



VEMU INSTITUTE OF TECHNOLOGY::P.KOTHAKOTA

NEAR PAKALA, CHITTOOR-517112

Committees & Responsibilities

All the programmes are organized and conducted by various committees which work for a specific purpose. All these committees help for the successful completions of the given task.

The different committees functioning at college level and their roles and responsibilities are as follows.

S.No	Name of the committee	In-charge	Number of faculty + students required from each Dept.						
			ECE	CSE	EEE	ME	CE	H&S	MBA
1	Finance and Purchase Committee	M. Neelima	All HODs						
2	R&D Cell	Dr. A Mahamani	1+2	1+2	1+2	1+2	1+2	1+2	1+2
3	ED Cell	Dr. A Mahamani	1	1	1	1	1	1	1
4	Students welfare committee	Dr.N.Sudhakar Reddy	1+2	1+2	1+2	1+2	1+2	1+2	1+2
5	Disciplinary Committee	Dr.N.Sudhakar Reddy	All HODs+ 2 students (III & IV)						
6	Anti-Ragging Committee	Dr.N.Sudhakar Reddy	1+2	1+2	1+2	1+2	1+2	1+2	1+2
7	Grievance Redressal Cell	Dr.N.Sudhakar Reddy	1+1	1+1	1+1	1+1	1+1	1+1	1+1
8	Alumni Committee	Dr.N.Sudhakar Reddy	1	1	1	1	1	1	1
9	Library Committee	Ramachandra	1+2	1+2	1+2	1+2	1+2	1+2	1+2
10	NSS Committee	Dr. K.Chaitanya Kumar/ C Sukumar	1+2	1+2	1+2	1+2	1+2	1+2	1+2
11	IQAC	Dr. S Murali Mohan	1	1	1	1	1	1	1
12	Women Empowerment & Grievance Redressal Committee	Dr.U.Sasikala	1	1	1	1	1	1	1
13	Sports Committee	J.Surya	1	1	1	1	1	1	1
14	Career Guidance Cell	Arun Kumar	1+2	1+2	1+2	1+2	1+2	1+2	1+2
15	Training & Placement Cell	Arun Kumar	1	1	1	1	1	1	1
16	Exam Cell Committee	G Lokesh	1	1	1	1	1	1	1
17	Transport committee	Dr.G Ramesh	1	1	1	1	1	1	1
18	Magazine & News Letter Committee	Dr. Feroz Begum/ Y Sai Lakshmi	1	1	1	1	1	1	1
19	Hostel committee	R. Anitha	1+2	1+2	1+2	1+2	1+2	1+2	1+2
20	Canteen committee	Dr.K.V.N.V.N.Rao	1+2	1+2	1+2	1+2	1+2	1+2	1+2

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Governing Body

S. No	Name & Address	Role in GB
1	Dr.K.C.Naidu , Vemu Institute of Technology, P.Kothakota.	Chairman
2	T.K. Raghuram , Vice-President, Vemu Society, Plot No. 20, Door No. 3/11, 2nd Street, Sakthi Nagar, Ramapuram, Chennai -600089	Member
3	Mr. K. Guruswamy Naidu , D. No. 3-419/7, Pagadamanu Street, Greampet, Chittoor – 517002	Member
4	Sri. Subramanya Raj , Founder Director, Destination Technologies, Bangalore	Member
5	Sri. Praveen Kamath Kumbla , General Manager & HR Head, Global Delivery & Enablement, WIPRO Ltd. Bangalore	Member
6	Dr. S. Varadarajan , Professor, Dept. of ECE, S V University, Tirupati.	Member
7	Prof.H. Sudarsana Rao , Professor, Civil Engineering Department, JNTUACE- Ananthapur	Member
8	Dr. B. Amarnath , Associate Professor, Dept. of MBA, S V University, Tirupati.	Member
9	Dr. M. Bhupathi Naidu Professor, Department of Distance Education, SV University, Tirupati.	Member
10	Dr. B. Durga Prasad , Professor, Mechanical Engineering Department, JNTU- Ananthapur	University Nominee
11	Principal , Government Polytechnic College, Kalikiri	State Government Nominee
12	Dr. S. Munirathnam , Professor & HOD, Department of ECE, Vemu IT.	Faculty Representative
13	Mr. P. Ramesh , Assistant Professor, Department of CSE, Vemu IT.	Faculty Representative
14	Dr. Naveen Kilari , Principal, Vemu IT, P.Kothakota, Chittoor-517112	Member Secretary

Functions:

1. The Governing Body of the college is the Supreme Administrative Body of the college.
2. It is constituted as per the norms of AICTE, New Delhi/ JNTUA, Anantapur.
3. The Governing Body approves the mission and strategic plan of the institution and annual budgets to meet the interests of the stake holders.
4. The GB monitors the institutions performance as per the approved plans.
5. The GB ensures the achievement of the Vision and Mission of the organization, promotion of future academic plans and research activities by continuous monitoring.
6. It approves the budgetary allocations for infrastructure development, R&D activities etc.
7. The GB shall ratify the appointments made for different positions by the selection committees.

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Academic Council

The Academic Council is constituted to have the following members as per guidelines to look after the Academic activities of the institute.

