**Nagarjuna Government College (A) Nalgonda**
**List of Committees (2018-'19)**

| | NAME OF THE COMMITTEE | JOB CHART | CONVENER Sri/Smt/Dr | Other members Sri/Smt/Dr | Other / Student Members |
|---|---|---|---|---|---|
| 1 | IQAC | Internal Quality of the Institution (7 Criteria) | Dr. VV Subba Rao<br><br>Assistant Professor of Telugu | 1. Dr. T Aravinda | |
| | | AQAR | | 2. Dr. N. Deepika | |
| | | Year Books | | 3. Dr. Bala Srinivas | |
| | | Website | | 4. Yadagiri Reddy | |
| | | NIRF (KVB) | | 5. T. Krishnaiah | |
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| | | NAAC Uploads(ACPs, TDs, LPs, MoUs, Certificates etc for Upload) | | | |
| 2 | ACADEMIC COUNCIL | 1. Annual Academic Curricular plan | Dr. Bixamaiah<br>Assistant Professor of Chemistry | 1. Dr. Balaswamy | |
| | | 2.Conduct of BOS and approval | | | |
| | | 3.Various curricular activities planning | | 1. V. Nanda Kumar | |
| | | 4.Academic events planning | | 2. N. Sreenu | |
| | | 5.Implementing IQAC suggestions | | | |
| | | 6.Planning assessment schedules in consultation with COE | | | |
| | | 7.Policy decisions on Research and Consultancy | | | |
| | | 8.Making suggestions for other committees and monitoring of Academic Calendar | | 3. Ch. Muthaiah | |
| | | 9. Bridge Course / Remedial teaching | | | |

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| **3** | **UGC & Autonomy** | 1. Planning activities and disbursement of funds, auditor statements, implement, CC & WS, Seminars | Dr. Srinath Patel<br>Assistant Professor of Zoology | 1. B. Nagaraju<br>2. Laxman Goud | |
| **4** | **ACADEMIC AND ADMINISTRATION SUPPORT COMMITTEE** | 1. Assisting the Principal in correspondence and documentation in Academic /Administrative issues<br>2. Preparation of College calendar and college prospectus<br>3. E- Governance<br>4. Office automation | 1. P. Vidya Sagar<br>Assistant Professor of English<br>2. Dr. T. Krishnaiah<br>Assistant Professor of Telugu<br>3. Dr. Sitharam Rathode<br>Assistant Professor of Hindi | | |
| **5** | **Research Committee** | 1.Supporting in Preparing Documentation regarding Teacher's Training , Research Projects /MOUs, Annual Research Publications | Dr. Nizamuddin<br><br>Assistant Professor of Urdu | 1. Dr. S. Upender<br>2. Dr. A. Aravinda<br>3. Dr. B. Bixamaiah<br>4. Dr. D. Narayana Rao<br>5. Dr. K. Laxman Goud<br>6. Dr. VV Subba Rao<br>7. Dr. Bala Srinivas<br>8. Dr. N. Deepika<br>9. Dr. T. Krishnaiah | |
| **6** | **STUDENT SUPPORT SERVICES COMMITTEE** | 1. IAMS<br>2.Guiding and preparing students for academic activities / Competitions /Student Forum (Every 4th Saturday 3 to 5 pm)<br>3. Conducting curricular and co-curricular activities<br>4. Maintaining the record of student council<br>5. 6. Issuing IDs , Biometric, Ward Counseling | Sri. T. Venkata Reddy<br>Assistant Professor of Public Administration | 1. K. Mallesh<br>2. V. Srinivasulu<br>3. K. Praveen Reddy<br>4. N. Narsimha | |

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| **7** | **CAMPUS FACILITIES COMMITTEE** | 1. Monitoring facilities on the campus(Record of classrooms, labs and computing equipment)<br>2. Documenting awards and achievements<br>3.Waiting Hall and Reading Room<br>4. Rain water structures and utilization<br>5. Green practices(plastic free campus, green landscaping, and LED lighting) and beautification of campus<br>6.Drinking water Supply | 1. Sri. A. Durga Prasad<br>2. Sri. K. Mallesh<br>3. NSS 4 wings Conveners<br>4. N. Sreenu NCC Officer | | |
| **8** | **ICT & LMS** | 1.Maintaining the records of log books of Virtual Class rooms, LMS<br>2.MOOCs/E-Learning Resources<br>3.Student Computer Ratio record<br>4. Wifi and Internet records | 1. Sri G. Srinivas<br>2. Sri K. Nagireddy<br>3. Sri S. Yadagiri | | |
| **9** | **Website** | 1. Web site maintenance and uploading | M. Naveen | All the faculty of Computers | |
| **10** | **GRC** | 1. Anti ragging<br>2. Maintenances of redressal register<br>3. Recording of Grievances and redressal | Sri. K. Mallesh<br>Physical Director | 1. Dr. N. Deepika<br>2. R. Chandra shekar<br>3. E. Yadagiri Reddy | |

