



RATNAPURI INSTITUTE OF TECHNOLOGY - COLLEGE OF POLYTECHNIC

Ratnapuri, Turukala Khanapur (V), Hathnoora Mandal, Sanga Reddy Dist (T.S.) – 502 296,
E-Mail: contact@ritcop.ac.in , Website: www.ritcop.ac.in , ☐ 9505504219

OFFICE ORDERS

Date : 11.09.2020

College Academic Committee is constituted with the following faculty members.

S.No	Name of the Committee Member	Department	Role
1.	Col Dr V R R Datla	Director	Coordinator
2.	Smt. K.Divya	Vice-Principal	Member
3.	Mr. G.Kranthi Kumar	ECE	Co-coordinator
4.	Mr. V.Suresh	Civil	Member
5.	Mr. G.Raghavender	EEE	Member
6.	Mr. D.Pavan Kumar	Mechanical	Member
7.	Mr. R. Vijay Kumar	H & S	Member
8.	Mr. T.Show Reddy	IT	Member

- Make policy decisions and changes in existing policies if required, monitor all academic activities in the college
- Ensure quality teaching-learning process
- Prepare and maintain minutes of all meetings and monitor the completion of work

Principal

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Time-Table Committee is constituted with the following faculty members.

S. No	Name of the Committee Member	Department	Role
1	Mr. R. Vijay Kumar	H & S	Coordinator
2	Mr. V.Srinivasa Rao	Civil	Member
3	Mr. M. Naveen Kumar	ECE	Member
4	Mr. U. Nagaraju	EEE	Member
5	Mr. m. Vasavi	Mechanical	Member

- Monitor timely workload allocation, prepare class, faculty, staff, lab, room, and master timetables.
- Display timetables at all relevant places, update timetables whenever a change is needed, share updated timetables with Principal, Vice-principals and HODs, distribute individual timetables to all faculty and staff
- Ensure smooth conduct of class work

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Admissions Committee is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. A.Raghu	Admin	Coordinator
2	Mr. R. Vijay Kumar	H & S	Member
3	Mr. V.Suresh	Civil	Member
3	Mr. G.Kranthi Kumar	ECE	Member
4	Mr. G.Raghavender	EEE	Member
5	Mr. D. Pavan Kumar	Mechanical	Member
6	Mr. T., Show Reddy	HOD	Member

- Monitor admission process
- Device ways for improving admissions
- Coordinate with marketing team

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Discipline Committee is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Col Dr V R R Datla	Director	Coordinator
2	Mr. R. Vijay Kumar	H & S	Co coordinator Member
3	Smt. N. Saritha		
4	Mr. V.Suresh	Civil	Members
5	Mr. M. Pradeep		
6	Mr. G.Kranthi Kumar	ECE	Members
7	Smt. D. Manga		
11	Mr. G.Raghavender	EEE	Members
12	Mr. U. Nagaraju		
13	Mr. D. Pavan Kumar	Mechanical	Members
14	Mr. M. Rajashekar		
15	N.Yadagiri	PET	Members
16	Devla Nayak		

- Ensure strict discipline and code of conduct of students on campus,
- Report indiscipline activities on campus and suggest action to be taken
- Suggest measures to improve discipline on campus

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Anti-ragging Committee is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. R. Vijay Kumar	H & S	Coordinator
2	Mr. V. Rakesh	IT	Co coordinator
3	Smt. M. Anitha	H & S	Mamber
4	Mr. V.Suresh	Civil	Member
5	Mr. G.Kranthi Kumar	ECE	Member
6	Mr. G.Raghavender	EEE	Member
7	Mr. D. Pavan Kumar	Mechanical	Member
8	Mr. T., Show Reddy	HOD	Member
9	Hathnoora PS SI		Member
10	Lady constable		Member

- Monitor ragging on campus, report ragging incidents and suggest action to be taken on culprits
- Suggest measures to curb ragging

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Maintenance Committee is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. A. Raghu	AO	Coordinator
2	Mr. L.Kishan	Civil	Member
3	Mr. G. Pradeep	EEE	Member
4	Mr. P. Ganesh	Mechanical	Member
5	Mr. Venkatatiah	Admin	Member
6	Mr. T. Raju	IT	Member

- Monitor the working condition of electrical appliances, Intercom, computers, Wifi, Furniture, etc
- Monitor the housekeeping and ensure cleanliness of the campus
- Instruct the sub-staff properly and execute the necessary works.
- Check any repairs/breakages and take immediate action
- Monitor individual registers for computers, intercom, electrical appliances, wifi, furniture, house keeping etc

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Attendance Monitoring Committee is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. T. Show Reddy	IT	Coordinator
2	Mr. G. Naveen Kumar	H & S	Member
3	Mr. M. Pradeep	Civil	Member
5	Mr. A. Naresh	ECE	Member
6	Mr. CH. Durgaiah	EEE	Member
7	Mr. Narsimlu	Mechanical	Member

