



Govt. College for Women
(AUTONOMOUS) - GUNTUR. 1942 (Estd.)
College with Potential for Excellence

LIST OF REVISED COMMITTEES (2020 -21)
(Final)

Govt. College for Women(A), Guntur
List of Revised Committees (2020-21)

	Name of the Committee	Job Chart	Convener Sri/Smt/Dr	Other members Sri/Smt/Dr	Other Teachers/ Student Members	
1	NAAC and IQAC (Quality Assurance)	IQAC and Academic Records	K.Vijaya Babu (Coordinator) M. Naga Pradanna & K. Deepthi (Addl. Coordinators)	SLB Sankara Sarma B.Venkateswara Rao Ch.Sudhakara Reddy N.Santhi Sridevi K.Sucharitha Shaheda Aqtar Dorca Vijaya Kumari M.Praveena Kumari N.Ankamma	S. Yamuna(III B.Sc. Cloud) Mrs. Naga Chandrika P.Rohini G.K.Prasad Ruchita Prasad (IICE) Rajya Lakshmi (II BSc) Sindhura (II CE) Ajitha (III CE)	
		AQAR				Dorca Vijaya Kumari
		Year Books				Ch.Sudhakara Reddy
		Website				G.V.S.Pranayani Devi
		Dept Inputs and Uploads Photos for website				Vijaya Sree & V. Padmavathi
2	NIRF	Uploading data	K.Anitha Kumari	M.Padmaja G. V. S. Pranayani Devi	Tulyasri A. Tejaswi(II B.Sc. Cloud)	
3	ACADEMIC COUNCIL	Annual Academic Curricular plan	N. Santhi Sridevi	Ch. Sudhakara Reddy K. Aparna Seetharam N.PraveenaKumari(COE) K.Sucharitha	A.O, Sk. Sarthazz(II B.Sc. Multimedia) S. Suneetha Ravali Pranutha(I CE) K.Vandana (II BA) B.Priyanka (II BSC)	
		Conduct of BOS and approval				
		Various curricular activities planning				
		Academic events planning				
		Planning assessment schedules in consultation with COE				
		Policy decisions on Research and Consultancy				
		Making suggestions for other committees and monitoring of Academic Calendar				

4	UGC, CPE & Autonomy	1. Planning activities and disbursement of funds, auditor statements, implementation , Planning activities and disbursement of funds, auditor statements, Faculty training, CC & WS, Seminars Student Support Activities	K.Sucharitha	SLB Sarma Shaheda Aqtar N.Praveena Kumari N.Santhi Sridevi	Superintendent, V. Devi Bai(II B.Sc. Multimedia) Sri Srujana K.Renuka (III BCom) K.Gayatri(II BCom) K.Divya(II HS)
5	Administration Support Committee	1. Assisting the Principal in correspondence and documentation in Academic /Administrative issues	P.N.Rao Shaheda Aqtar	Santhi Sridevi, Pranayaja Krishna Prasad JKC Mentors	AO, Superintendent Office Staff, V. Adi Lakshmi(III B.Sc. M.P.CS) Blessy Xavier(ICE) Revathi(I BZC) Sirisha (I BZC)
		2. Preparation of College calendar and college prospectus			
		3. E- Governance			
		4. Office automation			
6	Research Committee	1.Supporting in Preparing Documentation regarding Teacher's Training , Research Projects /MOUs, Annual Research Publications	N. Ankamma	K.Sucharitha N.Manjula Bharathi G.Swarna Latha R.Padmini	G.V. Malleswari(III B.Sc. M.S.CS) P.Gowthami (III BSc) A.Bandhavi(III BZC)
7	Student Support Services Committee	1. IAMS , Bio metric attendance Scholarships	N.Manjula Bharathi	S.L.B.Sarma S.Prasanthi Pratap Kumar G.Rajasekhar	D. Sri Naga Prasanna (III B.Sc. M.P.CS) Narmada (III BSc) Srivalli (III BSc) Jyotsna(II BSc)

