

S.No.	Report Name	Faculty List
1	Details of students in the department	Mr. G Rakesh Chowdary Year Coordinators (Registered Students)
2	Details of faculty present in the department	Mr.D.V.Sreekumar Reddy
3	Details of Administrative and technical staff present in the department	Mr.D.V.Sreekumar Reddy
4	Lesson plan verification by the Year-Co-ordinator	CC -> YC -> AHOD
5	Lesson plan verification by HOD	CC -> YC -> AHOD
6	Updation verification of ERP/LMS by the concerned instructors	Durgaprasad Tripathi , Mona Mudaliar
7	Attendance through automation	Durgaprasad Tripathi , Mona Mudaliar
8	Tutorials sessions conducted	G L P ASHOK
9	Active learning sessions conducted	Ms. N.Durga Indira
10	Lab experiments conducted in each lab per batch for all the sections	DR SONA DAS
11	Placement Training Classes conducted by department faculty	V NARSIMHA NAYAK
12	Details of students with Backlogs	V, Subba Reddy
13	Remedial classes taken for Backlog students /Slow learners	Dr. Bukya Balaji
14	Internal/ External Result analysis:(only after Midterm /End semester)	Dept. Exam Cell
15	Conduction of various committee meetings in which students are members (Once in a month).	
	a) Library committee	Dr.M.Siva kumar
	b) Sports committee	Dr.S.Rooban
	c) Boys' hostels committee	Mr.N.Ajay Nagendra
	d) Girls' hostels committee	Ms.C.Cynthia
	e) Canteen committee	Mr.D.V.Sree Kumar Reddy
	f) Transport committee	Mr.D.V.Sree Kumar Reddy
	g) Student grievance committee (Boys)	Mr.B.Sai Sandeep
	h) Student grievance committee (Girls)	Ms.V.Sahiti
	i) Committee for SC/ST/OBC/Minority	Mr.Muzammil Parvez M
	j) Anti-Ragging Committee	Dr.B.Balaji
	k) Committee against Sexual Harassment	Mrs.Varakumari.S
16		
	16.1 BOS (Board of Studies)	HOD
	16.2 DDC (Department Development Committee)	DR G S K SANTOSH
	16.3 DAC (Department Academic Committee)	DR G S K SANTOSH
	16.4 Academic counseling board	Dr.Vipul Agarwal
	16.5 Lab monitoring committee	Dr. Sona Das
	16.6 LMS committee	Durgaprasad Tripathi , Mona Mudaliar
	16.7 Career counseling committee	Dr. K.S.Ramesh
	16.8 Committee for taking feed back from stake holders	Dr.G.Sai Krishna Santosh
	16.9 Vetting committee	Mr.Ali Baig Mohammad
	16.10 Lab development committee	Mr. D.Paradhasaradhi
	16.11 Student projects committee	Dr. D.Bhavana
	16.12 Practice school evaluation committee	Mr. M Ravi Kumar
	16.13 Result analysis committee	C. Sreevardhan
	16.14 Certificate course committee	Dr. G. Naveen Kishore
	16.15 Advisory board	Mr.J.Subrahmanyam
	16.16 Committee for English speaking implementation	Mr.Khanal Madhav Prasad
	16.17 Discipline committee	Dr.VGNS Prasad
	16.18 Committee for monitoring seating arrangement (as per roll numbers) in classes	Mr.Syam sundar
	16.19 Association activities committee	Mr. KVKVL Pavan Kumar
	16.20 Professional societies activities committee	Ms.K.Sony
	16.21 Womens' forum committee	Ms. S. Vara Kumari
	16.22 Workshops/ guest lectures / seminars related committee	Dr.Fazal Noorbasha
	16.23 Placement training committee	Mr.V.Narasimha Nayak
	16.24 Extension activities committee	Mr. Sreekanth Reddy
	16.25 Hobby clubs committee	Mr. P Sundaraiah

