



SRI A S N M GOVERNMENT COLLEGE

Palakol, West Godavari District, Andhra Pradesh- 534260

Affiliated to Adikavi Nannaya University, Rajamahendravaram

(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)

College e-mail: sriasnmgcd@gmail.com Website: <https://sriasnmgcdpalakol.ac.in> Phone: 08814229069

POLICY ON PARTICIPATIVE GOVERNANCE

Decentralization:

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

Principal Level:

Principal is the Ex-officio member of the governing body and chairperson of the IQAC. The principal in consultation with the Staff Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Staff Council.

Faculty level:

Faculty members are given representation in various committees/cells nominated by the Staff Council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members.

PROCEEDINGS OF THE PRINCIPAL Sri A.S.N.M.GOV'T COLLEGE(A),PALAKOL
PRESENT: Dr. D. GIRI, M.Sc., Ph.D.

Re. No.Spl./A/ Estb./2020-21

Dt.:25.10.2021

Sub:-Constitution of various Non Statutory Committees for the Academic year 2020-21 –
Regarding.

ORDERS:

In accordance to the subject cited the undersigned is hereby constitute the following Non Statutory Committees for the Academic year 2020-21 for the smooth running of the institution. The Convener is to coordinate with members of the committees to complete the work assigned to them from time to time and submit the compliance report to the Principal. They also further informed to prepare the action plan for the academic year and record the activities in the requisite formats wherever applicable. The convener and the members of the committees are solely held responsible for any lapse in discharging the work allotted to them and maintenance of the Registers/Records.

1. College Planning and Development Council (CPDC):

President:-Dr D Giri ,Principal

Secretary:- Dr B.Raghavaiah,M.B.B.S.

Members:- I.Sri N.J.K.Narendra Kumar, Lecturer in Physics

II.Sri K.Srirama Murthy, Lecturer in Zoology

III.Dr.P.Nagaraju,Lecturer in Telugu

2. Grievance Redressal Committee:

Convener:-Dr D.Sailaja,Lecturer in Zoology

Members:- I.Dr C. N.Manisha,lecturer in Computer Applications

II.Sri P.Rajababu,Lecturer in Commerce

III.Smt P.Sunitha,Contract Lecturer in Botany

3. Examination Committee:

Convener:- Sri M.Sudhakara Rao,Lecturer in Chemistry

Members:- I.Dr K.Sudhakar Rao,Lecturer in Commerce

II.Dr K.Ramnarayan,Lecturer in Physics

III.Smt M.Saritha,Contract Lecturer in Economics

IV.K.Sivakrishna, Contract Lecturer in Mathematics

4. Admissions Committee:

Online Admission Module for Degree College (OAMDC)

College Level Helpline Centre:-

Principal: Dr D Giri

Coordinator:-Sri K.Srirama Murthy,Lecturer in Zoology.

Technical staff:-I.M.Kiran Kumar, JKC Mentor.

II.M.L.D.Sireesha,JKC Mentor.

Supporting Staff:- Dr.P.Nagaraju,Lecturer in telugu

5. Library Committee:

Convenor:- Dr.P.Nagaraju,Lecturer in Telugu

Members: I.Sri N.J.K.Narendra Kumar, Lecturer in Physics

II.Lecturer in Commerce

6. Students Welfare/Union Committee:

Convenor: Sri N.J.K.Narendra Kumar, Lecturer in Physics

Members:-I. Sri K.Srirama Murthy,Lecturer in Zoology.

II. Dr K.Sudhakar Rao,Lecturer in Commerce

III .Dr D.Sailaja,Lecturer in Zoology

IV. Dr.P.Nagaraju,Lecturer in Telugu

V. Dr C. N.Manisha,Lecturer in Computer Applications

VI. Sri M.Sudhakara Rao,Lecturer in Chemistry

VII. Sri B.Adinarayana Murthy,Lecturer in Physics

VIII. K.Sivakrishna, Contract Lecturer in Mathematics

7. Sexual Harassment Committee:

Convenor:- Dr D Giri

Coordinator: Dr D.Sailaja,Lecturer in Zoology

Members: I. Dr.Ch.Naga Manisha,lecturer in Computer Applications

II. Kum.L.Ramya,Lecturer in Commerce

III. Smt.P.Suneetha,Lecturer in Botany

IV: Smt.M.Saritha, Lecturer in Economics

8. Extra Curricular Activities:

Programme Officers: I.Sri P.Rajababu,Lecturer in Commerce

II.Dr M.Vijay Kumar,Contract Lecturer in Botany

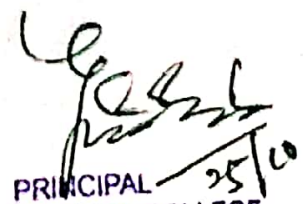
9. Academic Audit Committee:

Convenor: Sri K.Srirama Murthy,Lecturer in Zoology

Members: I. Sri N.J.K.Narendra Kumar,Lecturer in Physics

II.Dr.P.Nagaraju,Lecturer in telugu

III. Sri B.Adinarayana murthy,lecturer in Physics


PRINCIPAL
SRI A.S.N.M. GOVT. COLLEGE
NAAC Accredited at B+ Grade
PALAKOL - 534 260 W.G.Dt.

Sri ASNM Govt.Degree College (A),Palakol
List of Committees 2021-2022

PROCEEDINGS OF THE PRINCIPAL, Sri A.S.N.M. GOVT. COLLEGE, PALAKOL PRESENT: Dr. T.RAJA RAJESWARI, M.Sc.,M.Phil, Ph.D.

Rc. No.Spl./A/Estb./2021-22

Dt.:01-11-2021

Sub.: Constitution of various Academic and Administrative Committees for the Academic year 2021-22 -Regarding.

ORDERS:

In accordance to the subject cited the undersigned is hereby constitute the following Academic and Administrative Committees for the Academic year 2021-22 for the smooth running of the institution. The Convener is to coordinate with members of the committees to complete the work assigned to them from time to time and submit the compliance report to the principal. They also further informed to prepare the action plan for the academic year and record the activities in the requisite formats wherever applicable. The convener and the members of the committees are solely held responsible for any lapse in discharging the work allotted to them and maintenance of theregisters/Records.

S.No	Name of the committee	Job Chart	Convener Sri/Smt/Dr	Members Sri/Smt/Dr	Student members
1	IQAC & NAAC	IQAC and Academic Records	G. Srinivasa Rao,Vice PrincipalIQAC &NAAC Coordinator Dr.K.MadhuShalini,Lec. In Commerce NAAC Asst. - Coordinator	1.Dr Y.Vijaya Kumar,C.F. In Botany (Biology Programs Related) 2.K. PardhaSarathi,C.F. In History (BA Programs Related) 3.P.Durgeswari,G.F.In Commerce (B.Com Programs Related) 4.M. Kiran Kumar, Technical Asst. (Technical Support)	
		AQAR			
		Year Books	Dr. V. Yamini,Lec.in Chemistry		

		Website	K.Bhadrachalam, Lec. In Com.Science	5.Ch.Chinni, Technical Asst. (WebSite)	
		Dept. Inputs and uploads Photos for website	Ch.Ravi Kumar C.F. In Computer Applications		
2	NIRF, ISO, AISHE Committee	Uploading data and submission	Dr.V.Yamini Lec.in Chemistry	1.K.Siva Krishna,C.F. In Maths 2.Ch. Ravi Kumar,C.F. InCom.Applications 3.M. Kiran Kumar, Technical Asst.	
	Academic Council	1. Annual Academic Curricular plan 2. Conduct of BOS and approval 3. Various curricular activities planning 4. Academic events planning 5. Planning assessment schedules in consultation with COE 6. Making suggestions for other committees and monitoring of Academic calendar	Dr.B.SubbaLakshmi, Lec.in Telugu	All in charges of Departments	
4	UGC & Autonomy	1. Planning activities and disbursement of funds, auditor statements. Faculty training CC & WS, seminars, Student Support Activities	G.Srinivasa Rao Lec.in Physics	1.T. Krishna,Lec. In Political science 2.P.Durgeswari,G.F in Commerece	
5.	Administration Support committee	1. Assisting the Principal in correspondence and documentation in Academic/Administrative issues	G. Srinivasa Rao Lec.in Physics	1.Dr,B,Subba Lakshmi,Lec.inelugu 2.T.Krishna,Lec.in Political Science 3.P.Deva Dattam,Superintendent Office staff	
6	Research committee	1. Support in preparing documentation regarding	Dr.V.Yamini Lec.in Chemistry	1.Dr.B.Subba Lakshmi,Lec.in Telugu 2.V. David Dinakaran,Lec.in English	