S.No.	Name	Designation	Role of the Committee
1	Dr.Naveen Kilari	Principal	Chairman
2	Prof. P.Murali Krishna	HOD of Civil	Member
3	Dr.S.Raj Anand	HOD of CSE	Member
4	Dr.S.Munirathnam	HOD of ECE	Member
5	Dr.A.Hemasekhaar	HOD of EEE	Member
6	Dr.K.V.N.V.N. Rao	HOD of MECH	Member
7	Dr.S.Sambaiah	HOD of MBA	Member
8	Dr.U.Sasikala	HOD of H&S	Member

Functions:

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and Rules and Bye-laws shall have the control over and be responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, research, examinations and internal tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

a. Powers and Functions of the Academic Council

VEMUIT s Academic Council shall be the principal academic body of the Institution and shall, in addition to other powers and duties vested in it, have the following powers and duties:

1. To exercise general supervision over the academic work of the institution and give directions regarding methods of instructions, evaluation and improvements in academic standards.
2. To promote research within the Institution, gather reports on such researches from time to time.
3. To consider matters of academic interest either on its own initiative or at the instance of the Board of Governing Body and to take proper action thereon.
4. To take periodical review of the activities of the Departments / Centers and to take appropriate action.
5. To make arrangements for the conduct of examinations in conformity with the bye-laws.
6. To maintain proper standards of the examinations.
7. To recognize diplomas and degree of Universities and other institutions and to determine equivalence with the diplomas and degrees of the Institution.
8. To prescribe courses of study leading to degrees and diploma of the Institution.
9. To appoint examiners and such other personnel for different examination works.
10. To suggest measures for departmental co-ordination.



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11. To make recommendations to the Board of Governing Body on:
 - a. Measures for improvement of standards of teaching, training and research.
 - b. Scholarships, Medals, Prizes etc.
 - c. Establishment or abolition of departments/centers and
 - d. Bye-laws covering the academic functioning of the Institution, discipline, residence, admissions, examinations, award of fellowships and studentships, freeships, concessions, attendance etc.
12. To appoint sub-committees to advise on such specific matters as may be referred to it by the Board of Governing Body.
13. To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Board of Governing Body) as the circumstances on each case may require.
14. To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the rules and bye-laws.

b. Meeting of the Academic Council

1. The Academic Council shall meet as often as may be necessary but not less than three times during academic year.
2. One third of the total members of the academic council shall constitute the quorum for the meeting of the Academic Council.
3. Any business which it may be necessary for the Academic Council to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the Academic Council, provided that atleast one half of the total number of the members of the Academic Council have recorded their views on the resolution.

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Finance and Purchase Committee

This committee is constituted to look after all the institute's financial matters related to the budget allocation to various departments, activities and civil works of the college.

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M. Satish Reddy	HOD, CE	Member
4	Dr. S. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U. Sasikala	HOD,H&S	Member

Functions of the Committee:

1. Budget estimates relating to

- Laboratory equipment
- Computer systems and peripherals
- Library Books, Journals, online Journals, NPTEL materials
- Civil works and furniture related to classrooms/ laboratories.
- Faculty development programmes, Guest Lecture Programmes, faculty training programmes
- Co-curricular activities like seminars, conferences, project exhibitions, technical forums, paper contests
- Extra-curricular activities

2. AICTE schemes, Research project schemes from different government organizations, consultation programmes, fees from students, welfare scholarships from state Government etc.

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R&D Cell

The Research and Development Cell is constituted by the institution to make it actively involve in getting various Research projects/modrobs/consultation projects. The committee comprises of a DEAN who has a long teaching and research experience/expertise.

S.No.	Name	Designation	Role
1	Dr. A. Mahamani	Dean R & D	Convener
2	Dr. A Hemasekhar	Professor, Dept. of EEE	Member
3	Dr. G .Ramesh	Associate Professor, Dept. of ME	Member
4	Dr. S Murali Mohan	Professor, Dept. of ECE	Member
5	Dr. K Venkatramana	Associate Professor, Dept. of CSE	Member
6	Ms. K.Sarumathi	Associate Professor, Dept. of CE	Member
7	Dr. G.Bhaskar	Associate Professor, Dept. of MBA	Member
8	Dr. K.R. Sekhar	Assistant Professor, Dept. of H&S	Member

Functions:

1. Scrutinize the research projects submitted by the faculty, and to recommend the deserving projects to the appropriate funding agencies for financial support
2. Scrutinize the student's project proposals to various agencies for financial support and recommend the suitable projects.
3. Examine the applications received from the faculty members for sponsoring to higher education leading to the degrees M.Tech/MS/Ph.D.
4. Examine the applications received from the faculty/students for patents/awards and recommend to the appropriate authorities.
5. Examine the Research and consultancy projects and recommend the suitable projects to pursue.

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Entrepreneur Development Cell

The Entrepreneurship Development Cell (EDC) creates awareness on the different positive dimensions of entrepreneurship. The following is the composition of the committee

S.No.	Name	Designation	Role
1.	Dr.G.Bhaskar	Professor, MBA	Convener
2.	Mr.Sandeep Rajan	Asst Professor, ME	Member
3.	Mr.B.V.Arun Kumar	Asst Professor, EEE	Member
4.	Mr.B.Ramu	Asst Professor, CE	Member
5.	Mr.K.Dhanamjay	Asst Professor, CSE	Member
6.	Mr.P.H.Chandra Mouli	Assoc Professor, ECE	Member
7.	Mr.K.R.Sekhar	Asst Professor, H & S	Member

Functions: some of the aims and objectives are:

1. To organize entrepreneurship awareness meets.
2. To invite experts from financial institutions/industry to deliver guest lectures on new industries
3. To organize Entrepreneurship Development Programmes and Faculty Development Programmes in the fields of science, technology and entrepreneurship for the benefit of prospective student entrepreneurs.
4. To develop and introduce a schedule of programmes on Entrepreneurship Development at various levels to include students of all branches of engineering, MBAs, Diplomas etc.
5. To conduct research work and survey for identifying local entrepreneurial opportunities to create employment opportunities.
6. To arrange visits to industries for prospective entrepreneurs.
7. To extend necessary guidance and escort services to the trainees in obtaining approval and execution of their projects.
8. To act as a Regional Information Centre on business opportunities, financial institutions, process technologies, market, etc. by creating and maintaining relevant databases.