8	Student Induction Programme	Guiding and preparing students for academic activities / Competitions /Student Forum (Every 4th Saturday 3 to 5 pm) Conducting curricular and co-curricular activities	Naga Prasanna	B.Venkateswararao G.Gowri K.Hanumantha Raju Sk.Jubeda P.Madhulatha Prasanthi Danie Padmaja , P.Rohini	T. Moulika(III B.Sc. M.S.CS) J.Bhargavi(II BSc) Rajya Lakshmi(II BSc) G.Hefsiba (III BSc) KJA Dayaseela IBSc
9	Student Council	Maintaining the record of student council Ward Counseling Issuing IDs Student Election	M. Indiramma	M.Vijaya Lakshmi Ch.Anitha Uma Nischal S.Prasanthi G.Krishna Prasad Jubeda	T. Sindhuri(III B.Sc. M.S.CS) Shaheda Tabassum (III BSc) Rajya Lakshmi (II BSc) B.Mounika(III BA) G.Prasanna(III BCom) N.Beulah Rani(III BSc)
10	Campus Facilities Committee	<ol style="list-style-type: none"> 1. Monitoring facilities on the campus(Record of classrooms, labs and computing equipment) 2. Documenting awards and achievements 3.Waiting Hall and Reading Room 4. Rain water structures and utilization 5. Green practices(plastic free campus, green landscaping, and LED lighting) and beautification of campus 6.Drinking water Supply and Washroom facilities 	Bodepudi Venkateswara Rao	B.Venkateswara Rao Ch. Sudhakar Reddy(1) K.Sujatha, (2) Dr.ShahedaAkthar Aparna Sitaram M.Vijaya Lakshmi	Ramesh, VenkatRao, K. Sireesha(III B.Sc. M.E.CS) P.Lakshmi Jayathi(II BA) M.Bhavani (II B.Com) Y.Subhashini(II BSc)
11	ICT , LMS , Online Examinations and SSS	<ol style="list-style-type: none"> 1.Maintaining the records of log books of Virtual Class rooms, LMS 2.MOOCs/E-Learning Resources 3.Student Computer Ratio record 4. Wi-fi and Internet records 	N. Rajya Lakshmi	M. Praveena Kumari J.Kavitha K.Anusha and JKC Mentors	AO, Superintendent, Hymavathi, Bharathi, S. Amulya(III B.Sc. M.E.CS) K. Hema Deepthi (III BSc) G.Sai Lakshmi (III BSc)

12	GRC and Internal Complaints Cell	1. Anti ragging	Kamala Karuna	Ankamma, Gowri, Bhavani P.Madhu Latha	A.Anitha(III B.Sc. M.E.CS) Sk.Yasmeen (III BSc) K.Gayatri (III BCom) M.Tulasi(III B.A)
		2. Maintenance of redressal register			
		3. Recording of Grievances and redressal			
13	ISO Certification	Preparation of document and submission	Padmini Devi	Santhi Sridevi Ankamma B.Latha	
14	Women Empowerment Cell	1. Arranging workshops and Lectures on women empowerment issues, gender bias, health issues Entrepreneurship and life skills, Women centre& support Activities to face Social Challenges	K.Sujatha	G.Swarnalatha M.Vijaya Lakshmi Indiramma P.Madhulatha Naga Prasanna	Office Women Staff, Student incharges
15	College Magazine and Press Relations Committee	1.Preparing students for contribution to college magazine right from the beginning of semester with action plan	G. Swarnalatha	SLB Sarma, B.Venkateswara Rao, K.Sujatha, N.Vijaya Lakshmi, Padmini Devi Pranayaja	Sk.Yasmeen (III BSc) K.Gayatri (III BCom) M.Tulasi(III B.A)
		2. Bringing out college magazine			
		3. Press and Publicity	Aparna Seetharam		
16	DRC	1. Virtual Classes Time Table and reporting to CCE	G. Padmini Devi	K. Anitha Kumari SBL Sarma	K. Chinnarao, R.Sai Mahitha (III BA) P. Padma (III B.Sc. M.E.CS)
		2. Sharing of academic resources with other colleges in the district , preparing activity action plan and execution			
		3. Conducting inter collegiate cultural and co-curricular activities			
		4.Resources Staff/ Allocation at necessary College/Teacher Exchange			
		5. Report Preparation			

17	Exam Cell - COE	1. Formative and summative assessment	N. Praveena Kumari Advisory : SLB Sarma	Padmini Devi Dorka Vijaya Kumari	T.Akhila (III BCom) P.Jyotsna(III BSc) P.Vasantha(III B.Sc. M.E.CS)
		2. Issue of Exam Calendar			
		3. Issuing Result			
		4. Issue of Provisional Certificates			
		5. Implementation of Online Examinations			
18	Students Attendance Committee	Monitoring Student Attendance	Hanumantha Raju	Pratap Kumar Hima Bindu N.Chenchu Babu	All CRs
19	Internal Examination Committee	1. Conducting internal examinations	J. Kavitha	T.Pranayaja M.Hanumantha raju K.Anusha PNRao Chenchu Babu	PG Students
		2. Conducting Semester end examinations			
20	External Exams and University Exams	1. Conducting external examinations	SLB Sarma	Ch. Sudhakar Reddy	G.Hefsiba(III BSc) K.Vijaya Lakshmi (III BSc) B.V. Sai Poojitha(III B.Sc. M.S.CS)
		2. Conducting University Examinations			
21	Hostel Facilities Committee	1. Admission of students into hostel	Vijaya Sree	Uma Nischal, M.Vijaya Lakshmi T.Suseelamma V.Padmavathi G.Gowri	K. Chinnarao, Office Women Staff, CRs from Hostel
		2. Discipline and Monitoring of students movement in and around the hostel			
		3. Monitoring facilities			
		4. Redressal of hostel related problems			
		5. Monitoring the movement of the students on the Campus			
		6. Controlling mobile usage			