		2. Policy decisions on Research and Consultancy 3. Annual Research Publications			
7	Student Support Services Committee	1. Scholarships 2. IAMS 3. Biometric attendance 4. Monitoring student attendance 5. Issue of ID Cards 6. Ward Counselling	K. Bhadrachalam Lec.in Computer Science	1.K. Siva Krishna, C.F. in Maths 2.Ch. Ravi Kumar C.F. in Computer Applications 3.K.Swarna Latha,G.F. in Commerce	
8	Campus Facilities Committee	1. Monitoring facilities on the campus (Record of classrooms, labs and computing equipment 2. Waiting hall and Reading room. 3.Drinking water Supply and washroom facilities 4. Green practices (Plastic free campus, green landscaping and LED lighting) and beautification of campus. Rain water structure and utilization 5.CC Cameras	G.D.Srinivasa Rao C.F. in English	1.VNVRD Padmalatha, C.F. in Physics 2.K. Pardha Sarathi, C.F. in History 3.Ch.Ravi Kumar, C.F. in Computer Applications 4.BKV Ramalakshmi, C.F. in Maths 5.K.Swarna Latha,G.F.in Commerce	
9	ICT, LMS	1. Mainintaing the records of log books of Virtual Class rooms. 2.MOOCs/E-Learning Resources 3.Student Computer ratio record 4. Wi-fi and Internet record	Ch. Ravi Kumar C.F. in Computer Applications	1.K. Siva Krishna, C.F. in Maths (B.Sc Related) 2.K.Pardha Sarathi, C.F. . In History (BA Related) 3.P.Durgeswari,G.F. in Commerce (B.Com Related)	

				(B.Com Related)	
10	GRC and Anti-Ragging committee	1.Anti-Ragging 2. Maintenance of redressal register 3.Recording of Grievances and redressal	Dr. B.SubbaLakshmi Lec.in Telugu	1.T.Krishna,Lec.in Political Science 2.Dr.Ch.Usha Rani,Lec.inconomics 3.K. Madhu Shalini,Lec.in Commerce 4.Dr. Y. Vijaya Kumar,C.F. in Botany 5.P. Durgeswari,G.F. in Commerce	
11	Women Empowerment Cell	Arranging workshops and lectures on women empowerment issues, gender bias, health issues entrepreneurship and life skills, Women centre& support activities to face Social Challenges.	Dr.Ch.Usha Rani Lec.in Economics	1.VNVRD Padmalatha,C.F. in Physics 2.BKV Ramalakshmi,C.F. in Maths 3.P.Durgeswari,G.F.In Commerce 4.K. Swarnalatha,G.F. In Commerce 5.P V S SSridevi,G.F.in Telugu 6.B.Asha Jyothi,G.F.in Commerce	
12	College Magazine, Hand book and Press Relations News Latter	1. Preparing students for contribution to college magazine. 2.Bringing out college magazine and hand book 3.Press and Publicity	Dr.Ch.Usha Rani Lec.in Economics	1.G.D.Srinivas,C.F. in English (Languages Depts) 2.Dr. Y. Vijaya Kumar,C.F. in Botany (Biology Groups Depts) 3.BKV Ramalakshmi,C.F. In Maths (Maths Related Depts) 4.K. PardhaSarathi,C.F.in History (History,PoliticalScience,Economics Depts) 5.P.Durgeswari,G.F.in Commerce (Commerce Related Depts)	
13	DRC	1. Virtual Classes Time Table and reporting to CCE 2.Sharing of academic resources with other colleges in the district,	Dr.B.SubbaLakshmi Lec.in Telugu	1.VNVRD Padmalatha,C.F. in Physics 2.K. Swarnalatha,G.F. in Commerce 3.Ch. Ravi Kumar,C.F. in Computer	