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Students welfare committee

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M.Satish Reddy	HOD, CE	Member
4	Dr. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U.Sasikala	HOD,H&S	Member
9	Mr. P. Bahnu prakash	CSE, Asst. Professor	Member
10	Mrs. R. Rani	ECE, Assoc. Professor	Member
11	Mr. B. Ramu	CE, Asst. Professor	Member
12	Mrs. N. Devasena	EEE, Assoc. Professor	Member
13	Mr. M. Venkatesulu	ME, Asst. Professor	Member
14	Mr. M. Vinod	MBA, Assoc. Professor	Member
15	Dr. B. Nagabhushanam	H&S, Professor	Member
16	Y. Nagendra Babu(184M1A04B7)	Student	Member
17	Ms. S. Muskan (184M1A0494)	Student	Member
18	Mr. K. Vinay (174M1A0221)	Student	Member
19	Ms. A. Poojitha(184M1A0202)	Student	Member
20	K. Vishnu (184M1A0560)	Student	Member
21	Y. Hemanth Kumar (184M1A05A5)	Student	Member
22	Mr. M F Fazil Khan (194M1A0347)	Student	Member
23	Mr. M. Sanjay Kumar (184M1A0396)	Student	Member
24	Mr. B. Charan Narayana (174M1A0102)	Student	Member
25	Ms. A. Priyanka (184M1A0101)	Student	Member

Functions:

This committee looks into the following activities:

1. Scrutinize the applications received from the students for welfare scholarships and to make suitable recommendations to the welfare office.
2. Scrutinize the request from the students and recommend to the management for financial support to deserving students from the “Poor Students Welfare Fund”
3. Suggest to improve student amenities further.

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Students Disciplinary Committee

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M. Satish Reddy	HOD, CE	Member
4	Dr. S. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U. Sasikala	HOD,H&S	Member
9	Mr. I. Kumar (174M1A0333)	Student	Member
10	Mr. U. Rajesh (174M1A0396)	Student	Member
11	Mr. Mohammed Suhel (184M1A0323)	Student	Member
12	Mr. T. Yashwanth (184M1A0377)	Student	Member
13	Mr. C. Prakash (184M1A0109)	Student	Member
14	Mr. N. Ajith Kumar (184M1A0137)	Student	Member
15	Mr. G. Pavan (174M1A0110)	Student	Member
16	Mr. Yashwanth (174M1A0118)	Student	Member
18	Mr. A. Godwin (184M1A0402)	Student	Member
19	Mr. K. Dilli Babu (184M1A0433)	Student	Member
20	Mr. N. Jagadeesh (174M1A0465)	Student	Member
21	Ms. V. Leena Madhuri (174M1A04B4)	Student	Member
22	Mr. K. Charanteja(184M1A0217)	Student	Member
23	Mr. V. Saiganesh(184M1A0258)	Student	Member
24	Mr. G M Bhargav (174M1A0532)	Student	Member
25	Mr. S. Sukumar (184M1A05A0)	Student	Member

Functions:

1. To maintain discipline in the college campus.
2. To monitor and maintain dress code.
3. To resolve disputes among students if any.
4. To encourage students become regular and responsive.
5. To report and recommend corrective actions of defaulters.

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Anti Ragging Committee

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean-Student Affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M.Satish Reddy	HOD, CE	Member
4	Dr. S. Rajanand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr. U. Sasikala	HOD,H&S	Member
9	Mr. P. Murali	Assistant Professor	Member
10	Mr. G. Sankarappa	Associate Professor	Member
11	Mr.M. Murali	Associate Professor	Member
12	Mr. G. Omkar	Assistant Professor	Member
13	Mr. I. venugopal	Associate Professor	Member
14	Mr. A. Prakash	Professor	Member
15	Mr .G. Sudarsana Reddy	Professor	Member
16	Mrs. R. Anitha	AO	Member
17	Puthalapattu Police	SI	Member
18	Mr. B. Anjineyulu(184M1A0508)	Student	Member
19	Mr. S. Sathish Kumar(194M1A05A2)	Student	Member
20	Mr. B. Balaji (174M1A0409)	Student	Member
21	Ms. Y. Neha(174M1A04B6)	Student	Member
22	Mr. K. Hari Prasad(174M1A0227)	Student	Member
23	Ms. K. Harika(184M1A0219)	Student	Member
24	Mr. M. Hemanth(174M1A130)	Student	Member
25	Mr. R. Kumar(174M1A0139)	Student	Member
26	Mr. S. Siva Krishna (184M1A0362)	Student	Member
27	Mr. B. Ritheesh Redy(174M1A0310)	Student	Member
28	M.Soni(184M1E0038)	Student	Member
29	O.D.Supraja(184M1E00052)	Student	Member

Functions:

1. Addressing the senior students about anti-ragging activity and advising II-B.Tech students in particular to be away from such things
2. Monitoring the senior students in inside/outside the college campus by various staff volunteers
3. Displaying of posters about ragging and its consequences at prominent places.
4. Conduct of meetings for students by inviting judiciary and police officials to educate them in this view point.