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| **11** | **WOMEN EMPOWERMENT CELL** | 1. Arranging workshops and Lectures on women empowerment issues, gender bias,health issues Enterprenuership and life skills, Women centred & support Activities to face Social Challenges | Dr. N. Deepika | 1. Dr. T. Aravinda<br>2. K. Haritha<br>3. Sandhya | |
| **12** | **COLLEGE MAGAZINE AND PRESS RELATIONS COMMITTEE** | 1.Preparing students for contribution to college magazine right from the beginning of semester with action plan<br>2. Bringing out college magazine<br>3. Press and Publicity | Dr. T. Krishnaiah | 1. Incharge of English<br>2. Incharge of Urdu<br>3. Incharge of Hindi<br>4. Incharge of Telugu | |
| **13** | **DRC** | 1. Virtual Classes Time Table<br>2.Sharing of academic resources with other colleges in the district , preparaing activity action plan and execution<br>2.Conducting inter collegiate cultural and co curricular activities<br>3.Resources Staff/ Allocation at necessary College | Dr. S. Upender | 1. Dr. Laxman Goud<br>2. Dr. B. Bixamaiah.<br>3. N. Sreenu | |
| **14** | **EXAM CELL COE** | 1. Formative and summative assessment<br>2. Issue of Exam Calender<br>3. Issuing Result<br>4. Issue of Provisional Certificates<br>5. Implementation of Online Examinations | Sri. P. Ravikumar | Additional Controller of examination<br>**Dr. Bala Srinivas** | |
| **15** | **INTERNAL EXAMINATION COMMITTEE** | 1.Conducting internal examinations<br>2. Conducting Semester end examinations | | Additional Controller of examination<br>G. Srinivas | |
| **16** | **External Exams and University Exams** | 1. Conducting External and University examinations | | | |

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| **17** | **Discipline Committee** | 1.Maintaining the discipline on the campus<br>2. Monitoring the movement of the students on the Campus<br>3. Controlling mobile usage | 1. Sri. K. Mallesh Physical Director<br>2. NSS 4 wings Conveners<br>3. N. Sreenu NCC Officer | 1. Syed Muneer<br>2. K. Nagireddy<br>3. T. Venkat Reddy<br>4. N. Lavender Reddy | |
| **18** | **GAMES COMMITTEE** | 1.Conducting games on the campus periodically following an action plan<br>2. Preparing a sports calendar<br>3. Conducting the inter collegiate tournaments as per the calendar<br>4. Provision of special help and encouragement to sports enthusiasts<br>5. Encouragement to physically challenged student participation<br>6. Documentation of all the above records | 1. Sri. K. Mallesh Physical Director | 1. P. Ravi Kumar<br>2. N. Lavender Reddy<br>3. N. Venu | |
| **19** | **LITERARY AND CULTURAL ACTIVITIES COMMITTEE** | 1. Preparing of action plan and calendar<br>2. Conducting literary and cultural activities<br>3.Documentation of activities andsubmission to IQAC<br>4. Preparation of event wise album and year book | N. Lavender Reddy | 1. Y. Yadagiri Rao<br>2. Dr. T. Krishnaiah<br>3. Dr. Sitharam Rathod<br>4. P. Vidya Sagar | |

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| **20** | **ALUMNI ASSOCIATION COMMITTEE** | 1. Preparation of annual Calendarfor alumni meetings<br>2. Planning and conduction of parent - teacher meetings<br>3.Collecting donations and maintain records<br>4. Preparation of year book with evidences | Dr. S. Upender | 1. B. Nagaraju<br>2. R. Chandrashekar<br>3. K. Praveen Reddy | |
| **21** | **CAREER GUIDANCE AND PLACEMENT CELL (TSKC)** | 1.Planning training Programmes<br>2. MOUs with employers and placements<br>3.Coaching for competitive examinations<br>4. Career guidance<br>5. Documentation and Year book preparation with evidences<br>6. Conducting workshops/seminars on human values<br>7. Release of booklets or Brochures<br>8. Documentation and preparation of yearbook with evidences | 1. Sri Vidya Sagar | 1. Durga Prasad<br>2. Srinath Patel<br>3. Sandhya<br>4. S. Yadagiri<br>5. Dr. D. Narayana Rao | |
| **22** | **NSS** | Planning community and extension activity calendar<br>Conducting activities on the campus and extension activities in the villages<br>campus maintenance<br>Waiting Hall, reading Room Maintenance, Toilets & Water Facility & Cleaning<br>Conducting awareness programmes on health issues among villagers | I. E.Yadagiri Reddy<br>II. N. Narsinha<br>III. N. Venu<br>IV. A. Sandhya | | |