22	Games Committee	1. Conducting games on the campus periodically following an action plan	T.Suseelamma	D.Vijayasri M.Padmaja K.Sujatha(Chem) Prasanthi Danie	P.Sailaja (I BSc) M.Jyothi (I BSc) G.Chandana (I BSc) BA/BCOM
		2. Preparing a sports calendar			
		3. Conducting the inter collegiate tournaments as per the 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			
23	Literary and Cultural Activities Committee	1. Preparing of action plan and calendar	N.Vijaya Lakshmi	B.Venkateswara Rao Hanumantha Raju, Himabindu, Aruna Kumari	YS Rajya Lakshmi (II BSc) M.Padmaja II BSc Ch.Chandrika Lekhya II BSc Y.Nagaveni (III BSc) P.Hari Priyanka (III BSc) Y.Srivalli (III BSc)
		2. Conducting literary and cultural activities			
		3. Documentation of activities and submission to IQAC			
		4. Preparation of event wise album and year book			
24	Alumi Association Committee	1. Preparation of annual Calendar for alumni meetings	Kamala Karuna	N. Ankamma Uma Nischal BJD.Satyalatha, Padmaja Himabindu	Dina Sarma Hema Mounika Pranathi K. Jyothsna(III B.Sc. M.S.CS)
		2. Planning and conduction of parent - teacher meetings			
		3. Collecting donations and maintaining of records			
		4. Preparation of year book with evidences			
		5. Digital Library			
25	Career Guidance and Placement Cell(JKC)	1. Planning training Programmes	K.Aparna Seetharam	Santhi Sridevi, M. Bhaskara Rao T.Pranayaja	Gayatri (III BSc) Naga Bavani (III BSc) Anjali (III BCom) K. Navya Sri (III B.Sc. Multimedia)
		2. MOUs with employers and placements			
		3. Coaching for competitive examinations			
		4. Career guidance			
		5. Documentation and Year book preparation with evidences			

26	Value Education Cell	1. Planning and implementation of value added courses and professional ethics	B.Venkateswara Rao	P.N.Rao M.Vijaya Lakshmi Pratap Kumar Naga Chandrika M.Padmaja Sk.Jubeda Naveen Kumar	KJA Dayaseela, I BSc K.Jyotsa, II BSc T.Mounika, II BSc G. Sowjanya(III B.Sc. Multimedia)
		2. Conducting workshops/seminars on human values			
		3. Release of booklets or Brochures			
		4. Documentation and preparation of yearbook with evidences			
27	NSS	1. Planning community and extension activity calendar	M.Vijaya Lakshmi	Hanumantha Raju PNRao M.Vijayalakshmi Aparna Seetharam K.Sujatha P.Nageswara Rao M.Padmaja	K.Karuna Deepthi -II BSC Ch.Himabindu-III BSC T.Sivanaga Harika III BA Sk. Minruhi(III B.Sc. M.S.CS) T. Sarayu(III B.Sc. M. P.CS)
		2. Conducting activities on the campus and extension activities in the villages			
		3. Campus maintenance and Cleanliness	Priyanka		
		4. Waiting Hall, Reading Room Maintenance, Toilets & Water Facility & Cleaning	Uma Nischal		
		5. Conducting awareness programmes on health issues among villagers			
		6. Documentation and Report preparation with evidences			
		7. 1st Saturday AN of every month Cleaning & Maintenance			
		8. Monitoring of toilets			
		9. Waste management steps			
28	NCC	1. Encourage student participation in NCC	B.Latha	K.Anithakumari	Satyavathi III BSc Rajitha III BSc Ameena III BCom T. Greeshma(III B.SC. M. S. CS) B. Pranathi Devi(III B.Sc. M.S. CS) Hema Deepthi(III B.Sc. M.P.CS)
		2. Conducting community related programmes			
		3. Conducting drills in National festivals 4. Documentation and Year book preparation with evidences			