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5. Organizing to counseling the students by police, judiciary personnel about the ragging and its consequences
6. Informing the freshers about the activities of Anti-ragging Committee suggesting to approach the members of the committee about any issue pertaining to ragging
7. Receiving complaints from freshers about ragging incidents if any and enquiring and informing the authorities about the findings for appropriate action

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Grievance Redressal Cell

The Grievance Redressal Cell is formed as per the basic requirements of AICTE Act, 1987. The main function of the committee is to address the grievances of the students, faculty and employees and to suggest remedial methods. The Grievances can be submitted physically through complaint boxes or through Online via College website. The Grievance redressal cell helps to promote and maintain conducive environment in the college. This committee ensures transparency in admission, prevention of unfair practices, complaints on discrimination of students based on caste, etc.

The committee is constituted with the following members:

S. No	Name of the Member	Designation	Role
1	Dr. N. Sudhakar Reddy	Dean, student affairs	Convener
2	Dr. S. Muni Rathnam	HOD, ECE	Member
3	Dr. M. Satish Reddy	HOD, CE	Member
4	Dr. S. Raj Anand	HOD, CSE	Member
5	Dr. K.V.N.V.N. Rao	HOD, ME	Member
6	Dr. D. Chandrasekhar	HOD, EEE	Member
7	Dr. C. Sambaiah	HOD, MBA	Member
8	Dr.U. Sasikala	HOD,H&S	Member
9	Mrs. R. Sindhu	ECE, Assistant Professor	Member
10	Mr. M. Murali	EEE, Associate Professor	Member
11	Mr. G. Omkar	CIV, Assistant Professor	Member
12	Mr. P. Pavan Kumar Reddy	CSE, Assistant Professor	Member
13	Mr. D. Vinod Kumar	MBA, Associate Professor	Member
14	Mrs. P. Kali Selvi	ME, Assistant Professor	Member
15	Mr. A. Prakash	H&S, Professor	Member
16	M Hemalatha (184M1A0454)	Student	Member
17	M Poojitha (184M1A0456)	Student	Member
18	P Uma Choudary (184M1A0246)	Student	Member
19	S Mounisha (184M1A0248)	Student	Member
20	L Rahul (184M1A0131)	Student	Member
21	K Manohar (184M1A0124)	Student	Member
22	K Deeshita (184M1A0553)	Student	Member
23	G Guna Sindhu (184M1A0523)	Student	Member
24	A Purushotam Reddy (184M1A0309)	Student	Member
25	D K Md Suhel (184M1A0323)	Student	Member

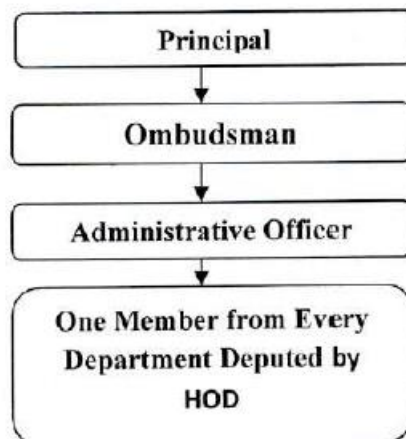
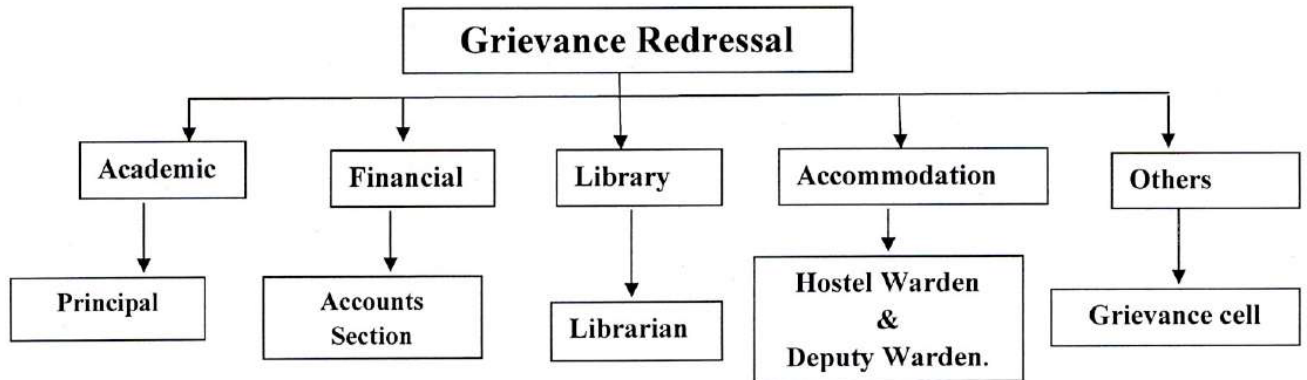


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Functions:

1. Communicate to all the students, staff of the institute about achievement of the committee
2. Committee receives complaints/grievances from students, faculty members and non-teaching staff members relating to
 - (a) Teaching, Examinations, Evaluations etc.,
 - (b) Amenities, facilities
 - (c) Gender discrimination, ragging, indiscipline
 - (d) Service conditions
3. Conduct of enquiry and reporting to the Management/Principal with the recommendation for
 - (a) Redressal of the grievance
 - (b) Further enquiry if required