- Monitor the daily attendance and inform the parents regarding unauthorized absence
- Prepare a daily attendance report and submit to the Vice-principal
- Consolidate semester attendance and submit to the Principal

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Mentoring Committee is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. R. Vijay Kumar	H & S	Coordinator
2	Mr. V.Suresh	Civil	Member
3	Mr. G.Kranthi Kumar	ECE	Member
4	Mr. G.Raghavender	EEE	Member
5	Mr. D. Pavan Kumar	Mechanical	Member

- Allot mentors for the students and maintain the records
- Incorporate mentoring in the regular time table
- Print mentoring records and monitor the recording

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Research and Development Cell is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. D. Pavan Kumar	Mechanical	Coordinator
2	Mr. R. Vijay Kumar	H & S	Member
3	Mr. V.Suresh	Civil	Member
4	Mr. G.Kranthi Kumar	ECE	Member
5	Mr. G.Raghavender	EEE	Member

- Motivate the faculty members and students to publish papers in Journals and Conferences
- Motivate the faculty to file patents
- Motivate the faculty members to do consultancy work
- Organise conferences/seminars/workshops
- Procure research funding by applying projects to funding agencies
- Procure funding for conferences

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Primary Health Centre is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. M. Rajashekar	Mechanical	Coordinator
2	Mr. M. Pradeep	Civil	Member
3	Miss. M. Vasavi	Mechanical	Member
4	Smt. Madavi	Admin	Member
5	Smt. M.Anitha	H & S	Member
6	Mr. A. Naresh	ECE	Member
7	Mr. N. Yadagiri	PET	Member
8	Mr. CH. Prabhakar	PET	Member

- Maintain the health centre with required facilities
- Procure medicines as per WHO standards and maintain register for issue of medicines
- Monitor the first aid boxes in all departments
- Organise medical camps
- Coordinate with a medical doctor for any emergency

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ICT Academy cell is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. Praveen Kumar Jha	Mechanical	Coordinator
2	Mr. V.Suresh	Civil	Member
3	Mr. G.Kranthi Kumar	ECE	Member
4	Mr. G.Raghavender	EEE	Member
5	Mr. D. Pavan Kumar	Mechanical	Member
6	Mr. A. Raghu	Admin	Member

- Organise FDPs for faculty members
- Organise seminars and HR conclaves for students
- Motivate students to participate in Youth Talk and Young innovator competitions
- Motivate and train the students for attending placement drives conducted by ICT Academy

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Grievance redressal cell is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. G.Raghavender	EEE-HOD	Coordinator
2	Mr. V.Suresh	Civil-HOD	Member
3	Mr. G.Kranthi Kumar	ECE-HOD	Member
4	Mr. D. Pavan Kumar	Mech-HOD	Member
5	Mr. R. Vijay Kumar	H & S-HOD	Member
6	Mr. T. Show Reddy	IT-HOD	Member

- Collect the suggestion letters from the suggestion box and report to the Principal/Vice-principal
- Record the follow-up action
- Create a unique mail ID for the grievances and address the issues.

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Examination Cell is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. T. Show Reddy	IT	Coordinator
2	Mr. V. Srinivasa Rao	Civil	Member
3	Mr. D. Manga	ECE	Member
4	Mr. G. Pradeep	EEE	Member
5	Mr. M. Anish Kumar	Mechanical	Member

- Conduct both internal and lab theory/lab examinations as per SBTET schedule
- Coordinate and communicate exam related matters with SBTET
- Maintain all the exam related materials question papers, answer papers, marks, assignments, attendance books etc and upload as and when required by SBTET
- Prepare result analysis for end semester examinations

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Professional Body Membership Cell is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. V. Suresh	civil	Coordinator
2	Mr. G.Kranthi Kumar	ECE	Member
3	Mr. G. Raghavender	EEE	Member
4	Mr. D. Pavan Kumar	Mechanical	Member
5	Mr. R. Vijay Kumar	H & S	Member
6	Mr. T. Show Reddy	IT	Member

- Establish the professional body chapters(institutional/faculty/student) by coordinating with all the departments – CSI, ISTE,IETE,IEEE, SAE, IE, ISRD, ISCA etc
- Maintain records of chapter certificates and membership IDs
- Coordinate with departments and organize the events and monitor the income and expenditure of the chapter.
- Maintain circulars/activity reports/ attendance sheets of all the professional chapter events.

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Student Activity Committee is constituted with the following faculty members .

S.No	Name of the Committee Member	Department	Role
1	Mr. D.Pavan Kumar	Mechanical	Coordinator
2	Mr. G.Raghavender	Civil	President
3	Mr. G.Kranthi Kumar	ECE	Vice-President
4	Mr. V. Suresh	Civil	Secretary
5	Mr. R. Vijay Kumar	H & S	Treasurer
6	Mr.CH. Duragaiah	EEE	Member
7	Mr.CH. Yadagiri	Mechanical	Member
8	Mr.T. Sai Kumar	Mechanical	Member

- Coordinate with the student association members of all the departments and organize events
- Conduct intercollegiate events annually.

Principal

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