	16.26 RPAC	Dr.I.Govardhani(CR,RFMW), Dr. M. Sujatha
17	Feedback on current semester courses taken form students in the Department during this month (Semester beginning and End)?	Ms.K.V.Sowmya
18	Faculty meeting held by HOD	C.Cynthia
19	Staff meeting held by HOD.	C.Cynthia
20	Research Group meeting by the Group Head	Mr. D Srinivas Rao
21	Course Coordinators meeting with the instructors	Dr. M Kasi Prasad
22	Maintenance report on laboratory equipment	Ch.Babji -> Dr.Deepak Kumar Nayak
23	ATRs on laboratory equipment	Ch.Babji -> Dr.Deepak Kumar Nayak
24	Laboratory Equipment condemned during this month	Ch.Babji -> Dr.Deepak Kumar Nayak
25	Maintenance report on furniture, Teaching Aids and any other	Mr.K.Nageswara Rao
26	ATRs prepared for all the furniture, Teaching Aids and any other	Mr.K.Nageswara Rao
27	Condemned furniture, Teaching Aids and any other	Mr. K Nageswa Rao
28	Books recommended to the Central Library	Dr. M Siva Kumar
29	discipline Journals / e-Journals available in department library during this month	Dr. M Siva Kumar
30	Department discipline Ph.D thesis / PG thesis(Softcopy and hardcopy) available in department library during this month	Mr. KTPS Kumar, Ms.B.Hari Priya
	A: PhD thesis	Mr. KTPS Kumar, Ms.B.Hari Priya
	B: PG thesis	Ms.B.Hari Priya
31	Log-book of Department library	Dr. M Siva Kumar
32	List of: a) JRFs b) SRFs c) Post-Doctoral Fellows d) Research Associates	Mr. KTPS Kumar, Ms.B.Hari Priya
33	Research Projects: A: Applied, B: Sanctioned, C: Completed	Mr. KTPS Kumar, Ms.B.Hari Priya
34	Publications : A: Journals B: Conferences	Mr. KTPS Kumar, Ms.B.Hari Priya
35	Books and chapters in edited volumes / books published	Mr. KTPS Kumar, Ms.B.Hari Priya
36	Patents Applied / Granted	Mr. KTPS Kumar, Ms.B.Hari Priya
37	Revenue generated through consultancy (in Rs.):_____.	Dr. P Pardhasaradi
38	Conference/Workshops/Seminars organised by the department during the last month	Mr. KTPS Kumar, Ms.B.Hari Priya
39	Department level orientation lecture	Mrs.V.Teju
40	WEBINARS organised	Dr. M Siva Kumar
41	Details of prominent visitors to the Department	Mr.Ali Baig Mohammad Mr.R. Ramesh Kumar
42	Ph.D.s awarded from the department during the month	Mr. KTPS Kumar, Ms.B.Hari Priya
43	Collaborative activities for research, faculty exchange, Student exchange	Mr.P. Raghavendra Rao
44	Linkages with institutions/industries for internship, on-the job Training, project work, sharing of research facilities etc.	Mr. M Ravi Kumar, Dr. M Siva Kumar
45	MoUs entered by the department	Dr Polaiah
46	Start-Up's incubated	Mr. Ravi Teja
47	Activities{ Professional Society, Extension ect..} organized in the department.	Ms. K. Sony Mrs.B.Priyadharshini
48	National Leaders Birthday, Teachers Day, Republic Day etc.. Celebrations	Mr. Prasanna Kumar
49	Conference/Workshops/Seminars attended by the faculty (within or outside the University)	Dr. Sumit Gupta Dr. Sruti Suman
50	Faculty served as Conference chair/panel member, Resource person to guest lecture, Resource person to Work shop etc..	Mr. N Suresh, Mr.I.Veera Raghava Rao
51	Awards/Recognitions/fellowships received by Faculty	Mr. N Suresh, Mr.I.Veera Raghava Rao
52	Teachers awarded international fellowship for advanced Studies/ research	Mr. N Suresh, Mr.I.Veera Raghava Rao
53	Faculty acting as reviewer or Editorial Board member for journals	Mr. KTPS Kumar, Ms.B.Hari Priya
54	Faculty /staff attended Academic staff college training program or Faculty development program	Dr. Sumit Gupta Dr. Sruti Suman
	A: Within the university:-	
	B: Outside the university:-	
55	Conference/Workshops/Seminars attended by the students (within or outside the University)	CT -> YC -> Mr.J.Chandra Sekhar Rao, Ms. C. Cynthia
56	Awards/Recognitions received by scholars/students in this month	CT -> YC -> Mr.J.Chandra Sekhar Rao, Ms. C. Cynthia

57	Students received Financial assistance:	CT -> YC -> Mr.J.Chandra Sekhar Rao, Ms. C. Cynthia
58	Student Activities	
	a) Association Activities	Mr. KVKVL Pavan Kumar
	b) Extension Activities (Other than NSS and NCC)	Mr. Sreekanth Reddy
	c) Professional Society Activities-Research Clubs	Ms. K. Sony
	d) Participation of students in Hobby Clubs/KLUSO	Mr. M. Venkata Srinu
59	Report on participation of students in various student competitions conducted (within or outside the University)	Mr.J.Chandra Sekhar Rao, Ms. C. Cynthia
60	Placement Details	Mr. M. Venkata Narayana
61	Students participation - NSS activity	Buran Basha
62	Students participation - NCC activity	Buran Basha
63	Alumni meeting	V. Sahithi
64	contribution from Alumni	V. Sahithi
65	Students progressed to higher education (previous graduating batch):	Mr. GV Ganesh
66	Details of students and faculty 'professional society membership enrolment	Ms. K. Sony Mrs.B.Priyadharshini
67	Industrial visits/tours organised	Dr. T. Karthikeyan
68	Complaints or suggestions received through complaint box/suggestion book	Dr.Shruti Suman, Dr. Sumit Gupta
69	Details of counsellors for every 20 students	Mr. GRK Prasad