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Alumni Committee

The main function of the committee is to get all VEMUITians connected. To encourage alumni to participate in alumni meets organized. The committee is constituted with the following members:

S. No	Name of the Member	Designation	Role
1	Dr. Naveen kilari	Principal	President
2	Mr. Syed Musthaq	Entrepreneur	Vice-President
3	Mrs. J.V. Pesha	Asst. Professor	Secretary
4	Mr. K. Jaswanth Kumar	Govt. Employee (VRO)	Joint Secretary
5	Mr. V. Umamaheswar Rao	Asst. Professor	Treasurer
6	Mrs. M. Poojitha	Govt. Employee	E.C. Member
7	Mrs. J. Himaja	HR	E.C. member
8	Mr. Palakuru Nobin Kumar	Software Engineer	E.C. Member
9	Mr. K. Bharath	Software Engineer	E.C. Member
10	Dr. N. Sudhakar Reddy	Professor in ECE	Convener

Functions:

4. Communicate with all the alumni and maintain their profile and data.
5. To organize alumni meets.
6. To arrange interaction programmes with the juniors.
7. To collect feedback from alumni and report the same to the management.
8. To collect information regarding student placements.

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Library Committee

Library Committee is constituted with the following faculty members and student representatives. The main objective of the committee is to look into the various activities of the Library

S.No	Name	Designation	Role
1	D.V.Sai sireesha	HOD-Dept of H&S	Convener
2	T.Ramachandra Naidu	Librarian	Member
3	J.Chandra babu	Assoc.Professor dept of CSE	Member
4	K.Jayasree	Assist.Professor dept of ECE	Member
5	A.Haritha	Assist.Professor dept of EEE	Member
6	G.Suresh	Assoc.Professor dept of MECH	Member
7	B.Kodandapani	Assist.Professor dept of H&S	Member
8	K.sarumathi	Assist.Professor dept of CE	Member
9	Dr.C.Bhupathi	Assist.Professor dept of MBA	Member
10	B.Prasad	IV CSE	Student Member
11	G.Mounika	IV CSE	Student Member
12	C.V.Madhuri	III CSE	Student Member
13	K.Vishnu	III CSE	Student Member
14	N.Jagadeesh	IV ECE	Student Member
15	B.Balaji	IV ECE	Student Member
16	M.Viany	III ECE	Student Member
17	P.Murali Krishna	III ECE	Student Member
18	R.Raasi	IV EEE	Student Member
19	R.Ajay Kumar	IV EEE	Student Member
20	P.Vasavi	III EEE	Student Member
21	N.Manjunath	III EEE	Student Member
22	M.Mahalakshmi	IV ME	Student Member
23	P.Jayanth	IV ME	Student Member
24	V.Hemanth kumar	III ME	Student Member
25	V.Chandiswar	III ME	Student Member
26	S.Nadhini	IV CE	Student Member
27	Lokanadha Reddy	IV CE	Student Member
28	D.Sruthi	III CE	Student Member
29	K.Manohar	III CE	Student Member
30	M.Harchitha	IIMBA	Student Member
31	D.Lokeswari	IIMBA	Student Member

Functions:

1. Maintenance of Digital Library and its Usage
2. Subscribing for the new Journals and renewals for old journals



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3. Purchase of text books, Reference Books, NPTEL and other learning material as per the requirement of the departments/ HOD's.
4. Stock verification and annual audits
5. Finalization of yearly Budget, space and furniture requirements, Human resource requirement etc.,
6. Automation of library operations

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NSS Committee

VEMU IT has a NSS unit, which establishes a meaningful linkage between the campus and community. Many social activities are being organized such as blood donation camps, rain water harvesting, supply of drinking water; green energy etc. on a regular basis every year. The institute takes on other social responsibilities in the form of extension activities organized under NSS flagship. The committee is constituted with the following members:

S.No.	Name	Designation	Role
1	C. Sukumar	Asst. Professor, Dept. of MBA	NSS PO
2	V.Balaji	Asst. Professor, Dept. of CSE	Member
3	Y.Mahesh	Asst. Professor, Dept. of ECE	Member
4	Dr.K.Chaitanya Kumar	Assoc. Professor, Dept. of H&S	Member
5	B.V.Arun Kumar	Asst. Professor, Dept. of EEE	Member
6	M Jeevan Prasad	Asst. Professor, Dept. of ME	Member
7	S Ram Prasad	Asst. Professor, Dept. of CE	Member

Functions: Organizing-

- Blood donation/eye camps
- Rain water harvesting programme
- Clean and green programmes
- Road safety rally
- Cash and material support like blankets, clothes, fruits to orphanages and oldage homes
- Collection of donations for the people affected in natural calamities like floods
- General socio environmental activities
- AIDS awareness programmes
- Supply of drinking water in summer

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IQAC CELL

This cell is constituted to look after into different academic activities of the institution to suitably advise the Principal on the academic matters.

