Face book Page		
1	Mr IMV Krishna	Member

Functions: Preparation and submission of Press note related to departmental activities along with photographs.

34. NBA Criterion Incharges

Sl.No	Name of the Staff	Criteria In-charge	Criteria Name (Marks)
1	Dr.G.Reshma	I	Outcome-Based Curriculum (120M)
2	Ms. K. Srivijaya	II	Outcome-Based Teaching Learning (120M)
3	Dr.D.Kavitha	III	Outcome-Based Assessment (120M)
4	Dr.Y.Padma	IV	Students' Performance (120M)
5	Dr.A.Haritha	V	Faculty Information (100M)
6	Dr. K Pavan Kumar	VI	Faculty Contributions (120M)
7	Dr.Y. Suresh Mr Ch. Praneeth	VII	Facilities and Technical Support (100M)
8	Mrs.K.Swarupa Rani	VIII	Continuous Improvement (80M)
9	Mr. D. Bharadwaja Mr B. V. Satish Babu	IX	Student Support and Governance (120M)

Functions: Preparing SAR as per NBA guidelines and building files along with all related documents

35. NAAC Criterion Incharges

Sl.No	Name of the Staff	Incharge Criteria
1	Dr. A.Haritha/ Dr.G.Lakshmi Mr Ch Chandra Mohan	I
2	Ms.D.Leela Dharani	II
3	Mr.B.V Satish Babu	III
4	Mr.Ch.Praneeth	IV
5	Mr. D Bharadwaja	V
6	Dr.K.Pavan Kumar	VI
7	Ms.K.Srivijaya	VII

Functions: Preparing SSR as per NBA guidelines and building files along with all related documents.

36. Repository and verification of Attendance Registers, Internal Mid Papers

Sl.No	Name of the Staff	Designation in the Committee
1	Dr V.Siva Parvathi	Coordinator
2	Dr. S. Sai Kumar	Co-Coordinator
3	Mr I M V Krishna	Member
4	Mr B V Satish Babu	Member
5	Mrs.D.Leela Dharani	Member
6	Mr D Bharadwaja	Member

Functions: Repository of Attendance registers, Internal Mid, Descriptive, Objective papers etc., in racks as per the academic years. Maintaining the Hard copies of scripts in most indexed/appropriate manner.

37. Internship Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr V.Siva parvathi	Member
2	Dr G Lakshmi	Member
3	Mr Ch.Chandra Mohan	Member
4	Mr I M V Krishna	Member

Functions: Identification various possibilities to do internship at reputed organizations and encouraging the students for internships. Keeping record of all details.

38. Student Council and AICTE CII

Sl.No	Name of the Staff	Designation in the Committee
1	Dr.Y.Padma	Member
AICTE CII Data and E Yantra Lab		
1	Mr Ch Praneeth	Member
2	Mr Ch Chandra Mohan	Member
AICTE 360 FEEDBACK		
1	Mr I M V Krishna	Member
STUDENTS SCHOLARSHIPS		
1	Ms K Srivijaya	Member
NIRF COLLEGE LEVEL		
1	Mr B V Satish Babu	Member

39. Smart Interviews CRT for III Year

Sl.No	Name of the Staff	Designation in the Committee
1	Dr G. Reshma Dr. K Pavan Kumar	Coordinators
2	Mr P Ravi Prakash	Member
3	Mrs. P Rajya Lakshmi	Member
4	Dr Y Padma	Member
5	Mr B V Satish Babu	Member
6	Dr S Sai Kumar	Member
7	Mrs K Swarupa Rani	Member

Functions: Creation of Google meet classes and operation of online classes.

40. Academic Budget preparation

Sl.No	Name of the Staff	Designation in the Committee
1	Dr. K Pavan Kumar	Coordinator
2	All Lab in charges	Members
3	Mrs. D Sailaja	Member

Functions: Preparation of Academic budget

41. AICTE RELATED EOA AND MANDATORY DISCLOSURE, SAGTE, JNTUK related works etc.,

Sl.No	Name of the Staff	Designation in the Committee
1	Dr K Pavan Kumar	Coordinator
2	Mr Ch Praneeth	Member
2	Ms.V.Rashmi	Member
3	Mrs. D Sailaja	Member

Functions: Preparation of AICTE RELATED EOA AND MANDATORY DISCLOSURE, any SAGTE info etc.,

42. Ethics Committee

Sl.No	Name of the Staff	Designation in the Committee
1	Dr B V Subba Rao	Coordinator
2	Dr A.Haritha	Member
3	Dr S.Sai Kumar	Member
4	Dr V.Siva Parvathi	Member

Functions: Apply ethical principles and commit to professional ethics.

43. Other Committees

Sl. No	Name of the Committee	Name of the Staff	Designation in the Committee
1	Women Cell	Mrs J Sirisha Mrs V Rashmi	Member Member
2	Women Cell Grievance Redressal Committee	Mrs V Rashmi	Member
3	Grievance Redressal Committee	Dr K Pavan Kumar	Member
4	Academic Counsel	Dr D Kavitha	Member
5	Malpractice Enquiry	Dr B V Subba Rao	Member
6	PARAK	Mrs V Rashmi	Member
7	Institute Innovation Cell	Dr A Haritha	Member
8	NSS	Mr IMV Krishna	Member
9	NCC	Mr Ch. Chandra Mohan	Member
10	SC/ST Committee and other Statutory Committees	Mr Ch. Chandra Mohan	Member

44. Research Groups

Sl. No	GROUP –A AI	GROUP – B DW& IP	GROUP –C OM & SA	GROUP –D DM & ML
1	Dr. B.V.Subba Rao (GL)	Dr. G. Reshma	Dr. A. Haritha (GL)	Dr.D.Kavitha(GL)
2	Mrs J Sirisha	Dr. Y. Suresh	Dr. Y. Padma	Mr Ch Praneeth
3	Dr. S. Sai Kumar	Dr.K.Pavan Kumar	Ms. K. Srivijaya	Mrs. V Rashmi
4	Mrs. K. Swarupa Rani	Dr.G.Lakshmi	Mrs.D.Leeladharani	Mr B V Satish Babu
5	Mr. P. Ravi Prakash	Mr Ch Chandra Mohan	Mr I M V Krishna	Mrs P Rajya Lakshmi
6	Dr V Siva Parvathi		Mr D Bharadwaja	

45. Board of Studies

Sl. No	Name of the Staff	Designation in the Committee
1	Dr B V Subba Rao	Member
2	Dr A Haritha	Member
3	Dr D Kavitha	Member
4	Dr Y Suresh	Member
5	Dr S Sai Kumar	Member
6	Dr K Pavan Kumar	Member
7	Mrs J Sirisha	Member
8	Dr G Reshma	Member

(Dr. B.V.Subba Rao)