		<p>execution</p> <p>3. Conducting inter collegiate cultural and co-curricular activities. Teacher exchange,</p> <p>4.Report preparation</p>			
14	Examination Committee	<p>1. Conducting internal and External examinations (Semester end exams)</p> <p>2.Issue of Exam Calendar</p> <p>3.Assessmnt and result issuing</p> <p>4. Issue of Provisional certificates</p>	<p>T.Krishna</p> <p>Lec.in Political Science</p>	<p>1.Dr. K. Ram Narayana,Lec. In Physics</p> <p>2.Dr. B.Subba Lakshmi,Lec. In Telugu</p> <p>3.K.Siva Krishna, C.F. in Maths</p>	
15	Games Committee	<p>1. Conducting games on the campus periodically following an action plan</p> <p>2.Preparing a sports calendar</p> <p>3.Conducting the inter collegiate tournaments as per the calendar</p> <p>4. Encouragement to physically challenged student participation</p> <p>6. Documentation of all the above records</p>	<p>Ch.Ravi Kumar</p> <p>C.F.in Computer Applications</p>	<p>1.BKV Ramalakshmi, C.F. .in Maths</p> <p>2.K. Pardha Saradhi, C.F.in History</p> <p>3.D. Manmadha Rao,G.F. in Commerce</p> <p>4.P. Durgeswari,G.F. in Commerce</p>	
16	Literary and Cultural Activities Committee	<p>1.Preparing action plan</p> <p>2. Conducting literary and cultural activities.</p> <p>3.Documentation of activities and submission to IQAC</p> <p>4.Preparation of event wise album and year book</p>	<p>Dr. B. Subba Lakshmi</p> <p>Lec.in Telugu</p>	<p>1.G D Srnivasa Rao, C.F. in English</p> <p>2.D.Manamadha Rao,G.F. in Commerce</p> <p>3.K. Swarnalatha,G.F. in Commerce</p>	
17	Alumni Association	<p>1. Preparation o annual calendar for alumni meetings</p> <p>2.Planning and conduction of parent- teacher meetings</p>	<p>G.Srinivasa Rao</p> <p>Lec.in Physics</p>	<p>1.Dr. Y. Vijaya Kumar, C.F. in Botany</p> <p>2.G D Srinivasa Rao, C.F. .in English</p> <p>3.D.Manamadha Rao,G.F. in</p>	

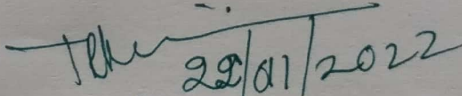
	Association committee	parent- teacher meetings 3. Collecting donations and maintaining of records. 4. Preparation of year book with evidences.		3.D.Manamadha Rao,G.F. in Commerce	
18	Career Guidance and Placement cell (JKC)	1. Planning training programmes. 2.MOU with employers and placements 3.Coaching for competitive examinations 4.Career guidance 5. Documentation and year book preparation with evidences.	K. Bhadrachalam Lec.in Computer Science	1.G. Srinivasa Rao,Lec.in Physics 2.M. Kiran Kumar,Technical Asst. 3.P. Durgeswari,G.F. in Commerce	
19	Value Education Cell	1.Planning and implementation of value added courses and professional ethics 2.Conducting workshops/seminars on human values 3.Release of booklets or Brochures 4. Documentation and preparation of yearbook with evidences	Dr. M. Ramakrishna Lec.in Zoology	1.P. PardhaSarathi,C.F. in History 2.V. David Dinakaran,Lec.in English 3.K. Siva Krishna,C.F. in Maths	
20	NSS	1.Planning community and extension activities 2.Conducting camps and extension activities in the villages 3.Campus maintenance and cleanliness 4. Waiting Hall, Reading room maintenance, Toilets and water facilities 5. Conducting awareness	Coordinator Unit 1: Sri T. Krishna Lec.in Political Science	1.Sri Ch. Ravi Kumar, C.F. in Computer Applications 2. Sri K. PardhaSaradhi,C.F. in History 3. Smt P. Durgeswari,G.F. in Commerce 1.Dr.Y. Vijaya Kumar, C.F. in Botany	

		villagers. 6. 1 st Saturday AN of every month cleaning and maintenance. 7. Waste management. 8. Documentation and report with evidences	Unit 2. Dr M. Rama Krishna Lec. In Zoology	2.Smt B.K.V. Rama Lakshmi, C.F. in Maths 3.K.Swarna Latha,G.F. in Commerce	
21	RUSA Committee	1. Monitoring allotted RUSA funds 2. Maintenance of solar energy records. 3. Submission of report to IQAC 4. Maintenance of records.	T. Krishna Lec. In Political Science	1.Dr. K. Ram Narayan,Lec. In Physics 2.Dr. B. Subbalakshmi,Lec. In Telugu 3.Dr.V.Yamini,Lec. In Chemistry	
22	Library Committee	1. Maintaining library catalogs 2. Purchase of Library books and journals 3. E-Journals and E-Books. 4. Digital library 5. Documentation and year book preparation with evidences	Dr. B. Subba Lakshmi Lec. In Telugu	1.Sri G.D. Srinivas, C.F. In English 2.Sri Subba Rao, Record Asst. 3.Sri G. Sampath Rao, Record Asst	
23	Innovative and Best Practices Committee	1. Collection of Best Practices from all the departments in the prescribed format year wise	Dr.Y.Vijya Kumar C.F. In Botany	1.V.David Dinakaran,Lec. In English 2.D. Manmadha Rao,G.F. in Commerce 3.P S V V Sridevi,G.F. in Telugu	