Sl. No	Name	Designation	Role
1	Dr. Naveen Kilari	Principal	Chairperson
2	Dr. S. Murali Mohan	Professor, Dept. of ECE	Coordinator
3	Dr. M. Satish Reddy	HOD, Dept. of CE	Member
4	Dr. D. Chandra Sekhar	HOD, Dept. of EEE	Member
5	Dr. K.V.N.V.N. Rao	HOD, Dept. of ME	Member
6	Dr. S. Munirathnam	HOD, Dept. of ECE	Member
7	Dr. S. Raj Anand	HOD, Dept. of CSE	Member
8	Dr. U. Sasikala	HOD, Dept. of H&S	Member
9	Dr. C. Sambaiah	HOD, Dept. of MBA	Member
10	Mrs. D. V. Sai Sireesha	Dean, Academics	Member
11	Mr. J. Prabhu Kiran	Training & Placement Officer	Member
12	Dr. A. Hemasekhar	Professor, Dept. of EEE	Member
13	Mrs. P. Nirupama	Assoc. Professor, Dept. of CSE	Member
14	Mr. P. Bhaskar	Asst. Professor, Dept. of ME	Member
15	Mrs. R. Anitha	Administrative Officer	Member
16	Mrs. M. Neelima	Accounts Officer	Member
17	Mr. K. Guruswamy Naidu	Management Nominee	Member
18	Ms. M. Muskhan (184M1A0494)	Student (Female)	Member
19	Mr. G. M. Bhargav (174M1A0532)	Student(Male)	Member
20	Mr. G. Guruswamy Naidu	Local Society Member (Lawyer, Lions Club Member)	Member
21	Mr. N. Prabhakar Reddy	Parent (Surpanch)	Member
22	Mrs. M. Poojitha	Alumni (Central Govt Employee, NARL)	Member



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23	Mr. D. Damodar	Employer / Recruitment Head (CEO, RAVANDS Plastech)	Member
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Functions:

1. To monitor periodically the conducting of Training programs for the faculty members
2. To monitor the faculty development program organized by VEMUIT and encourage the faculty to attend the faculty development programs, seminars, conferences, industrial visits etc.,
3. To monitor the conduct of periodical class tests to the students and their evaluation process
4. To monitor the teaching methodologies adopted by the teachers
5. To suggest the introduction of new courses, industry MOUs etc
6. To monitor the various developmental activities

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Women Empowerment and Grievance Redressal Committee

The Women Empowerment & Grievance Redressal Committee is formed to raise the status of the women through education and training. By this they will be equipped to make life determining decisions through the different problems in the society. The committee creates a platform where women students will have access to health care, career and safety measures through various programmes. Also as Section-IV of AICTE (Gender sensitization, Prevention and Prohibition of Sexual Harassment of Women employees and students and the redressal of grievances in technical institutions) regulation 2016, the above committee was constituted. This committee identifies and prevents the unfair practices and ensures safety and security of the girl students and other women employees.

S.No.	Name	Designation	Role
1	Dr.U.Sasikala	Associate Prof., Dept. of H&S	Convener
2	Mrs. S Venkata Lakshmi	Assistant Prof., Dept. of CSE	Member
3	Mrs. K.Jayasree	Assistant Prof., Dept. of ECE	Member
4	Mrs. A.Haritha	Assistant Prof., Dept. of EEE	Member
5	Ms.Y.Bhargavi	Assistant Prof., Dept. of ME	Member
6	Ms.K.Sarumathi	Assistant Prof., Dept. of CE	Member
7	Mrs.P.Dhanuja	Assistant Prof., Dept. of H&S	Member
8	Mrs. K.Umera Begum	Assistant Prof., Dept. of MBA	Member
9	Ms.G.Sandhya	Student, IV CE	Member
10	Ms.N.Divya	Student, III CE	Member
11	Ms.R.Sireesha	Student, IV EEE	Member
12	Ms.D.Vanitha	Student, III EEE	Member
13	Ms.K.Mounika	Student, IV ME	Member
14	Ms.B.Sravani	Student, III ME	Member
15	Ms.S. Ayesha	Student, IV ECE	Member
16	Ms.S.Muskan	Student, III ECE	Member
17	Ms.H.Vyshnavi	Student, III CSE	Member
18	Ms.V.Sai Ramya	Student, II CSE	Member
19	Ms.M.Soni	Student, II MBA	Member
20	Ms.S.Charitha	Student, I MBA	Member

Functions:

1. Communicate to all the girl students, women staff of the institute about formation of the committee
2. Committee receives complaints/grievances from the girl students, faculty members and non-teaching staff members relating to



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- (e) Gender discrimination, ragging, indiscipline
 - (f) Service conditions
3. Conduct of enquiry and reporting to the Management/Principal with the recommendation for
- (c) Redressal of the grievance
 - (d) Further enquiry if required
4. The committee also plans and arranges for various programmes related to health, career and safety.

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Sports Committee

College sports committee is constituted with the following members

S.No	Faculty coordinators	Designation	Role
1.	Mr. J Surya sekhar	Asst. Professor, Dept. of H&S	Convener
2.	Mr. M Vinoth kumar	Asst. Professor, Dept. of CE	Member
3.	Mrs. M Nohitha	Asst. Professor, Dept. of CE	Member
4.	Mr. P Chaitanyatheja	Asst. Professor, Dept. of EEE	Member
5.	Mrs. A Haritha	Asst. Professor, Dept. of EEE	Member
6.	Mr. P Ramu	Asst. Professor, Dept. of ME	Member
7.	Ms. Y Bharavi	Asst. Professor, Dept. of ME	Member
8.	Mr. P H Chandra Mouli	Asst. Professor, Dept. of ECE	Member
9.	Mrs. R Rani	Assoc. Professor, Dept. of ECE	Member
10.	Mr. C Siva balaji	Asst. Professor, Dept. of CSE	Member
11.	Mrs. S Venkata lakshmi	Asst. Professor, Dept. of CSE	Member
12.	Mr. D Vinod Kumar	Asst. Professor, Dept. of MBA	Member
13.	Ms. K Swapna	Asst. Professor, Dept. of MBA	Member
14.	Mr. SK Kareemula,	Asst. Professor, Dept. of H&S	Member
15.	Mrs. P Dhanuja	Asst. Professor, Dept. of H&S	Member
16.	K Rahul Krishna Reddy	184M1A0131(III B. Tech)	Member
17.	P Prem rakesh	194M1A0114(II B. Tech)	Member
18.	A Poojitha	184M1A0202(III B. Tech)	Member
19.	K Sai kumar	194M1A0224(II B. Tech)	Member
20.	K Nikhil Kumar	184M1A0337(III B. Tech)	Member
21.	M Tharun	194M1A0333(II B. Tech)	Member
22.	P Murali	184M1A0479(III B. Tech)	Member
23.	E Bharath	194M1A0426(II B. Tech)	Member
24.	B Anjineyulu	184M1A0508(III B. Tech)	Member
25.	K Pavithra	194M1A0547(II B. Tech)	Member