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| **23** | **NSS** | Documentation and Year book preparation with evidences | I. E.Yadagiri Reddy<br>II. N. Narsinha<br>III. N. Venu<br>IV. A. Sandhya | | |
| | | 1st Saturday AN of every month Cleaning & Maintenance | | | |
| | | 8. Monitoring of toilets | | | |
| | | 9. Waste management steps | | | |
| | | 10. Cleanliness the campus | | | |
| **24** | **NCC** | 1.Encourage student participation in NCC | Sri. N. Sreenu | | |
| | | 2.Conducting community related programmes | | | |
| | | 3.Conducting drills in National festivals | | | |
| | | 4.Documentation and Year book preparation with evidences | | | |
| **25** | **RUSA COMMITTEE** | 1. Maintenance of Solar energy Records | Y. Yadagiri Rao | A. B. Nagaraju<br>B. Srinath Patel<br>C. S. Yadagiri | |
| | | 2.Monitoring allotted RUSA funds | | | |
| | | 3.Maintainance of Records | | | |
| | | 4. Submission of report to IQAC | | | |
| | | 5.Maintance of solar energy record to RUSA | | | |
| **26** | **LIBRARY COMMIT TEE** | Maintaining library catalogs | Sri. A. Durga Prasad | 1. Dr. S. Upender<br>2. Y. Yadagiri Rao<br>3. N. Lavender Reddy<br>4. M. Naveen | |
| | | Integrated Library management system and NDL | | | |
| | | E-journals, E-Books Shodhana membership and Data bases | | | |
| | | Library duties | | | |
| | | Purchase of Library books and journals | | | |
| | | User credentials of staff and students | | | |
| | | Documentation and Year book preparation with evidences | | | |
| **27** | **INNOVATIVE AND BEST PRACTICES COMMITTEE** | Collection of Best practices from all the departments in the prescribed format year wise | Dr. Balaswamy<br>V. Srinivasulu<br>Syed Muneer | | |
| | | Preparation of best practices booklet with evidences - Year wise | | | |

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| **28** | **RTI COMMITTEE** | 1. Preparation of RTI documents<br>2. Submission to IQAC and uploading on the Website<br>3. Correspondance related to RTI cases, maintanance of files and records | Dr. Aravinda<br>Smt. Kareema Nikhat<br>(A.O) | | |
| **29** | **FACULTY FORUM (Every 3rd Saturday 4-5 PM)** | Planning Schedules, Arranging Lectures,Preparing Reports<br>Monthly News Letters | Dr. T. Krishnaiah | 1. K. Nagireddy<br>2. T. Venkata Reddy<br>3. G. Srinivas<br>4. P. Vidya Sagar | |
| **30** | **Student Feedback Committee /Student Satisfaction Survey** | Collecting Semester wise feedback and Creating Awareness on Student Satisfaction Survey | Dr. T. Aravinda | 1. P. Ravikumar<br>2. Durga Prasad<br>3. Dr. Bala Srinivas<br>4. G. Srinivas | |
| **31** | **Time Table Committee** | Preparing and Finalizing Timetable | Dr. S. Upender | 1. Bixamaiah<br>2. S. Yadagiri<br>3. A. Sandhya | |
| **32** | **Exam Reforms Committee** | Suggesting Reforms in conducting and Monitoring Exams, Internal Squad, Internal and External Assessment | P. Ravi Kumar | 1. N. Lavender Reddy | |
| **33** | **Internal Academic Audit** | Conducting Periodical Audit | All Department Incharges | | |
| **34** | **Special Fees Committee** | | All Department Incharges | | |

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| **35** | **Infrastructure & Stock Verification Committee** | Periodical Verification recording of Furniture and Infrastructure | Dr. K. Padmavathi<br>Principal | | |
| **36** | **Eco Club** | | 1. Smt. A. Sandhya | | |
| | **Red Ribbon Club** | | 2. Sri. Srinath Patel | | |
| | **AV Club** | | 3. G. Srinivas | | |
| | **Consumer Club** | | 4. N. Sreenu | | |
| **37** | **Arts/ Humanities and Science Associations** | | 1. S. Yadagiri<br>2. T. Venkata Reddy<br>3. Syed Muneer<br>4. Dr. Bala Srinivas | | |
| **38** | **Stationary Committee** | | Dr. K. Laxman Goud | | |
| **39** | **Furniture Incharge** | | S. Yadagiri | | |
| **40** | **Purchase Committee** | | B. Nagarju | | |