		feed back to the departments. 3.Preparation of the best practices booklet with evidences – Year wise			
24	RTI Committee	1. Preparation of RTI documents 2.Submission to IQAC and uploading on the Website 3. Correspondence related to RTI cases, maintenance of files and records.	G.Srinivasa Rao Lec. In Physics	1.Dr.B.Subba Lakshmi,Lec. In Telugu 2.K. Bhadrachalam,Lec. In Computer Science	
25	Admissions Committee	1. Taking care of admissions 2. Online student admissions management, student database	G. Srinivasa Rao Lec. In Physics	1.Dr.Y.Vijaya Kumar,C.F. In Botany 2.K. Siva Krishna,C.F. In Maths 3.Ch.Ravi Kumar,C.F. In Computer Applications 4.P.Durgeswari,G.F. in Commerce	
26	Time Table committee	Preparing and finalizing Time tables.	K.Siva Krishna C.F. In Maths	1.T. Krishna,Lec. In Political science 2.Dr.Y.Vijaya Kumar,C.F. In Botany 3.P.Durgeswari,G.F. in Commerce	
27	Internal Academic Audit	Conducting Periodical Audit	Dr.B.SubbaLakshmi Lec. In Telugu	1.G. srinivasaRao,Lec. In Physics 2.K. Madhu Shalini,Lec. In Commerce 3.Dr.Ch.Usha Rani,Lec. In Economics	
28	Special fee committee		G.Srinivasa Rao Lec. In Physics	1.Dr.B.Subba Lakshmi,Lec. In Telugu 2.Dr.V.Yamini,Lec. In Chemistry 3.K.Bhadrachalam,Lec. In Computer Science 4.T.Krishna,Lec. In Political Science 5.Dr.K.Madhu Shalini,Lec. In Commerce 6.M.Rama Krishna,Lec. In Zoology	

				6.M.Rama Krishna,Lec. In Zoology 7.P.Deva Datham, Superintendent	
29	Infrastructure and stock verification committee	Periodical verification of Furniture and Infrastructures. Record maintenance.	Dr.Ch.Usha Rani Lec. In Economics	1.Dr.Y.Vijya Kumar , C.F. In Botany 2.Ch.Ravi Kumar, C.F. In Computer Applications 3.D. Manmadha Rao,G.F. in Commerce	Office staff
30	Eco Club	Students Forum	Dept. of Botany	Concerned Lecturers	Non-teaching staff of respective departments
	Red Ribbon Club		Dept. of Zoology		
	Consumer club		Dept. of Commerce		
31	CPDC		President: Principal Secretary: Dr. B. Raghavaiah MBBS	1.G.Srinivasa Rao,Lec. In Physics 2.Dr.B.Subba Lakshmi,Lec. In Telugu 3T.Krishna,Lec. In Political Science 4.K.Bhadrachalam,Lec. In Computer Science	
32	Discipline Committee		T.Krishna Lec. In Political Science	1.Dr.Y.Vijya Kumar , C.F. In Botany 2.VNVRD Padmalatha, C.F. In Physics 3.BKV Ramalakshmi, C.F. In Maths 4.G.D.Srinivas, C.F. In English 5.K.Siva Krishna, C.F. In Maths 6.Ch.Ravi Kumar, C.F. In Computer Applications 7.P. Pardha Saradhi, C.F. In History	

			C.F. In English	2.BKV Ramalakshmi,C.F. In Maths 3.K.SwarnaLatha,G.F. in Commerce	
34	Internal Compliance Committee		Dr.K.Madhu Shalini , Lec. In Commerce	1.Dr.B.Subba Lakshmi,Lec. In Telugu 2.Dr.Ch.Usha Rani,Lec. In Economics 3.VNVRD Padmalatha,C.F..in Physics 4. BKV Ramalakshmi,C.F. In Maths 5.P.Durgeswari,G.F. in Commerce	
35	Student Union Committee		T.Krishna , Lec. In Political Science	1.Dr.Y.Vijaya Kumar, C.F. In Botany 2.K.Siva Krishna ,C.F. in Maths 3.P. PardhaSaradhi, C.F. In History 4.P.Durgeswari,G.F. in Commerce	


 29/01/2022
 PRINCIPAL
 SRI A.S.N.M. GOVT. COLLEGE
 NAAC Accredited at B⁺ Grade
 PALAKOL - 534 260 W.G.Dt.