Functions:

1. To monitor the preparation and maintenance of play grounds and indoor games facilities.
2. To procure the required quantity of sports material and monitor its usage.
3. To coordinate and organize the sports activities of the institution and to conduct various inter collegiate competitive events at District and State level.
4. To specify the type of events to be conducted, at appropriate occasions
5. To coordinate various events at intuitional level
6. To identify and impart special training in making best sports men and athletes for national level competitions.

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Career Guidance Cell

A dedicated Career Guidance Cell is established to guide the students to prospective careers. The following is the constitution of the committee:

S.No.	Name	Designation	Role
1	J.Prabhu Kiran	Placement Officer	Convener
2	V.Geetha	Asst. Professor, Dept. of EEE	Member
3	J Sujatha	Asst. Professor, Dept. of CSE	Member
4	G.Sivakoteswara Rao	Asst. Professor, Dept. of ECE	Member
5	M.Sudharsanam	Asst. Professor, Dept. of ME	Member
6	B.Ramu	Asst. Professor, Dept. of CE	Member
7	I.Venu Gopal	Assoc. Professor, Dept. of MBA	Member

Functions:

1. Guidance for preparing for competitive & civil service examinations
2. Career Counseling
3. Encourage students to pursue higher studies through TOEFL, GRE, GATE, MS etc.
4. Training in spoken English, Skill Development and arranging different tests and model exams.
5. Organizing guest lectures on different topics
6. IT / Management seminars and group discussions
7. Projects tie-up so for Engg. / MBA / MCA etc. for minor / major projects
8. Material supply to each student for their future plans for different courses
9. Updating Technology through exhibitions and seminars on recent trends and further actions
10. Supply of information to different students with printed material and guidance

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Training & Placement Cell

This committee is constituted with the following members

S.No.	Name	Designation	Role
1	J.Prabhu Kiran	Placement Officer	Convener
2	V.Geetha	Asst. Professor, Dept. of EEE	Member
3	J.Sujatha	Asst. Professor, Dept. of CSE	Member
4	G.Sivakoteswara Rao	Asst. Professor, Dept. of ECE	Member
5	M.Sudharsanam	Asst. Professor, Dept. of ME	Member
6	B.Ramu	Asst. Professor, Dept. of CE	Member
7	I.Venu Gopal	Assoc. Professor, Dept. of MBA	Member

Functions

1. Inviting reputed corporate companies to the campus to conduct campus recruitment for placements of students
2. Inviting Industry executives to interact with the students on the latest technological developments and the industry requirements
3. Organizing special coaching classes on communication personnel skills by inviting experts from Industry/Premier relevant organizations
4. Maintaining database of students who are eligible for placements
5. Organizing Annual Alumni meet and interaction with students

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Exam Cell Committee

An Examination Committee is constituted with the following members. This committee periodically meets and monitors the working of the Examination Cell. The examination cell presents the requirements both human resource and annual stationery requirements and the committee recommends the requirements to the management for implementing for a smooth functioning of the cell.

S.No.	Name	Designation	Role
1	Dr.K.Naveen	Principal	Chief Superintendent
2	Mr.G.Lokesh	Associate Professor, Dept. of CSE, Examination cell incharge	Convener
3	Mr.J.Chandra Babu	Associate Professor, CSE	Member
4	Mr.N.Kiran Kumar	Associate Professor, ECE	Member
5	Mr.G.Mallikarjuna	Assistant Professor, EEE	Member
6	Mr.M.Dorababu	Assistant Professor, ME	Member
7	Mr.G.Omkar	Assistant Professor, CE	Member
8	Mr.I.Venu Gopal	Associate Professor, MBA	Member
9	Dr.K.Chaitanya Kumar	Assistant Professor, H&S	Member

Responsibilities:

1. Preparing schedules for internal and end examinations
2. Conducting Mid Examinations and End Examinations as per Schedules
3. Sending the "Marks award list" to the affiliated university within the time schedule
4. Preparing invigilation schedules in advance for the smooth conduct of Mid/End Examinations
5. Displaying examination related circulars on the notice boards
6. Communicating the circulars to each department
7. Communicating the faculty members through the HODs regarding invigilation, spot valuation, observer duty etc.,
8. Conducting of examinations smoothly

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Transport committee

VEMU IT is providing subsidized transport facilities to faculty and students respectively. A transport committee is constituted to look after this transport related problems with the following members