29	RUSA Committee	1. Maintenance of Solar energy Records	Dorka Vijaya Kumari	Ch.Sudhakara Reddy,	AO, Superintendent, Office Staff
		2. Monitoring allotted RUSA funds			
		3. Maintenance of Records			
		4. Submission of report to IQAC			
		5. Maintenance of solar energy record to RUSA			
30	Library Committee	1. Maintaining library catalogs	Siva Prasad	SLB Sarma M.Bhaskararao Ch.Hemalatha	Ch.Himabindu-IIIBSC T.Sivanaga Harika III BA P. Meharunnisa(III B.Sc. Multimedia)
		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			
31	Innovative and Best Practices Committee	1. Collection of Best practices from all the departments in the prescribed format year wise	Naga Prasanna	Dorka Vijaya Kumari K.Deepthi Hanumantha Raju	KJA Dayaseela, I BSc K.Jyotsa, II BSc G. Sowjanya (III. B.Sc. Multimedia)
		2. Discussion with IQAC and feed back to the departments			
		3. Preparation of best practices booklet with evidences - Year wise			
32	RTI Committee	1. Preparation of RTI documents	Ch.Sudhakara Reddy		P. Srinivasarao
		2. Submission to IQAC and uploading on the Website			
		Correspondence related to RTI cases, maintenance of files and records			

33	Student Feedback Committee /Student Satisfaction Survey	Collecting Semester wise feedback	Shaheda Aqtar Rajya Lakshmi Indiramma	Arts: M.Bhaskararao	.Nagaveni (III BSc) P.Hari Priyanka (Y.Srivalli (III BSc) Ch. Supraja(III B.Sc. Cloud) G. DevaPrasad,
				Com: Ch.Sudhakar Reddy	
				BSc: K.Sucharitha and J.Kavitha P.Rohini Himabindu G.Krishna Prasad	
34	Faculty Forum	Planning Schedules of Forum meetings Arranging Monthly Meetings Preparing Reports Monthly News Letters	PNRao	B.Venkateswara Rao N.Vijaya Lakshmi CH.Bhaskara Rao M.Vijaya Lakshmi Ch.Hemalatha	YS Rajya Lakshmi (II BSc) M.Padmaja II BSc Ch.Chandrika Lekhya II BSc L. Supriya (III B.Sc. Cloud)
35	Literary Forum	Language Departments' Inter-disciplinary	K. Vijaya Babu	Language Lecturers	
36	Admissions Committee	1.Taking Care of Admissions (Science, Commerce, Arts)	M.Hanumantha Raju	D.Vijayasri M.Hanumantharaju K.Venugopala Rao K.Aparnaseetharam SLBSarma	Chittibabu, A.V.Prakash
		2. On line student admission management, Student Database			
37	Time Table Committee	Preparing and Finalizing Timetable	Uma Nischal Kavitha	BA: Nageswara Rao B Com: Ch.Sudhakara Reddy BSc: N.Ankamma	
38	Exam Reforms Committee	Suggesting Reforms in conducting and Monitoring Exams, Internal Squad, Internal and External Assessment	K.Sucharitha	Dorca Vijaya Kumari Ch.Sudhakara Reddy	
39	Internal Academic Audit	Conducting Periodical Audit	K.Vijaya Babu	K.Sucharitha N.Santhi Sridevi G.Padmini, B.DorcaVijaya Kumari	
40	Special Fees Committee		All In charges of Depts	All In charges of Depts	

41	Class work Monitoring Committee	Regular Monitoring of Time Table and Classwork	Principal and Vice Principal	All In charges of depts	
42	Infrastructure & Stock Verification Committee	Periodical Verification recording of Furniture and Infrastructure	Ch. Bhaskararao	Hanumantha Raju, M.Bhaskararao G.Krishna Prasad	Office Staff,
43	Eco Club	Students Forum	Dept.of Botany	Concerned Lecturers	Non Teaching Staff of respective Departments
	Red Ribbon Club		Dept.of Zoology		
	AV Club& Energy Club		Dept.of Physics		
	Consumer Club		Dept. of Commerce		
	Literary Club	Language Departments			
	Story Readers' Club				
	Writers' Club				
	Jokes Club				
Singers' Club					
44	Arts/ Humanities and Science Associations		Principal	In-charges of Concerned Departments	All Non Teaching Staff respective Departments
45	CPDC		SLB Sankara Sarma	N.Santhi Sridevi Ch.Sudhakara Reddy	

Dr. K. Vijaya Babu, Vice-Principal & IQAC Coordinator, should be communicated about and involved in committee meetings.

*****All the Committee convenors should report the meetings and activities in the IQAC Register without fail.*****

V.R. Sankar

PRINCIPAL
GOVT. COLLEGE FOR WOMEN /1/1
GUNTUR.