S.No.	Name	Designation	Role
1	Dr. G. Ramesh	Assoc. Prof., Dept. of ME	Convener
2	Mr. R. Trinath Reddy	Transport Incharge	Transport supervisor
3	Mr. J. Chandra Babu	Assoc. Prof., Dept. of CSE	Member
4	Mr. N. Kiran Kumar	Asst. Prof., Dept. of ECE	Member
5	Mr. M. Murali	Assoc. Prof., Dept. of EEE	Member
6	Mr. M. Venkatesulu	Assoc. Prof., Dept. of ME	Member
7	Mr. K.M. Devarajulu	Asst. Prof., Dept. of CE	Member
8	Mr. I. Venu Gopal	Asst. Prof., Dept. of MBA	Member
9	Dr. B. Naga Bhushanam	Professor, Dept. of H&S	Member

Functions:

1. To ensure the proper maintenance, servicing of buses & speed locking periodically & to arrange for well experienced drivers.
2. Instructing the drivers every now and then to be very careful while driving the vehicles.
3. To give necessary instructions to the students for not indulging in un-acceptable behavior especially towards girl students.
4. To prepare route schedules specifying timings.
5. To receive complaints from students/faculty/drivers and take necessary action.

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Magazine & News Letter Committee

VEMU IT maintains a college newsletter to report various events conducted in the college and technical magazine department wise. To collect and edit the data from students and departments, a magazine and news letter committee is constituted with the following members

S. No	Name of the Member	Designation	Role
1	Dr. K.V.N.V.N Rao	Professor, ME	Convener
2	Mr. P.H. Chandra Mouli	Assistant Professor, ECE	Member
3	Ms Sarumathi K	Assistant Professor, CE	Member
4	Mr.P.Bhanu Prakash	Assistant Professor ,CSE	Member
5	P.Bhaskara	Assistant Professor, ME	Member
6	Mr.B.V. Arun Kumar	Assistant Professor, EEE	Member
7	Mr. C.Bhupati	Associate Professor, MBA	Member
8	Mrs. M. Nirmala	Assistant Professor, H&S	Member

Functions:

1. Preparing schedules to release newsletters college magazine and technical magazine.
2. Announcing for contribution from students and faculty related to technology and fine arts.
3. Collection of data for newsletter and magazine and screening and scrutinizing the collected material.
4. To take necessary measures to get the magazine and newsletters printed in-time.
5. To collect latest technological advances in evolving technologies and to publish the information in the form of a technical magazines department wise every semester.

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Hostel committee

The hostel committee is constituted to look in to the hostel related affairs. The following are the committee members

S.No.	Name	Designation	Role
1	Dr.K.V.N.V.N.Rao	HOD, Dept. of ME	Convener & Chief Warden
2	Mrs. Rani	Associate Professor, ECE	Member
3	Mr.K.M.Devarajulu	Assistant Professor, CE	Member
4	Mr.P.Ramesh	Assistant Professor, CSE	Member
5	Miss. V.Geetha	Assistant Professor, EEE	Member
6	Mr.V.Sivaji	Assistant Professor, H&S	Member

Functions:

1. To allocate rooms to the applicants and to ensure the required furniture in each room.
2. To prepare the mess menu, supervise its implementation and take decisions from time- to-time with regard to alterations.
3. To check frequently the quality of food supplied to the hostellers and take remedial steps.
4. To monitor the cleanliness of rooms, kitchen & dining hall, corridors and toilets.
5. To make frequent surprise visits to assess security and other problems.
6. To receive and resolve student complaints.
7. To monitor the outward movements of the students and inform to parents if found problematic.

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Canteen committee

A big canteen is maintained in the college campus to cater to the needs of students and staff. A committee is constituted to look after this with the following members

S. No	Name of the Member	Designation	Role
1	Ms.R.Anitha	AO	Convener
2	Mr.V.Sivaji	Associate Professor, Dept. of H&S	Member
3	Ms.S.Lakshmi Priya	Assistant Professor, Dept. of CE	Member
4	Ms.N.Devasena	Assistant Professor, Dept. of EEE	Member
5	Dr.G.Ramesh	Associate Professor, Dept. of ME	Member
6	Ms.R.Sindhu	Assistant Professor, Dept. of ECE	Member
7	Mr.P.Ramesh	Assistant Professor, Dept. of CSE	Member
8	Ms.M.Neelima	Assistant Professor, Dept. of MBA	Member
9	K.Venkatesh	Student, Dept. of CE	Member
10	S.Nandini	Student, Dept. of CE	Member
11	V.Akhil	Student, Dept. of EEE	Member
12	Y.Sushmitha	Student, Dept. of EEE	Member
13	D.Baba Fayaz	Student, Dept. of ME	Member
14	P.Raju	Student, Dept. of ME	Member
15	V.Harish	Student, Dept. of ECE	Member
16	P.Prasanthi	Student, Dept. of ECE	Member
17	S.Siva Reddy	Student, Dept. of CSE	Member
18	K.Kavitha	Student, Dept. of CSE	Member
19	B.Manjunath	Student, Dept. of MBA	Member
20	K.Pallavi	Student, Dept. of MBA	Member

Functions:

1. To decide the variety of food items, snacks and soft drinks to be available in the canteen at different time intervals.
2. To fix the price of each and every item taking market fluctuation into account.
3. To supervise the quality of food items supplied and to conduct frequent hygienic and quality tests.
4. To monitor the maintenance, cleanliness of space and utensils.
5. To assess the usage of canteen and provide required facilities.



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6. To look into the discipline of students in canteen and take necessary actions when violated the code of conduct.
7. To instruct the canteen manager to take care of proper maintenance and operation.

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